Whittington Health

Job description for
Chief Registrar Post
in collaboration with Royal College of Physician's
Chief Registrar Programme

Job title:	Chief Registrar at Whittington Hospital
Grade:	ST4 or above or Certificate of Eligibility for Specialist Registration (Combined Programmes) (CESR(CP)). Applications are open to both full time and less than full time trainees.
Division:	Emergency and Integrated Medicine
Role overview:	The chief registrar role is a leadership role for senior specialty trainees. The role provides 50% protected time to develop and implement local initiatives across QI and patient safety. For instance in 23-24 the post has worked on projects within the Health Inequality work streams (Supporting physical health needs in patients with Mental Health and Learning Disabilities) at Whittington Health. It will focus on, for example, service improvement, engagement and morale, education and training, workforce and sustainability. The post would be most suited to a trainee in a Medical Specialty Chief registrars benefit from access to a bespoke development programme provided by the RCP, which runs from September 2024 to June 2025 and comprises five 2-day modules that chief registrars are expected to attend.
Reporting, mentoring and educational supervision:	The chief registrar will be mentored by the Deputy Medical Director or the Associate Medical Director for Clinical Effectiveness and QI with supervision meetings of a minimum of 1 hour/ month but it is envisaged that these will be more frequent around times when projects are initiated and evaluated. This will include formal Educational Supervision.
Appointment:	By interview. Due diligence will be applied to equality and diversity. Key Contacts- Dr Clarissa Murdoch (Deputy Medical Director)-clarissa.murdoch@nhs.net Dr Ruth Law (Associate Medical Director for Clinical Effectiveness and Quality Improvement)- ruth.law2@nhs.net

Training status	All candidates must hold a national training number. This is an essential requirement. 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. 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. The principal 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.
Time commitment:	Minimum 12-month post, commencing October 2024. The RCP educational component will run from September 2024- June 2025.
Job role and responsibilities:	The Whittington Chief Registrar will be working On Trust QI and patient safety priorities, which may include some or all of the following: • Providing a 'bridge' between senior clinical leaders, managers and the wider trainee workforce to improve communication, engagement and morale. • Service improvement, for example redesigning pathways, implementing new technology and establishing new services to improve flow and outcomes for patients. • Improving the quality of clinical and non-clinical education and training activities, and supporting/mentoring other trainees to engage in quality improvement. • Involvement in workforce planning and development of new roles across the MDT to support a sustainable workforce. • Improving efficiency and reducing waste.

	• Working across teams and boundaries to engage stakeholders in quality improvement and influence change. **Involvement in and exposure to senior management and organisational decision-making** The chief registrar will attend departmental and divisional management meetings to gain an understanding of management and the wider social, political and economic influences on healthcare delivery. They will also have an opportunity to attend Board meetings. In addition they will be supported to lead any session on service development, improvement and transformation for which they have direct responsibility.
Clinical responsibilities:	For a Medical Specialty Trainee -The post will participate in the Trust 1 in 14 Duty Medical Registrar rota with shifts across acute admissions and SDEC and inpatient ward cover. Clinical supervision will be on site consultant support 0800-2000 and off site from the oncall GIM consultant who is available to return to site as required. The rest of the clinical component of the post will be across SDEC and GIM ward work (depending on the appointee's training and expertise) with a timetable that has the flexibility to be phased over year to allow induction, RCP training days and project set up time as well as time allocated for project work every week.
Enrolment on RCP development programme:	The RCP delivers a bespoke development programme for chief registrars that comprises five 2-day modules held between September 2024 and June 2025 Travel and accommodation expenses for chief registrars' attendance at development programme modules cannot be reimbursed by the RCP.

The history of Whittington Health

Medical services have been delivered on the Whittington Hospital site for over 500 years. In 1473 a leper hospital was founded, which later cared for the poor chronic sick transferred from hospitals in the centre of London. In 1848 a smallpox and vaccination hospital was built on the St Mary's site and independently managed hospitals were opened on the Highgate site in 1866 and the Archway site in 1877. In 1900, the Highgate Hill Infirmary opened adjacent to the smallpox hospital and the two soon merged, with the smallpox hospital becoming a nurses' home. In 1946, the hospitals on all three sites were brought together with a total of almost 2000 beds. Following the introduction of the NHS in 1948, they jointly became the Whittington Hospital.

The organisation today

Whittington Health was launched on 1 April 2011 as a new organisation comprising The Whittington Hospital NHS Trust and NHS Islington and NHS Haringey.

The Whittington Hospital and the community health services in Islington and Haringey are award wining organisations, delivering acute and community based health services to a population of 443,000 people. The organisation is the biggest employer in the area, with over 4,000 staff. The organisation delivers healthcare not only on the acute hospital site which has 420 beds, but also from a variety of other venues and through visits to people's homes. We want to ensure that all our patients and service users receive treatment and care in the most appropriate environment for their health needs.

