

SOMERSET LOCAL MEDICAL COMMITTEE

PERSON & JOB DESCRIPTION FOR DEPUTY MEDICAL DIRECTOR (1 session per week)

Qualifications: The post holder must be medically qualified, on the Performers List, GMC register and working in general practice as a GP in any capacity at the time of appointment. The post is for one session a week but flexibility will be essential. Work outside the nominal session will be remunerated and any locum costs reimbursed in full.

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

Job: To assist the Medical Director in the following roles as learning and confidence develop:

(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 as learning and confidence grows. 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.)

For constituents, to help to:

- Provide advice and support to levy paying GPs, Practice staff and 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 advice on 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, NHS England (NHSE), Sustainability & Transformation Partnership and any other commissioner (hereafter “the CCG etc.”).
- Receive, assess and respond where appropriate to communications from NHS Trusts, other healthcare providers and their Local Representative Committees (LRCs).
- Maintain contact with and attend liaison meetings with LRCs.
- Represent the Committee 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 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.
- Maintain and develop good working relationships with the CCG etc., NHS trusts, other providers and their LRCs in order to reflect the collective policies, views and opinions of the Committee.
- Devise agendas for Committee meetings and meetings with other agencies where no agenda has been otherwise set.
- Communicate effectively with representatives of other organisations including the Somerset General Practice Educational Trust & Somerset Primary Healthcare.
- Contribute to LMC communications to constituents.
- Receive, assess and respond where appropriate to communications from the British Medical Association General Practitioners' Committee.
- Take 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 staff annual appraisal system.