

**Medical Non-Executive Candidate Information Pack**

**October 2023**

# Background

GP Care's Board is made up of 6 members, 3 Non-Executive Directors, which includes the Chair and 3 Executive Directors. The bios of each of the Board Directors can be found here [Board of Directors - GP Care](https://gpcare.org.uk/about-us/board-of-directors/).

Due to other commitments, our Medical NED, has decided to step down after serving more than two years on the Board. The Medical NED who is a strong advocate of our community urology one stop model of service delivery is committed to continue to work for GP Care and is who undertakes work in our community clinics in both Gloucestershire and Swindon.

Two Board Directors have recently been appointed, Trish Jay a NED who is a retired nurse by background and has significant Director level experience in the NHS; independent and voluntary sector and Joy Milliken, our Executive Director of Service Delivery who recently joined us having been Clinical Director and Deputy Chief Executive at St Margaret’s, a large Hospice charity based in Somerset.

**What we are looking for**

With the Medical NED’s departure at the end October 2023, we are looking to recruit a current GMC registered doctor to join our Board as the new Medical NED.

We are open to the background of our new medical NED who may work in primary care; an acute care setting or in the community. We would welcome interest from individuals working within a clinical network who have an interest in transforming healthcare delivery and outcomes – moving services out of Hospital into the Community. Given the organisation wide remit of the role, the post may be attractive to someone aspiring tobecome a future Medical Director.

As a values driven organisation, we will recruit in a values driven way. Our culture is of honesty and transparency and of a continuous learning organisation in which improvement is central. Our values are to ‘Aim HIGH’ – by having **H**onesty; **I**ntegrity; a**G**ility and **H**umility.

We want an individual that is aligned to our values but also has skills that complement and add further value to those of our existing Board members:

* Ability to think strategically and ideally has operated at a strategic level within a healthcare system;
* Understands the health care market and is conversant with healthcare policy and aspirations (e.g. NHS Plan and care outside of hospitals)
* Has experience or sees the value of working in partnership with other stakeholders;
* Has some understanding of where there may be opportunities to provide services in a different way – both with the NHS and private sector.

We have 10 Board meetings each year, which usually occur on the last Wednesday of the month and also a small number of Board development sessions. The level of commitment required of our Medical NEDS is an approximately 15 days each year.

# GP Care - Who we are

Established in 2006, GP Care was created to help provide quicker access to services for patients in the Community rather than having to wait to be seen in Hospital. We have contracts with a number of Integrated Care Boards (ICBs) in the South West Region, and provide a service for Cardiff and Vale Unitary Health Board. We currently provide community urology; DVT; private minor surgery and non obstetric ultrasound services, and have ambitions to replicate these services in other areas and develop service solutions for other specialties.

We provide a continuum of services from clinician led advice and guidance, referral management triaging patients into the appropriate pathway, diagnostic tests, treatment services and patient follow up services across entire patient pathways. We act as a key enabler and integrator of care across the primary / secondary care interface ensuring that the pathways are seamless and delivered without delay.

All of our services are provided by multi-disciplinary teams, led by consultants or GPwERss and are designed to provide faster and more efficient patient flow. Our clinics are provided in local GP practices, secondary care and community facilities, providing a convenient geographical spread of locations to our patients. The use of integrated technology and local conveniently located clinical hubs facilitate a ‘one stop shop’ model. All of our services are supported by a dedicated administration team who have a thorough understanding of the service requirements and the referral pathway complexities.

We are an award-winning organization for our innovative patient pathways and consistently achieve great outcomes for our patients and excellent levels of patient satisfaction. Our [Quality Account for 2022-23](https://gpcare.org.uk/wp-content/uploads/2023/10/GP-Care-Quality-Account-2022-23-Final.pdf) emphasizes that high quality service delivery lies at the heart of what we do, and our host ICB commenting on the document said that it’s remarkable how much has been achieved within a year.

