SOMERSET LOCAL MEDICAL COMMITTEE

# JOB DESCRIPTION FOR MEDICAL DIRECTOR (4-6 sessions per week)

**The LMC Medical Directors** are senior decision makers who work flexibly and collaboratively to meet the current needs of the LMC and anticipate its future requirements. The job requirements will vary and evolve but require close liaison with the Chair, vice-Chair and Executive Director of the Committee as well as other colleagues

**Accountable to:** The Chairman & Executive of Somerset Local Medical Committee (hereafter “the Committee”).

**The primary duties of the role are:**

***For constituents, to:***

* Provide advice and signposting to GPs and practice staff in levy paying practices and all other doctors working in general practice in Somerset, irrespective of employment status, on a range of subjects including but not limited to:
* contractual, employment and partnership matters including dealing with regulators
* premises, pharmacy and dispensing matters
* confidential help with matters affecting performance, professional standards, ethics and conduct, confidentiality and consent questions
* confidential assistance on complaints whether to an individual or a practice
* appraisal, revalidation and the Performers’ list
* Receive, assess and respond where appropriate to communications concerning the above from practices.
* Receive, assess, and respond where appropriate to communications from the Clinical Commissioning Group (CCG), Local Government Authorities (LGA), NHS England (NHSE), Integrated Care Board (ICB) and any other commissioner (hereafter “the CCG etc.”).
* Receive, assess, and respond where appropriate to communications from NHS Trusts, other health & social care providers and other health professional notably the primary care contractor professions and their Local Representative Committees (LRCs).
* Represent the Committee and the interests of broader general practice in specific meetings with the CCG etc. outside formal liaison meetings.
* Promote the image of GPs and the Committee including working with the local and national news- and other social media to achieve this when it is judged by the Chairman to be constructive to do so.

***For the Committee, to:***

* Work within the Executive team of the Committee, maintaining and developing constructive working relationships.
* Periodically review the LMC constitution and other documents to the working policies of the committee up to date with the current landscape.
* Understand the GMS and other key documents relating to general practice including the Statement of Financial Entitlements.
* Advise the Chairman and the Committee on matters concerning the Constitution of the LMC, I including the conduct of meetings and maintaining proper representation of constituents.
* Maintain and develop good working relationships with the CCG etc., NHS trusts and other care providers and to reflect the collective policies, views and opinions of the Committee.
* Prepare agendas for Committee meetings and meetings with other agencies where no agenda has been otherwise set.
* Attend Committee meetings and keep minutes and notes of such meetings and undertaking any actions arising as instructed by the Committee. This includes the monthly evening CRG meeting.
* Communicate effectively with representatives of other GP organisations including the Somerset General Practice Educational Trust, Training Hub & Somerset Primary Healthcare. Attend and minute as secretary of SGPET at its Annual General Meeting.
* Compile a list of motions and attend such national general practitioner conferences as the Committee may from time to time require
* Contribute effectively to LMC communications to constituents.
* Receive, assess and respond, where appropriate, to communications from the British Medical Association General Practitioners’ Committee, and monitor and contribute to the Listserver for LMCs that it provides.
* Take an active part in the South West Regional LMCs group as directed by the Committee.
	+ Demonstrate conscientiousness, equity, fairness and to represent the Committee’s collective views and policies in undertaking all duties
	+ Participate in the LMC executive annual appraisal system.

### Role Eligibility:

***Required***

The post holder must be medically qualified, on the GMC register and have significant experience working in British general practice.

***Desirable***

Previous experience of leadership or management roles in general practice or wider healthcare.

Familiarity with Primary Care Commissioning or procurement structures.

Has had a role in GP pastoral work, education, appraisal, or some other supportive capacity.

### Please Note:

*This job description provides an outline of the main responsibilities associated with the role but is not exhaustive. The range of activities and areas of responsibility will evolve over time. The content of this job description will therefore be subject to regular review and amendment in line with any resulting change to the NHS agenda in the need to fulfil and meet the Committee’s needs.*