



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# *Welcome from Chief Executive Officer*

## Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

# Job Description

<b>Job Title:</b>	Doctors Rota Co-ordinator Medicine
<b>Department:</b>	Medicine Division
<b>Division:</b>	Medicine
<b>Salary Band:</b>	Band 4
<b>Accountable To:</b>	Operational Services Manager

## JOB SUMMARY

The post holder must ensure the provision of high-quality patient care by efficiently assisting with deploying junior medical staff for the Medicine division. This will involve close liaison with junior doctors, consultants and management teams. It will be necessary to assist Rota masters in a daily overview of the activities of all junior medical staff within the division. The post holder will additionally support the division on reduction of temporary spend where possible, through implementation of effective temporary cover and adherence to control mechanisms.

## KEY RESULT AREAS/RESPONSIBILITIES

- To be responsible for the support in co-ordination of all medical rotas in medicine division. Specifically, the post holder will help to compile and disseminate rotas for the department's medical staff, and act as a single point of contact for the juniors.
- To assist the department in the design and monitoring of junior doctor rotas to ensure the best service is provided, adequate safe cover is in place and working in compliance with The European Working Time Directive (EWTD) and New Deal.
- Escalate issues when appropriate to the Rota Masters also Divisional management team and to suggest solutions to address issues.
- To provide single point of access for the junior medical staff within the department. This includes assisting in co-ordination of all junior medical staff: Annual Leave, Study Leave, Sick Leave and Special Leave.
- Co-ordinating the junior doctor rotas, ensuring all departments are adequately staffed.
- Ensuring that the service is staffed with the right people, in the right place at the right time. Taking initial calls when a doctor phones in sick and take the actions required (such as if rota cover is needed). Escalate if necessary.
- Publish locums shifts that are required, check and sign off timesheets ready for the Budget Holder to sign off.

- Production of reports, summaries and recommendations of medical staff utilisation and sickness etc. for the department.

## CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

Coordinate rota changes at all levels to ensure that they have a minimal impact on clinical care thus ensuring that the impact on medical care and Trust standards are kept to a minimum. Work towards harmonising the medical on call rota through all grades to ensure maximum cover and training potential for junior doctors.

## COMMUNICATION

Ensuring rotas are promptly circulated to all relevant parties to make sure cover arrangements are widely known throughout the department.

Create and implement detailed medical cover plans for the department. Communicate on a regular basis with the relevant people and departments and take action when required to maximise cover arrangements. Responsible for highlighting, in advance, areas where locum doctors are required, taking action to ensure cover within division as a priority and informing Medical Staffing if required.

Attend meetings as required to ensure communication is 2 way, and feedback is presented as necessary.

- Clinical Divisional meetings
- Rota review meetings
- To establish and chair monthly Rota user groups with relevant parties

Develop Agendas, take minutes and co-ordinate meetings chaired by the Divisional Clinical Director and/or Clinical Director as and when appropriate.

## PLANNING AND ORGANISATION

- To assist the department in reducing temporary spend through implementation of more effective control mechanisms and advance planning of locum cover.
- Responsible for ensuring IT skills are up to date including Word packages, spreadsheets, Database entry, email, internet, and intranet.
- Arranging cover at short notice for sick leave and special leave. The recording and monitoring of annual leave, study leave and professional leave and sickness absence, ensuring that Trust policies are adhered to consistently.
- To support the setting up of systems and development of local processes and policies for the approval and monitoring of annual leave, study leave, sick leave and on call and supplying information to clinical and managers as required. Monitor compliance and take the necessary action in cases of non-compliance and escalate if appropriate.
- Compiling the departmental rotas in the department, all according to the needs of the Division, Junior Doctor's Working Time Directive, and the New Deal arrangements. This should be done in conjunction with relevant clinicians and the Workforce team/Medical Staffing.

- Work with others (including support to the Rota Masters, Operational Service Manager and Divisional Clinical Director/and or Clinical Director) on the design and maintenance of induction programmes for new recruits, to meet their specific needs.

## BUDGETARY AND RESOURCE MANAGEMENT

- Have an awareness of budget management ensuring current guidelines are enforced and waste is avoided in post holders working area.
- Work with the Business Manager/Operational Services Manager and Divisional Clinical Director to monitor locum pay spend, ensure adequate reporting and make suggestions where pay spend can be further reduced and controlled.
- To partner with HR staffing and Finance to monitor locum spend and escalate the reporting of temporary pay spend.

## STAFF MANAGEMENT

- Working within the department's existing resources to organise immediate cover arrangements wherever possible.
- Working with other colleagues to monitor the quality of locums and feed this back.
- Recording sickness absence and ensuring the Operation Services Manager and Clinical Director are made aware of patterns and trends. Organise and facilitate return to work from sickness interviews. Recording sickness absence in accordance to Trust policy.

## TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

Support the department in their understanding of rotas and their subsequent management. Train colleagues to ensure that there is support and cover in place as and when necessary.

## TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- Compassionate, caring about our patients.
- Accountable and responsible, always looking to improve.
- Respectful for all and show integrity in everything.
- Encouraging and challenging each other to always do our best.

## ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as

required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

## ORGANISATION STRUCTURE

Operational  
Services Manager

Rota  
Masters

Doctors Rota  
Co-ordinator

# Person Specification

TRAINING AND QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good standard of general Education including English Language, Maths of GCSE or equivalent level</li> <li>• NVQ2 or equivalent knowledge and skills gained through any combination of alternative study, employment or voluntary work.</li> <li>• City &amp; Guilds level 3 or relevant experience</li> </ul>	
EXPERIENCE AND KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of complex staff scheduling</li> <li>• Working in a highly pressurised environment</li> <li>• Experience of working within the healthcare sector</li> </ul>	
SKILLS AND ABILITY	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Exceptional time management</li> <li>• Excellent organisational skills</li> <li>• Good numerical skills</li> <li>• Ability to work autonomously, prioritise own workload and act on own initiative</li> <li>• Ability to use Microsoft Office to a high standard</li> </ul>	

<ul style="list-style-type: none"> <li>• Knowledge of spread sheets/tables and formulae. Having the ability to manipulate them to ensure gaps in rotas are highlighted and filled</li> <li>• Excellent written and verbal communication skills particularly at a senior level and when communicating complex information</li> <li>• Ability to assess situations and make decisions on managing problems based on information available</li> <li>• Able to adapt to/implement change positively</li> </ul>	
<b>OTHER SPECIFIC REQUIREMENTS</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Able to work to short timescales and deadlines</li> <li>• Confident, assertive and an open manner</li> <li>• Is a team player</li> <li>• Flexible</li> <li>• Ability to persuade and negotiate with others</li> </ul>	



# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### **Confidentiality**

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### **Equality and Diversity**

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### **Quality & Safety**

Patient, service/facility user and staff safety are paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### **Vetting & Barring Scheme**

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### **Infection Control**

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

### **Governance and Risk**

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

**Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

**Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

**Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition, the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

**Sustainability and Carbon Reduction**

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.