

Job Description

Job Title:	Appraisal/Revalidation and Job Planning Co-ordinator
Department:	Medical Directorate
Directorate:	Corporate/HR
Accountable to:	Associate Medical Director & Appraisal Lead
Grade:	Agenda for Change Band 5
Location:	Gloucestershire Royal Hospital and/or Cheltenham General Hospital
Line Management:	3 x administrators (Band 4) and 1 x apprentice
Hours:	1 WTE (37.5hrs)

Medical Revalidation requires all doctors with a GMC Licence to Practice to demonstrate their continued fitness to practice by undertaking an annual appraisal to cover their whole scope of practice. In addition, they need to collect and reflect on feedback from colleagues and patients, with revalidation taking place every five years. Gloucestershire Hospitals NHS Foundation Trust has processes in place to support those doctors with a prescribed connection to the trust for revalidation.

Job planning is the process of recording how a doctor's time is spent to ensure that the clinical services which have been commissioned can be delivered in a cost effective and well governed manner. The trust is required to have an agreed job plan for all consultants, associate specialists and locally employed doctors who are not in a national training scheme. These job plans are reviewed as part of the annual appraisal process for the trust.

Job Summary

The Appraisal/Revalidation and Job Planning Co-ordinator will manage and oversee the work of the Appraisal, Revalidation and Job Planning Team reporting to the Associate Medical Director and Appraisal Lead to manage the appraisal system for all doctors in non- training posts within the Trust, and support the process of medical revalidation in line with GMC requirements, including coordinating the patient and colleague feedback. This role combines provision of a detailed and customer focussed administrative service with strong technical support across a variety of systems used to support Revalidation and Job Planning processes at the trust.

It will focus on managing and developing processes for consultant job planning with the Trust, supporting the Chiefs of Service, Specialty Directors and the Consultant and SAS Doctor body to ensure that the directorates are supported to deliver this in line with Trust policy and national standards of best practice.

The post holder is expected manage a team handling highly sensitive and complex information pertaining to a large group of senior staff within the organisation. They will be expected to establish and maintain relationships internally and externally in order to assist in the management of appraisal, revalidation and job planning. In addition, they will be expected to be able to persuade and influence senior medical staff to ensure that these processes are positively promoted and implemented within the organisation. They will have responsibility for maintaining the highest level of confidentiality, dealing with wide ranging material which can be sensitive or contentious.

Main Duties and Responsibilities

These include but are not limited to:

- Managing a team of 3 x Band 4 administrators and 1 x apprentice*, to include:
 - Conducting appraisals
 - Agreeing and monitoring objectives
 - Supporting the team with their career progression aspirations
 - Managing sick leave and absence
 - Co-ordinating recruitment and succession planning
 - Managing workflow to meet the needs of the department
 - Setting the standards within the team of professionalism and efficiency
- * *The number of team members may change from time to time.*
- To oversee the team to ensure efficient provision of the following service and to use own judgement to decide which, if any, of these duties should also be picked up by the post-holder dependent on priority and workload:

Appraisal & Revalidation

- Support the Trust to ensure that its doctors meet the requirements for Medical Revalidation.
- Ensure systems are in place to manage the appraisal process.
- Manage and maintain an accurate and up to date database of all trust non training medical staff to record their annual appraisals.
- Update Trust policy and guidance documents on medical appraisal and revalidation in line with national policy.
- Work closely with the HR department to ensure that appropriate procedures are followed in relation to pre-employment checks, induction of new medical staff including appropriate appraisal and revalidation training and the timely transfer of whole practice information.
- Ensure clinical governance processes are linked to appraisal where necessary and provide reports as required.

- Co-ordinate the patient and colleague feedback and produce reports for review and reflection at annual appraisal.
- Facilitate a quality assurance process for appraisal to ensure consistency of appraisal standards, working closely with the Appraisal Lead.
- Organise appropriate training and updates for medical appraisers – twice yearly Appraiser Support Groups.
- Organise, attend and take minutes at the quarterly ROG meetings and twice yearly Appraisal Steering Group and coordinate actions resulting from these meetings.
- Collate and submit the quarterly returns to NHS England, and assist with completion of the annual Appraisal and Revalidation Board report.
- Co-ordinate the appraiser feedback and annual meetings with all trained appraisers with the ability to resolve complex issues should they occur.
- Act as a point of contact between the Medical Director, Associate Medical Director, Deputy Responsible Officers, Appraisal Lead and HR for matters relating to appraisal and revalidation.
- Advise medical staff on the content of portfolios in accordance with national and Trust guidance, exercising own judgement when dealing with enquiries.
- Provide and receive complex and sensitive information.
- Coordinate external reviews of the appraisal process as and when required.
- Follow policies established for their own role and roles within their team with the ability to create their own procedures and the ability to comment / implement and propose changes to practices.
- The ability to be able to demonstrate own activities / training to new or less experienced employees.
- To provide expertise in managing all the administrative functions needed to perform the role and to write the relating SOPs.

