



Belfast Health and Social Care Trust

BELFAST HEALTH AND SOCIAL SERVICES TRUST

Job Title: Doctor in training with interest in Medical Management

Medical and Dental Terms and Conditions of service will apply.

Reports to: Deputy Medical Director

Accountable to: Medical Director

Job Description

JOB SUMMARY

This post will cover two main areas of work, Hospital at Night/European Working Time Directive and Patient Safety. A part-time or job share role will be considered.

The post holder will support the Medical Director and Deputy Medical Director in ensuring that the Trust meets its responsibilities with respect to European Working Time Directive (EWTG) for Junior Doctors. He/she will have responsibility to review the current working patterns of Junior Doctors across Belfast Trust and to undertake a baseline review of the current rotas and working patterns across all Service Groups. The postholder will build on the work undertaken to date, engaging with service groups, ISG and others in redesigning working patterns and roles. The individual will also work with the Deputy Medical Director in project managing Hospital at Night (HaN) pilots at the BCH and Mater Hospital.

The post holder will support the Medical Director and Deputy Medical Director in implementing the Safer Patient Initiative and support in the provision of information relating to Infection Prevention and Control.

The post holder will encourage an inter-professional approach to all his or her areas of work, ensuring engagement with all key stakeholders and will represent the Medical Director or Deputy Medical Director at meetings as required.

KEY RESULTS AREAS:

Setting Direction

- Ensure education and training activity for Junior Doctors is integrated with and supports corporate strategy and service delivery priorities.

- To provide assistance to the Medical Director and Deputy Medical Director in developing the role of doctors in management.

Service Delivery

- To assist Service Groups in achieving compliant rotas for Junior Doctors
- To advise on the implementation of the New Deal for Junior Doctors within service groups.
- To support service groups in maximising training opportunities for Junior Doctors.
- To support the clinical and social care governance function of the Trust.

Development and Innovation

- Support the medical director and co-director for risk and governance in developing a robust multi-professional standards and guidelines function, supported by a clinical effectiveness and evaluation unit.
- Support the medical director in implementing the Safer Patient Initiative.
- Support the Deputy Medical Director with the implementation of the HaN projects.
- To take a lead role in the audit and implementation of HaN in the Mater and Belfast City Hospitals and support the Deputy Medical Director when required.

Collaborative Working

- Work collaboratively with ISG, Health Boards, DHSSPS and service groups in delivering solutions for compliance on Junior Doctor rotas.
- To establish and maintain productive working relationships within the Trust, ensuring the provision of accurate information on Junior Doctors and medical management issues.
- To consult, negotiate and communicate with staff side representatives as appropriate across the range of medical and dental workforce issues.
- To work with other staff groups to develop inter-professional learning and development.

Communication and Information Management

- To support the Medical Director and Deputy Medical Director in the development and production of reports for Trust Board and its sub committees on Junior Doctor rotas, HaN and Infection rates.
- To ensure full reporting against relevant aspects of the management plan, in line with Priorities for Action and the Trust Performance Management and Assurance Framework.
- To develop the information technology systems as required.

Quality

- To assist in the development of performance management information and develop a framework for Infection Prevention and Control and HaN audits.
- To support and encourage the delivery of high quality medical and dental education and training for Junior Doctors that meets standards set by external stakeholders.
- To assist the Medical Director and Deputy Medical Director in providing appropriate reports and verification to Trust Board on performance against external standards.
- Support the Medical Director and Deputy Medical Director in the delivery of the Safer Patient Initiative.

Financial and Resource Management

- To work within the budgetary constraints set for the Medical Director's Office, in providing compliance solutions for Junior Doctor rotas for the Trust.
- While working within agreed budgetary constraints consider service developments and provide advice on the costs and benefits.

People Management and Development

- To promote the corporate values and culture of the organisation through the development and implementation of relevant policies and procedures, and appropriate personal behaviour.
- To delegate appropriate responsibility and authority to the level of staff within his/her control, consistent with effective decision making, whilst retaining responsibility and accountability for results.
- To contribute as an effective member of the Medical Director's Office.
- To participate in the Trust's Performance Review Scheme. To review the performance of direct reports on a regular basis, and to provide direction on personal development requirements and appropriate action.
- To take responsibility for his/her own performance and take action to address identified personal development areas.
- Maintain good staff relationships and morale amongst the staff reporting to him/her, through effective feedback, recognition, appraisal and development.
- Where appropriate, review the organisational plan and establishment levels and ensure that each is consistent with achieving objectives and recommend change where appropriate.

- Promote the Trust's policies on 'equality of opportunity', and the promotion of 'good relations' through his/her own actions, and ensure that these policies are adhered to by staff for whom he/she has responsibility.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- at all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- comply with the Trust's No Smoking Policy.
- carry out their duties and responsibilities in compliance with health and safety policy and statutory regulations.
- adhere to equal opportunities and good relations policies throughout the course of their employment.
- ensure the ongoing confidence of the public in service provision.
- comply with the HPSS code of conduct.

Records Management

The associate medical director is responsible to the medical director for all records held, created or used as part of their business including corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Information Regulations 2004 and the Data Protection Act 1998.



Terms and Conditions

Full time or part time or job share for twelve months.

Salary will be at the appropriate level.

In addition to 10 public holidays, the annual leave allowance will be 5 weeks for those on the minimum , first or second points of the STR scale and 6 weeks per annum thereafter.

He/she may be required to travel throughout Northern Ireland, the United Kingdom, the Republic of Ireland, and elsewhere. The successful candidate should therefore have access to a form of transport that will permit them to meet the requirements of the post in full and be prepared to travel as required.