
**MK Commissioning Clinical Commissioning
Group**

**Constitution Appendix 8
Clinical Member of the Board Job Description**

13 December 2011

Appendix 8

MK Commissioning CCG Board Member – Roles and Responsibilities

Milton Keynes Clinical Commissioning Group

Job Description for A Clinical Member of the Board

Job Title: MK Commissioning Clinical Commissioning Group Clinical Board Member

Job Summary

The MK Commissioning Clinical Commissioning Group (CCG) Governing Body Member will:

1. contribute to the development and implementation of strategic plans that enable the CCG to commission health care and services that meet the needs of the population of Milton Keynes to the highest quality within available resources.
1. ensure that the CCG Governing Body sets and meets challenging objectives for improving its performance across the range of its functions.
2. develop a comprehensive understanding of the health and care needs of the population of Milton Keynes, paying particular attention to health inequalities and the needs of excluded groups.
3. reduce inequalities in health within Milton Keynes, paying attention to the needs of excluded and minority groups who experience difficulty in accessing services and ensuring available resources are targeted at deprived areas.
4. ensure that financial controls and systems of risk management are robust and that the CCG delivers within these.
5. be responsible for the clinical leadership for specified aspects of commissioning in Milton Keynes (to be agreed with the Chair), dependent on skills, experience, interest and capacity, including:
 - planned care
 - unplanned care
 - mental health
 - women's, children's/young people's services
 - management of acute contract
 - community health contract

- quality and performance of general practice
 - medicines management
 - public health
6. play a key role in stakeholder engagement, building and maintaining partnership working and relationships (to be agreed with the Chair).
 7. act in accordance with the Nolan principles of public life.

Principal Responsibilities

- Develop the vision and strategy for improving and delivering the health care of the population of Milton Keynes in consultation with patients, the public, health and wellbeing Governing Body and other key local Stakeholders.
- Secure, through effective commissioning and within available resource allocation, a range of safe and effective community, secondary and specialised services (as determined by national definition) which offer quality and value for money.
- To ensure that measures of quality outcomes, cost, efficiency and patient experience are established, and monitor and ensure remedial action.
- To ensure the CCG meets its responsibilities in safeguarding children and vulnerable adults.
- Work closely with Milton Keynes Borough Council to ensure integrated commissioning of health and social care.
- Maintain a current and good understanding of the national and regional perspective and future strategy for the NHS and related areas of Health and Social Care.
- To bring a clinical leaders perspective to discussions and decision-making.
- To take a key role and champion the design and implementation of quality, innovation, productivity and prevention (QIPP) schemes for Milton Keynes.
- To promote effective patient and local community involvement and act with a view to enabling patients to make choices in respect of their care, adopting innovative approaches to engagement, and actively participate in Health and Wellbeing Governing Body meetings and activities and key stakeholder groups.
- To take a key role in deciding on the level of public involvement necessary in relation to any proposed service changes.

Leadership & Influencing

- Commit to a collective responsibility to adhere to Board decisions and promote agreed policy.

- Establish strong relationships and communication channels with member practices. Facilitate two way dialogue to bring practice views into the work of the Board and clearly communicate back Board decisions.
- Lead and influence frontline health professionals to achieve clinical and organisational change to deliver the CCG's commissioning intentions.
- Work with colleagues in member practices to develop commissioning understanding and skills to ensure succession planning within the clinical community.
- To work collaboratively with local GPs and primary healthcare teams through the CCG's quality and performance arrangements, and with other key stakeholders, in shaping and delivering the local QIPP and Operating Plans so as to ensure financial balance.
- To play a leadership role and actively support the decommissioning of services that are ineffective and fail to provide value for money/ satisfactory quality or level of service.
- To provide clinical leadership for improving quality in primary care.

Supporting Operational Commissioning

- To ensure connectivity between strategic plans and operational delivery of commissioning intentions.

Personal Development and Commitment

- Agree with the CCG Chair annual personal objectives and a work programme of deliverables for this role and actively participate in a regular appraisal process.
- In discussion with the Chair and Accountable Officer undertake a programme of personal development to meet your individual learning needs in order to further develop commissioning knowledge, skills and expertise.
- Participate in any development programmes commissioned by the CCG.
- To personally attend formal and informal CCG meetings and workshops.
- To attend other local meetings with stakeholder organisations as agreed with the Chair and Accountable Officer.

Time Commitment:

Board members: Minimum 3 sessions ie 1.5 days per week

Sessions will need to be worked flexibly, and may be aggregated to maximise flexibility.

Responsible To: The Chair of MK Commissioning CCG

Accountable To: Accountable Officer for MK Commissioning CCG

Remuneration: In accordance with the CCGs remuneration policy

Tenure: Elections to the Board will be held every 2 years

Person Specification

In addition to the skills highlighted above, applicants will be expected to evidence the following core knowledge, skills and experience.

Qualifications	<p>Essential:</p> <p>A GP on the Milton Keynes Performers List</p> <p>or Registered Nurse practising in a primary or community care setting within Milton Keynes and attached to a Practice which is a member of the CCG</p> <p>or an Allied Health Professional practising in a primary or community care setting within Milton Keynes and attached to a Practice which is a member of the CCG</p> <p>Desirable: Advanced leadership/management qualification or equivalent</p>
Clinical Experience and Knowledge	<ul style="list-style-type: none">• 5 years or more in healthcare or commissioning environment• Demonstrable evidence of a significant contribution to leadership of clinical/professional groups across a health economy

<p>Commissioning Leadership</p>	<ul style="list-style-type: none"> • Strategic understanding of local commissioning challenges, systems and processes • Understanding of local health and care systems and pathways and using that to inform service planning and redesign • Good working knowledge of NHS priorities, policy making and strategic planning • Awareness of external drivers affecting local health and care commissioning and delivery • Ability to set direction, monitor deliver and drive for results to ensure high standards of quality, safety and financial management are maintained • Ability to interpret data and draw on clinical experience and skills to develop patient pathways • Ability to gather and interpret conflicting evidence to design new health services • Demonstrating a commitment to seek integrated health and care solutions to meeting population needs • Being receptive to opportunities to gain new skills in order to lead effective commissioning
<p>Governance and Assurance</p>	<ul style="list-style-type: none"> • Understanding of relevant legislative, regulatory and ethical frameworks and requirements • Understanding and willingness to declare and manage personal conflicts of interest • Knowledge of the values of the NHS including the NHS constitution • Committed to being held personally accountable to local stakeholders including the public and patients for the stewardship of the CCG's resources • Understanding the CCGs responsibilities in Safeguarding
<p>Working with Others</p>	<ul style="list-style-type: none"> • Ability to chair and lead clinical and management teams • Ability to performance manage and hold individuals to account • Experience of working in a multi-disciplinary planning environment • Able to encourage consensus across organisations and professions • Understanding and ability to manage real and potential conflicts
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Results oriented – demonstrates resilience and stamina to achieve personal and collective results • Demonstrates commitment to an open, supportive “can

	<p>do” culture and to embracing change to improve and develop high quality clinical services.</p> <ul style="list-style-type: none">• Ability to communicate verbally and in writing effectively to internal and external stakeholders• Understanding and can demonstrate corporacy in decision-making• Willingness to be challenged on views held and to constructively challenge others• Enthusiastic to deliver real change• Ability to put personal motivations and objectives aside for the purpose of achieving a collective result
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