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| JOB DESCRIPTION Hospital Director |

**RESPONSIBLE TO:** Operations Director – Secondary Care

**ACCOUNTABLE TO:** Managing Director - Secondary Care

**ACCOUNTABLE FOR:**

The delivery of high quality care in accordance with commissioner contractual requirements that includes ensuring compliance with all Statutory and Regulatory legislation and expectation within the agreed budget and that meets the agreed Company performance standards. Develop and implement a business growth strategy that incorporates Private Healthcare. Ensure that the Hospital and Surgical Centre are an integral part of the local NHS system.

**JOB SUMMARY:**

* The Hospital Director (HD) has overall 24 hour accountability for all the activity and resources, both human and financial that is required to deliver the services provided under contract to commissioners.
* The HD is the Care Quality Commission “Registered Managed”. They are tasked with ensuring all registered regulated activates are appropriately managed, including becoming the Controlled Drugs Accountable Officer (CDAO). All CDAO roles and obligations are commissioned by the Home Office.
* The HD is legally responsible for the service and therefore is required to undertake a further CQC and Home Office countersigned DBS
* The role requires the post holder to run and manage the Hospital on a day to day basis, achieving agreed levels of operational and financial performance.
* As an HD with Practice Plus Group, the post holder will also be part of the Secondary Care senior leadership team and contribute to the wider development and implementation of the service line strategy.
* Drive the delivery of agreed Private Healthcare growth targets and continuously review the patient pathway to improve the patient experience.

**SPECIFIC RESPONSIBILITIES**

1. To be accountable for providing a safe, effective and efficient clinical service that achieves good clinical outcomes and a high level of patient satisfaction.
2. Fully profit responsible with a specific objective to deliver budgeted EBITDA and revenue growth targets, both NHS and Private Healthcare.
3. To operate and participate in an “on-call” rota with the senior management team ensuring the HOSPITAL operates safely across 24 hours/7days a week.
4. To be the Line Manager of all staff within the HOSPITAL (dotted line relationships to Divisional Professional and Functional leads is in place for HOSPITAL Medical Director, Lead Nurse and Finance Manager) and to lead the senior management team to deliver the required outcomes.
5. To be accountable for the recruitment, management and deployment of all staff within the HOSPITAL working with the Medical Director and Lead Nurse to ensure that the HOSPITAL employs staff with the right skills and expertise to deliver the service.
6. To be accountable for delivering the service within the agreed budget and for ensuring the efficient use of resources both human and financial at all times.
7. To be accountable for ensuring the service is complaint with the CQC requirements and all other relevant legislation at all times and for administering systems that can evidence that compliance within a local system of Governance that feeds into the Governance of the secondary care service line.
8. To be accountable for ensuring the HOSPITAL is highly efficient and that systems and processes are used to maximise productivity and reduce operating costs.
9. To be accountable for the quality, accuracy and validity of data collected within the HOSPITAL and for ensuring information is used effectively for monitoring and improving services.
10. To be accountable for ensuring effective systems of human resource management that enables staff to operate at their highest potential and includes mechanisms for regular individual performance review supported by robust personal development plans. This includes ensuring clinicians are Registered with the appropriate bodies and undertake CPD to maintain that Registration.
11. To be accountable for continuing improvement of employee engagement, reducing turnover, absence and increasing productivity.
12. To be accountable for ensuring that the premises and all equipment both clinical and non-clinical are fit for purpose, well maintained and that the environment is kept clean and accords with good Infection Control practice.
13. To be accountable for ensuring the patient experience is of the highest priority and to test this through regular surveys and feedback systems making changes as required.
14. To be accountable for delivering improvements in quality, in line with the QI programme, and to act as a centre of best practice for particular innovations across Secondary Care.
15. To be accountable for ensuring the service delivers the volumes and case mix of activity that has been agreed with the Company and Commissioners and for ensuring that activity

is delivered efficiently through administering effective scheduling systems that maximise theatre utilisation and deliver pathways to agreed timetables (18 weeks as example).

1. To develop good collaborative relationships with commissioners local NHS Trusts and build strong links with the local health and social care economy.
2. To contribute to the Secondary care senior leadership team and to undertake ad hoc projects/bids that may not be related to the specific HOSPITAL but that support the clinical service strategy of the service line.
3. To operate in accordance with Practice Plus Group Policies at all times.
4. To be fully compliant and aware of Controlled Drugs (CDs) regulations, in addition to be aware of all CD related processes occurring within the HOSPITAL. To undertake all duties in relation to their allocated CDAO status, listed by the Home Office and their commissioners.

**Health and Safety**

As an employee of Practice Plus Group Clinical Services Ltd, the post holder has a duty under the Health and Safety at Work Act 1974, to:-

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

This list of duties and responsibilities is not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Post holder …………………………………..

Signature …………………………………...

Date …………………………………..

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| Hospital Director | **Person Specification** |  |
| Criteria | **Essential** | **Desirable** |
| Qualifications | * Educated to “A” Level standard or equivalent * Recognised management qualification | * Degree level education or Recognised Professional qualification |
| Experience | * Substantial hospital senior management experience either private sector or NHS * Experience of managing elective surgical services (day case and inpatient) * Experience of being accountable for a significant budget and of managing a large, multi-professional workforce * Track record of developing clinical services * Experience of Quality Improvement and service transformation programmes | * Management experience in a multi-site organisation * Management of medical staff * Experience of contract management and negotiation * Experience in a commercial environment |
| **Skills and Knowledge** | * Strong leaderships skills * Ability to lead and work as part of a team * Excellent budgetary skills * Excellent presentation skills * Negotiation skills * Strong Interpersonal skills * Strong verbal and written skills * Resilience and confidence to work autonomously * Customer care awareness and the knowledge required to deliver a high level of patient satisfaction * Networking skills and the ability to make strong relationships with commissioners * Knowledge of the NHS and the DoH’s plans for the future of the NHS * Ability to understand the “market” and to interpret market information to maximise opportunity and minimise market risk * Good HR management knowledge and skills * Understanding of Clinical Governance requirements * The ability to deliver organisational goals | * Familiarity with the regulations and standards for the registration of independent sector hospitals * Sales experience and/ or evidence of success in growing services within a competitive environment (bids, tenders etc) |
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| Other Factors | * A commitment to providing high quality service * Ability to work under pressure and to meet targets and deadlines * Enthusiastic * Personable * Confident * Ability to work within a multi-cultural environment | * Sense of humour * Energetic * Charismatic |