Application Pack:

Applicants for post of
Primary Care Commissioning Manager
## Contents

### Page

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Information about NHS Eastern Cheshire Clinical Commissioning Group and the Eastern Cheshire Healthcare Economy</td>
<td>3</td>
</tr>
<tr>
<td>2.0</td>
<td>Job Description and Person Specification</td>
<td>11</td>
</tr>
<tr>
<td>3.0</td>
<td>Applying for the Primary care Commissioning Manager role and key dates</td>
<td>18</td>
</tr>
<tr>
<td>Appendix One</td>
<td>Operational Plan 2015-16 ‘Plan on a Page’</td>
<td>19</td>
</tr>
<tr>
<td>Appendix Two</td>
<td>Year Two ‘Plan on a Page’ of 5 Year Strategic Plan</td>
<td>20</td>
</tr>
<tr>
<td>Appendix Three</td>
<td>Eastern Cheshire Integrated Care System</td>
<td>21</td>
</tr>
</tbody>
</table>
1.0 Information about NHS Eastern Cheshire Clinical Commissioning Group

NHS Eastern Cheshire Clinical Commissioning Group (CCG) is a membership organisation of 23 GP Practices working within five town based locality peer groups (Figure One). The CCG became a statutory NHS Body on 1 April 2013.

**Figure One**  GP Practices and locality peer groups in Eastern Cheshire

Our five localities, known as General Practice Locality Peer Groups, are:
- Alderley Edge, Chelford, Handforth, and Wilmslow
- Bollington, Disley, and Poynton
- Congleton and Holmes Chapel
- Knutsford
- Macclesfield.

The main purpose of the CCG is to plan, commission (buy) and monitor the highest quality of health care services within available funds, and monitor the quality of these services. We are responsible for commissioning health services to meet all the reasonable requirements of our local population, with the exception of certain services commissioned directly by NHS England, health improvement services commissioned by Cheshire East Council, and health protection and promotion services provided by Public Health England.

Our main commissioning responsibilities include:
- elective hospital care
- rehabilitation care
• urgent and emergency care, including GP Out of Hours and NHS 111
• most community health services
• mental health and learning disability services
• prescribing and medicine optimisation
• emergency and patient transport ambulance services
• NHS continuing healthcare and NHS funded nursing care.

We also have the responsibility for commissioning emergency and urgent care services for the population within our boundaries as well as for commissioning services for any unregistered patients who live in our area. A list of commissioning functions and duties for CCGs can be viewed at: [http://www.england.nhs.uk/wp-content/uploads/2013/03/a-functions-ccgs.pdf](http://www.england.nhs.uk/wp-content/uploads/2013/03/a-functions-ccgs.pdf).

From 1 April 2016 the CCG is due to undertake delegated arrangements for the commissioning of Primary (GP) care services.

The CCG’s full statutory responsibilities are detailed within its constitution. The main responsibilities include:
• upholding the NHS Constitution,¹ CCG Constitution² and governance standards
• quality assurance and quality improvement of commissioned services
• quality improvement of GP services in partnership with NHS England
• safeguarding children and vulnerable adults
• reducing health inequalities
• Public Sector Equality Duty
• public involvement in CCG and promotion of choice
• training, innovation and research
• environmental sustainability
• delivering on relevant areas of the Governments mandate to NHS England and the NHS England planning guidance ‘Everyone Counts’³
• achieving financial balance.

NHS Eastern Cheshire CCG is currently meeting its statutory duties.

1.1 Strategic Objectives
Our strategic objectives are:
• to lead the development of a shared vision for the health and social care economy
• to use the knowledge and experience of clinicians and managers to improve care
• to work effectively with our members
• to place patients at the centre of our commissioning decisions
• to commission safe, effective care that continues to improve patient experience
• to continue to develop the effectiveness of the organisation
• to ensure financial sustainability for the health economy.

¹ [http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx)
1.2 Ambitions
The CCG has seven ambitions:
- increase the number of people having a positive experience of care
- reduce the inequalities in health and social care across Eastern Cheshire
- ensure our citizens access care to the highest standards and are protected from avoidable harm
- ensure that all those living in Eastern Cheshire should be supported by new, better integrated community services
- increase the proportion of older people living independently at home and who feel supported to manage their condition
- improve the health-related quality of life of people with one or more long term conditions, including, mental health conditions
- secure additional years of life for the people of Eastern Cheshire with treatable mental and physical health conditions.