Job Planning

To have primary responsibility for undertaking the following tasks and to use own judgement to delegate to the team where appropriate and within their banding remit:

- To ensure, via regular payroll/job plan reconciliations, that senior medical staff job plans are commensurate with pay.
- To support Speciality Directors, Clinical Leads and other doctors with the job planning process
- To support review and development of the Trust policy around job planning
- To support the Deputy Medical Director and Associate Medical Directors to optimise delivery of clinical and non-clinical work
- To organise and attend quarterly Job Planning Consistency Panel meetings
- To assist Chiefs of Service and Specialty Directors in the timely sign-offs of over 490 job plans, providing support to them and/or General Managers when required
- To keep abreast of additional pay for senior medical staff in relation to Educational Supervision, Academy roles, and Research & Development

- To support the quantification of delivered activity against the job plan's indicated expected activity
- To provide regular job planning/clinical activity reports to the People and Organisational Development committee, under the guidance of the Deputy Medical Director
- Any other duties as required, to reflect the evolving requirements of the role

Other Duties

To respond to any changing priorities or strategies of the team and to work with the line manager to agree additional areas of support if required.

Organisation Structure

Please see Appendix I.

Key Working Relationships

The post-holder will have the confidence to liaise with the following stakeholders on a regular basis:

Internal

- Medical Director
- Deputy Medical Director
- Associate Medical Directors & Appraisal Lead
- Medical Staffing Team
- Chiefs of service
- Speciality Directors
- General Managers
- Consultants
- SAS Doctors
- Deputy Responsible Officers
- Medical Director's Office administrative team
- Human Resources Manager
- Lay Representative for Appraisal and Revalidation
- NHS England (South)
- GMC representative
- Department of Medical Education
- Local private healthcare providers

External

- Allocate (software company)
- L2P (software company)

Most Challenging Part of the Job

- Acting as the link person between senior medical staff and Specialty Directors/General Managers, especially in cases of possible conflict
- Managing own workload as well as overseeing the workload of the team
- Changing work priorities

PHYSICAL EFFORT AND WORKING CONDITIONS

- Prolonged use of PC for the majority of the working day
- Possible cross-site working

CONFIDENTIAL INFORMATION

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including the improper passing of registered computer data, will result in disciplinary action which may lead to dismissal. You should also be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

DATA QUALITY

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

NO SMOKING POLICY

The Trust operates a no smoking policy.

HEALTH & SAFETY

Your attention is drawn to the Health and Safety at Work Act 1974 which requires you to:

- i) take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work, and,
- ii) co-operate with the Trust on any matters of health and safety.

You are required to acquaint yourself with and comply at all times with Trust policies governing Health and Safety at Work. In particular you must ensure that any accidents/incidents are

reported accurately in accordance with the Trust's procedures. Your responsible officer and/or the Personnel Department hold copies of the policies and procedures.

This job description is subject to periodic review and updating in consultation with the post holder.

Signed by Line Manager:

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Date:

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Person specification:

