Job Description

1. JOB DETAILS

Job title: Medical Examiner Officer

Accountable to:

Professionally: Lead Medical Examiner

Managerially: Deputy Chief Nurse

Location: Airedale General Hospital

2. JOB SUMMARY

The Department of Health announced the introduction of Medical Examiners from April 2019 to "independently review and confirm cause of death". This is a national extension of the initial programme which began in 2005 following the Shipman Enquiry whereby subsequent enquiries determined that a Medical Examiner's Office could have played a vital role as a conduit for relatives' concerns.

Medical examiners are part of a national network of specifically trained independent senior doctors overseen by the National Medical Examiner (ME) for NHS England.

The local Medical Examiners (ME's) will be supported by a Medical Examiner Officer (MEO) and they will have close liaison with the Coroner's office. The MEO role is separate and independent of the Learning from Deaths Structure Judgement Review process (SJR) but is anticipated to enhance related systems, such as the screening of deaths and the accuracy of death certificates. The purpose of the post is to support ME's in their role in scrutinising the circumstances and causes of death. The MEO will be a point of contact and source of advice for relatives of deceased patients, healthcare professionals, the coroner and registration services.

As the Airedale ME Office will be working collaboratively with Bradford Hospitals ME Office, there may be a requirement to work from that office and host Bradford staff in the Airedale office on occasions. Office procedures will be aligned as much as possible between Bradford and Airedale.

The intention is that the service will expand to 7-days so post holders must be willing to work at weekends and on bank holidays as part of a rota system as this develops.

3. ROLE OF THE MEDICAL EXAMINER'S OFFICE
To independently review and confirm cause of death and provide a high standard of specialised care and advice for the relatives of deceased patients, and inform and communicate with healthcare professionals, the coroner and registration services.

4. ORGANISATIONAL CHART

Executive Medical Director

Lead Medical Examiner   Deputy Chief Nurse

Medical Examiner Officer

5. KEY WORKING RELATIONSHIPS

INTERNAL:
- Quality and Safety Team
- Hospital doctors
- Medical Examiners
- Patient Service Managers,
- Nursing staff
- End of life Care teams
- Clinical governance leads,
- Infection Control Team
- Mortuary staff.

EXTERNAL:
- HM Coroner and officers
- Spiritual/Faith community leads
- Registrars of births and deaths
- GPs and practice staff
- Bereaved relatives, carers and executors/solicitors.
- Funeral Directors
- National Medical Examiner
- Regional leads for ME system

6. DUTIES AND RESPONSIBILITIES OF THE POST

- To act as an intermediary between the bereaved and clinicians to establish and resolve any concerns relating to a patient's death.
- Work with medical examiners to aid them in their responsibility for overseeing the death certification process for all deceased patients in the organisation.
- To establish the circumstances of individual patient deaths by performing a preliminary review of medical records to identify clinical and circumstantial information, sourcing additional details where required, for scrutiny by the medical examiner.
- To assist in 1st stage mortality screening reviews and highlighting cases for assessment of further investigation either through the Structured Judgement Review (SJR) process, Child Death Overview Panel (CDOP), Clinical Governance teams and the Learning Disability Review Teams (LeDeR).
- To refer patients to the coroner for further investigation on approval by the medical examiner
- To provide information to the national medical examiner team reporting through to NHS England
- To ensure the ME office remains impartial and unbiased in its scrutiny of deaths
- Ensure completion of Part II by the ME's
- Maintain an awareness of the diverse needs of users of the medical examiner system to

ensure equality to any particular group defined by sex, race, religion, ethnicity, sexual orientation, gender reassignment or disability.
- To be an authorised signatory for expenses, maintain stock and responsibility for re-ordering of stock.
- This Job Description reflects current priorities and commitment and may change as a result of service changes

