

Drake Medical Alliance Primary Care Network (DMA PCN)

(Applications by CV and Covering Letter please, CVs only will be discarded. CV should include date ranges and salary for all previous relevant roles. Cover letter no more than two side of A4.)

JOB DESCRIPTION

JOB TITLE:	PCN OPERATIONS MANAGER
REPORTS TO:	PCN Clinical Director (Policy) and Nominated Practice Manager (Administratively)
RESPONSIBLE FOR:	PCN directly employed staff (except clinical direction)
HOURS:	Full time or part time TBC

Job summary:

To assist the PCN Director, Board and Practice Managers in setting and realising the PCN vision, mission and business strategy. Researching, synthesising and disseminating new PCN legislation and guidance. Managing and coordinating all day-to-day aspects of PCN functionality. Designing, implementing and delivering current and future PCN services across the Network.

Location:

Peripatetic role across the PCN sites and other local locations as required. Main working base to be confirmed and could include home working.

Hours of work:

As well as working within standard office hours, flexibility is required across the week to attend early morning or evening meetings with some possible occasional weekend working. Whilst variable these hours will normally fall within weekly contracted hours with the postholder adjusting their working days to suit.

PCN:

PCN throughout this document refers to Drake Medical Alliance Primary Care Network. Beyond this it also covers DMA Ltd, DMA Federation or any other legal or practical entity that replaces them in the future as the structure of the PCN develops.

Responsibility level:

This role will prepare strategic options to be approved by Practice Managers, Clinical Director or Board as appropriate. There will be significant operational autonomy to deliver the strategic direction once agreed. The postholder will be expected to drive change to improve efficiency and efficacy in all PCN areas.

Main Duties and Responsibilities

- Keep up to date with all network legislation and guidance and ensuring that the DMA Governing Body and member practices are similarly aware as required.
- To identify funding and workstream opportunities for the PCN and apply or bid as directed.
- On behalf of the PCN to be the key point of contact regarding national and local PCN guidance and legislation attending meetings as required.

- Being responsible for the timely return of all network information, reporting and statistics as required locally or nationally.
- Collection and analysis of practice activity information relevant to the network and the reporting of this to the PCN Governing Body and external bodies as appropriate.
- Liaising with practices to ensure that, as necessary, all managers and clinicians are aware of administrative and clinical requirements of PCN legislation and guidance.
- Meet timescales/deadlines for audits and written returns to ensure that the PCN meets quality standards and receives the designated funding.
- Scheduling, administration, attendance and minuting of PCN meetings.
- Planning and implementing all ARRS staff requirements.
- Employing, managing, motivating and developing all staff employed to work at PCN level. All standard HR functions (clinical direction excepted).
- Financial administration, budget preparation, forecasting and monitoring of all PCN related income and expenditure.
- Preparation of management and financial accounts in conjunction with accountants.
- Operational and project management of all identified or directed PCN level projects or projects that benefit all PCN practices.
- Utilise the economies of scale to maximise practice resources and to reduce practice workload and duplication.
- Stakeholder liaison internally and externally to the PCN making and building relationships as required.
- Corporate governance (including but not limited to Employment, Health & Safety, Company Laws, GDPR/FOI, Corporate reporting, PAYE, VAT, corporation and income taxes, NHS Pensions or other pension options).
- Develop and maintain a Personal Learning Plan and maintain current knowledge.

General Duties

At all times to behave in a professional way that encourages quality care, the development of a team spirit and fosters continual improvement across the PCN.

This job description is not intended to be exhaustive. The post-holder will be expected to carry out any other duties that may reasonably be required or directed in line with the main duties and level of the role to meet the changing needs of the PCN.

Key working relationships:

GP Practices within the PCN
 Other PCN and Practices
 Clinical Director/s
 Practice Managers and Partners
 Practice Clinical and Administrative staff
 Clinical Commissioning Group (CCG) and NHSE
 Practice level Patient Liaison Groups (PPG)
 Other local NHS or community Health organisations
 Other community leaders (e.g. councils, charities)