

Clinical Lead Physician: Job Description

Reports to:

Chief Executive for administrative and all other matters not of a professional medical nature the post.

Chairman of the Board of Directors will maintain oversight of the post holder's professional medical activities. In this duty the chairman will be advised by directors who are medically qualified.

Purpose of role

This self-employed role is required to lead a team of physicians and to work with other clinical and non-clinical senior managers within the organisation to drive service improvement and development.

Provision of clinical duties:

- Approximately 4 sessions (a session being 3.5 hours) per week. May incur some off site visits to clients' sites;

plus

- One session (3.5 hours) per week in house for strategic duties to include:
 - To facilitate the effective and efficient delivery of medical services in line with the business plan
 - To respond to clinical queries from staff colleagues
 - Provide support as to relevance and appropriateness of the contents of the directory of procedures, forms and guidance leaflets
 - To specify health and fitness standards
 - To provide proactive and reactive advice to clients through Company statements on current affairs and topical issues
 - To provide in-house training as required
 - To be involved with the Management Team where medical matters are under discussion.
 - To provide quarterly reports for the Directors' Meetings
 - To investigate and respond to complaints and incidents as required
 - Liaise with and support the marketing function as required

Occupational Health Physicians

- Provide guidance and support in the selection of physicians
- Involvement in the induction programme for new physicians
- Conduct regular audits for all physicians, design and implement improvement
- Hold annual one to one appraisals with Physicians
- Ensure professional skills and knowledge are maintained to the appropriate contemporary standards
- Chair the annual Doctors Workshop

Occupational Health Advisors and Screening technicians

- Respond to requests for advice and assistance from the other OH practitioners as required
- Oversee provision of prescription medication by OH practitioners

Additional information

- **Session hours:** 8.30am-12.00pm; 12.30pm-4.00pm.
- **Varied clientele:** preferable that applicants have experience working in a variety of occupational health settings and industries.