1.3 Plans on a Page
Appendix One shows the CCGs Operational Plan ‘Plan on a Page’ for 2015-16 and Appendix Two shows the Year Two ‘Plan on a Page’ of our Five Fear Strategic Plan. Both identify our plans and priorities.

1.4 Commissioning of Primary GP Care Services
Since 1 April 2015, the CCG has undertaken joint commissioning arrangements with NHS England around primary (GP) care services. Over the last year the CCG has undertaken and completed a challenging and ambitious piece of work to develop an Eastern Cheshire Primary (GP) Care Services contract which has resulted in an agreed standardised contact for our GMS and PMS practices and an approved additional investment locally of £2million into primary GP care. Further details of this contract can be found at: https://www.easterncheshireccg.nhs.uk/Meetings/29th-october-2015.htm.

From 1 April 2016 the CCG is due to undertake delegated arrangements for the commissioning of Primary (GP) care services. With the increasing responsibility that delegated arrangements bring on top of the work to be undertaken to support our GP Practices in the implementation of the Eastern Cheshire Primary GP Care Contract, the CCG is currently in the process of recruiting additional resources, realigning the responsibilities of existing staff and working closely with the area team of NHS England so as to ensure that the CCG has dedicated resource and expertise to take on the additional responsibilities.

1.5 Our structure
We employ more than 60 staff who work alongside the clinicians of the 23 practices. Our workforce has been aligned to deliver on the Corporate, Commissioning, Transformational and Finance functions and requirements of the CCG (Figure Two). With NHS South Cheshire CCG and NHS Vale Royal CCG we also employ joint teams around Medicines Management and Continuing Healthcare. The management of the CCG is structured around the teams responsible for delivering these functions, and link into a number of developments with partner organisations.

1.6 Governing Body of NHS Eastern Cheshire CCG

As set out in the Health and Social Care Act 2012, each CCG must have a Governing Body. The Governing Body is the main decision making body of the CCG and it is responsible for making sure that the organisation is making best use of the money available, buying and developing health services that meet the needs of local people and is effectively delivering on its duties as a statutory NHS organisation.

The Governing Body meets both in public and in camera (closed meeting) on a monthly basis and always on the last Wednesday of each month.

The CCG Governing Body comprises 16 members, 14 of which have voting rights. The Governing Body is composed of the following positions:

- GP Chair of the Governing Body
- Accountable Officer (termed locally as the Chief Officer)
- Chief Finance Officer *
- General Practice Locality Peer Group Representative x5
- Lay member with a lead role for governance
- Lay member with a lead role for patient and public involvement (PPI) x2
- Clinical member - Secondary Care Doctor
- Clinical Member - Registered Nurse
- Cheshire East Public Health representative
- Commissioning Director (unable to vote)
- Strategy and Transformation Director (unable to vote).

The Governing Body has a statutory requirement to have an Audit Committee and a Remuneration Committee. The CCG has also opted to have Clinical Quality and Performance...
Committee, and through joint commissioning arrangement, a Primary (General Medical Care) Services Committee with NHS England, which under delegated arrangements will become the Primary care Committee. All of these Committees draw membership from the Governing Body and have delegated decision making authority. The Terms of Reference and duties of each of these Committees can be viewed at https://www.easterncheshireccg.nhs.uk/About-Us/our-structure.htm.

The Governing Body also receives guidance and support from a number of advisory committees, outlined in Figure Two. The Governing Body is also supported by the Executive Team of the CCG and the three CCG directorates.

1.7 Further Information
For further information about the CCG please refer to our website: www.easterncheshireccg.nhs.uk or read the following key CCG documents:

- CCG Prospectus 2015-16
- CCG Annual Report and Accounts 2014-15
- CCG Five Year Strategic Plan 2014/15 – 2018/19
- CCG 360 Stakeholder Survey Feedback 2015

The CCG also operates an extensive integrated multi-channel communications service that makes full use of both analogue and digital channels. As well as our website you can find out more about the CCG on the following digital forums/channels:

The CCG also has also published a number of films that provide insight into its structure, operation and intentions:

- Transforming care https://youtu.be/kBZ4f8AisfY
- Caring Together in Eastern Cheshire https://youtu.be/AF3wkYZxfBk
- Caring Together – Sheila’s story https://www.youtube.com/watch?v=6FFsDt5gTkw

1.8 About the Eastern Cheshire Healthcare Economy
The Eastern Cheshire region has a population of 204,000 people. The region covers approximately 53% of the Cheshire east Council area. Health and social care spending on the residents of Eastern Cheshire is over £300m per year. Around a third of this is spent on hospital care, a thirteenth on GP practices (Primary Medical Care), one sixth on community care, one seventh on social care, one twentieth on mental health and the rest on other services such as prescribing and specialist care.

