

## Job Description

<b>Job Title:</b>	Joint Local SuppoRTT, LTFT Champion & Doctors Support Lead
<b>Grade:</b>	Consultant or SAS Doctor
<b>Location:</b>	UHNM
<b>Hours of Duty:</b>	1 PA
<b>Managerially accountable to:</b>	Associate Medical Director for PMDE & Medical Director
<b>Educationally accountable to:</b>	Associate Medical Director for PMDE & Medical Director
<b>Term of Office:</b>	An initial offer of three years, extendable by mutual agreement

## Role Summary

Throughout training many postgraduate doctors at some point, for a variety of reasons will have a period of planned and potentially unplanned time away from training. The junior doctor's contract Acas agreement brought into focus the need to remove any disadvantage which may potentially be experienced by those who take a period of time away from training. Time away from training can be associated with 'skills fade' and sometimes a challenging process when returning, what the SuppoRTT team strive to achieve is investing the appropriate time, resources and support in order for returning trainees to step back into training after taking time out without unnecessary difficulties. The postholder for this role will act as the Local 'SuppoRTT Champion' based in a secondary care organisation for all HEE WM Trainees returning from planned and unplanned leave.

The postholder will work collaboratively with HEE West Midlands to facilitate the management of SuppoRTT within the Trust and the aim of providing a high quality, caring, and supportive approach to doctors returning to training in all specialties. This individual will, through ongoing support and advocacy of those involved, eventually help to effect a change in workplace culture such that the SuppoRTT programme becomes fully ingrained.

For those doctors opting or needing to work more flexible hours and/or requiring some additional support during their training (see ii and iii below) we need to ensure that they have the opportunity to offer hours that they can realistically manage for both training and service. Working with the existing LTFTT champion, the successful candidate will share the SuppoRTT role with the different but related role of Less than Full Time Training (LTFTT) Champion and doctors support lead

### *i. Championing Supported Return to Training*

Recruitment and retention of a highly skilled medical workforce is an increasing challenge. In terms of retention there is an urgent need to facilitate the return to work for those who have spent time out of training (or out of the medical workforce) for a variety of reasons. It is important for the individual professional, the service and our patients that the return to work is appropriately managed to ensure that skills are refreshed and any necessary re-orientation has taken place. It is imperative that the organisation avoids the repetition of serious errors resulting in patient harm, which have been highlighted nationally when appropriate support during the return to work has not been given. It is hoped that the successful candidate would also network with the International Medical Graduates Group and SAS doctors in order to maximise the benefit of this role.

### *ii. Championing LTFT working in the medical workforce*

Increasingly, doctors are seeking to train and work flexibly at varying stages in their careers. There are also benefits to the employer; flexible training keeps doctors working and working effectively, it has also been shown to improve recruitment, retention and return to work after maternity leave.

Recently the guidance has changed to allow doctors to pursue their post-graduate training LTFT by choice rather than necessity due to personal circumstances.

Training and working on a less than full time (LTFT) basis can help to achieve a better work-life balance. UHNM recognizes the importance of LTFT training and wants to become an exemplar site trust.

### *iii. Supporting doctors with additional support needs*

Dealing with a doctor who requires extra support in some way is complex, requiring close work with relevant supervisors and the PMDE team to optimise support, training will be supported and encouraged.

## **Key Responsibilities**

- Provide leadership within the locality to ensure that the SuppoRTT strategy is fully implemented and results in a high-quality supported return to training for all concerned; oversee supervision of all returning trainees and encourage good communication between trainee returner and educational supervisor/TPD.
- To communicate to trainees the SRTT framework, encouraging pre- and post-interviews
- To communicate the SuppoRTT strategy and resources to; TPD's, Educational Supervisors, Clinical Supervisors and trainees within their area.
- Liaise with employer HR and Rostering (medical staffing) departments to ensure that trainees who are entitled and/or may require a supernumerary period are accommodated by their employing Trust (further supported by the HEE WM SuppoRTT team).
- Promote the upskilling of educational supervisors to ensure the SuppoRTT process is reliably implemented and Provide ongoing support and guidance for locality educational supervisors and TPD's.
- To manage a local, HEE-designed database of RTT trainees shared with the HEE SRTT Team.
- Although predominantly a leadership role, to be willing to take a 'hands-on' approach to facilitate SRTT when needed, such as meeting up with a trainee, referral to Occupational Health or obtaining assistance from HEE WM Professional Support.
- To liaise with the trainees' Educational and named Clinical Supervisors and the employer i.e. rota maker in order to facilitate good SRTT practice, as per Academy of Medical Royal College (AoMRC) guidance.
- Make sure that available SuppoRTT resources are suitably utilised and identify where additional resources may be required.

## **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

## **Values & Promises**

We have four core values and promises that were co-created by our staff, patients and carers.



## **Together**

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them

## **Compassion**

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is

## **Safe**

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

## **Improving**

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

## **Health and Safety**

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## **Equality and Diversity**

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe

this policy in their behaviour to other workers and patients/service users

## Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

## Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

## Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

## Own Practice

- Lead by example
- Encourage and praise good practice

Be prepared to accept advice about your own practice

## Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

## Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining,

recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

## **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

## **Sustainability**



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## **Disruptive Incident & Business Continuity**

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

To know how to identify a business continuity incident and the method for reporting;

To have an awareness of local business continuity arrangements;

To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

## Person Specification

	Essential Requirements	Desirable Requirements
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Primary clinical healthcare qualification</li> <li>Membership/Fellowship of College, Faculty, professional association and/or regulatory body</li> <li>Substantive post within target locality/school</li> <li>GMC full registration</li> <li>Consultant or SAS with a clinical contract within the target locality</li> </ul>	<ul style="list-style-type: none"> <li>&gt;3 years' experience</li> </ul>
<b>Clinical Experience &amp; Training</b>	<ul style="list-style-type: none"> <li>Experience of training and educational supervision of trainees</li> <li>Experience of Postgraduate Medical Education</li> <li>Evidence of previous provision of support for educators/trainees</li> </ul>	
<b>Skills, Ability &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of reasons for time out of training</li> <li>Understanding of challenges faced by returning trainees</li> <li>Knowledge of HEE SuppoRTT programme and related initiatives</li> <li>Understanding of management structure in medical education</li> <li>Proven leadership ability</li> <li>Previous management experience/training</li> <li>Successful multidisciplinary team-working</li> <li>Excellent communication/facilitation and negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>Educational qualification such as a postgraduate certificate diploma or master's in clinical education</li> <li>Previous leadership role within medical education</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Enthusiasm for supporting returning trainees</li> <li>Genuine desire to improve the return to training process and workplace culture</li> <li>Positive approach to multidisciplinary collaboration</li> <li>Evidence of good organisational skills</li> </ul>	