Whittington Health as an Integrated Care Organisation (ICO) offers greater opportunities to work across the boroughs to address the health needs of the local population. By integrating our hospital and community teams, we aim to improve the quality of care to our patients and service users whilst reducing costs by working closely together.

Whittington Health also works with other health, social care and voluntary sector partners to support patients and service users from their initial appointment whether it be with a community health team or at the hospital, all the way through to treatment and tailored after care. In May 2011, Haringey's children's services also joined Whittington Health.

Whittington Health is one of the three main teaching campuses for the University College Medical School.

The UCL Whittington Campus

University College London (UCL)

University College London (http://www.ucl.ac.uk) is one of the UK's premier universities. The School of Life and Medical Sciences (SLMS) brings together 4 UCL Faculties in a major biomedical research center which is a leader in medical and health research with one of the largest and most renowned groupings of academics in biomedical, life and population health sciences.

UCL Medical School (UCLMS), in the Faculty of Medical Sciences, is one of the most highly rated medical schools in the country whose goal is to produce the UCL Doctor: a highly competent and scientifically literate clinician, equipped to practise patient-centered medicine in a constantly changing modern world, with a foundation in the basic medical and social sciences. The School has an internationally acknowledged faculty of education and research leaders, a committed team of NHS based teachers and a distinguished cadre of academic staff who are at the forefront of international research in biomedical sciences, medical education and clinical medicine. The School is committed to excellence in undergraduate and postgraduate education and has a strong reputation for teaching informed by cutting-edge research and for promoting scholarship and excellence in medical education delivery and research.

UCL at The Whittington Hospital Campus

For several decades the Whittington has taught undergraduate medical students and has always been highly regarded for the educational experience it offers. We are now teaching over 200 students on this Campus with the support of an undergraduate office situated within the student hub. The undergraduate medical curriculum is a six year course with an intercalated BSc for all non-graduates

Terms and conditions of service

This post is subject to the Terms and Conditions of Whittington Health and in particular to the Pay and Conditions of Service relating to Medical & Dental Staff. Copies of these may be seen in the Human Resources Department. The appointment is superannuable, unless you choose to opt out of the National Health Service Superannuation Scheme.

The salary for this post is either £55,329 or £63,152 (dependent on experience) per annum plus £2,162 London Weighting Allowance. This is exclusive of any additional allowances that may be payable. Part time staff will be paid pro rata.

Offers of employment are subject to the Occupational Health Service clearing you as fit for the post. If successful you will be given a health questionnaire which should be completed fully and mailed to the Occupational Health Service by return of post; you will not be able to take up employment with the Trust until clearance has been given.

Because of the nature of the work of this post, it is exempt from the Section 4(2) of the Rehabilitation of Offenders Act (1974) by virtue of the Rehabilitation of Offenders Act (Exemption Order 1975). Applicants are therefore not entitled to withhold information about convictions including those which for other purposes are "spent" under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to application for positions to which the order applies.

Annual Leave

Annual leave is given in accordance with the Terms and Conditions of Service relating to Medical and Dental staff. Annual leave for part time staff is given on a pro rata basis.

Study Leave

Study leave is given in accordance with the Terms and Conditions of Service relating to Medical and Dental Staff.

Continuing Professional Development

Whittington Health values and supports the continuing professional development of its entire medical and dental staff.

Clinical Governance

All staff with clinical responsibilities are expected to work within the clinical governance arrangements agreed by the Trust. This is through an established framework through which clinical staff are continuously accountable for improving the quality of services and safeguarding high standards of care by creating an environment in which excellent care will flourish. All clinical staff are expected to maintain appropriate knowledge about, and involvement in, agreed strategies and programmes to continually improve their standards of clinical care through:

- Patient and user involvement
- Risk and complaints management
- Clinical effectiveness and audit programmes
- Continuous Professional Development
- Clinical research in accordance with DOH Governance requirements

Personal Conduct

All staff within the Trust are expected to treat other members of Whittington Health staff with courtesy and respect. The Trust's rules and policies including the disciplinary procedure apply to all staff without exception.

Revalidation and Registration

It is the responsibility of all medical staff registered with the professional body to:
- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met,
- To ensure they are appropriately connected to a designated body and comply with requirements for annual appraisal to enable revalidation
- Medical staff must comply to undertake annual job planning and declare private practice and conflicts of interest in their job plan.

Equal Opportunities

Our latest policy known as "Promoting Equality, Diversity and Human Rights" outlines the Trust's commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: http://www.whittington.nhs.uk/default.asp?c=10505&q=equality "

Infection Prevention & Control (IPCC)

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and IPC policies.

