

ROLE DESCRIPTION

Job Title	Clinical Lead: GP Member – NHS West Essex Clinical Commissioning Group (CCG).
Remuneration	£ 79 per hour excluding superannuation £ 90 per hour including superannuation This work will be undertaken on a self-employed basis. <i>(Please see note at the end of Job description)</i>
Hours	Sessions will range from: CCG Chair expected sessions per week 5 (for information only) CCG Vice Chair expected sessions per week 3 (for information only) GP Board member only expected sessions per month 3 Session constitutes 3.5 hours Post holders must recognise that hours will need to be flexible. Sessions may be aggregated to maximise flexibility. <i>(Sessions will depend on the level of commitment and responsibilities individuals are able to undertake. This will be agreed post selection).</i>
Responsible to	Chair of NHS West Essex Clinical Commissioning Group
Accountable to	Member Practices of NHS West Essex Clinical Commissioning Group
Term	3 years after which the position will be subject to re-appointment.
Governing Board Members	<p>The members of the governing body are key appointments for the CCG. These are extremely high profile positions and require outstanding individuals. The ideal candidates will be able to demonstrate that they are recognised and respected by their peers.</p> <p>All members should be able to demonstrate the leadership skills necessary to fulfil the responsibilities of these key roles and be able to establish credibility with all stakeholders and partners. Especially important is that the governing body, remains in tune with its member practices and secures their confidence and engagement.</p> <p>Individual members of the governing body will bring different perspectives, drawn from their different professions, roles, background and experience. These differing insights into the range of challenges and opportunities facing the CCG will, together, ensure that the CCG takes a balanced view across the whole of its business.</p>
Core Role Outline for Board Members	As a member of the CCG's governing body each individual will share responsibilities as part of the team to ensure that the CCG exercises its functions effectively, efficiently, economically, with good governance and in accordance with the terms of the CCG constitution as agreed by its members. Each individual is there to bring their unique perspective, informed by their expertise and experience. This will support decisions made by the governing

	<p>body as a whole and will help ensure that:-</p> <ul style="list-style-type: none"> • a new culture is developed that ensures the voice of the member practices is heard and the interests of patients and the community remain at the heart of discussions and decisions; • the governing body and the wider CCG act in the best interests of the health of the local population at all times; • the CCG commissions the highest quality services with a view to securing the best possible outcomes for their patients within their resource allocation and maintains a consistent focus on quality, integration and innovation; • decisions are taken with regard to securing the best use of public money; • the CCG, when exercising its functions, acts with a view to securing that health services are provided in a way which promotes the NHS Constitution, that it is there to improve our health and wellbeing, supporting us to keep mentally and physically well, to get better when we are ill and when we cannot fully recover, to stay as well as we can to the end of our lives; • the CCG is responsive to the views of local people and promotes self-care and shared decision-making in all aspects of its business; and • good governance remains central at all times.
<p>Core Attributes and Competencies for Board Members</p>	<p>Each individual needs to:-</p> <ul style="list-style-type: none"> • demonstrate commitment to continuously improving outcomes, tackling health inequalities and delivering the best value for money to the taxpayer; • embrace effective governance, accountability and stewardship of public money and demonstrate an understanding of the principles of good scrutiny; • demonstrate commitment to clinical commissioning, the CCG and to the wider interests of the health services; • be committed to ensuring that the governing body remains ‘in tune’ with the member practices; • bring a sound understanding of, and a commitment to upholding, the NHS principles and values as set out in the NHS Constitution; • demonstrate a commitment to upholding The Nolan Principles of Public Life along with an ability to reflect them in his/her leadership role and the culture of the CCG; • be committed to upholding the <i>Standards for members of NHS Boards and Governing Bodies in England</i> developed by the Council for Healthcare Regulatory Excellence; • be committed to ensuring that the organisation values diversity and promotes equality and inclusivity in all aspects of its business; • consider social care principles and promote health and social care integration where this is in the patients’ best interest; and • bring to the governing body, the following leadership qualities: <ul style="list-style-type: none"> ○ creating the vision – effective leadership involves contributing to the creation of a compelling vision for the future and communicating this within and across organisations; ○ working with others - effective leadership requires individuals to work with others in teams and networks to commission continually improving services; ○ being close to patients – this is about truly engaging and involving patients and communities; ○ intellectual capacity and application – able to think