KEY RESULTS AREAS (Including Responsibilities and Authority)
- Act as a medical examiner officer champion and as required provide direction and leadership in the establishment, promotion and maintenance of the ME office for all users.
- Engagement of clinical teams in a fundamental and significant change to 'ways of working' in clinical areas – this will require excellent communication, negotiating and motivation skills to overcome staff apprehensions and therefore resistance to change.
- The electronic medical examiner systems will be utilised and implemented to support the work of the office. This will require significant adaptability and problem solving to ensure maximum benefit realisation.
- In conjunction with the lead medical examiner, head of patient safety and the Medical lead for Mortality, make strategic decisions regarding implementation and roll out of the ME office in the organisation. This will require providing MEO expertise and direction to the organisation.
- Provide training to all levels and disciplines of clinical staff in all aspects of the electronic Patient Safety System functionality across the whole organisation - including preparation, development and delivery of training.
- Work with the Mortality Review and End of Life Care Groups in light of any learning from the ME office to review current processes; define future state processes required for the system implementation and work staff to develop and implement a change programme of work.
- Develop relationships with clinicians, to enable effective proactive support for all who are involved in the death certification process.
- Provide an interface between the Trust's clinical and nursing teams and the ME Office and Board.
- In conjunction with IT ensure that the technical capabilities of the ME electronic system is matched with appropriate change management.
- To support clinical teams in achieving the best patient outcomes through sharing learning from the findings of the ME office.
- Be able to juggle conflicting demands, prioritise tasks and deal with queries as they arise.
- Identify relatives' concerns and escalate them appropriately.
- Ensure full compliance with secure handling of patient identifiable data.
- Contribute to and review departmental policies and procedures to reflect best practice in the delivery of a medical examiner system.
- To work with the Project Management teams to assist in the delivery of the system implementation within the timeframes set by the Trust.
- Present workshops to large groups of staff including senior management and senior clinical staff.
- Work with key stakeholders involved in IM&T projects to facilitate collaborative working.
- Motivate colleagues to encourage collaborative working to improve services/performance.
- Keep up to date by developing a network of personal contacts.
- To have the ability to work with people who are not fully committed to project objectives.

7. WORK SETTING AND REVIEW

Work independently to objectives as agreed with the Lead Medical; Examiner who will review performance and undertake appraisal.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to:
- Adhere to Trust policies and procedures and relevant legislation including the requirements of any professional bodies;
- Attend mandatory training as identified by the Trust.

9. CONFIDENTIALITY

All Trust staff and contractors working for the Trust 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.

10. INFORMATION GOVERNANCE

Trust staff must keep up-to-date with the requirements of information governance and must follow Trust policies and procedures to ensure that Trust information is dealt with legally, securely, efficiently and effectively. It is important that the trust processes personally identifiable data (PID) only in accordance with its notification to the information commissioner Staff creating new systems (e.g. databases or spreadsheets) to process PID therefore need to check with the data protection officer that this is permissible. Staff must appropriately manage the records they create or hold during the course of their employment with the Trust, making the records available for sharing in a controlled manner, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines (e.g. Freedom of Information Act 2000, Caldicott guidelines). If you are required to make entries into health records, you must ensure these entries are legible and attributable, and that record keeping is contemporaneous.

11. HEALTH AND SAFETY

All managers have a general accountability for ensuring, so far as is reasonably practicable, the health, safety and welfare of the employees under their direction at work.
- Each employee is responsible to take reasonable care for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety procedures, instructions or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of a responsible person any perceived shortcoming in safety arrangements or any defects in work equipment.
- All employees are under a duty to familiarise themselves with the risk management

and fire, health & safety policies.

The Trust provides an annual update on governance and health & safety issues to staff.

12. RISK MANAGEMENT

Ensure that you implement systems and procedures at local level to fulfil the requirements of the Trust's risk management strategy including local management and resolution of complaints and concerns, management of untoward incidents / near misses, and compliance with the risk profiling programme. Your specific responsibility for risk management will be clarified to you by your head of department at your local induction.

13. EQUAL OPPORTUNITIES

The Trust has adopted an equal opportunities policy and all employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination. You are required to attend equality & diversity training, and where appropriate equality impact assessment training, and cascade best practice to your team.

