

Chief Registrar

Medway NHS Foundation Trust



## Job Description

<b>Role:</b>	Chief Registrar
<b>Banding:</b>	ST4+ or equivalent
<b>Division:</b>	General Medicine
<b>Accountable to:</b>	Medical Director
<b>Training status:</b>	The chief registrar role may be undertaken as an in- or out-of-programme opportunity. Although this is a trust-focused post, permission to apply must be obtained from the TPD and Educational Supervisor. All candidates must hold a national training number and be enrolled in a medical specialty training programme that ideally includes Internal Medicine (IM).
<b>Time commitment</b>	12 month post (40% Chief Registrar role; 60% clinical activities. The time needed for Chief Registrar responsibilities is protected)

Medway NHS Foundation Trust is the largest acute trust and district general hospital in Kent. We have a proud history, originating in 1905 when a Royal Naval Hospital was opened on the site. Just over a century later, Medway NHS Foundation Trust was the first hospital in Kent to achieve Foundation Trust status. We continue to expand and modernise the array of services on offer to the people of the Medway towns, Swale and the wider West Kent region.

Medway is an Associated University Hospital with strong links to the Guy's, King's and St Thomas' and Kent & Medway Medical Schools as well as the KSS School of Physician Associates.

### Job Purpose:

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.

### Roles 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. Chief Registrar Job Description © Royal College of Physicians Registered charity no 210508 3
- 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.

### **Clinical Responsibilities**

The amount of time spent undertaking clinical commitments will be determined by individual NHS organisations and will vary between 40% and 60%. This is to protect the minimum of 40% protected time for chief registrar responsibilities.

On-call commitments may vary and should be determined locally.

### **Mentoring & Educational Supervision**

The chief registrar will have a named educational supervisor for their 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. The chief registrar will also be mentored by the Chief Medical Officer.

### **Enrolment on RCP Development Programme**



The RCP delivers a bespoke development programme for chief registrars that comprises five 2-day modules held between September 2024 and June 2025.

Travel and accommodation expenses for chief registrars' attendance at development programme modules should be reimbursed by the Trust.

### **Education Programme**

A unique leadership development programme has been devised jointly between the Faculty of Medical Leadership and Management and the Royal College of Physicians Department of Education. All participants in the Future Hospital chief registrar scheme will attend this.

### **Coordination of Medical Care**

The chief registrar should, as a minimum, 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, they should attend trust board meetings. They should lead any sessions on service development, improvement and transformation for which they have direct responsibility.

The chief registrar may assist and support with the planning of service delivery in relation to junior medical staff deployment. This may include planning and oversight of delegation of specific duties to non-medical staff. The chief registrar must have insight into patterns of out-of-hours working, shift working, safe cover / medical staffing, handover, hospital at night, communication and information technology systems.

An important function of the chief registrar will be to engage with junior medical staff within the Medical Division, to act as a conduit between them and the senior physicians and senior clinical managers responsible for service delivery.

### **Quality and Service Improvement**

The chief registrar will work closely with senior management to initiate and lead a range of strategic projects, including service re-design and the introduction of new services. The projects selected will be tailored to the needs of the trust and individual's interests. All such activities should have patient safety and the delivery of high-quality, safe, compassionate care at their core.

### **Key Working Relationships:**

Internal	External
----------	----------



Chief Medical Officer Directors of Medical Education Clinical Directors of Planned and Unplanned Care Consultants & Education Supervisors Management Team Services Managers Medway Innovation & Research Teams Medical Education Team	Royal College of Physicians Higher Education Universities General Practitioners Clinical Commissioning Group Patients & Families
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------

## Main Conditions of Service

### Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

### Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

**B**old  
**E**very Person Counts  
**S**haring and Open  
**T**ogether

We are *inspiring* and *ambitious*  
We are *respectful* and *supportive*  
We are *open* and *speak up*  
We are *inclusive* and *responsible*

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

### The Learning Resource Centre

All Trust employees have access to a comprehensive library and audio visual aids service. This supports any training and educational programmes, self-directed learning or simply allows staff to keep abreast of the latest research developments in any specialty. The centre not only provides access to information in a variety of formats (including books, journals, video or other electronic media) but also allows access to computers for database searches, access to the Internet and the medical school web-sites. The centre's staff can also assist and advise in the preparation of electronic presentations slide production and the use of scanners and audio equipment. Equipment available for use outside the Learning Resource Centre includes a digital camera, OHP's, multimedia projectors, laptop computers and screens.

The library is part of a Regional network and therefore has access to resources at other centres in the South East including the BMA and the Royal College of Surgeons.





### **Undergraduate Teaching**

The Medway Maritime Hospital is recognised by London University as an Associated University Hospital. There is a sub-dean at the Medway Maritime Hospital, and a Medway Academic Committee and representation through these on the Academic Board of the Medical School, along with Guy's Thomas', King's and Lewisham hospitals.

The first medical students from the new Kent and Medway Medical School will be taught on the wards at Medway from the autumn of 2021.

