



## Job description

<b>Job title:</b>	Chief Registrar
<b>Grade:</b>	<p>National Training Number above ST4 or equivalent (Locally Employed Doctor at equivalent experience to ST4 or above)</p> <p>Applications are open to both full time and less than full time trainees.</p>
<b>Division:</b>	<p>We are recruiting 4 chief registrar posts in the following specialties:</p> <ol style="list-style-type: none"><li>1. Chief Registrar (Medicine)</li><li>2. Chief Registrar (Intensive Care Medicine/ Anaesthetics)</li><li>3. Chief Registrar (Emergency Medicine)</li><li>4. Chief Registrar (Trauma and Orthopaedics)</li></ol>
<b>Role overview:</b>	<p>The chief registrar role is a leadership role for senior specialty trainees. The role provides 40-50% protected time to develop and implement local initiatives focusing on, for example, service improvement, engagement and morale, education and training, workforce and sustainability.</p> <p>Chief registrars benefit from access to a bespoke development programme provided by the RCP, which runs from September 2022 to June 2023 and comprises five 2-day modules that chief registrars are expected to attend.</p>
<b>Reporting, mentoring and educational supervision:</b>	<p>The chief registrar will ideally report to and be mentored by the medical director, a nominated deputy, or other senior clinical leader. The mentor role requires a minimum time commitment of monthly 1 hour meetings with the chief registrar, and this commitment should be taken into account when nominating a suitable mentor.</p> <p>The chief registrar will also have a named educational supervisor for their role, who may or may not be the same as their clinical supervisor.</p> <p>There will be formal educational oversight of the role, with an induction, educational agreement, personal development plan and regular appraisals.</p>
<b>Appointment:</b>	<p>By interview. Composition of interview panel to be decided locally, but should ideally involve HEE representation (training programme director (TPD) / Director of Medical Education / educational supervisor), senior medical manager, and ideally, a lay/patient representative.</p> <p>Due diligence should be applied to equality and diversity.</p>

### Job description and person specification

<b>Training status</b>	<p>For NTN posts, the chief registrar role may be undertaken in programme or out of programme (training or experience), to be determined locally depending on local workforce requirements and individual training needs and preferences. Any necessary extension to certificate of completion of training (CCT) date is also negotiated and approved locally, with involvement of the head of school where appropriate. Approval of the relevant specialist advisory committee will be required for OOPT requests.</p> <p>NTN trainees must discuss applications for chief registrar roles with their education supervisor and TPD in advance of applying. Permission to apply for the role must be obtained from the TPD.</p> <p>The principle requirement of the GMC is that the chief registrar role should be undertaken at a site approved by the GMC for training in the applicants' specialty.</p> <p>For LEDs, local discussion with the Trust Chief Registrar lead and educational supervisor to ensure suitability for the programme. Local assessment of prior experience to be at ST4 or above will be made within the Trust.</p>
<b>Time commitment:</b>	<p>Minimum 12-month post</p> <p>40% protected time for chief registrar role; 60% clinical practice. This is an essential requirement.</p>
<b>Job role and responsibilities:</b>	<p>The chief registrar job description is broad in scope in order to allow chief registrars and recruiting organisations to have autonomy and flexibility over the work the chief registrar undertakes. Chief registrars should focus on addressing key local challenges and priorities, which may include some or all of the following:</p> <ul style="list-style-type: none"> <li>• Providing a 'bridge' between senior clinical leaders, managers and the wider trainee workforce to improve communication, engagement and morale.</li> <li>• Service improvement, for example redesigning pathways, implementing new technology and establishing new services to improve flow and outcomes for patients.</li> <li>• Improving the quality of clinical and non-clinical education and training activities, and supporting/mentoring other trainees to engage in quality improvement.</li> <li>• Involvement in workforce planning and improving the deployment of trainees to meet service needs and improve morale.</li> <li>• Improving efficiency and reducing waste.</li> <li>• Working across teams and boundaries to engage stakeholders in quality improvement and influence change.</li> </ul> <p><b>Involvement in and exposure to senior management and organisational decision-making</b></p>

	<p>The chief registrar should attend departmental and divisional management meetings to gain an understanding of management and the wider social, political and economic influences on healthcare delivery.</p> <p>Where possible and appropriate, they should attend Board meetings. They should lead any sessions on service development, improvement and transformation for which they have direct responsibility.</p>
<b>Clinical responsibilities:</b>	<p>The amount of time spent undertaking clinical commitments will be determined by individual NHS organisations and will vary between 50% and 60%. This is in order to protect the minimum of 40% protected time for chief registrar responsibilities.</p> <p>On-call commitments may vary and should be determined locally.</p>
<b>Enrolment on RCP development programme:</b>	<p>The RCP delivers a bespoke development programme for chief registrars that comprises five 2-day modules held between September 2022 and June 2023.</p> <p>Travel and accommodation expenses for chief registrars' attendance at development programme modules cannot be reimbursed by the RCP.</p>