A range of health services are also commissioned by the local Public Health department of the council which span across and contribute to the local primary care, mental health and community care services e.g. NHS health checks, drugs and alcohol services, sexual health services and school health services.

Figure Three provides a summary of key facts about the Eastern Cheshire healthcare economy, described within this section.
The proximity of Eastern Cheshire to Greater Manchester provides Eastern Cheshire residents with significant access and choice of general acute hospital services and access to a range of specialist care providers (Figure Four). There is already an innovative model of providing specialist services locally with larger, specialist hospitals, like The Christie Hospital NHS Foundation Trust, enabling chemotherapy to be administered at East Cheshire NHS Trust, and a number of other locally delivered services.

**Figure Four:** Access to hospital services across Eastern Cheshire and Greater Manchester
Whilst £300m is a large amount of funding for local health and care services, if demand for health and care services continues at the current rate and services continue to be delivered as they always have been then there will be a predicted financial shortfall in Eastern Cheshire of over £80m by 2018/19. In Eastern Cheshire there is much to be proud of. Our staff continue to work hard to provide good care at a high standard, local people are relatively healthy compared with other parts of the country and local organisations have a track record of working well together to meet the needs of local people, however we know that more needs to be done to improve our services. In this context, it is why the local NHS came together with Cheshire East Council and launched the Caring together programme to look at new ways of providing high quality care services locally and design an integrated care system (Appendix Three) for Eastern Cheshire. More information about the Caring Together programme can be found at [www.caringtogether.info](http://www.caringtogether.info) and by reading *Caring Together in Eastern Cheshire: A Five year Forward View*.

1.9 Why work and live in Eastern Cheshire
Our staff consider the CCG a great place to work. Watch a video via the link below to learn more about what we do and why our colleagues love working here. [https://youtu.be/y8Y37AQ50uQ](https://youtu.be/y8Y37AQ50uQ)

The Eastern Cheshire region is located in the North West of England and includes towns such as Alderley Edge, Bollington, Chelford, Congleton, Handforth, Holmes Chapel, Knutsford, Macclesfield, Poynton and Wilmslow, as well as many villages and rural areas. It has a population of over 204,000 and most local people are classed as ‘white British’. The CCG area has 53% of the population of Cheshire East Council. With NHS South Cheshire CCG, the CCG is co-terminous with the boundaries of the Council. Cheshire East is the third largest unitary authority in the North West next to Manchester and Liverpool.

Quality of Life
Cheshire East heads the list of the best places to live in the North West. The Halifax Quality of Life survey, now in its ninth year, is an indicator of life expectancy, family income, employment rate, exam performance, even sunshine and rainfall. The borough is ranked 100th out of the top 250 boroughs across the country. Also, an analysis based on a survey of more than 300,000 people across Britain by the Office for National Statistics found Cheshire East to the happiest place to live in England.

Economy
The Cheshire East economy boasts the strongest economy in the region with more than 10% of the UK’s leading 200 companies including Bentley Motors, AstraZeneca, Waters Corporation, Siemens, Airbags International and Oliver Valves. It has established itself as one of the UK’s major business hot spots with thriving business sectors, excellent jobs and business opportunities, together with a highly skilled and talented workforce.

Travel
Cheshire East benefits from excellent, extensive transport links and is served directly by the M6 and M56 motorways and regular mainline train services. It is also in close proximity to two of the fastest growing airports in Europe, Manchester International Airport and Liverpool John Lennon Airport.
Education
A full range of education services exist within Cheshire East, with Cheshire East’s schools (primary and secondary) ranked second best in England (over 90% of schools are rated good or outstanding).

Cheshire East also has the fewest NEET’s (young people not in education or employment or training) in the North West and last year nearly 4,000 young people were offered a sixth form or college place or a job with training – 99% of all school leavers.

1.10 Why work for the NHS
As the largest employer in England, the NHS aims also to be the best. It's in everyone’s interests that the NHS of tomorrow is staffed by skilled, enthusiastic and committed people sharing in the delivery of high quality healthcare.

