Job Description

Role Title: Chief Registrar
Band: ST4+ or equivalent
Contract: Fixed Term (12-months)
Responsible to: Clinical Lead
Accountable to: Chief Medical Officer
Location: University Hospitals Coventry and Warwickshire NHS Trust

Key working relationships:

Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.

Compassion   Improve   Learn   Openness   Partnership   Pride   Respect

Net Zero and Sustainability

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

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.

Chief registrars benefit from access to a bespoke development programme provided by the RCP, which runs from September 2022 to June 2023 and comprises five 2-day modules that chief registrars are expected to attend.

The chief registrar will report to and be mentored by the Royal College Tutor (primary) and Director of Medical Education (secondary). 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 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.

At UHCW preference will be given to those looking to complete an Chief Registrar Position as an Out of Programme Activity, however consideration will be given to those looking to complete as an In programme activity.

Any necessary extension to certificate of completion of training (CCT) date is also negotiated and approved locally, with involvement of the head of school where appropriate. Approval of the relevant specialist advisory committee will be required for OOPT requests.

Trainees must discuss applications for chief registrar roles with their education supervisor and TPD in advance of applying. Permission to apply for the role must be obtained from the TPD.

The principle requirement of the GMC is that the chief registrar role should be undertaken at a site approved by the GMC for training in the applicants' specialty.

This is a 12-month post and open to applications to ST4+ or equivalent full time and less than full time trainees. Applications are only open to Medical Specialty Trainees. The role will be split: 40–50% protected time for chief registrar role; 50–60% clinical practice. This is an essential requirement.

Main duties

As part of our commitment to patients and delivery of a world class service for all, we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a pre-requisite for this post.

The chief registrars will focus on addressing key local challenges and priorities within medicine group, 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 will attend departmental and divisional management meetings to gain an understanding of management and the wider social, political and economic influences on healthcare delivery.

Clinical Responsibilities
The amount of time spent undertaking clinical commitments will be determined by individual NHS organisations and will vary between 50% and 60%. This is in order to protect the minimum of 40% protected time for chief registrar responsibilities.

On-call commitments may vary and will be determined locally in discussion with the trainee, some on-call responsibilities are likely to be included within the role.

Enrolment on RCP development programme
The RCP delivers a bespoke development programme for chief registrars that comprises five 2-day modules held between September 2022 and June 2023.

Reasonable travel and accommodation expenses for chief registrars' attendance will be reimbursed by UHCW NHS Trust.

Terms and Conditions
Appointments at University Hospitals Coventry and Warwickshire NHS Trust will be made in accordance with the locally agreed terms and conditions for Clinical Fellows. A copy of these terms will be issued to all successful applicants on appointment. The post holder will also be required to act in accordance with local policies agreed by the Trust.

Person Specification

Job Title: Chief Registrar

Supporting Evidence
In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
Qualifications	- Full registration with General Medical Council. - Be fit to practice. - Should be ST4 or above. - Should not already hold a CCT or be within 12 months (ideally not within 18 months) of completion of training on intended start date. - Must have approval of TPD to apply Evidence of satisfactory / more than satisfactory progress through training, including annual review of competence progression (ARCP) outcomes.	Additional relevant degree (intercalated, masters or doctorate).
Clinical Skills	- Evidence of clinical competencies in their specialty appropriate for their stage in training. - An appropriate knowledge base, and ability to apply sound clinical judgement to problems. - Ability to prioritise clinical need. - Ability to maximise safety and minimise risk. - Ability to work without supervision where appropriate.	
Research	- 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.	Evidence of relevant academic achievements, including publications / presentations.
Leadership & Management	- 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.	- 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	• 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. • Interest in / knowledge of the delivery of safe, effective healthcare services.	• 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 structures, medical politics and ethics. • Clear insight into issues facing UK healthcare services.
Education and teaching	• Evidence of interest in and experience of teaching. • Evidence of positive feedback on teaching approaches.	• Development of teaching programmes. • Participation in teaching courses. • Participation in degree or diploma courses in education. • Action learning sets / simulation instructor.
Personal skills	• 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. • Capacity to use logical / lateral thinking to solve problems / make decisions, indicating an analytical / scientific approach and, where appropriate, creativity in problem solving. • Capacity to manage / prioritise time and information effectively. • Evidence of thoroughness (well prepared, self-disciplined /	Leadership skills gained within the NHS or elsewhere 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

	committed, punctual and meets deadlines).	
	• Capability to work with long timescales for delivery within agencies with differing priorities.	
	• Ability to work effectively under pressure.	
	• Capacity to manage conflicting demands.	
	• Self-motivation, and resilience.	
	• Initiative and ability to work autonomously.	
	• Can build effective teams and partnerships.	
	• Ability to work well in multidisciplinary teams.	
	• Understands and values contributions of others.	
	• Ability to show leadership, make decisions, organise and motivate other team members through, for example, quality improvement.	
	• 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).	
	• Demonstrates probity (displays honesty, trustworthiness, integrity, awareness of ethical dilemmas, respect for confidentiality).	
	• Takes responsibility for own actions.	
	• Commitment to personal and professional development.	
	• Excellent computer literacy.	
Commitment to Trust Values and Behaviours	• Must be able to demonstrate behaviours consistent with the Trust's values. *(As detailed in UHCW's Values in Action document below)*	
	• Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience.	

Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management**: All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity**: Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention**: The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children**: The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest**: The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

Our values in action

We live our values in action in our work with patients, visitors and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues