



Eileanan Siar
Western Isles

New Deal
Monitoring/Medical
Staffing Officer

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Western Isles Health Board
The best at what we do



Job Advert



**WESTERN ISLES HOSPITAL, MACAULAY ROAD, STORNOWAY, ISLE OF LEWIS, HS1 2AF
Medical Staffing Department**

New Deal Monitoring/Medical Staffing Officer

Band 5 £26,104 – £32,915 per annum

Plus £1,117 Distant Islands Allowance per annum

Full-time permanent post (37.5 hours per week)

An exciting opportunity has arisen within the NHS Western Isles Medical Staffing Team for an enthusiastic member with excellent communication and organisational skills. The candidate will be responsible for ensuring medical staff rosters are maintained, working with other team members to ensure NHSWI delivers safe and appropriate medical staffing, including onboarding and related issues. The Medical Staffing Team are mainly involved in the provision of short term or locum employment, also the junior doctor rota and its compliance with national requirements. The candidate will be required to liaise with external agencies including other NHS providers and independent agencies, working alongside the Medical HR Advisor and the finance department. Links with scheduling and also medical education will be essential. Previous experience with financial management would be beneficial, an advanced ability in spreadsheet and general computer skills is required. Applications are invited for the post of New Deal Monitoring/Medical Staffing Officer based in the Western Isles Hospital.

This post is not eligible for relocation expenses

For further information and an informal discussion of the post please contact Dr Frank McAuley, Medical Director on 01851 708050 or email: francis.mcauley@nhs.scot

All NHS Western Isles vacancies appear on the NHS Scotland website <https://apply.jobs.scot.nhs.uk/> along with a job description.

For any further queries please contact 01851 762000.

1. JOB IDENTIFICATION

Job Title: NEW DEAL MONITORING/MEDICAL STAFFING OFFICER:.

Department(s) Medical Directorate

No of Job Holders: 1.0 wte

2. PURPOSE

This post is in response to increased activity within the medical staffing department. This includes overall operational management of all NHSWI Health Board related medical staffing rotas.

The post-holder will rotate around a full range of functions in relation the implementation of New Deal for the junior doctors in NHS Western Isles and ensure compliance with the European Working Time Directives.

To provide advice, guidance and support for the hospital based clinical specialities across NHS Western isles in their management of doctors and to support speciality leads to implement work practice which will improve compliance with the New Deal and EWTD.

To facilitate the knowledge and understanding, the resolution of problems and the communication in each clinical discipline so that a positive approach to the New Deal and EWTD is shared.

The duties of this post will demand strict confidentiality and will entail a great deal of interaction with all disciplines of staff.

To ensure that NHSWI Policies are adhered to by Junior Doctors and Medical Students.

To maintain the Junior Doctor rota (including monitoring, identifying gaps and escalating as necessary).

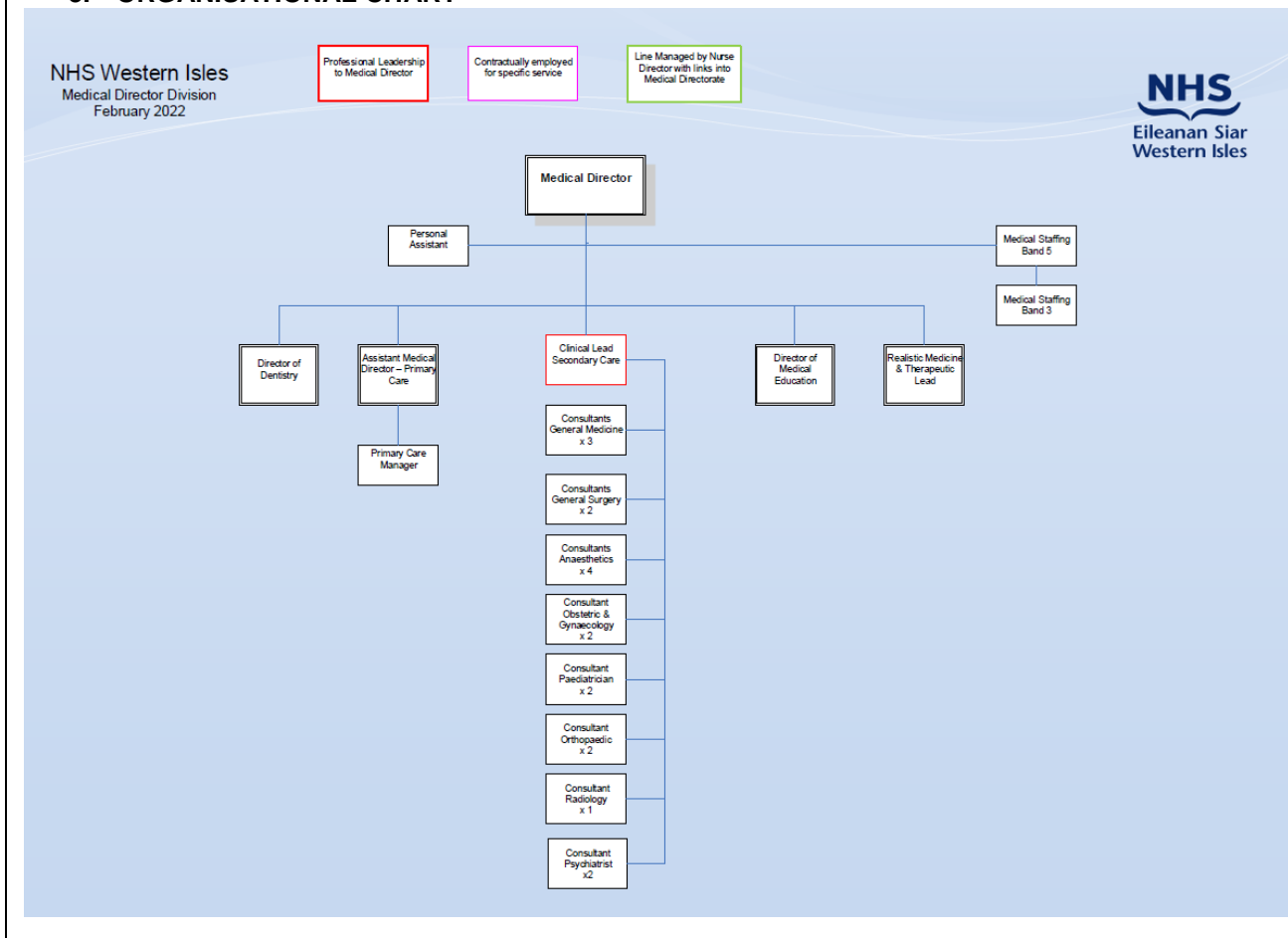
To maintain the Unscheduled Care Speciality Doctor Rota (including monitoring, identifying gaps and escalating as necessary).

Ensuring that inductions take place by appropriate personnel for Junior Doctors in Training, WIH Medical Locums, including Speciality Doctors.

As part of this role, to directly manage an administrative assistant and work closely with the medical education coordinator.

N.B In the event of NHS Scotland being placed on an 'Emergency Footing' and or NHSWI declaring a 'Major Incident', or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence.

3. ORGANISATIONAL CHART



4. MAIN DUTIES/RESPONSIBILITIES

Utilise computer software to establish and maintain schedules and databases associated with the role of Clinical Lead. This will include the collection, collation and analysis of statistics relating to various areas including the monitoring of junior doctors rotas.

Develop and implement medical staffing rotas to ensure minimum financial penalties to the Western Isles Health Board and without impacting negatively on the service needs of each department and the training of the doctors. This involves ensuring that adequate cover and skills mix of junior doctors is provided through cross cover within specialities while maintaining New Deal and EWTD compliance.

Ensure implementation of relevant SG guidance in regards to junior doctor rotas and working hours, e.g. PCS (DD) 2016/2

Collate performance information on Junior Doctor rotas when required by SG

Understand and apply regulations as regards banding and ensure that rotas are compliant

Provide guidance and support to each speciality to develop and implement review of rotas, design and the piloting of new rotas in order to deliver sustained improvement in compliance with the New Deal and EWTD.

Develop, implement and manage a work programme to ensure that monitoring returns are returned timeously to the Scottish Executive Health Department and Implementation Support Group based on Nationally agreed timescales i.e. rotas must be monitored between February-August and August-February.

Advise Junior Doctors of their contractual responsibilities with regards to rota monitoring, the parameters of their rotas, the completion of monitoring forms and the penalties likely to occur should the rota be non-compliant.

Analytical skills and a knowledge of New Deal and EWTD are required in order to interpret and report outcomes of diary exercises. Detailed knowledge is necessary in order to analyse monitoring data, know the boundaries of the rota and report back to specialities.

Provide basic HR advice to junior doctors on a regular basis i/e/ study leave, annual leave, unplanned leave etc, and working closely with the HR medical staffing adviser.