There are few careers that are as rewarding as one in the NHS, or that give you the opportunity to work with such a variety of people. The NHS actively recruits people of all ages, backgrounds and levels of experience. This helps the NHS to understand the different needs of the patients and provide the best possible service. When you join the NHS, you become part of a talented, passionate team of people, committed to providing the best care and treatment to patients. You will also enjoy one of the most competitive and flexible benefits packages offered by any employer in the UK.

Benefits of working in the NHS. Everyone who joins the NHS is guaranteed a salary that matches their ability and responsibilities, and given every opportunity to increase it through training and development. On top of your basic salary, employees receive at least 27 days' holiday each year, plus a range of other benefits including occupational health and counselling services.

Pay and conditions. The national pay system for the NHS - Agenda for Change (AfC) - is for all directly employed staff except doctors and the most senior managers. The pay system offers real benefits including:

- a standard working week of 37.5 hours
- harmonised holiday entitlements of 27 days per year, plus eight general and public holidays, rising to 33 days after ten years' service
- pay enhancements to reward out of hours, shift and overtime working
- better career and salary progression based on the application of knowledge and skills
- annual personal development review to support career aspirations.

Other benefits of working in the NHS include training, occupational health services and automatic membership of the NHS Pension Scheme for every new employee (unless you choose to opt out). The NHS Pension Scheme is still one of the most generous and comprehensive in the UK. For more details see the NHS Pensions www.nhsbsa.nhs.uk/pensions.

For further information about careers in the NHS go to http://www.nhscareers.nhs.uk/

Want to know about how the NHS works and how it is structured? Then read:
2.0 Job Description and Person Specification

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Primary Care Commissioning Manager</th>
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<tbody>
<tr>
<td>Pay Band</td>
<td>8b</td>
</tr>
<tr>
<td>Hours</td>
<td>37.5</td>
</tr>
<tr>
<td>Contract Type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Base</td>
<td>New Alderley House, Victoria Road, Macclesfield</td>
</tr>
<tr>
<td>Employing organisation</td>
<td>NHS Eastern Cheshire Clinical Commissioning Group</td>
</tr>
<tr>
<td>Directorate</td>
<td>Commissioning</td>
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<tr>
<td>Responsible to</td>
<td>Commissioning Director</td>
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<tr>
<td>Accountable to</td>
<td>Commissioning Director</td>
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1. Job Summary

Working with assigned Clinical Leaders the postholder will provide strategic and operational leadership for all aspects of Primary Care commissioning including interpretation of National guidance, innovations and policies associated with any future changes and new models of Primary Care.

This role will coordinate on all aspects of CCG delegated commissioning of General Practice services. Working closely with our patient populations, our Clinical Leads and the wider CCG team, the post holder will ensure that the CCGs approach to development and commissioning of Primary Care delivers the intended service improvements with high quality care and outcomes.

The post holder will be required to have regular contact with internal and external stakeholders and will often need to engage with them over sensitive, complex, contentious and confidential issues. This will include acting as the main conduit between NHS Eastern Cheshire CCG and NHS England for primary care commissioning.

This role will develop a strong framework of learning and support to our member practices in their complex commissioner and provider functions in relation to primary medical services.

2. Organisational Chart: (Responsible to/Accountable to/Responsible for)

[Diagram showing the organisational structure]
3. **Key Working Relationships:**

<table>
<thead>
<tr>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>• Commissioning Director</td>
<td>• Eastern Cheshire Public</td>
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<tr>
<td>• Strategy &amp; Transformation Director</td>
<td>• NHS England Cheshire &amp; Merseyside Primary Care Team</td>
</tr>
<tr>
<td>• Clinical Chair / Deputy Clinical Chair</td>
<td>• Local Medical Committee</td>
</tr>
<tr>
<td>• Medical Director</td>
<td>• Other NHS agencies e.g. local CCGs, Academic Health Science Network and</td>
</tr>
<tr>
<td>• Executive Nurse and Director of Quality</td>
<td>Health Education England</td>
</tr>
<tr>
<td>• CCG Clinical Leads</td>
<td>• Primary Care Support Services providers (Capitas)</td>
</tr>
<tr>
<td>• GP Peer Group leads</td>
<td></td>
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<tr>
<td>• CCG Member Practices</td>
<td></td>
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<tr>
<td>• Medicines Management Team</td>
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<tr>
<td>• Chair of the Primary Care Commissioning Committee</td>
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<tr>
<td>• Primary Care Support Manager</td>
<td></td>
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<tr>
<td>• Contracts Lead for Primary Care</td>
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<tr>
<td>• Finance Lead for Primary Care</td>
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<tr>
<td>• Other CCG Staff</td>
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4. **Key Duties and Responsibilities of the post:**