	<p>conceptually in order to plan flexibly for the longer term and being continually alert to finding ways to improve;</p> <ul style="list-style-type: none"> ○ demonstrating personal qualities – effective leadership requires individuals to draw upon their values, strengths and abilities to commission high standards of service; and ○ leadership essence – can best be described as someone who demonstrates presence and engages people by the way they communicate, behave and interact with others.
Core Understanding and Skills	<p>Each individual will have:</p> <ul style="list-style-type: none"> ● a general understanding of good governance and of the difference between governance and management; ● a general understanding of health and an appreciation of the broad social, political and economic trends influencing it; ● capability to understand and analyse complex issues, drawing on the breadth of data that needs to inform CCG deliberations and decision-making, and the wisdom to ensure that it is used ethically to balance competing priorities and make difficult decisions; ● the confidence to question information and explanations supplied by others, who may be experts in their field; ● the ability to influence and persuade others articulating a balanced, not personal, view and to engage in constructive debate without being adversarial or losing respect and goodwill; ● the ability to take an objective view, seeing issues from all perspectives, especially external and user perspectives; ● the ability to recognise key influencers and the skills in engaging and involving them; ● the ability to communicate effectively, listening to others and actively sharing information; and ● the ability to demonstrate how your skills and abilities can actively contribute to the work of the governing body and how this will enable you to participate effectively as a team member.
Core Personal Experience	<ul style="list-style-type: none"> ● previous experience of working in a collective decision-making group such as a board or committee or high-level awareness of 'board-level' working; and ● a track record in securing or supporting improvements for patients or the wider public
Specific Role Outline for Board Member	<p>As well as having responsibility with the other members for all aspects of the CCG governing body business, the individuals acting on behalf of members practices will bring the unique understanding of those member practices to the discussion and decision making of the governing body as their particular contribution.</p>
Specific Attributes and Competencies for GP Board Members	<ul style="list-style-type: none"> ● have the confidence of the member practices in the CCG, demonstrating an understanding of all of the member practices, of the issues they face and what is important to them; ● be competent, confident and willing to give an unbiased strategic clinical view on all aspects of CCG business; ● be highly regarded as a clinical leader, beyond the boundaries of a single practice or profession – demonstrably able to think beyond their own professional viewpoint; ● have an in-depth understanding of a specific locality; ● be able to take a balanced view of the clinical and management agenda and draw on their specialist skills to add value; and ● be able to contribute a generic view from the perspective of a member practice in the CCG, whilst putting aside specific issues relating to their

<p>Key CCG Result Areas</p>	<p>own practice circumstances.</p> <p>Key CCG result areas are to:-</p> <ul style="list-style-type: none"> • establish strong relationships with and between constituent practices; • develop effective communication links to ensure the views of practices are properly considered by the CCG; • secure the agreement of local GPs to a structure and management support arrangements that underpin GP led commissioning in West Essex; • support implementation of the vision and strategy for the development of health services in west Essex in consultation with the public and local stakeholders; • lead and influence healthcare professionals to achieve clinical and organisational change to help deliver the CCG's commissioning intentions; • put in place arrangements to help monitor, benchmark and improve the quality and access of services in primary care; • design and implement quality, innovation, productivity and prevention (QIPP) schemes for west Essex and deliver these through transformation, productivity and efficiency developments; • establish effective links with the local Health and Wellbeing Board and contribute to the development of the Joint Health and Wellbeing Strategy (JHWS); • develop effective working relationships with the East Anglia Area Team and NHS England in order to ensure that the CCG properly undertakes all its statutory obligations; • develop close and effective working arrangements with the Local Authority on joint commissioning in order to promote health improvements and integrated services; • assume, in a phased way, clinical leadership for the strategy with the aim of trying to ensure the achievement of improved health outcomes, reduced health inequalities and improved quality and patient experience; • develop systems to enable the capture of accurate data and information; • ensure the most effective and efficient use of resources to improve health outcomes whilst maintaining financial balance.
<p>Specific GP Leadership responsibilities</p>	<p>GP members of the CCG will take clinical leadership responsibility for:-</p> <ul style="list-style-type: none"> • driving forward our vision through leading a transformation programme or clinical service for an improvement in quality and to offer an opportunity to improve efficiency and productivity to achieve financial savings; • providing the clinical leadership for an agreed contract i.e. The Princess Alexandra, South Essex Partnership Trust, Whipps Cross etc; • providing the clinical leadership for an agreed development/functional area in support of the CCG's assurance i.e. quality, patient and public engagement, governance etc; • co-chairing the member practices membership meetings; • developing opportunities for collaboration in commissioning with other CCGs i.e. East and North Herfordshire, etc; • supporting the integrated care programme; • negotiations with providers to support the development and delivery of high quality and cost effective services; • developing an understanding of budgetary management and undertake robust monitoring of health and social care budgets; • actively participating in the identification, planning and development

