

# Candidate Pack

## For

### Medical Examiner



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Our  
**values**



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

## Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





## Additional Information

### Location

Situated in North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity



- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

## Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

## Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

## Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various locations around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB  
 Lucas House, 305-309 Fore Street, Edmonton, N9 0PD  
 Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD  
 Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL  
 Eagle House Surgery, 291 High Street, Enfield, EN3 4DN  
 Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ  
 Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD  
 George Marsha Centre, St Ann's Hospital Site  
 Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)

## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> <li>We are always looking for opportunities to develop all our staff and our services</li> </ul>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.



## Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.

## Job Description

Position	Medical Examiner
Salary/Band	Salary: £79,860-107,668 pro rata per annum (depending on experience and length of service in the NHS).
Location	North Middlesex University Hospital
Hours	One post available at 1PA and one at 0.5PA
Responsible to	Lead Medical Examiner and Medical Director
Accountable to	NMUH and Regional Medical Examiner Office

Two year fixed term contract.

## Key Working Relationships

Internal:

Medical Director/Deputy Medical Director  
All grades of clinicians  
Clinical governance leads  
MEOs and bereavement and mortuary staff  
Clinical governance

External:

Coroner's Office  
Registrar of births and deaths  
Local Authorities, including care homes and safeguarding teams  
Spiritual and faith community leaders  
Other health care providers including GPs  
Regional Medical Examiner  
National Medical Examiner.

## Job Summary

We are seeking to appoint dynamic and enthusiastic doctors with at least five years' experience as a fully registered medical practitioner to the role of Medical Examiner. The posts will be for 0.5 or 1PA per week (1.5 PAs available currently) and can be worked on an annualised basis. The successful candidates will join an existing team of seven medical examiners and four medical examiner officers.

The Medical Examiner(s) are senior doctors who are expected to screen and review deaths (from the preceding weekend or working day) to an agreed policy and time frame. This will include liaising with the attending practitioners regarding cause of death and formulation of the MCCD, and with the Coroner where appropriate. The job description and person specification attached are modelled from the Royal College of Pathologists in line with a national requirement to develop a method for reducing inaccuracies in death certificates and achieving greater confidence in learning from deaths.

Following this review cases are selected using the trust policy for further analysis using a Structured Judgement Review Process by the departmental team. If safety concerns are detected the Trust's incident policy will be used for investigation of the concerns.

The service is expanding to include scrutiny of all community deaths in Haringey and Enfield, however the Medical Examiner Office will be based at the North Middlesex University Hospital.

Out of hours provision is currently being reviewed and rolled out in the coming months. Participation on this rota is on a voluntary basis and will attract additional payment.

Candidates must have successfully completed the mandatory e-learning modules online (free of charge) by the time they start the role and attend a face-to-face training session at the Royal College of Pathologists, London, paid for by the Trust, within the first three months in post.

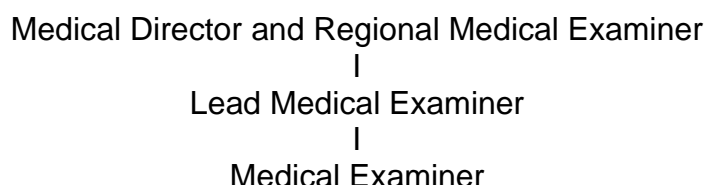
## Introduction to the Department

The Medical Examiner Service was established in June 2020 at the North Middlesex and we are currently expanding the service to include community deaths in Enfield and Haringey. This independent service comprises seven Medical Examiners and four Medical Examiner Officers who combine clinical skills and compassion to engage with every bereaved family to answer the questions "why did the patient die?" and "can we learn from it?" Following review, cases are selected using the trust policy for further analysis using a Structured Judgement Review Process by the departmental team. If safety concerns are detected the Trust's incident policy will be used for investigation of the concerns.

For further details / informal visits contact:

Dr Rebecca Gillibrand, Lead Medical Examiner [rebecca.gillibrand@nhs.net](mailto:rebecca.gillibrand@nhs.net)

## Organisation Chart



## Duties and Responsibilities:

To ensure compliance with the legal and procedural requirements associated with the current and proposed reformed processes of certification, investigation by coroners and registration of deaths.

