

**Junior Clinical Fellow – General and Specialist Medicine
JOB DESCRIPTION**

Job Title:	Chief Registrar
Grade:	NHS Medical & Dental - National Training Number above ST4 or equivalent (Locally Employed Doctor at equivalent experience to ST4 or above) Applications are open to both full time and less than full time trainees.
Terms & Conditions:	The chief registrar role is a leadership role for senior specialty trainees. The role provides 40-50% protected time to develop and implement local initiatives focusing on, for example, service improvement, engagement and morale, education and training, workforce, and sustainability. Chief registrars benefit from access to a bespoke taught development programme provided by the RCP, which runs from September 2024 to June 2025 and comprises five 2-day modules that chief registrars are expected to attend.
Contract:	1 year leadership role alongside existing training number or LED. 40–50% protected time for chief registrar role; 50–60% clinical practice. This is an essential requirement.
Directorate/Service:	General and Specialist Medicine
Accountable To:	Divisional Medical Director
Responsible To:	Clinical Director
Base Location:	Royal Oldham Hospital
On-Call Requirement:	Yes 50% of usual rota

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what’s important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Job Summary

The chief registrar role is a leadership role for senior specialty trainees. The role provides 40-50% protected time to develop and implement local initiatives focusing on, for example, service improvement, engagement and morale, education and training, workforce and sustainability.

The chief registrar will ideally report to and be mentored by the medical director, a nominated deputy, or other senior clinical leader. The mentor role requires a minimum time commitment of monthly 1 hour meetings with the chief registrar, and this commitment should be taken into account when nominating a suitable mentor.

The chief registrar will also have a named educational supervisor for their clinical role, who may or may not be the same as their clinical supervisor.

There will be formal educational oversight of the role, with an induction, educational agreement, personal development plan and regular appraisals.

Facilities and Service Provision

You will be based within the General Medicine Directorate within your chief registrar role. This consists of 6 general and speciality medicine wards- There are wards supporting Cardiology, Respiratory, Geriatrics and Diabetes & Endocrine as well as a general internal medicine ward.

Key Role and Responsibilities

- The chief registrar job description is broad in scope in order to allow chief registrars and recruiting organisations to have autonomy and flexibility over the work the chief registrar undertakes. Chief registrars should focus on addressing key local challenges and priorities, which may include some or all of the following:
 - Providing a 'bridge' between senior clinical leaders, managers and the wider trainee workforce to improve communication, engagement and morale.
 - Service improvement, for example redesigning pathways, implementing new technology and establishing new services to improve flow and outcomes for patients.
 - Improving the quality of clinical and non-clinical education and training activities and supporting/mentoring other trainees to engage in quality improvement.
 - Involvement in workforce planning and improving the deployment of trainees to meet service needs and improve morale.
 - Improving efficiency and reducing waste.
 - Working across teams and boundaries to engage stakeholders in quality improvement and influence change.
 - Involvement in and exposure to senior management and organisational decision-making

- The chief registrar should attend departmental and divisional management meetings to gain an understanding of management and the wider social, political and economic influences on healthcare delivery.
- Where possible and appropriate, chief registrars should attend Board meetings. They should lead any sessions on service development, improvement and transformation for which they have direct responsibility.

Research and Development

The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance. Most of the current research on the Oldham site is for own personal development purposes although there are some research projects being undertaking within the respiratory and geriatric departments.

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Communications and Relationships

You will be required to work in partnership with colleagues of all disciplines, external links to the Trust and service users, to ensure the creation of a quality service.

You will be expected to commit to shared goals in the department by building effective teams and partnerships and valuing the roles and contributions of others.

Resource Management

You will be required to ensure that services are delivered within agreed parameters. Any external duties that impinge on Programmed Activities you may wish to be included in your job plan must be agreed with the Clinical Manager at least one month in advance, where practicable. We have a standard six week notice period for the cancellation of clinical activities. Standard annual leave notification is in line with Trust policies and the leave year is from 1st April.

