

JOB DESCRIPTION

1. General Information

JOB TITLE: Junior Doctor Administrator

AREA/SPECIALITY: Heart Division

GRADE: Band 4

DEPARTMENT: Critical Care & Anaesthesia

RESPONSIBLE TO: Assistant Service Manager in Critical Care & Anaesthesia

ACCOUNTABLE TO: General Manager, Heart Division

Trust Information

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

Royal Brompton and Harefield hospitals joined Guy's and St Thomas' in February 2021 and is the largest specialist heart and lung centre in the UK and among the largest in Europe. We provide treatment for people with heart and lung disease, including rare and complex conditions, offering some of the most sophisticated treatment that is available anywhere in the world.

Our integrated approach to caring for patients from before birth, through childhood, adolescence and into adulthood and old age has been replicated around the world and has gained Royal Brompton and Harefield an international reputation as a leader in heart and lung diagnosis, treatment and research.

We are working in partnership with King's Health Partners, to deliver our vision of creating a new centre of excellence, which will be the global leader in the research into and treatment of heart and lung disease, in patients from pre-birth to old age.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the

communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Department Information

Critical Care & Anaesthesia form part of the Heart Division at the Royal Brompton Hospital (RBH) and manages a wide range of complex cardiac conditions. The Trust is the world's leading centre for congenital heart disease research and a national and international training centre for cardiologists. It is a large and varied service that includes a variety of subspecialties.

Approximately 3300 patients per year are admitted through our critical care services and since December 2011 the Trust has been contracted, with four other hospital providers to supply a national adult respiratory ECMO service to patients with reversible severe acute respiratory failure. This service includes retrieval (including on ECMO) of patients, in addition we have developed a successful VV ECMO programme.

The critical care services also care for patients from all the hospital's clinical specialities and is run by a consultant led team from cardiothoracic surgery/anaesthesia and ICM backgrounds.

The Adult Intensive Care Unit comprises 18 beds and is situated on level 3 of the Sydney Street Building of the Royal Brompton Hospital near 6 operating theatres, 5 catheter labs and a 10 bedded theatre recovery unit. Approximately 40% of patients to AICU are patients following cardiac (including adult congenital heart disease) or thoracic surgery and the remainder from cardiology, respiratory medicine and the VV and VA ECMO Services. Approximately 150 ventilated patients per year are transferred directly from other intensive care units for investigation and treatment.

Elizabeth ICU/HDU is an 18 bedded adult unit situated on level 5 of the Sydney Street Building. The unit has physical capacity to increase to 26 beds, Currently the unit has flexible Level 2/3 capabilities and offers invasive ventilation as well as mechanical circulatory support (IABP/Impella).

The anaesthesia team provides anaesthetic services and pain management to patients undergoing surgery in the operating theatres, catheter laboratories, the adult, paediatric intensive care and high dependency units, the CT, MRI and the BRU suites.

The number of patients undergoing anaesthesia each year is approximately 2,300. Of these around 1,050 adult patients undergo heart operations, approximately 800 adult patients undergo lung and chest operations, and about 450 children undergo heart operations, chest operations and associated investigations.

The anaesthetic department comprises of 18 consultants, eight specialist registrars and two clinical fellows. The annual caseload comprises approximately 1,100 adult cardiac cases of which 65 per cent are patients undergoing coronary bypass grafting, 20 per cent valve repair or replacement and 15 per cent combined or complex procedures. In addition, approximately 750 thoracic cases and 450 paediatric cases are performed each year. Of the latter 250 require cardiopulmonary bypass. The department also provides consultant-led service for the management of acute ascending aortic and intrathoracic aortic dissections.

Organisational Values:

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

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action.

2. Job Summary

To provide secretarial and administrative support of all aspects of the management of junior doctors and trainees within the Heart Division. Rotas will be written by the Junior Doctor

Leads and the key components of this role will be:

- To ensure robust clinical rotas within the heart division
- To support quality training targets
- To administer department feedback
- To arrange faculty meetings, take and disseminate minutes
- To ensure that trainees and junior doctors are provided with the appropriate induction, documentation and provide administrative support to this process.

The post holder will administer and distribute junior doctors' rotas and training programme activities and will be expected to gain a full understanding of junior doctors' issues in relation to the implementation of European Working Time Directive and training regulations of the Deanery.

The post holder will be expected to manage their workload without supervision and be able to manage competing/conflicting demands on their time.