We are a social enterprise, using a private company limited by shares legal structure. We have approximately 200 shareholders in total, who are predominately retired GPs and practice staff and some of our own employees, and their initial investment aimed to deliver social benefit and that still drives our work now.

GP Care has a budgeted turnover of £3.8m for this financial year, the majority of which relates to work on NHS contracts. We plan to at least break-even each year and have a strong cash balance. Any financial surplus at the end of the year can be reinvested in the business or paid out to shareholders as a dividend. The dividend is restricted to 30% of any surplus.

**Our Ambitions for Growth**

We recently refreshed our strategic aims which support our aspirations to grow:

* **Expand services** we currently operate to other areas providing high quality services to more people
* **Move into other service specialties**which would benefit from our community one stop approach
* **Further enhance our positive culture**and provide greater training and development opportunities for our staff as we expand our services
* **Create strong partnerships**with organisations with similar values that enhance our service offerings
* **Improve service quality**through innovation and by adopting practical ways of involving patients in the design and delivery of our services
* **Contribute to addressing health inequalities** by tailoring our services to the diverse communities we serve
* **Ensure our services are financially and environmentally sustainable**, achieving accreditation standards that endorse our service quality.

# The Recruitment and Selection process

# How to apply

All candidates are required to complete and submit the following:

* + A copy of your CV;
  + Covering letter explaining how as Medical NED you would contribute to the future success of GP Care based on your skills; experience and understanding of GP Care’s growth agenda;
  + Details of two referees.

Your completed application should be returned by **12 noon on the 1st December 2023** by email to: [**john.campbell@gpcare.org.uk**](mailto:john.campbell@gpcare.org.uk)

If candidates wish to have an informal discussion about this opportunity, please contact John Campbell, Chief Executive Officer by email at  [**john.campbell@gpcare.org.uk**](mailto:john.campbell@gpcare.org.uk)

To arrange a discussion with the Chair, please contact [mike.bishop@gpcare.org.uk](mailto:mike.bishop@gpcare.org.uk)

**Assessment Process**

An initial 30-minute discussion regarding the role will take place with the Chair and Chief Executive via MS Teams W/c 04th December 2023 and shortlisted applicants will be invited to a final (in person) interview W/c 11th December 2023 at Aztec Business Park, Almondsbury, nr Bristol following which an appointment will be made.

# Job Description

**Reports to:** The Chair

# Job Purpose

As a member of the Board of Directors, you will work alongside the Chair, other Non-Executives, the Chief Executive and their Executive Team as an equal member of the Board. You will share collective responsibility for the success of the Company ensuring delivery of safe, high quality clinical services that provide great patient outcomes and that resources are used effectively. The post holder will be expected to champion and promote GP Care service solutions to both existing and new commissioners including: GPs; Integrated Care Boards; Acute Trusts and other partner organisations.

# Board Meetings

* Prepare for and attend Board meetings and Board development sessions as appropriate to fulfil role, which will include, but not necessarily be limited to, reading and commenting on papers submitted to Board meetings;
* Maintain an objective and independent position on the Board providing constructive challenge and input relating to service performance and improvement; CQC readiness; the High Level Risk and Issue Log and service development plans;
* Contribute to the Board establishing clear and challenging objectives to deliver the agreed business plans and organisational strategy and regularly review performance against those objectives;
* To participate in regular performance evaluation of the Board, its governance committees, and as an individual Director. To act on the results of such evaluation in order to enhance the Board’s overall effectiveness as a team;Attend and Chair (where approved by the Board) specific committees and other ad hoc meetings of the main Board when required;
* Attend general meetings of shareholders if and when such are called.

**Growth and Service Development**

* Assist in the determination of service development opportunities, potentially using personal contacts and networks and reference to external market trends and conditions;
* Provide clinical input and direction in the development and delivery of new services;
* Champion and promote GP Care service solutions to local GP’s, Integrated Care Boards, Acute Trusts and other partners whenever the opportunity arises.