Operating within the wider Commissioning Directorate team, the post holder will:

- Lead a programme plan to ensure delegated commissioning functions are effectively implemented within the CCG
- Oversee all primary care commissioning functions delegated to the CCG and support the Primary Care Committees; including working with NHS England, ensuring the managerial and clinical capacity and expertise is in place to support implementation of proposals and transition to new delegated commissioning arrangements
- Develop the CCG Primary Care Commissioning Strategy, incorporating the CCG Strategic Estates Plan, ensuring alignment with the CCG five year strategic plan, CCG operational plans including locality projects and the Better Care Fund (BCF)
- Implement appropriate communication and engagement plans with local stakeholders and GP Practice membership
- Support primary care provider organisations and different groups (e.g. nurses, practice managers) in establishing their own capability and capacity to deliver new models of primary care provision
- Support the development of and awareness of primary care infrastructure requirements across the CCG (e.g. IT, workforce and premises) and linking this where appropriate to relevant local national and strategies, such as Cheshire East Council housing and development plans (Local Plan) and One Public Estate
- Work to maximise the potential of the CCG peer group localities aligned to the needs of the populations that they serve
- Ensure that opportunities to acquire additional resources to support delivery are maximised.
- Utilise existing and develop new contracts and incentives to maximise the potential of primary care.

5. **Functional and Operational Responsibilities**

**Relationship management**

- Develop close and collaborative working relationships with individual practice managers, clinical leads, practice nurses and GP leads in support of developing primary care services
- Develop a strong primary care focussed culture within the CCG team; including direct reports, members of the wider CCG directorates, Practice Membership and NHS England area team
- Develop and coordinate an effective communication strategy for Primary Care including being the lead CCG Manager in the coordination of a range of key meetings including, but not limited to, Primary Care Commissioning Committee, Primary Care Operational Group and CCG Locality Meetings
- Ensure that the CCG has effective communication links with representatives of the NHS England area team and with Primary Care Support providers (i.e. Capitas)
- Be the lead for service improvement across primary care, providing and receiving a range of information, working closely with CCG Communications and Engagement colleagues
- Support the development of a culture of learning, innovation, improvement and excellence amongst primary care providers

**Project Management**
- Lead on the planning of primary care projects, supporting the identification of interdependencies across projects, potential impacts on individual provider or the wider organisation, resource requirements
- Support GP practices with the implementation of initiatives, re-design programmes and the implementation of the CCG primary care commissioning strategy and ensure that these are well communicated and well supported
- Take a lead on developing Primary Care transformation and QIPP plans working in an integrated way with commissioning, transformation and corporate directorates
- Provide coordination of and participate in relevant internal and external working groups and provide project advice, expertise and support where requested
- Provide relevant and timely specialist advice and guidance on own portfolio of projects/function
- Manage individual projects escalating risks and issues as appropriate.

**Financial and Physical Resources**
- Line Management of direct employees as well as matrix working with a wider team to implement the Primary Care strategy.
- Work with the Primary Care Contracts and Finance Leads to oversee Practice delivery of their agreed contractual requirements including leading discussions with practices where improvement is required
- Monitor performance of contracts and projects against agreed budgets
- Support practices in the development of business cases including coordinating and developing business cases and bids for additional investment. This will include seeking opportunities for investment from external from external sources
- Develop and implement QIPP plans (Quality, Innovation, Prevention and Productivity) through effective relationships with Practices
- Lead on the identification, completion and submission of appropriate external funding bids

**Information Management**
- Work with the CCG analysts and practices to maximise learning from available business intelligence and lead improvement plan development. This will include benchmarking our local services with peers in order to identify areas of good practice and opportunities to improve
• Develop business intelligence to develop robust business cases and contribute to project ‘products’, utilising findings from trends and themes identified through practice engagement
• Prepare and present information to a variety of audiences, within and external to the CCG, and present to highlight issues, risks and support decision making. This will include providing the Primary Care Commissioning Committee and CCG Governing Body with regular updates in relation to performance and development initiatives.