To maintain the Unscheduled Care Speciality Doctor Rota (including monitoring, identifying gaps, obtaining permission from the Clinical Lead to source locums, communicating clear instruction to Medical Staffing regarding the locum requirements, following up progress with regards to sourcing locums, and escalating as necessary).

To make decisions independently if required by time pressures, and to escalate issues to the Medical Director's Office in a timely fashion.

To manage the Medical Staffing Office, including the 0.5 wte B5 and P/T B3 posts.

6. SYSTEMS AND EQUIPMENT

Personal Computer.

PC/VDU equipment.

Videoconferencing equipment.

Digital transcriptions.

Jabber.

Microsoft Office (Word, Excel, Access, Project).

Email

Voicemail.

Audio equipment.

Photocopier.

Office filing system.

SSTS, Datix and any other systems as and when they are developed.

7. DECISIONS AND JUDGEMENTS

Confidentiality

The post holder will be required to make decisions and use judgement as follows:

The post holder works independently and is self-directed, managing their own workload on a daily basis and allocating time and resources accordingly, however will refer to the Medical Director's Office as required.

The post holder is required to anticipate/identify/provide solutions to a variety of compliance issues.

Prioritising, filtering and dissemination of all mail, emails and telephone calls appropriately.

8. COMMUNICATIONS AND RELATIONSHIPS

Handling of confidential and sensitive information/enquiries with senior managers, clinical staff and staff from external agencies involving use of tact and diplomacy.

Internal – The post holder will have continual relationships with staff at all levels across the Board, including: Senior and Junior Medical Staff.

Medical Director

Director of Medical Education

Clinical Lead WIH

Associate Medical Director primary care

Hospitals Manager

Primary Care manager

Nursing Managers

IM&T Dept.

Human Resources Dept.

Medical Secretaries

Finance Department

Executive Team

Chief Executive Office

Complaints Office

Clinical Governance Office.

External – A range of staff within the NHS Scotland.

Other Health Boards

NHS Education for Scotland.

Public/patients.

Scottish Government.

Implementation Support Group.

External HR Departments to establish and maintain networking.

Aberdeen University.

Communication can either be face to face, letter, telephone or by e-mail.

Written reports are required.

Tact, negotiation and persuasive skills are required.

Coaching and encouraging specialities in order to facilitate changes in the working practice to eliminate the risk of non-compliant rotas, in liaison with Medical Director's Office and the Director of Medical Education.

Discussions with staff who may be unhappy at the change in their hours of work and impact on their salary, advising and referring on as necessary.

9. PHYSICAL DEMANDS OF THE JOB

Physical Effort

High percentage of work is computer based therefore sitting in a restricted position for this proportion of duties. Walking is involved on a daily basis. Occasionally be required to handle large and awkward loads of low to medium weight such as boxes of stationery. Constant daily use of a VDU is required.

Mental Effort:

Prolonged concentration will be required on a wide variety of complex issues throughout the day.

To have the ability to multi task and concentrate in a high turnover office, frequently coping with interruptions by telephone calls and enquiries from both internal and external sources.

Responding to an unpredictable workload.

Frequent requirements of concentration and attention to detail e.g. to concentrate for long periods when analysing Junior Doctors monitoring returns and preparing forthcoming rotas.

Mental effort required to co-ordinate and organise as wide variety of meetings and multi-tasking on a daily basis with Consultants, Junior Doctors, Elective/Medical Students and numerous other members of staff both within and outside NHSWI.

Emotional Effort:

Deal with a range of organisational change issues.

Build and maintain effective working relationships with both internal staff and external agencies.

Dealing with sensitive issues.

STANDARD ELEMENTS

Confidentiality

Comply with all approved NHSWI Policies and Procedures

Comply with NHSWI Communication Strategy and Media Strategy

This involves taking the necessary precautions when transmitting information only disclosing it to those who have the right and need to know it.

All personal health information is held under strict legal and ethical obligations of confidentiality.

NHS staff must follow guidance (NHS Code of Practice on Protecting Patient Confidentiality) before disclosing any patient information. All staff must respect confidentiality of all matters that they may learn relating to their employment, other members of staff, patients and their families.

Health and Safety:

Assist in maintaining own and others' health, safety and security.

This involves:

- a) Complying with Board health and safety policies, procedures and participating in mandatory training.
- b) Maintaining a safe working environment and reporting any issues of concern as appropriate.

NHS Western Isles attaches the greatest importance to the health and safety of its employees. It is the Board policy to do all that is reasonable to prevent personal injury and hazard to health by protecting staff and others including the public from foreseeable hazards compatible with the provision of proper services to patients. The Board expects its entire staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. More detailed information is given in departmental safety policies where appropriate.