14. INDUCTION

All new permanent members of staff must attend corporate induction. Details are sent with the letter of appointment. Line managers are responsible for checking attendance at corporate induction, and for ensuring that local induction commences on the first day of employment on the ward / department.

15. CORPORATE GOVERNANCE ARRANGEMENTS

You will be expected to familiarise yourself with the Trust's governance strategy which outlines the management and committee structures and procedures for the governance of the Trust's activities.
You will have a duty to familiarise yourself with the relevant policies and procedures, i.e.

- Health & Safety policies.
- Risk Management policies.
- Infection control policies.
- Data Protection and Confidentiality policies.

These must be complied with by staff at all times.

16. JOB DESCRIPTION AGREEMENT

Post holder's signature   _____

Date   _____

Line Manager's signature   _____

Date   _____

PERSON SPECIFICATION

POST TITLE: **Medical Examiner Officer**

Factor	Essential	Desirable	Assessment
Qualifications	• Professional knowledge acquired through relevant Diploma/Degree supplemented by specialist training, or equivalent experience/working knowledge in related field • Registered Nurse or other equivalent clinical qualification • Advanced clinical qualification e.g. ENB certificate • Completed or enrolled on e-learning Medical Examiner Officer core-training modules prior to starting in the post. • Essential IT skills (EITS/ECDL) or equivalent experience	• Current professional registration	Application form Certificates
Experience	• Experience of working with people in sensitive and emotional situations. • Experience of working with IT systems within a health care setting • Experience of writing/producing analytical reports • Experience of working independently and in a team orientated collaborative environment • Experience of implementing change in clinical environments • Significant experience working in clinical environment as a registered practitioner	Experience of working in a healthcare setting with multi-disciplinary teams across organisational boundaries.	Application form Interview
Knowledge	• Knowledge of clinical/medical terminology • Knowledge of how to assess if the care recorded in the case notes is in accordance with accepted best practice • Knowledge of the Coroner & Justice Act 2009 reference to the medical examiner system. • Full understanding of the medical examiner system and its operational remit as a stand-alone office.	Knowledge of the special requirements of various faith groups Knowledge of the equality and diversity of issues around formalities following a death.	Application form Interview

01/07/2021

Factor	Essential	Desirable	Assessment
Skills and Aptitudes	- Strong interpersonal skills demonstrating the ability to communicate in difficult and emotional situations with empathy and professionalism - The ability to communicate effectively (verbal and written) with a wide range of stakeholders, including the recently bereaved. - Ability to work as part of a team and organise fluctuating workload around competing priorities. - Competent in the use of IT software systems and handling sensitive personal identifiable data. - Ability to identify areas for collaborative working where there may be resistance to change - Ability to work under pressure to meet the requirements of conflicting deadlines and targets - Flexible, well organized and self-motivated - Ability to plan and implement new ways of working. - Ability to problem solve - Excellent presentation skills - The ability to facilitate workshops/forums/learning events in a scripted and non-scripted environment - Ability to use Microsoft Office products - Fastidious about work and attentive to detail	Knowledge of medical terminology	Interview
Personal Circumstances	- A commitment to life-long learning and undertaking personal development opportunities. - Demonstrate a positive approach to change. - Enthusiastic and highly motivated.		Interview
Right Care Values	- Proactive and self-motivated with the ability to deputise often at short notice. - Approachable and supportive to all levels of staff and bereaved families in a non-judgmental and discreet		Interview References

	manner. • Professional appearance, manner and awareness of impact of own behaviour on others. • Ability to maintain a calm manner in a range of challenging and emotive circumstances. • Evidence of commitment to Personal Development • Maintain confidentiality • Ability to work with staff at all levels • Strong interpersonal and communication skills		
Other requirements	Ability to travel independently across Yorkshire	Driving licence	
	PERSON SPECIFICATION AGREEMENT		
	Post holder _____ Date _____ Line Manager _____ Date _____		

Experience can be considered as comparable to qualifications quoted but should be clearly detailed on the application in order to demonstrate equivalence.