Other:
• carry out other tasks, commensurate with the seniority of the post and as directed by the Commissioning Director, CCG Governing Body and Executive Team, which will be allocated over the duration of the contract of employment, dependent on the needs of the CCG and the development of the postholder
• participate fully in the CCG primary care engagement processes, team briefing system, professional and personal development activities and promote a commitment to continuous development and improvement
• participate fully in the CCGs appraisal process and work to achieve agreed set objectives as well as to set direct reports with appropriate leadership and development
• contribute to the shared aims and ambitions of the CCG with enthusiasm, tenacity and professionalism
• maintain confidentiality at all times and comply with the Data Protection Act when handling sensitive and personal information e.g. through general enquiry emails or media enquiries.

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the CCG.

Generic Clauses for all Job Descriptions
• to ensure own actions contribute to the maintenance of a quality service provision
• to be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post
• to participate in the CCG’s Performance and Development Review and to undertake any identified training and development related to the post
• to undertake statutory and mandatory training as deemed appropriate by the CCG
• to develop and maintain effective working relationships with colleagues.
• to adhere to all CCG policies and procedures
• act in a way that is complaint with Standing orders and Standing Financial Instructions in the discharge of budget management responsibilities
• constantly strive for value for money and greater efficiency in the use of the budget to ensure they operate in recurrent financial balance.

Confidentiality
• all CCG staff and contractors working for the CCG have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical.
Information Governance

- CCG staff must keep up-to-date with the requirements of information governance and must follow CCG policies and procedures to ensure that CCG information is dealt with legally, securely, efficiently and effectively. Staff must appropriately manage the records they create or hold during the course of their employment with the CCG, making the records available for sharing in and confidentiality policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldecott guidelines).

Safeguarding Children and Adults

- the CCG has a zero tolerance approach to the abuse of children, young people and vulnerable adults. All staff must ensure they adhere to the CCGs safeguarding children and adults policy and comply with the Local Safeguarding Children and Adult Board procedures. They must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of the CCG in line with the requirements of statutory guidance and legislation. Staff must keep up to date with safeguarding knowledge and skills by undertaking mandatory safeguarding training as specified in the CCG safeguarding policies, which includes understanding and recognising the signs of abuse and knowing how to raise concerns when those signs of abuse are noticed in a person.

Health & Safety

- all staff have a duty to ensure the health and safety of themselves and others whilst at work. Safe working practices and health and safety precautions are a legal requirement. ALL accidents must be reported to your manager and in line with the general philosophy of the CCG; you must participate in accident prevention by reporting hazards and following relevant policies and procedures including Moving and Handling guidelines.

Risk Management

- you are required to contribute to the control of risk and use the incident reporting system to alert the CCG of incidents or near misses that may compromise the quality of services.

Equality & Human Rights:

- the CCG will ensure that job applicants and prospective and current employees are treated solely on the basis of their merits, abilities and potential without any unjustified discrimination on grounds of age, gender, gender reassignment, sexual orientation, disability, family circumstances, race, colour, nationality, ethnic origin, religion or belief, trade union activity & social and economic status.

Codes of Conduct and Accountability:

- you are required to comply with the CCG codes of conduct and accountability and codes of conduct which are relevant to this post.
Person Specification

Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Description</th>
<th>Essential</th>
<th>Desirable</th>
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</table>
| **Education & Qualifications** | • educated to masters level or equivalent level of experience of working at a senior level in Healthcare  
• evidence of continuing professional development  
• member of relevant professional body | ✓         |           |
| **Experience & Knowledge**     | • extensive knowledge of primary care commissioning including contracting, premises and systems and mechanisms for achieving integration  
• understanding of the relationship between NHS England, area teams and individual commissioning and provider organisations  
• knowledge and experience of service improvement  
• knowledge of Delegated Commissioning governance arrangements  
• knowledge of strategic and operational finances  
• experience of successfully securing external funding for the improvement of primary care or other healthcare services  
• developed communication skills for delivering key messages to a range of internal and external stakeholders at a senior level  
• good presentational skills for conveying complex concepts  
• proven coaching skills  
• proven facilitation skills  
• ability to negotiate on difficult and very complex and detailed issues  
• ability to identify risks, anticipate issues and create solutions and to resolve problems in relation to project or service delivery  
• ability to understand a broad range of complex information quickly and making decisions where opinions differ/no obvious solution | ✓         | ✓         |
- evidence of planning and delivering programmes and projects and services on time
- able to use Microsoft Office with intermediate keyboard skills
- ability to work without supervision, providing specialist advice to the organisation, working to tight and often changing timescales
- interpreting national policy for implementation
- previously responsible for a budget, involved in budget setting and working knowledge of financial processes