**Patient Safety, Quality and Improvement (PSQI)**

* To jointly ensure that the Board establishes and maintains an appropriate regime of clinical governance and assurance (named PSQI in GP Care), having regard to legal requirements, best practice and size of the organisation;
* Ensure effective clinical oversight, leadership and advice is in place, to support the delivery of the GP Care’s service portfolio and the work of the PSQI Board sub-committee;
* The Board will look to the Medical NED for guidance in matters relating to immediate and longer term clinical issues;
* Obtain assurance that clinical information is accurate and clinical protocols and risk management systems are robust;
* To encourage a culture of identifying themes and continuous learning and improvement from incidents in line with the Patient Safety Incident Reporting Framework [PSIRF-Plan.pdf (gpcare.org.uk)](https://gpcare.org.uk/wp-content/uploads/2023/10/PSIRF-Plan.pdf);
* To uphold GP Care’s values and standards by example, undertaking duties in a way that adds to public confidence and trust;
* Ensure clinical performance is effectively monitored and reviewed;
* Ensure full compliance with regulatory requirements and statutory responsibilities;
* To jointly lead Board (but not Executive) scrutiny of the clinical performance and clinical results of the organisation;
* To provide professional advice to the NEDs concerning the appropriateness of clinical policies and procedures proposed by the Executive and by advisors to the firm, and to seek independent advice when required;
* To jointly ensure that, as far as clinical matters are concerned, the Board and Executive comply with the conditions and powers set out in the firms Memorandum and Articles of Association;
* To use their professional expertise and clinical knowledge to advise and support the Executive and senior clinical managers within GP Care.

# General Responsibilities

* To ensure that the Company promotes equality of opportunity and human rights; respecting and valuing diversity for all its patients, staff and other stakeholders.
* Uphold the highest standards of integrity and probity, adhering to the ethical principles of a recognised professional body;
* Apply best endeavours to promote and advance the interests of the Company and any subsidiary undertakings including safeguarding the good name and reputation of the company;
* Uphold the values of the company by example, and help ensure that the organisation acts in an exemplary way in its affairs;
* Maintain absolute confidentiality of all potentially sensitive information acquired whilst working with GP Care, both during and afterwards.

*This job description may be reviewed in the light of changing service needs. Any changes will be fully discussed with the post holder. The post holder may also be required to carry out other work appropriate to the post.*

# Person Specification

**Desired knowledge and experience for the role**

Experience as a senior clinician and involvement with organisational leadership.

In clinical practice and registered with the GMC.

Knowledge of and credibility across both primary and secondary sectors.Robust knowledge and understanding of strategic and operational clinical management and reporting, control systems, risk management and assurance.

A strong eye for detail as well as the big picture. Collegiate style.

Professional credibility and gravitas.

Good financial acumen / commercial awareness.

Ability to research, investigate and assimilate key issues quickly. Excellent interpersonal, influencing and team-working skills.

Good conceptual thinking, reasoning and numeracy skills, with sound analytical abilities.

# Remuneration

A package of £11,550 per annum, reviewed annually by the Nominations and Remuneration Committee, plus reimbursement of reasonable expenses in accordance with Company policy.

# Period of Appointment

A 3 year term, subject to the continuing confidence of the full Board.

# Time Commitment

The Company anticipates a time commitment of, on average, 15 days a year (a ‘normal’ day being 9 – 5 with half an hour for lunch), but the nature of the role makes it impossible to be specific about time commitment. This will include attendance at monthly Board Meetings, Board development sessions as well as time spent within the business outside of meetings.

# Location

We generally hold our Board meetings in person at locations close to our Company HQ at Aztec Business Park in Almondsbury, nr Bristol which has good transport access near to the M5 / M4. There is a possibility of occasional travel to other locations to undertake other Board business or to meet with interested parties.

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# Equality and Safeguarding

GP Care is committed to a policy of equality in all our employment practices and it is essential that all office holders are willing to make a positive contribution to the promotion and implementation of this. Recruitment is done in line with safe recruitment practices.

This post is subject to a Disclosure and Barring Service check as part of our ‘fit and proper persons’ check process for Directors.