

# Job Description

Job Title:	Medical Appraisal and Revalidation Support Officer
Band:	Band 4
Base:	Your primary base will be at Glenfield; however travel between UHL's hospital sites will be required
Reports to:	Medical Revalidation Support Manager
Accountable to:	Operations Manager

Find out more about working with us:

<https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/>

Job Summary	The post holder will be responsible for maintaining a specialised medical appraisal and revalidation system for all UHL Consultant Staff and Medical Staff (Other than those in recognised training posts). These systems must satisfy the quality standards demanded by the General Medical Council and the Department of Health, while maintaining the efficient use of UHL resources. These systems must be kept up to date to fulfil a statutory requirement for the Trust.
Budget	This role has no budgetary responsibilities
Staff	This post has no Line Management responsibilities
Policy	This post will work to the Policies relevant to the role

## KEY WORKING RELATIONSHIPS

The main working relationships that the post holder will be required to develop include:

### Internal:

- Medical Revalidation Support Manager
- Revalidation Lead (Assistant Medical Director)
- Responsible Officer
- Human Resources
- Senior Appraisers
- Consultants and Medical Staff in non-training posts
- Department of Medical Education
- Corporate Medical Administrative Staff/Senior Managers
- Department of Health and Risk

### External:

- External Healthcare Providers in Leicestershire e.g. Primary Care and Private Hospitals
- General Medical Council
- Department of Health/NHS England
- British Medical Council
- Medical Royal Colleges and Faculties

## KEY RESULT AREAS

### Medical Appraisal and Revalidation

#### 1. Medical Appraisal & Revalidation

- Develop and maintain robust administrative systems to ensure efficient and effective operation of the medical appraisals and revalidation systems across UHL
- To develop a high level of understanding of the software system used for medical appraisals and to assist UHL Consultants/Other Medical and Administrative Staff in the appropriate use of the system
- Responsible for ensuring that all Medical Staff (other than those in training posts) have access to the appraisal system to undertake annual appraisals in line with national guidance
- Responsible for keeping the appraisal system and admin processes up to date with starters and leavers and produce accurate reports
- Identify and facilitate project improvement plans for appraisal and revalidation resulting in clear recommended solutions
- To work on own initiative to answer queries regarding appraisal and revalidation
- Responsible for dealing with complex issues around revalidation queries with the Deanery
- To provide support and training to doctors regarding appraisal and revalidation
- Managing and updating training material
- Responsible for booking rooms/resources to support teaching activity
- Maintain and ensure update of policies on the appraisal and revalidation web pages on Insite

- To take a consistent approach with the quality assurance of medical appraisals. This includes checking appraisal records against a nationally defined set of subjective criteria.
- Liaise with external bodies (principally the GMC and Deanery's, but also including the Royal Colleges and University of Leicester) ensuring that their requirements for medical appraisals and revalidation are understood and met
- Evaluate and deal appropriately with all incoming correspondence, this will include an element of autonomous decision making
- The post holder will be responsible for the timeliness, accuracy and integrity of the data which is recorded on the electronic systems.
- Responsible for obtaining the correct and relevant information to determine a doctors Designated Body
- To update a GMC specialised system with new starters and leavers
- Compiling and analysing data to produce action plans and reports
- Ensuring any actions arising from action plans are followed up, liaising with other teams internal and external, as appropriate
- Responsible for accurate information being transferred from UHL to other Trusts on behalf of the RO
- Maintain records of named appraisers for all doctors in UHL
- Identify doctors due for top-up training for quality assurance purposes
- Collaborate with the Medical Appraisal and Revalidation Manager as and when required but mainly independent working

## General Administrative Duties

- To provide a full range of high quality confidential administrative support
- To be responsible for the accuracy of information between UHL and other NHS departments both internally and externally
- To implement relevant high quality office systems using IT and other sources
- To participate in Team Meetings as required by your Line Manager
- To ensure that work complies with the data protection and freedom of information acts
- To ensure that information flows between the Trust and other NHS bodies and is dealt with promptly and within agreed timescales
- Responsible for stationery and stock and consideration given to the Trust's financial position at all times
- Adhere to confidentiality at all times