### **eRostering**

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions

### **Mandatory Training**

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.

Quality Assurance

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

### **Health & Safety**

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

### **Research and Development**

An objective of the Trust is to increase the level of research and development (R&D) undertaken by our staff and to promote the adoption of evidence based medicine. A multi-disciplinary group that includes the Head of R&D, R&D Manager, Medical Director, and Chief Executive lead our strategy for R&D.

The very large, socially and racially diverse local population provides an excellent base with varying pathology to support clinical research. There is close liaison with facilities at Guy's, King's and St Thomas's Medical School through the undergraduate teaching links and associated joint appointments. There have been a number of collaborative initiatives undertaken in conjunction with Christ Church College, University of Canterbury and University of Kent.

### **Equal Opportunities**

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.



## **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

## **Infection Prevention and Control**

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Advanced Life Support Qualifications:**

ED:

He/She will be expected to follow the various guidelines and protocols issued in the department. In the case of trauma cases, cardiac arrests and critically ill patients attending the department, the post holder will be expected to act as part of the team caring for the patient, following appropriate life support guidelines. Post holders would be expected to gain within 6 months and maintain certification in ALS, ATLS and APLS/EPALS, or recognised equivalents to these courses and provide the trust copies of these certificates.

Medical Doctors in Acute Medicine/General Internal Medicine:

He/She will be expected to follow the various guidelines and protocols issued by the trust. In the case of cardiac arrests and critically ill patients the post holder will be expected to act as part of the cardiac arrest/medical emergency team, following appropriate life support guidelines. Post holders would be expected to gain within 6 months and maintain certification in ALS or recognised equivalents to these courses and provide the trust copies of these certificates.

Anaesthetic Doctors:

He/She will be expected to follow the various guidelines and protocols issued by the trust. In the case of cardiac arrests and critically ill patients the post holder will be expected to act as part of the cardiac arrest/medical emergency team, following appropriate life support guidelines. Post holders would be expected to gain within 6 months and maintain



certification in ALS and if covering on calls APLS/EPALS or recognised equivalents to these courses and provide the trust copies of these certificates.

#### **Paediatric Doctors:**

He/She will be expected to follow the various guidelines and protocols issued by the trust. In the case of cardiac arrests and critically ill patients the post holder will be expected to act as part of the cardiac arrest/medical emergency team, following appropriate life support guidelines. Post holders would be expected to gain within 6 months and maintain certification in APLS/EPALS and where the post includes cover on the Neonatal Unit NLS/ARNI or recognised equivalents to these courses and provide the trust copies of these certificates.

#### **Neonatal Doctors:**

He/She will be expected to follow the various guidelines and protocols issued by the trust. In the case of cardiac arrests and critically ill patients the post holder will be expected to act as part of the cardiac arrest/medical emergency team, following appropriate life support guidelines. Post holders would be expected to gain within 6 months and maintain certification in NLS/ARNI or recognised equivalents to these courses and provide the trust copies of these certificates.

### **Information Governance**

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

### **Patient Experience**

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

### **Safeguarding Children and Vulnerable Adults**

The Trust is committed to the protection of children, young people, their families and adults at risk accessing its services.

Promoting and upholding the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse.

To this end you must comply with Trust's and the Kent and Medway Safeguarding Adult Board policies and the Kent and Medway Safeguarding Children Partnership's policies and procedures.

All staff no matter where they work or which age group of patients they work with, must be aware of their responsibility to act when they feel a child, young person or adult at risk has been or is at risk of abuse.

The Trust promotes the Think Family principles, it is a duty of all staff to consider who else may be at risk in the home or what else might be happening at home when identifying a safeguarding concern.





## Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the *Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

## Uniform

All staff must adhere to the Trust Uniform Policy

## Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

## Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



## Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network





## Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>

## Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

## Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

## Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients, and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.



## Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

### Role: Chief Registrar

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full registration with General Medical Council</li> <li>• Be fit to practice</li> <li>• Should be NTN ST4 or above</li> <li>• Can include Locally Employed Doctors at experience equivalent to ST4 or above</li> <li>• Should not already hold a CCT or expected to complete training during the programme</li> <li>• Must have approval of TPD to apply (NTNs)</li> <li>• Evidence of satisfactory / more than satisfactory progress through training, including annual review of competence progression (ARCP) outcomes or appraisal</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Additional relevant degree (intercalated, masters or doctorate)</li> </ul>
<b>Clinical Skills</b>	<ul style="list-style-type: none"> <li>• Evidence of clinical competencies in their specialty appropriate for their stage in training (or equivalent)</li> <li>• An appropriate knowledge base, and ability to apply sound clinical judgement to problems</li> <li>• Ability to prioritise clinical need</li> <li>• Ability to maximise safety and minimise risk</li> <li>• Ability to work without supervision where appropriate</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Understanding of research, including awareness of ethical issues</li> <li>• Understanding of research methodology and ability to use basic qualitative and quantitative methods</li> <li>• Knowledge of evidence-based practice</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Evidence of relevant academic achievements, including publications / presentations</li> </ul>
<b>Values</b>	<p><i>Exhibits behaviours in line with Trust Values:</i></p> <p><b>B</b>old We are <i>inspiring</i> and <i>ambitious</i></p> <p><b>E</b>very Person Counts We are <i>respectful</i> and <i>supportive</i></p> <p><b>S</b>haring and Open We are <i>open</i> and <i>speak up</i></p> <p><b>T</b>ogether We are <i>inclusive</i> and <i>responsible</i></p>



