



## JOB DESCRIPTION

---

**Job Title:** GP Clinical Lead

**Department/Team/Service:** Shakespeare Medical Practice

**Line Manager:** Senior Operations Manager

**Hours:** 40 hours per week

### **Job Purpose/Main responsibilities of role:**

The Clinical Lead will work together with the service's Operational Manager to lead the delivery of high-quality and sustainable clinical services for Shakespeare Medical Practice registered patients. They will lead the clinical team, and be fully supported by OneMedical Group's NHS Services team.

The post holder will have dedicated time to carry out their leadership role (a split of 75% clinical duties and 25% leadership time). Time will be split between clinical sessions, where they will lead by example effectively treating patients, and offer clinical leadership, guidance and supervision sessions to their team.

Working closely with the NHS Service Delivery Leadership Team, they will support the Operations Manager in the performance of their service including Key Performance Indicators, financial effectiveness, and quality schedules.

The post holder will also support with the design and delivery of a model of care that offers the best care to the patient population registered with the service. They will drive and lead innovation that focuses on improving the holistic health and wellbeing of individuals, and the communities in which they live; focused on health creation, a greater understanding of mental wellbeing, personalised care, and continuity of care.

They will ensure the service delivers care in line with the Group's clinical vision for primary care and will influence primary care transformation.

The post holder will strive to maintain, and improve quality within the practice, ensuring participation in clinical governance activity, audit, and contribution to the achievement of other quality standards such as CQC.





---

## 1. Clinical Care

- To provide clinical care to patients as described in the job plan, this will include consultation sessions; telephone triage; correspondence; results; medication reviews and prescription signing; other clinical administration; safeguarding lead; medicals; reports; home visits and surgery meetings
- To adhere to the highest personal and professional standards as set out by the GMC, putting individual patient care as your priority

## 2. Operations

- Working with the Operations Manager to support the drive, development and delivery of a vision and strategy for the service; including delivering a service focused on improving the practice population's health, list growth, excellent patient satisfaction, excellence in QOF, and staff feeling motivated, supported and healthy
- To have a sound working knowledge of the site contract, accounts and metrics
- Attend regular meetings with necessary stakeholders to discuss any over-arching Practice issues, risk and/or service provision, including those focused on quality, CQC readiness and practice development.
- Provide clinical leadership for the service team in delivery of clinical care and recruitment of clinical team members.
- Drive innovation and quality improvement.
- Attend external meetings, acting as the service ambassador at PCN meetings and with external stakeholders.

## 3. Clinical Leadership

- To provide clinical leadership and support to the site's GPs, nurses, allied health professions and to the non-clinical patient facing team.





# OneMedical Group

The Business Centre, Bank Top Farm, Blackhill  
Road, Otley, LS21 1PY

T: 0113 284 3158

E: enquiries@onemedicalgroup.co.uk  
onemedicalgroup.co.uk

- To be a key team player and the 'go to' person for clinical issues at site level for all inc. reception/admin team members.
- Deliver regular clinical practice meetings ideally weekly but at least monthly, with minutes and action points and support at general practice meetings.
- To engage and work with the group's quality team to ensure the very best standards of care are delivered.
- Support the operations manager with clinical performance management issues
- Support site clinicians in maintaining a fit for purpose medical workforce through annual performance review and clinical notes audit
- Agree study leave for site clinicians
- To provide input with regard to development: clinical protocols/procedures, clinical systems use, evidence based practice, medicines management, clinical induction, probation sign off & training, audit and QOF delivery and performance
- To ensure that all clinicians involved in local service provision are aware of their roles in the key processes
- At all times to behave as a professional clinician and act as ambassador for OMG
- Actively support Clinical Governance
- Oversee clinical audit process on monthly basis
- Builds long lasting and effective relationships within the local healthcare economy
- Embraces the group Values in day to day work

#### **4. Clinical Governance, Health & Safety & Complaint Management**

- To act as the surgery or site's clinical governance lead and to facilitate implementation of key clinical governance processes within the locality
- To consider with regard to Governance: NHS Standards for Health, Infection Control, Caldicott, Clinical Incident Reporting/SUIs,





# OneMedical Group

The Business Centre, Bank Top Farm, Blackhill  
Road, Otley, LS21 1PY

T: 0113 284 3158

E: enquiries@onemedicalgroup.co.uk  
onemedicalgroup.co.uk

Child and Vulnerable Adult Protection, Complaints, supported by the groups clinical quality and leadership team.

- To support the Registered Manager in CQC compliance for the surgery

## **5. Engagement with Patients, Internal and External Stakeholders**

- Work with the operations manager to maintain excellent third party relationships such as CCGs, patient groups, local community health teams
- Maintain a full, accurate and up to date knowledge of industry changes and legislative requirements
- Keep abreast of Business Development opportunities for service growth and additional provisions etc within the organisation

## **6. Improving Practice**

- Ensure on-going self-development to keep abreast of new clinical developments and maintain an appreciation of the commitments and requirements of the wider clinical workforce
- Ensure that personal mandatory or organisationally required training is up to date for self and clinical site team
- Work with the Medical Director, GP development lead and PN development lead and HR training and development lead to ensure all staff have appropriate training and support
- Oversee staff quality improvement work

## **7. Contract Adherence**

- Ensure the relevant clinical procedures and systems are in place to enable all clinical KPIs to be met
- Ensure mandatory training (clinical and systems) for all clinical staff

## **8. Business Development**

- Provide clinical input into any new service procurement bids/service development and subsequent implementation as led by the Director of NHS Services





- Build relationships with local health professionals, organisations and any other relevant stakeholders
- Be an active ambassador for OneMedical Group

## 9. Knowledge, Skills and Experience

- An passionate and talented doctor with GP accreditation and interest in leadership
- Current registration with GMC and NHS performers list (with no conditions preventing working or restrictions on practice)
- Record of on-going CPD and learning
- MRCGP examination or equivalent experience
- Sound knowledge of clinical governance
- Good leadership skills with the ability to influence and negotiate.
- Good organisational and IT skills desirable
- Excellent interpersonal skills and be committed to working as part of a team.
- Excellent communication skills, both written and verbal.
- Clear commitment to delivering quality and patient focused services.

## Note

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but it is a guide, for information, to the job. It will be periodically reviewed in the light of developing work requirements in the role. The post holder will participate in the review.