## Additional Duties

- To provide a full range of high quality confidential administrative support – to the Medical Appraisal and Revalidation Team

- To be responsible for the accuracy of information between NHS departments both internally and externally
- To implement relevant high quality office systems using IT and other sources
- To arrange and service meetings as necessary including the taking of minutes
- To participate in team meetings as required by your Line Manager
- To ensure that work complies with the data protection and freedom of information acts
- Attending local and national meetings connected with appraisal and revalidation activity
- To ensure business as usual during the Medical Appraisal and Revalidation Manager's absence

## GENERAL

In addition to the key job responsibilities detailed in this job description all employees at UHL NHS Trust are expected to comply with the general duties detailed below:

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.

All employees are subject to the requirements of the Data Protection Act and must maintain strict confidentiality in respect of patient's and staff's records.

All employees must comply with the Trust's equality and diversity policies and must not discriminate against individuals or groups on the basis of their age, disability, gender, marital status, membership or non-membership of a trade union, race religion, domestic circumstances, sexual orientation, ethnic or national origin, social and employment status, HIV status, or people who are undergoing or have undergone gender re-assignment, marriage and civil partnership, pregnancy and maternity or any other grounds which cannot be shown to be justifiable.

This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.

Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the three main Hospital sites (Leicester Royal Infirmary, Leicester General Hospital, Glenfield Hospital). If your initial location is based at one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base.

The most up to date additional requirements will be added by the Recruitment Services Team and will include:

- DBS Requirement
- Infection Prevention and Control
- Fixed Term Posts (as appropriate)
- Safeguarding Children and Vulnerable Adults
- Hepatitis 'B' – *Only for EPIP type of roles (as appropriate)*
- Responsibilities for continuing professional education and personal development

The link to the Trust's policies and procedures is:

<https://secure.library.leicestershospitals.nhs.uk/PAGL/SitePages/Home.aspx>

# Person Specification

Post:  
Band:

Criteria	Essential	Desirable	Stage Measured at A – application I – Interview T – Test
Commitment to Trust Values and Behaviours	Ability to work autonomously in managing one's workload and associated tasks with a willingness to support colleagues as appropriate Using your initiative, consulting others, when necessary, take personal responsibility for your actions whilst recognising your own limitations	Have the confidence to speak up/challenge and ask questions in order to clarify understanding Willingness to participate in relevant learning opportunities to ensure continual professional development, sharing ideas as appropriate to investigate and implement more effective and efficient ways of working	Application and Interview
Training & Qualifications	Educated to NVQ level 3 in a relevant subject	Commitment to continual professional development	Application
Experience	2 years proven administrative/secretarial experience including initiating and maintaining office systems.	Knowledge of Data Protection and Information Governance Demonstrable experience in dealing with and handling	Test Interview

Job Title:  
Date Finalised:

	Intermediate knowledge of IT systems and software programmes such as Outlook, Word, Excel and PowerPoint Understanding of Confidentiality and Data Protection Act Experience of working within an NHS department	sensitive and confidential information, recognising the need for diplomacy, discretion and empathy as appropriate	
Communication and relationship skills	Receive and communicate complex and sensitive information with barriers to understanding		Application/Interview
Analytical and Judgement skills	Analyse and interpret complex data to produce reports	NHS databases	Application/Interview
Skills	Advanced key board skills or RSA Level 3		Application/Interview
Planning and organisation skills	Experience of organising large meetings Planning in advance, short and long term, doctors appraisals and revalidation Workload is managed effectively to ensure the highest standards of work are maintained at all times		Interview



Equality, Diversity and Inclusion	Able to demonstrate a commitment and understanding of the importance of treating all individuals with dignity and respect appropriate to their individual needs.		Interview
Other requirements specific to the role	The postholder must be able to travel between sites as required Liaising with Consultants and external agencies Demonstrate strict confidence and ability to maintain/keep secure sensitive information Sensitive to tight deadlines		Application/Interview