<table>
<thead>
<tr>
<th>Other</th>
<th>Ability to travel</th>
<th>Driving licence</th>
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<tbody>
<tr>
<td></td>
<td>✓</td>
<td>✓</td>
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3.0 Applying for the post of Primary Care Commissioning Manager

Individuals who wish to apply for the role will be required to complete and submit an application via NHS Jobs (www.jobs.nhs.uk). Submissions via this route will only be considered. Those applicants submitting a CV directly to the CCG will not be considered.

Applications for this post will need to be submitted via www.jobs.nhs.uk by 21 March 2016.

Shortlisted applicants will be asked to attend an interview on 1 April 2016. This is the only date available for interview/assessment.

Please note: if you unable to commit to attending the interview day on this date please do not apply. Please confirm your availability for this date in your application.

Interested applicants wanting to know more about the role can contact:

   Neil Evans
   Commissioning Director
   neilevans@nhs.net
   01625 663 350

4.0 Applying via www.jobs.nhs

It is really important that when applying for posts on NHS Jobs you make sure your application does you justice and provides you with the best possible chance of getting an interview. We get many applications for our advertised jobs and we want to employ the best. Help us to be able to see why you should be considered for interview. When reading your application we will be judging how well your application matches the 'person specification' for the position you are applying for, and those applicants who demonstrate to us that they have the skills and experience as stipulated within the person specification - providing clear examples within the supporting information section - will be the ones that are likely to be shortlisted for interview.

For further advice on how best to demonstrate your suitability via you application, read the supporting material available at www.jobs.nhs.uk: -

Making successful applications
https://www.jobs.nhs.uk/advice/success_applics.html

Writing your application form
https://www.jobs.nhs.uk/advice/write_appform.html
Appendix One - CCGs Operational Plan ‘Plan on a Page’ for 2015-16

Vision: “Inspiring better health and wellbeing”

Values: Valuing People • Working Together • Innovation • Quality • Investing Responsibly

[Diagram of operational plan with various sections and goals listed, including]

- Developing a new Eastern CCGs General Practice contract which supports our plans
- Developing new primary care services to support care and treatment closer to home, including introducing loading against Deep Vein Thrombosis (DVT), Pneumonia

[Detailed goals and actions for each section of the plan are listed, such as]

- Align with the NHS 5 Year Forward View models and latest NICE guidance, participate in the national review of NICE and clinical services.
- Complete a review of T2DM’s evidence to determine whether best practice standards.
- Participate in relevant transformation programmes to ensure equity of access to high quality services.

- Improve mental health services with a focus on improving our response to those in crisis, access to primary mental health services and improving physical health.
- To ensure system resilience, develop services that can respond to and accommodate peak demand and make progress towards services being available 7 days a week, including providing rapid response when required, and enhancing following a stroke.
- Implementation of the new process 111 service

- Re-design and improve Funded Nursing Care, Continuing Healthcare and Complex Care services, including supporting our care homes and domiciliary care providers to deliver the very best standards of care.
- Ensure we learn from service users, carers and staff experiences of our services.
- Continuously improve the quality, safety and effectiveness of services to improve outcomes for patients with Sepc and Acute Kidney injury and to reduce inappropriate antibiotic prescribing and reduce the incidence of pressure ulcers.
- Ensure our population can access ‘best practice’ cancer care.
- Improve effective pathways to provide better access to services including Ophthalmology, Dermatology and Endoscopy while managing the provider market and reducing variation in referrals/attendance across our population.
- Improve access to emergency ambulance and patient transport services

- Joint working with Chesterfield Forest and NHS South Cheshire CCG to improve Learning Disability Services.
- Giving people greater control over their care and associated resources to meet their agreed health goals (including Personal Health Budgets and Special Educational Needs and Disabilities Personal budgets)
- Joint implementation of the Care Strategy with Chesterfield Forest and Council partners

[Table of measures of success with specific targets and performance indicators listed, such as]

