



Medical Lead Job Description

HealthLink360 was established 40 years ago by Dr Mike and Liz Jones following their overseas missionary experience in Tanzania. While working there they had sadly seen many of their missionary colleagues become unwell - either physically or mentally. As a result, these people were forced to return home early and their important contributions were prematurely lost to the mission.

Mike and Liz were determined to apply their professional skills to prevent this happening. Mike was trained in general medicine (with special expertise in infectious diseases) and Liz was a trained counsellor. On returning to Scotland, they set up a charity called 'Care For Mission' and, based at a residential property in the Scottish Borders, they started to offer holistic medical/psychological and spiritual care to anyone who was either starting, or returning, from overseas missionary service.

Over the intervening four decades the charity has expanded to become Scotland's main provider of professional healthcare for people working overseas, often in challenging environments. Now based in attractive premises in Carberry, just outside the city of Edinburgh, the part-time team of 6 doctors and 3 travel nurses, backed up by a team of administrators, counsellors and a managing director, offers comprehensive, expert healthcare to anyone about to work overseas or who returns from a period of overseas service.

Individuals are free to use our services on their own initiative, but multiple agencies also contract with us to support their overseas personnel. This includes many church-based organisations, mission agencies, charities offering young people gap-year experiences, UK-MED and schools.

We operate from well-resourced premises with three medical rooms, a small pharmacy, waiting area and a suite of offices, including counselling rooms.

The charity is overseen by a board of trustees who delegate daily management decisions to a Managing Director.

Each doctor or nurse who works with us is part-time. We encourage all our healthcare staff to have substantial NHS positions in addition to their work with HL360.

An opportunity to employ a new medical lead has arisen following the stepping down of Dr Ewan Clark (who has been our co-ordinator for 2+ years). Dr Clark will continue to be employed as a medical examiner but will step aside from his role as lead.

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The new doctor will have **two main responsibilities** with the charity:

1. A 4hr post, spread flexibly over the working week, as a support to the other 6 doctors on the team and offering medical advice to the managing director. Some of this work will be on-site but much of it will be through remote working. The post-holder will need to have flexibility to respond to emails or phone calls from colleagues from Tue-Fri during working hours. Few of these calls will be urgent, so an immediate response is not usually needed. The medical lead will need to work on occasions in-person at Carberry, e.g. to attend a board meeting, or to work face to face with the MD, or to attend meetings with other team members. The successful candidate may wish to be present on the premises at a regular time each week.
2. In addition, the medical lead will perform occasional medical examinations on clients at our premises at Carberry. This will be in response to patient demand and will be remunerated at the same hourly pay rate. The likely maximum weekly commitment to this examination work will be 4 hours.

JOB DESCRIPTION

Title:	Medical Lead
Working Hours:	1-2 sessions per week (4-8 hours)
Place of work:	Hybrid working, with most of the work being remote but in-person as certain tasks demand. Medical examinations performed at Carberry.

The purpose of the job:

1. To support the Managing Director of HL360 in overseeing the work of the medical team.
2. Offering professional expertise to the MD to ensure that the clinical care provided by HL360 meets recognised standards, with reference to current NHS legislation and HIS regulations.
3. Advising the MD about noteworthy developments in the field of medical and travel health care, especially in the specialist areas of Travel Medicine, Occupational Medicine and Infectious Disease which may impact on service delivery by HL360.
4. To assist the MD in workforce planning of the medical and nursing teams, and to offer assistance in recruiting, interviewing and the selection of new nursing and medical colleagues.
5. To assist in the annual appraisals of each nursing/medical member of staff, and to ensure that each staff member has a professional development plan.

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6. To ensure that each member of staff involved in patient-facing care has opportunities for their professional development.
7. To provide input and expertise to HL360's medical staff in their clinical work.
8. To provide medical support to the travel health nurses.

Accountability – the post-holder is accountable to:

1. The Managing Director of HL360.
2. The Board of Trustees, in particular the trustees who have special responsibilities for the healthcare delivery of the organisation.

Primary working relationships:

1. Medical and nursing colleagues.
2. The Management team – Managing Director, Head of Psych Services, Office and Finance Manager.
3. Administration staff.

Core Tasks:

1. To work in tandem with the MD on HL360 clinical policies, protocols, PGD's and to ensure the highest quality of the medical services offered.
2. To assist in building a Medical Advisory Group for HL360.
3. To be a point of reference for medical and nursing staff, assisting them with the clinical management of their clients.
4. Ensuring that digital record keeping by the health-care staff meets current standards as set out in the GMC document "Good Medical Practice".
5. To assist with the planning of occasional clinical team meetings and co-ordination of clinical updates.
6. You may be invited to provide an occasional written report to the Board on matters relating to the medical and nursing teams.
7. You may be invited to attend occasional board meetings for discussions about the medical and travel health services.

Desired outcomes

1. The quality of healthcare provided by HL360 meets all current NHS and HIS regulations.
2. Medical and nursing staff are appropriately selected, trained and qualified for their respective roles.
3. The organisation is one where continuous quality improvement is a feature of the delivery of services. Regular participation in audits and SEAs will be a feature of these QIAs.
4. Healthcare staff are encouraged in their own ongoing professional development.
5. The health-care team is committed to excellence in the delivery of services and to a culture of continuous learning.

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Limits of authority

1. You are not authorised to make any expenditure without first obtaining approval from the MD or Office and Finance Manager.
2. You are not authorised to change any major or significant policy decisions on behalf of HealthLink360 without prior discussion with either the MD or one of the medically qualified trustees. But where immediate issues must be addressed to ensure patient safety you are encouraged to make any necessary policy changes.

Opportunity will be given to review this Job Description, including (but not exclusive to) an in-house annual appraisal which is separate from the post holder's annual NHS Clinical Appraisal.

CONDITIONS OF EMPLOYMENT (draft)

Hours of work: 4 hrs weekly (min). 8 hrs weekly (max)

Place of work: hybrid model i.e. mix of in-person attendance at Carberry and remote working

Pay scale: £45/hour

Essential requirements:

1. Registered with Lothian Health Performers' List
2. Full GMC registration without any restrictions of practice.
3. Current certificate of revalidation.
4. NHS appraisal within previous 18 months.
5. Postgraduate qualifications in at least one of the following areas of medical practice: General Practice, Internal Medicine, Occupational Medicine, Travel Medicine.
6. Current member of a medical indemnity organisation.
7. An occupational requirement for the role is to have an active Christian faith (under the Equality Act 2010).
8. Competence in using Office365 suite of programmes.
9. Ability to work both on-site at Carberry and virtually, with access to HL360 communications at home or on mobile devices.

Desirable qualities/experience;

1. Experience of both living and working professionally in a non-UK environment.



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2. Possession of postgraduate qualifications in at least one of the following areas; travel medicine, occupational medicine or tropical health, or the willingness to study while in post to acquire these.
3. Experience of medical leadership or medical mentoring or peer supervision.
4. Experience of medical Quality Improvement Activities (QIA) or attaining external accreditation awards for medical practice.

Closing date for applications: 23:59hrs on 2nd April 2023

Interviews: 14th April 2023 at Carberry

For further information, or to arrange a site visit, please email Dr Keith Russell at krussell@healthlink360.org.