Teaching and Education

Northern Care Alliance plays an important role in the education of medical students. The successful candidate will participate in undergraduate teaching. This can include assisting in problem-based tutorials; providing regular clinical skills teaching; acting as an educational supervisor to students during special study modules and research options projects; teaching in the clinical skills laboratories and offering other teaching according to the demands of the curriculum and the interests of the appointee.

There will also be a requirement to participate in postgraduate and multi-disciplinary teaching and provide wider supervision and guidance to trainees in the directorate.

Delivering Service

You will be expected to take a lead role in ensuring delivery of a quality service. This will include the following:

- implementing and ensuring compliance Trust and national policies and procedures.
- reviewing and allocating resources appropriately
- reviewing and managing progress and improvement within the area.

The post holder will be required to ensure that services are delivered within agreed parameters.

The post holder will be expected to contribute to the ongoing improvement of the clinical service (and to the academic performance of the Trust).

Annual Leave and Cover Arrangement

Annual leave is taken within the exigencies of the service and in accordance with the terms and conditions of service applicable to the post.

Clinical Audit

You will be expected to participate in clinical audit on a regular basis.

Personal Development
<p>You are responsible for maintaining your own continuous professional development. You will be expected to work towards continuous professional improvement, in line with service needs and changes in medical practices. The Trust retains an obligation to assist professional development as far as possible, subject to service need.</p>
Contractual Commitment
<p>You will have continuing responsibility for the care of patients and for the proper functioning of the service and will undertake the administrative duties associated with the care of patients and the running of the clinical department. If you do not undertake your contractual obligations then this will be seen as a breach of contract, and as such action may be taken under Trust policies and procedures.</p>
Infection Prevention
<p>Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.</p>
Safeguarding
<p>The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.</p>
Health and Safety
<p>Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.</p>
Confidentiality and Data Protection
<p>Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.</p>
Equality and Diversity

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people’s rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don’t
- fostering good relations between people who share a relevant protected characteristic and those who don’t
- understanding the impact of policies, services and practice on people with different protected characteristics

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

PERSON SPECIFICATION

Job Title:	Chief Registrar
Grade:	National Training Number above ST4 or equivalent

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Full registration with the General Medical Council & a valid License to Practice with the General Medical Council • Be fit to practice • Should be NTN ST4 or above • Can include Locally Employed Doctors at experience equivalent to ST4 or above 	<ul style="list-style-type: none"> • Completion of post graduate qualification • Evidence of teaching skills • Minimum of 1 year as an SpR

	<ul style="list-style-type: none"> • Should not already hold a CCT or expected to complete training during the programme • Must have approval of TPD to apply (NTNs) • Evidence of satisfactory / more than satisfactory progress through training, including annual review of competence progression (ARCP) outcomes or appraisal • 	
<p>Knowledge, Training & Experience</p>	<ul style="list-style-type: none"> • Demonstration of acquisition of the level of knowledge and skills necessary. • Proven ability to take clinical history & undertake examination. 	<ul style="list-style-type: none"> • Ability and enthusiasm to teach junior medical staff and other members of the MDT
<p>Clinical skills & Abilities</p>	<ul style="list-style-type: none"> • Good organisational skills and time management • Good communication skills and the ability to articulate plans to the MDT. • Understanding of clinical governance and the processes for reporting and managing errors/incidents. • Capacity to take responsibility for own actions and demonstrate a non-judgemental approach towards others. • Displays honesty, integrity, awareness of confidentiality & ethical issues. • Evidence of clinical competencies in their specialty appropriate for their stage in training (or equivalent) • An appropriate knowledge base, and ability to apply 	<ul style="list-style-type: none"> • Participation or knowledge of Audit. • Knowledge or participation in research. • Previous participation in QI projects.