Appraisal/Revalidation and Job Planning Co-ordinator

Key to terms: E: Essential, D: Desirable

How is it assessed? I: Interview or Test, A: Application

Qualifications

- Educated to degree level or equivalent workplace experience E A

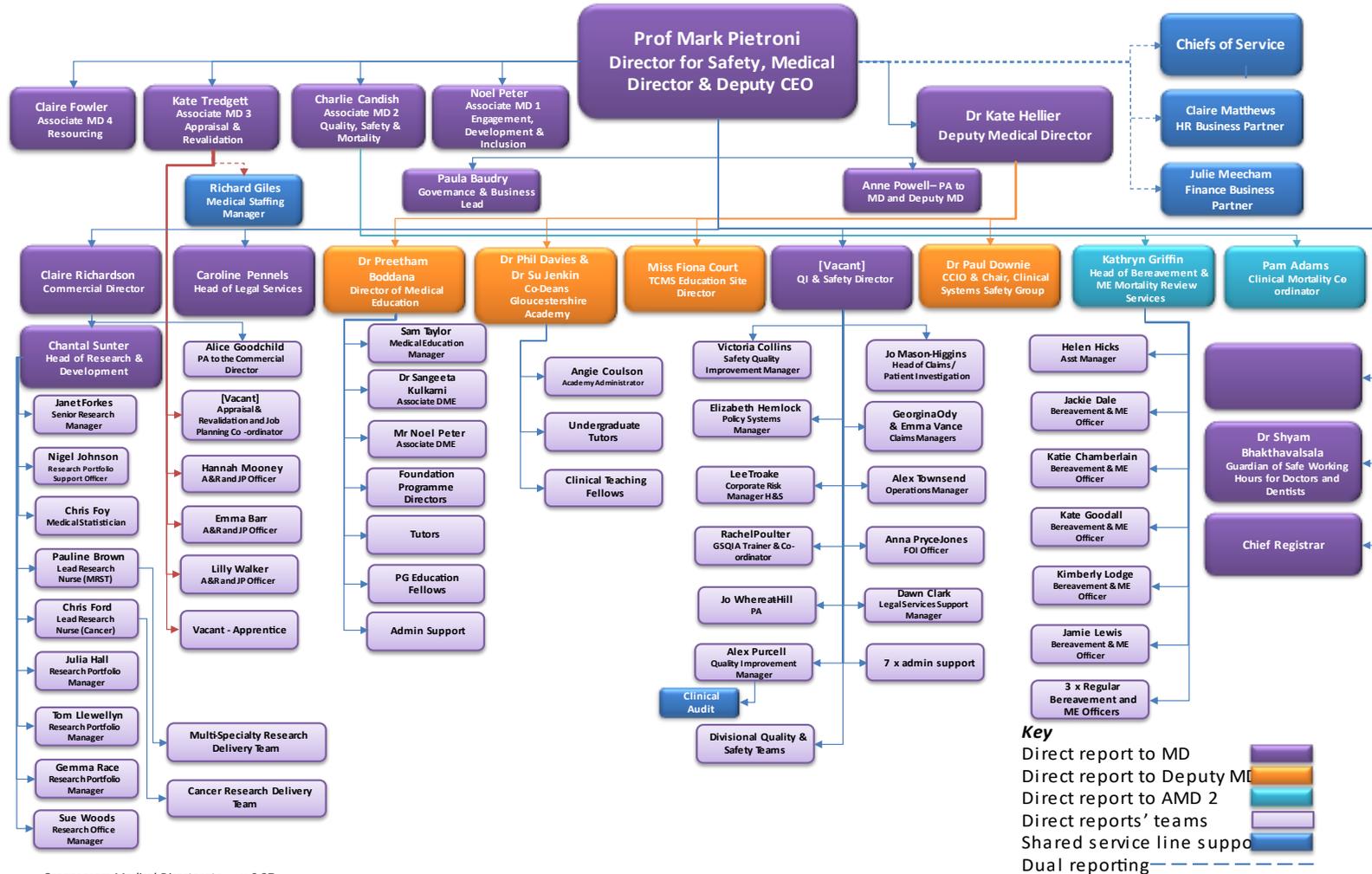
Experience

- A proven track record of line management E A/I
- Advanced typing and IT/Computer skills including proficiency in Word/Excel/PowerPoint/Publisher/Outlook/Access E A/I
- Excellent communication skills with the ability to use tact and persuasion and to deal with staff at all levels of the organisation E A/I
- Ability to manage frequent interruptions and changing priorities E I
- Ability to prioritise and manage time efficiently E I
- Confidentiality and discretion at all times E A/I
- Appropriate years working in a NHS environment D A

Qualities

- Flexible approach and adaptable attitude E A/I
- Open-minded and proactive in identifying and making improvements E A/I
- Strong focus on providing a high-quality and personable customer experience E I
- Works effectively both autonomously under own initiative, and as part of a team E A/I
- Commitment to, and enthusiasm for, service improvement E A/I
- Genuine interest in developing and helping others E A/I

ORGANOGRAM – MEDICAL DIRECTORATE



Organogram Medical Directorate – v 0.27
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Key
 Direct report to MD
 Direct report to Deputy MD
 Direct report to AMD 2
 Direct reports' teams
 Shared service line support
 Dual reporting