	<p>of new services;</p> <ul style="list-style-type: none"> • communicating effectively with constituent GPs to facilitate co-operation and engagement; • supporting the decommissioning of ineffective, non cost beneficial services; • developing the CCG as a sustainable commissioning organisation • actively promoting the values of the CCG; <ul style="list-style-type: none"> ○ Patient centered at our core – be committed to ensuring that patients are at the forefront of every decision; ○ Collaborative- work in partnership with patients, carers, members of the public practices, partners and providers; ○ Innovative –be courageous and ambitious in how we commission services: taking risks and challenging “the norm” and striving for continuous improvement through learning and reflection; ○ Dedicated to quality – commission evidence-based and outcome-focused services which are safe, clinically effective and tailored to local people; ○ Clinically led and locally focused- putting clinical thinking at the root of what we do and responding to the different needs of our communities; ○ Honesty and respect- work openly and professionally with local people and collaborators, to build mutual trust and understanding and to be accountable for the decisions we make; ○ Empowering individuals– value every employee; support individual development to achieve full potential; encourage contributions and challenges and recognise individuals efforts.
<p>Personal Development</p>	<p>Participate in any development programmes considered by the CCG or any specific development support as advised by the Chair and supported by the Chief Officer.</p>

Note Regarding Remuneration

1. Which rate of reimbursement do you claim?

There are two methods by which claims for clinical time can be made:-

- **Payments made direct to the GP**

Invoices can be raised payable to you and you then take responsibility for superannuation contributions via completion of Solo forms. Reimbursement would be made net of superannuation by the CCG at £79 per hour.

- **Payments made to the practice**

Invoices can be raised by the practice on your behalf and adjustments for superannuation are made to practice profits via certification of pensionable profits at year end. Reimbursement would be made inclusive of superannuation by the CCG at £90 per hour.

2. What will the remuneration be for?

Remuneration can be made using the above methods to you for your time spent on clinical commissioning responsibilities or can be used to provide locum back fill to allow the practice to release you from practice commitments. Time spent on clinical commissioning should not adversely impact on the overall clinical sessions within your practice.

Reimbursement for locum backfill will be at the rate of £90 per hour.

GP MEMBER - NHS WEST ESSEX CLINICAL COMMISSIONING GROUP

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Appropriately qualified and registered GP who is currently working in the Epping Forest locality	Y	
EXPERIENCE & KNOWLEDGE		
Knowledge of the Health and Social Care Act 2012	Y	
Understanding of the clinical commissioning arrangements and the implications for general practice	Y	
In depth knowledge of local health issues	Y	
Experience of working with commissioners and service providers from different agencies		Y
SKILLS & ABILITIES		
Demonstrable leadership skills	Y	
Good interpersonal skills	Y	
Good facilitation and negotiation skills	Y	
Commitment to patient and public involvement	Y	
Understanding of budgetary and activity information		Y
Understanding of equality and diversity issues	Y	
PERSONAL QUALITIES		
Good communicator and motivator	Y	