- Our Measures of Success

<table>
<thead>
<tr>
<th>Quality Premium</th>
<th>NHS Constitution</th>
<th>Improving Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reducing potential years of life lost</td>
<td>• Maximum 18 weeks from referral to treatment</td>
<td>• Outcome framework for monitoring Integrated Care System available on request</td>
</tr>
<tr>
<td>• Urgent and emergency care priorities</td>
<td>• Maximum four hour wait in A&amp;E departments - 95% standard</td>
<td>• Corporate dashboards</td>
</tr>
<tr>
<td>• Mental health priorities</td>
<td>• Maximum 14 days wait from an urgent GP referral for suspected cancer – 93% standard</td>
<td></td>
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<tr>
<td>• Improving antibiotic prescribing</td>
<td>• Maximum 8 minutes response for Category A (Red 1) ambulance calls – 75% standard</td>
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<tr>
<td>• Reduce A&amp;E Pressure ulcers incidence by 25%</td>
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<tr>
<td>• Improving Physical Healthcare, to reduce premature mortality, in people with Severe Mental Illness</td>
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</tbody>
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Page 19 of 21
Appendix Two - Year Two Plan on a Page of our Five Year Strategic Plan

The Eastern Cheshire health economy is a system comprised of partners from across Eastern Cheshire who have come together to agree, refine and implement the Caring Together Programme over the next five years.

Our shared vision is to join up care, improve outcomes and our citizens’ experience of care whilst responding to increasing clinical and financial sustainability challenges within an environment of one of the fastest ageing populations in England.

To make affordable high value health services available to all to improve the health and wellbeing of our population.

System Ambition

Delivered Through:

- Learning the lessons from the feedback from service users, carers and staff.
- Giving people greater control over their care and the associated resources assigned to meeting their health goals.
- All those individuals with a long term condition will have a personalised care plan containing details of their agreed care outcomes and how they will be supported to achieve these.
- All individuals within Eastern Cheshire will have access to their Integrated Digital Care Record.
- Using the Joint Strategic Needs Assessment and the Health and Wellbeing Strategy and other relevant sources, to align resources more closely to meeting the needs of our population.
- Using the latest tools and techniques to identify those individuals most at risk and ensure they have a designated care coordinator to ensure they receive the help and support they need.
- Defining for our providers the evidence-based standards of care and specifying the outcomes we want to achieve.
- Undertaking specific service reviews to determine whether they meet best practice standards and act on the review findings.
- Learning the lessons when things don’t go to plan to avoid the same mistakes happening again.
- Encouraging our staff, service users and carers to speak out when they have concerns.
- Greater integration of health and social care services and better coordination of care so that people don’t have to repeat their history and there is more continuity of care and care is better tailored to meeting their needs.
- Person-centred care planning. Care provided closer to home and designing services to be more flexible to meet the changing needs of individuals.
- Implementing an integrated health and social care record.
- Proactive case management of those individuals living with one or more long term conditions so that they can avoid being admitted to hospital unless absolutely necessary and they remain as fit and well as possible for as long as possible.
- Implementation of assistive technology to help individuals manage their long term conditions themselves.
- Ensuring equal emphasis is placed on mental and physical health in the planning and delivery of health services to improve their quality of life and help avoid premature death.
- Improving access to routine screening and improving uptake of immunisations, particularly for those individuals with a learning disability after routine screening and also after ‘immunisations’ to help those most at risk avoiding becoming unwell with preventable illnesses.
- Improving access to mental health services by reducing waiting times for initial assessment and treatment.
- Improving outcomes for those individuals suffering a mental illness to improve their quality of life and help avoid premature death.
- Improved access to services to ensure early diagnosis and treatment; to optimise treatment and recovery.
- Proactive case management so that health and social care professionals act on the early signs of changes in people’s health and wellbeing.

Overseen by the following governance arrangements

- NHS Eastern Cheshire Clinical Commissioning Group.
- Cheshire East Health and Wellbeing Board.
- Caring Together Leadership Forum.
- Cheshire Pioneer Panel.

Measured using the following success criteria

- Compliance with the emerging Caring Together and Healthier Together care standards and outcomes framework.
- Delivery of the improvement metrics for each ECCC Gambition (Two Year Operational Plan) and Caring Together ambitions.
- All organisations within the health economy are clinically and financially sustainable by 2018/19.
- NHS Constitution.
- ECCC G Quality Premium metrics.
Appendix Three – Eastern Cheshire Integrated Care System