<u>Working Patterns</u>

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

<u>Health & Safety Policy</u>

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

<u>Safeguarding</u>

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols.   All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

<u>Data Protection</u>

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

<u>Confidentiality</u>

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

<u>Whittington Vision and Goals</u>

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

Our vision
Helping local people live longer, healthier lives.

Our goals 2019 - 2024
We have developed four key strategic goals to make sure we continue to support people to live longer, healthier lives.

- Deliver outstanding safe, compassionate care.
- Empower, support and develop staff.
- Integrate care with partners and promote health and wellbeing.
- Transform and deliver innovative, financially sustainable services

<u>Whittington Values</u>

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in the organisation.

Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Person specification

Essential criteria	Desirable criteria
Qualifications / training	
· Full registration with General Medical Council · Be fit to practice. · Hold a national training number. · Should be ST4 or above. · Should **not** already hold a CCT or be within 12 months (ideally not within 18 months) of completion of training on intended start date. · Must have approval of TPD to apply. · Evidence of satisfactory / more than satisfactory progress through training, including annual review of competence progression (ARCP) outcomes	· Additional relevant degree (intercalated, masters or doctorate)
Clinical skills	
· Evidence of clinical competencies in their specialty appropriate for their stage in training · An appropriate knowledge base, and ability to apply sound clinical judgement to problems. · Ability to prioritise clinical need. · Ability to maximise safety and minimise risk. · Ability to work without supervision where appropriate	
Research	
· Understanding of research, including awareness of ethical issues · Understanding of research methodology and ability to use basic qualitative and quantitative methods. · Knowledge of evidence-based practice	· Evidence of relevant academic achievements, including publications / presentations
Leadership and management	
· Evidence of effective team working and leadership, supported by multi-source feedback or workplace-based assessments. · Self-awareness, with knowledge of personal strengths and weaknesses, impact, and areas for development · Interest in and knowledge of the importance of leadership and management for clinicians	· Evidence of involvement in local management systems · Evidence of effective leadership (e.g. evidence of leading innovations or improvements) · Understanding of the local and national context of the NHS, including economic and political influences

Quality / service improvement or audit	
· Understanding of clinical governance, including the basic principles of audit, clinical risk management, evidence-based practice, patient safety and quality improvement initiatives · Evidence of active involvement in quality improvement, audit, research or other activity that focuses on patient safety and clinical improvement and innovation. · Interest in / knowledge of the delivery of safe, effective healthcare services	· Evidence of a portfolio of audit / quality improvement projects, including evidence that the audit loop has been closed and evidence of learning about the principles of change management. · Evidence of publications / presentations / prizes in quality improvement or audit · Good knowledge of the UK healthcare system, including education, research, service provision, regulation, career structures, medical politics, and ethics · Clear insight into issues facing UK healthcare services

Education and teaching	
· Evidence of interest in and experience of teaching · Evidence of positive feedback on teaching approaches	· Development of teaching programmes · Participation in teaching courses · Participation in degree or diploma courses in education · Action learning sets / simulation instructor

Personal skills	

Communication
· Clarity in written / spoken communication.
· Capacity to adapt language to the situation, as appropriate.
· Active listening and empathy
· Ability to build rapport and communicate effectively with others.
· Ability to persuade, influence and negotiate.
· Ability to communicate effectively under pressure.
 	
Problem solving and decision making.
· Capacity to use logical / lateral thinking to solve problems / make decisions, indicating an analytical / scientific approach and, where appropriate, creativity in problem solving
 	
Organisation and planning
· Capacity to manage / prioritise time and information effectively.
· Evidence of thoroughness (well prepared, self-disciplined / committed, punctual and meets deadlines)
	· Leadership skills gained within the NHS or elsewhere.
	· Writing experience:
	  - clinical and/or non-clinical topics
	  - peer-reviewed publications and/or other communication (e.g. blog, letters to journals)
	· Evidence of altruistic behaviour, e.g. voluntary work

· Capability to work with long timescales for delivery within agencies with differing priorities. Coping with pressure and managing uncertainty · Ability to work effectively under pressure. · Capacity to manage conflicting demands. · Self-motivation, and resilience · Initiative and ability to work autonomously. Team working, leading, and managing others. · Can build effective teams and partnerships. · Ability to work well in multidisciplinary teams. · Understands and values contributions of others. · Ability to show leadership, make decisions, organise, and motivate other team members through, for example, quality improvement. Appropriate personal attributes · Quick to understand new information and adapt to new environments. · Clarity of thought and expression · Flexible and adaptable to change. · Self-starter, motivated, shows curiosity, initiative, and enthusiasm. · Demonstrates probity (displays honesty, trustworthiness, integrity, awareness of ethical dilemmas, respect for confidentiality) · Takes responsibility for own actions. · Commitment to personal and professional development Computer skills: · Excellent computer literacy	