	<p>sound clinical judgement to problems</p> <ul style="list-style-type: none"> • Ability to prioritise clinical need • Ability to maximise safety and minimise risk • Ability to work without supervision where appropriate 	
Research	<ul style="list-style-type: none"> • Understanding of research, including awareness of ethical issues • Understanding of research methodology and ability to use basic qualitative and quantitative methods • Knowledge of evidence-based practice 	<ul style="list-style-type: none"> • Evidence of relevant academic achievements, including publications / presentations
Leadership & Management	<ul style="list-style-type: none"> • Evidence of effective team working and leadership, supported by multi-source feedback or workplace-based assessments • Self-awareness, with knowledge of personal strengths and weaknesses, impact and areas for development • Interest in and knowledge of the importance of leadership and management for clinicians 	<ul style="list-style-type: none"> • Evidence of involvement in local management systems • Evidence of effective leadership (e.g. evidence of leading innovations or improvements) • Understanding of the local and national context of the NHS, including economic and political influences
Quality/ Service improvement or Audit	<ul style="list-style-type: none"> • Understanding of clinical governance, including the basic principles of audit, clinical risk management, evidence-based practice, patient safety and quality improvement initiatives • Evidence of active involvement in quality improvement, audit, research or other activity that focuses on patient safety and clinical improvement and innovation 	<ul style="list-style-type: none"> • Evidence of a portfolio of audit / quality improvement projects, including evidence that the audit loop has been closed and evidence of learning about the principles of change management • Evidence of publications / presentations / prizes in quality improvement or audit • Good knowledge of the UK healthcare system, including education, research, service provision, regulation, career

	<ul style="list-style-type: none"> • Interest in / knowledge of the delivery of safe, effective healthcare services • Evidence of interest in and experience of teaching • Evidence of positive feedback on teaching approaches 	<p>structures, medical politics and ethics</p> <ul style="list-style-type: none"> • Clear insight into issues facing UK healthcare services • Development of teaching programmes • Participation in teaching courses • Participation in degree or diploma courses in education • Action learning sets / simulation instructor
<p>Personal Skills</p>	<p>Communication:</p> <ul style="list-style-type: none"> • Clarity in written / spoken communication • Capacity to adapt language to the situation, as appropriate • Active listening and empathy • Ability to build rapport and communicate effectively with others • Ability to persuade, influence and negotiate • Ability to communicate effectively under pressure <p>Problem Solving and Decision Making:</p> <ul style="list-style-type: none"> • Capacity to use logical / lateral thinking to solve problems / make decisions, indicating an analytical / scientific approach and, where appropriate, creativity in problem solving <p>Organisation and planning:</p> <ul style="list-style-type: none"> • Capacity to manage / prioritise time and information effectively • Evidence of thoroughness (well prepared, self- 	<ul style="list-style-type: none"> • Leadership skills gained within the NHS or elsewhere • Writing experience: <ul style="list-style-type: none"> • clinical and/or non-clinical topics • peer-reviewed publications and/or other communication (e.g. blog, letters to journals) • Evidence of altruistic behaviour, e.g. voluntary work.

	<p>disciplined / committed, punctual and meets deadlines)</p> <ul style="list-style-type: none"> • Capability to work with long timescales for delivery within agencies with differing priorities <p>Coping with Pressure and managing uncertainty:</p> <ul style="list-style-type: none"> • Ability to work effectively under pressure • Capacity to manage conflicting demands • Self-motivation, and resilience • Initiative and ability to work autonomously <p>Teamwork, leading and managing others:</p> <ul style="list-style-type: none"> • Can build effective teams and partnerships • Ability to work well in multidisciplinary teams 	
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Living our Values

All colleagues are expected to demonstrate the NCA Values and underpinning behaviours as daily habits in your work and daily role.

Values	Behaviours (I will...)
<p>CARE</p> <p>We listen and treat each other with kindness.</p>	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<p>APPRECIATE</p>	Recognise and openly acknowledge how we all make a difference.

We value and respect each other's contribution.	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.