

Rota Co-ordinator Hub Manager

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Terms and conditions

Post – Rota Co-ordinator Hub Manager

Division – Surgery

Department - ENT, Thoracic

Band – 5

Contract – Fixed term 12 months

Location – Bristol Royal Infirmary

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

The post holder will provide comprehensive administrative support and leadership for the production and running of medical rotas within the division, ensuring that rotas are completed, updated and publicised in line with required timescales, highlighting any requirements for locum cover to Temporary Staffing Bureau in a timely manner to maximise the chances of obtaining cover. The post holder will be responsible for overseeing production, monitoring and compliance of rotas within the European Working Time Regulations (EWTD) and New Deal for doctors, as well as producing data relating to rota management. The post holder will provide line management and leadership to the Rota Co-ordinators within Surgery Division.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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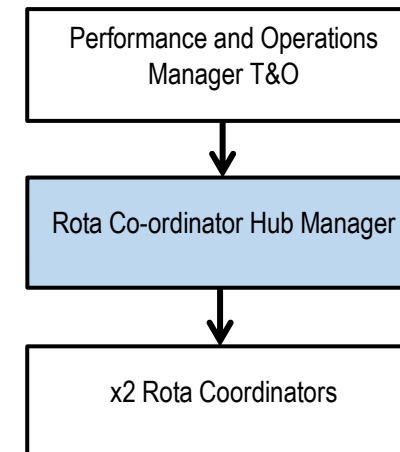
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Main Duties and Responsibilities

- Provide line management and leadership to the Rota Co-ordinators within Surgery Division which includes; T&O, Thoracic, ENT, and GI Specialities
- To oversee the production and maintenance of junior doctor on call rotas for Women's and Children's Services, ensuring that they are compliant with EWTD and New Deal regulations and that they are equitable for all staff.
- To oversee the design, production and monitoring of new medical rota templates, when required, ensuring compliance with EWTD, New Deal regulations and bandings.
- To oversee an annual review, with Medical HR, of all medical rotas to ensure continued compliance with EWTD and New Deal regulations.
- To ensure that on call rotas are amended in a timely fashion to reflect leave, swaps, sickness absence or any other reasons requiring amendment of on call rotas.
- To ensure that any gaps in on call rotas are identified and ensure that such gaps are reported to Temporary Staffing Bureau (TSB) in a timely manner to maximise the chances of obtaining appropriate cover.
- To support TSB to ensure that all locum staff are provided with prompt induction to the Division and their roles and responsibilities and to ensure that all locums receive the required ID and ICT accesses in a timely manner to enable them to undertake their roles.
- To oversee the monitoring of locum usage to support on call rotas and to ensure that regular reports are provided to finance regarding locum usage.

Organisational Structure



Key Relationships

Managers name: John Andre

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- To ensure that any enquiries relating to on call rotas are dealt with and responded to in a timely manner.
- To ensure that all leave and swaps are accurately recorded in a timely fashion and to ensure that all rotas are updated accordingly to ensure rotas remain accurate at all times.
- To ensure that all sickness absence of doctors in training is recorded promptly and accurately to ensure that rotas remain accurate at all time
- To oversee the monitoring of sickness absence of doctors in training and to ensure that all breaches of sickness absence targets are notified promptly to the Clinical Lead for the relevant specialty.
- To oversee the management and recording of leave of doctors who fall under the line management of the relevant specialties.
- To undertake any project work relating to rotas or rota management, as required.
- To undertake any other duties of a similar nature consistent with the responsibilities of the post in order to provide a quality service
- Day to Day responsibility for T&O Rota

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Experience of managing rotas and resolving rota issues (E)
- Proven ability of working in a team environment and delivering team objectives (E)
- Experience of management of other team members of staff, including day to day delegation of work (E)
- Evidence of working under pressure to tight deadlines whilst prioritising workload (E) • Ability to manage own workload (E)
- Knowledge of medical and dental terms and conditions of service, including Understanding of monitoring process for doctors in training (E)
- Experience of using rota software (E)
- Experience of HR practices (D)
- Knowledge of New Deal and European Working Time Directive working time regulations (D)
- Knowledge of rota re-banding process (D)
- Experience and knowledge of monitoring of junior doctors hours (D)
- Experience of rota design to maximise efficiency (D)

Skills and Abilities

- Excellent written/verbal communication and numeracy skills (E)
- Ability to develop productive working relationships (E)
- Excellent IT skills with experience of all Microsoft packages, especially Excel (E)
- Strong organisational skills (E)
- Ability to work as a team and supervise others (E)
- Proven ability to meet tight deadlines, manage multiple workloads and work under pressure (E)
- Flexible approach and responsive to change (E)
- Strong negotiation and influencing skills (E)

Qualifications and Training

- Educated to degree level or equivalent experience (E)
- Line Management qualification/ experience (D)

Aptitudes

- Ability to communicate and develop productive working relationships with all levels of organisation (E)
- Excellent organisational skills with ability to prioritise and manage own workload and workload of others within a team (E)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.