

## **ROLE AND RESPONSIBILITIES DESCRIPTION**

### **CLINICAL SERVICES SECRETARY – (Medical Microbiology, Virology)**

The Clinical Services Secretary - MMV is a member of the Association's council.

This role is complementary to the Clinical Services secretary – microbiology and virology. Its role is to consider national and local clinical and service issues, and to act as a link between the membership and Council. The post holder will also be expected to liaise with the infectious diseases Clinical Services Committee as it is envisaged that over a period of time, the roles may come together.

Responsibilities to include

- Active appraisal of where and how Medical Microbiology, Virology and Infectious Diseases services are provided around the country.
- Starting to look at what constitutes (and should constitute) an 'Medical Microbiology & Virology Units'.
- Collaboration with the Manpower & Training Secretary on issues affecting MMV & ID service development and training, and also tie in with work currently in progress on specialised commissioning of MMV & ID services.

Applicants should be experienced infectious disease physicians, with a good network of contacts in the MMV & ID community nationally. Some knowledge of the specialised commissioning process, and the local and national effects of the NHS reforms on commissioning and service provision would be useful.

The term of office is 3 years and the post is elected from among the general membership of the Association.