**Best of care**  
**Best of people**

**Together**  
**We are inclusive and responsible**

<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Evidence of effective team working and leadership, supported by multi-source feedback or workplace-based assessments</li> <li>• Self-awareness, with knowledge of personal strengths and weaknesses, impact and areas for development</li> <li>• Interest in and knowledge of the importance of leadership and management for clinicians</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Evidence of involvement in local management systems</li> <li>• Evidence of effective leadership (e.g. evidence of leading innovations or improvements)</li> <li>• Understanding of the local and national context of the NHS, including economic and political influences</li> </ul>
<b>Quality/Service improvement or audit</b>	<ul style="list-style-type: none"> <li>• Understanding of clinical governance, including the basic principles of audit, clinical risk management, evidence-based practice, patient safety and quality improvement initiatives</li> <li>• Evidence of active involvement in quality improvement, audit, research or other activity that focuses on patient safety and clinical improvement and innovation</li> <li>• Interest in / knowledge of the delivery of safe, effective healthcare services</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Evidence of publications / presentations / prizes in quality improvement or audit</li> <li>• Good knowledge of the UK healthcare system, including education, research, service provision, regulation, career structures, medical politics and ethics</li> <li>• Clear insight into issues facing UK healthcare services</li> </ul>
<b>Education and Teaching</b>	<ul style="list-style-type: none"> <li>• Evidence of interest in and experience of teaching</li> <li>• Evidence of positive feedback on teaching approaches</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Development of teaching programmes</li> <li>• Participation in teaching courses · Participation in degree or diploma courses in education</li> <li>• Action learning sets / simulation instructor</li> </ul>
<b>Personal Skills</b>	<p>Communication</p> <ul style="list-style-type: none"> <li>• Clarity in written / spoken communication · Capacity to adapt language to the situation, as appropriate</li> <li>• Active listening and empathy</li> <li>• Ability to build rapport and communicate effectively with others</li> <li>• Ability to persuade, influence and negotiate</li> <li>• Ability to communicate effectively under pressure</li> </ul> <p>Problem solving and decision making</p> <ul style="list-style-type: none"> <li>• Capacity to use logical / lateral thinking to solve problems / make decisions, indicating an analytical / scientific approach and, where appropriate, creativity in problem solving</li> </ul> <p>Organisation and planning</p>



	<ul style="list-style-type: none"> <li>• Capacity to manage / prioritise time and information effectively · Evidence of thoroughness (well prepared, self-disciplined / committed, punctual and meets deadlines)</li> <li>• Capability to work with long timescales for delivery within agencies with differing priorities</li> </ul> <p>Coping with pressure and managing uncertainty</p> <ul style="list-style-type: none"> <li>• Ability to work effectively under pressure</li> <li>• Capacity to manage conflicting demands · Self-motivation, and resilience ·</li> <li>• Initiative and ability to work autonomously</li> </ul> <p>Team working, leading and managing others</p> <ul style="list-style-type: none"> <li>• Can build effective teams and partnerships</li> <li>• Ability to work well in multidisciplinary teams · Leadership skills gained within the NHS or elsewhere</li> <li>• Writing experience: - 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 Chief Registrar</li> <li>• Understands and values contributions of others</li> <li>• Ability to show leadership, make decisions, organise and motivate other team members through, for example, quality improvement</li> </ul> <p>Appropriate personal attributes</p> <ul style="list-style-type: none"> <li>• Quick to understand new information and adapt to new environments · Clarity of thought and expression · Flexible and adaptable to change · Self-starter, motivated, shows curiosity, initiative and enthusiasm)</li> <li>• Demonstrates probity (displays honesty, trustworthiness, integrity, awareness of ethical dilemmas, respect for confidentiality)</li> <li>• Takes responsibility for own actions</li> <li>• Commitment to personal and professional development</li> </ul> <p>Computer skills:</p> <ul style="list-style-type: none"> <li>• Excellent computer literacy</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Leadership skills gained within the NHS or elsewhere</li> <li>• Writing experience: <ul style="list-style-type: none"> <li>- clinical and/or non-clinical topics</li> <li>- peer-reviewed publications and/or other communication (e.g. blog, letters to journals)</li> </ul> </li> <li>• Evidence of altruistic behaviour, e.g. voluntary work</li> </ul>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------







**Medway**  
NHS Foundation Trust



**Best** of care  
**Best** of people



**nhsmedway.co.uk**