To scrutinise the certified causes of death offered by attending doctors in a

way that is proportionate, consistent and compliant with the proposed national protocol.

To discuss and explain the cause of death with next of kin/informants in a transparent, tactful and sympathetic manner. It is anticipated that such discussions will be predominately conducted through telephone conversations.

To ensure that all users of the Medical Examiner Service are treated with respect and are not discriminated against on the grounds of sex, race, religion, ethnicity, sexual orientation, gender reassignment or disability.

To maintain comprehensive records of all deaths scrutinised and undertake analysis to provide information to the National Medical Examiner's office.

To participate in relevant clinical governance activities relating to death certification including audits, mortality review processes and investigations regarding formal complaints about patient care.

To support the training of junior doctors in their understanding of death certification and promote good practice in accurate completion of MCCDs.

To work with medical examiner officers (MEOs), delegating duties as appropriate.

To engage with lead ME and lead MEO for the region.

To adopt a collaborative working relationship with other MEs by sharing experiences and expertise to support peer learning and set uniform standards of service delivery.

MEs will have professional independence in scrutinising deaths but will be accountable to the employing organisation's Board for achieving agreed standards or levels of performance.

MEs will have an independent professional line of accountability to a regional structure of NHS Improvement/NHS England outside the employing organisation and immediate line management structure.

MEs will comply with guidance issued by the National Medical Examiner when carrying out ME duties.

MEs must avoid any potential conflicts of interest. In cases where they have a personal or professional relationship with the deceased person, next of kin/informant, or with the attending doctor preparing the MCCD, they must transfer any scrutiny of the death to another ME.



## TRUST POLICIES

### Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

### Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

### Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

### Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

### Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

### Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

### **Smoking Policy**

The Trust provides a smoke free work environment.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Clinical Governance**

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

### **Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

### **Safeguarding Vulnerable People**

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

### **Organisational Change**

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

## PERSON SPECIFICATION

**Post:** **Medical Examiner**

**Department:** **Medical Examiner Service**

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<p>Registered with a licence to practice in the UK by the GMC.</p> <p>At least 5 years experience as a fully registered practitioner. Currently practicing or within 5 years of retirement.</p> <p>As a pre-condition of practicing, an ME must have successfully completed the mandatory components of the national online medical examiner curriculum. Face-to face training must be completed within the first three months of being in post.</p>		Interview, certificate of completion.
Skills and abilities	<p>MEs must have up-to-date knowledge of medical conditions and treatments and be able to exercise judgement about when to seek specialist advice.</p> <p>MEs must have detailed knowledge of the relevant legislation and processes which apply to:</p> <ul style="list-style-type: none"> <li>· The determination of whether a death is natural or unnatural</li> <li>· Deaths that must be reported to the coroner</li> <li>· Deaths abroad where bodies are returned to England and Wales for disposal</li> <li>· Deaths where relatives wish to transport the body abroad for disposal</li> <li>· Certifying and registering deaths and the regulations to authorise cremation or burials of stillbirths abroad.</li> </ul>		Interview

Experience	At least 5 years experience as a fully registered practitioner. Currently practicing or within 5 years of retirement.		Interview
Personal qualities	<p>MEs should be aware of how their personal communication style impacts on others and be able to adapt their approach to suit a variety of situations and audiences.</p> <p>This will require: Self-awareness: an exceptional degree of sympathy, sensitivity and empathy in order to facilitate effective and supportive liaison with bereaved families.</p> <p>The ability to demonstrate and combine appropriate levels of compassion with professionalism and discretion</p> <p>Being open to constructive criticism, ideas and solutions</p> <p>Acting as a positive role model and interacting appropriately with all stakeholders including MEOs, other MEs, the bereaved and the coroner</p> <p>Having the integrity to gain trust and comply with the independent nature of the ME role in the context of other clinical specialty duties.</p>		Interview
Values	Demonstrable ability to meet Trust values		Interview/ assessment