

Job Description

Medical Examiner

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Medical Examiner

Pay Scale	Consultant Pay scale (YC72) or GP Pay Scale dependent on hire of person. Incorporated into job plan at standard programme activity rate.
Reporting to	Medical Director
Responsible to	Medical Examiner for Yeovil Hospital

This post has been created in response to observations made in the Third Report of the Shipman Inquiry. The introduction of the medical examiner system will promote robust, transparent and independent scrutiny of death certification processes.

Medical examiners (MEs) are appropriately trained doctors who will verify clinical information on Medical Certificates of Cause of Death (MCCDs) and ensure that the right referrals are made to the coroner for further investigation. A practising medical practitioner who has been on the general medical council register for a minimum of five years post registration can apply to be a medical examiner. It is recommended that medical examiners are consultant grade doctors from a range of disciplines (including GP principals). MEs will take a consistent approach to the formulation of MCCD content, which must be clinically accurate and reflect any discussions with the next of kin/informant. MEs must not have been involved in the care of the deceased patients for deaths they scrutinise.

Roles 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 where barriers to understanding information may exist.

- To ensure that all users of the ME system 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.
- Except in emergencies or where otherwise agreed with your manager, you are responsible for fulfilling the duties and responsibilities and undertaking the Programmed Activities set out in your Job Plan, as reviewed from time to time
- You are not required to provide emergency cover. We may in exceptional circumstances ask you to return to site for emergencies if we are able to contact you.

Job Plan

This post entails 3 programmed activities (PA's) per week (or equivalent for General Practitioners).

We are looking to recruit three Medical Examiners to provide a 5 day a week service with internal cover.

Clinical Audit

The appointee will be expected to actively participate in audit. He/she will be expected to initiate and supervise audit projects related to his/her particular sub-specialty interest. He/she will liaise with the audit specialty Lead Consultant. All audit projects, including Trust directed audit are approved by the Clinical Effectiveness and Audit Committee. Participation in national audit is encouraged.



The appointee will be expected to contribute to the development and reporting of Clinical Quality Standards.

Clinical Governance

All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which they are deemed competent. Clinical staff are also required to comply with the requirements of their professional organisations regarding supervision.

Research

Research is encouraged, particularly when this is appropriate to the professional development of the successful candidate and to the service development of the department. Opportunities are available within the Trust with applications for funding coordinated by the Trust's Medical Director.

Continuing Professional Development (CPD)

The Trust supports the requirements for CPD as laid down by the GMC and Royal College and is committed to providing time and financial support for these activities.

Administration/Budgetary Responsibilities

Responsibility for undertaking the administrative duties associated with the care of patients and the administration of the department.

Cover for Colleagues and Emergencies

To provide cover for colleagues in their absence. To deal with emergencies as the occasion demands.

Appraisal, Job Planning and Mandatory Annual Training

The successful candidate will be required to participate actively in the annual appraisal and job planning process. In addition they will be expected to attend the mandatory annual update training.

Revalidation

The Trust has the required arrangements in place, as laid down by the Royal College to ensure that all doctors have an annual appraisal with a trained appraiser and supports all consultants going through the revalidation process.

The appointee (in common with other senior members of the trust) will be expected to supervise the doctors in training, to participate in teaching and be involved with the postgraduate programme generally.

Mentoring

The Trust is committed to setting up a mentor for all newly qualified consultants. Full support and guidance comes from the Clinical Director during the first 6 months. Our Responsible Officer coordinates a mentor from 6 months of joining Yeovil Hospital.

LNC

Yeovil Hospital DH has an active and well informed LNC (local negotiating committee) who currently have a well-established and productive working relationship with the Medical director and HR management. All policies involving consultant medical staff are properly discussed and agreed through the LNC with many local policies used as good examples regionally. Furthermore local policies, in general, are more consultant friendly than in most other Trusts due to the good communication channels that have been constructed and which we hope will continue. All new staff are encouraged to make links with the LNC through the Senior Staff Committee and become involved with the committee if they wish.

Conditions of Service

The appointee will be required to maintain General Medical Council (GMC) full and specialist registration with a licence to practise and revalidation, and should follow the GMC's Code of Good Medical Practice.

The successful applicant will be employed under the Terms and Conditions for Consultants (England) 2003 and will receive a salary detailed in the national pay circular for medical and dental staff.

The details of the Terms and Conditions for Consultants can be found on the NHS Employers website: www.nhsemployers.org

The salary and incremental increases are subject to annual review and in accordance with the National NHS Terms and Conditions of Service for Consultants in England.

Person Specification

Category	Essential	Desirable
Education, Qualifications and Training	<p>MBBS</p> <p>Full GMC Registration with a licence to practise at time of applying</p> <p>Entry on the GMC Specialist Register via:</p> <ul style="list-style-type: none"> • CCT (proposed CCT date must be within 6 months of the interview date) • CESR • European Community Rights 	An appropriate higher degree or qualification e.g. Royal College Membership or Fellowship
Experience	<p>At least 5 years' experience as a fully registered medical practitioner.</p> <p>Are currently practicing or have retired in the last 5 years.</p> <p>Up to date knowledge of medical conditions, treatments and causes of death.</p>	Experience at locum consultant level.
Skills abilities and knowledge	<p>Knowledge of relevant legislation and processes.</p> <p>Knowledge of local and national clinical governance systems.</p> <p>Strong communication skills that enable them to deliver their role in a compassionate, professional and discreet manner.</p> <p>Demonstrates ability to work in a multi-disciplinary team.</p> <p>Willingness and ability to fulfil the key elements of the job description</p> <p>Ability to lead and develop the service</p>	

	Ability to develop effective working relationships on an individual, multi-professional and team basis with all levels.	
Audit		Knowledge of multidisciplinary clinical audit principles and evidence of direct involvement in 2 specific audits in the last 18 months
Research		Knowledge of principles of research and evidence of involvement in a research project in the last 2 years.
Management	Knowledge of the NHS plan/modernisation agenda and the implications for service development	<p>Evidence of general management training and self-development in areas such as recruitment and selection, equal opportunities, leadership, planning and change management, appraisal</p> <p>Evidence of ability to contribute to the strategic direction of the Trust</p>
Teaching		<p>Evidence of teaching appropriate to Medical students and Doctors in training and the multidisciplinary team</p> <p>Ability to present effectively to an audience using a variety of methods</p>
Personal Qualities	<p>Able to establish good working relationships with other members of the multidisciplinary team.</p> <p>Flexible and adaptable to competing demands.</p> <p>Commitment to modern practices.</p>	<p>Commitment to a career in hospital medicine.</p> <p>Able to organise own learning.</p>
Special Requirements	Driving licence or ability to travel between sites.	