3. Key Relationships

A list of staff the post holder will have regular contact with Junior Doctor Leads, Educational Leads, Training Programme Director, Local Faculty Lead, Service Manager, Recruitment and Human Resources.

4. Duties and Responsibilities

Secretarial responsibilities

- To act as admin support to the Departments in Critical Care and Anaesthesia; including meeting co-ordination, diary management, typing and drafting letters/memos, managing routine correspondence, dealing with all incoming and out-going departmental post pertaining to critical care and anaesthesia, junior doctors, education and training.
- To co-ordinate and minute as required meetings related to Critical Care & Anaesthesia and junior doctors' issues.
- To support Educational Leads in the administration of trainee rotations; local faculty group meeting organisations and minute taking.
- Liaise with medical education for funding applications
- Liaise with work experience queries (anaesthesia)

Personnel

- Greet new Junior Doctors. Ensure that new members to the department received Trust ID cards, computer and email access, induction information and protocols and any other induction papers.
- Ensure allocation of lockers and SCRUB EX Access for new staff members, activation of security swipe cards and changing room access.
- Liaise with Junior Doctor Leads to organise junior doctor inductions and support the Educational Leads in the production, maintenance and distribution of Induction Packs and Handbooks.
- Organise and update the Induction Programme, arranging talks and scheduling speakers in conjunction with the Educational Leads.
- Develop and maintain a database of all leave taken by junior doctors and trainees and feedback any issues to the Educational Leads.
- Collate names and contact details of all new doctors, updating all relevant databases and mailing lists.
- Liaise with the Educational Leads regarding junior doctors annual, study, professional and sick leave.
- Ensure that payroll is appraised of all changes to the junior doctor staffing including status, contract start and end dates, and complete Staff Change Forms as necessary.

- Inform HR of maternity/paternity leave requests, completing appropriate paperwork for the approval of the Educational Leads.
- Liaise with the Medical Personnel Officer, Junior Doctor Leads and Local Faculty Lead regarding junior doctor medical vacancies, including typing of job descriptions and preparation of adverts and recruitment planning forms.
- Review centrally recorded HR data for accuracy and follow up any missing data.
- Receive notification of all junior doctor sickness leave and ensure certification forms are completed and sent to the human resource department and occupational health when appropriate and inform consultants on clinical duty of trainee sickness and make the appropriate arrangements to cover absences within current department guidelines.
- Receive and circulate to junior doctors' important information highlighted by consultant staff.

Junior Doctors' Rota

- Participate in the planning of the junior doctors' rota, allocating junior doctors to appropriate rotas in line with their experience and training requirements.
- Updating and finalising the rota and flagging any potential difficulties to the Assistant Service Manager and consultant leads.
- Book locums for gaps in the on-call rotas created by staff vacancies/staff illnesses in line with department protocols.
- Edit and update the rota templates as necessary.
- Maintain a current timetable of all clinical activity.
- Updating Rota-watch with those on-call

Other Duties

- To implement Directorate and Trust policies, training new staff members, propose changes for own work area.
- As part of the Directorate Administrative team, it may occasionally be necessary for the post holder to provide ad hoc cover in other parts of the Directorate.
- Carry out other secretarial/administrative duties commensurate to the grade as and when necessary in agreement with the management team, Educational Leads and Local Faculty Leads.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 2018. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 2018 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2000, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection 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 Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

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.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Initials and date of Preparation

**PERSON SPECIFICATION
Junior Doctor Administrator**

Requirements

	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
Qualifications / Education	NVQ level 3 or equivalent experience.		RSA stage III AMSPAR	
Previous Experience	Proven administrative or secretarial experience Previous NHS experience		Previous rota management experience	
Skills/Knowledge/Ability	<p>Ability to use Microsoft Word, Excel and Outlook</p> <p>Ability to communicate clearly both verbally and in writing</p> <p>Ability to communicate non-clinical advice to patients in a sensitive and tactful manner to families and staff.</p> <p>Ability to work unsupervised</p> <p>Ability to handle patient data and information in a confidential and sensitive fashion</p> <p>Ability to work efficiently as part of a team.</p>		<p>Advanced Microsoft Word and Excel skills</p> <p>Ability to use PowerPoint</p> <p>Audio typing skills</p> <p>Touch typing skills</p> <p>Knowledge of medical terminology</p>	