Ensure own actions support equality, diversity and rights.

This involves:

- a) Acting in ways consistent with the Board's policies and procedures.
- b) Treating those you come into contact with equitably and with respect.
- c) Recognising the need for aids or adaptations.



JOB DESCRIPTION AGREEMENT

I, (Print Name)..... confirm that the job description(s) /person specification(s) attached have been discussed with me and are an accurate and up-to-date account of the duties and responsibilities and skills/qualifications required to undertake the post.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: **23.02.2022**



NHS WESTERN ISLES - PERSON SPECIFICATION GUIDANCE

Job Title: New Deal Monitoring/Medical Staffing Officer

Department: Medical Directorate

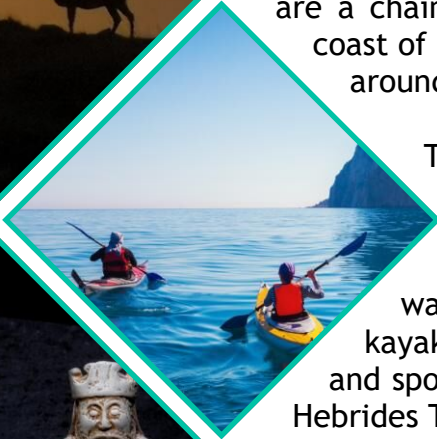
Location: Western Isles Hospital

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Several years NHS experience.</p> <p>Experience of working with rotas.</p> <p>Experience of working with multiagency and multidisciplinary teams</p>	<p>Experience in working with New Deal Monitoring regulations.</p> <p>Experience of working with junior doctors rotas.</p> <p>Experience in procurement and financial processes within the NHS.</p>
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<p>Educated to degree level</p>	
KNOWLEDGE AND SKILLS	<p>Excellent communicator both written and oral skills.</p> <p>Excellent organisational and prioritisation skills.</p> <p>Ability to exercise tact and diplomacy.</p> <p>Well developed listening and interpersonal skills.</p>	<p>European Computer Driving Licence.</p>

	<p>Ability to work on own or as a team member.</p> <p>Ability to challenge individual and/or team thinking and practice.</p> <p>Ability to accept responsibility, make decisions, remain calm under pressure and meet tight deadlines.</p> <p>Ability to work within strict confidentiality parameters</p>	
KNOWLEDGE	<p>Good understanding of structure and purpose of organisation and external agencies involved.</p> <p>Good working knowledge of office equipment including good keyboard skills, a working knowledge of Microsoft Office XP (Word, Excel, PowerPoint and Access), Microsoft Outlook and Internet Explorer.</p>	
PERSONAL QUALITIES	<p>Approachable</p> <p>Supportive</p> <p>Well organised.</p> <p>Self motivating and committed.</p> <p>Team player</p> <p>Ability to prioritise workload</p> <p>Ability to be flexible to work out with core normal working hours</p>	



The Western Isles, also known as the Outer Hebrides, are a chain of islands which lie 55km off the west coast of Scotland. The islands have a population of around twenty-seven thousand people.



Those who enjoy outdoor activities will find that the islands have a lot to offer.

Outdoor pursuits such as horse riding, hiking, and fishing are popular, as are water sports such as canoeing, surfing, and kayaking. Further information about outdoor and sporting activities can be found on the Outer Hebrides Tourism Information website.



The local Council website provides information regarding schools, jobs, bus timetables, and opening times of the leisure centre.

The Board works in partnership with Hebridean Housing Partnership (HHP), which means that Key Worker Status will form part of their Housing Allocation Policy. For more information, please visit the HHP website.

If you have any specific queries regarding your move, please do not hesitate to contact your Line Manager, who will do their best to answer them.

Links

visitouterhebrides.co.uk
welovestornoway.com
hebrides-news.com
hebrideanhousing.co.uk
cne-siar.gov.uk

About NHS Western Isles

The Western Isles Health Board employs over one thousand members of staff, excluding GPs and Dentists. There are three main hospitals situated in the Western Isles:

Stornoway—Western Isles Hospital (Ospadal nan Eilean Siar)

Benbecula—Uist and Barra Hospital (Ospadal Uibhist agus Bharraigh)

Barra—St Brendan's Hospital

There are a number of GP and Dental Practices across the Western Isles. Community nursing services operate out of general practice premises and at community offices in key locations.

There are only two medical practices in Stornoway: the Broadbay Medical Practice on Francis Street (tel 01851 703588) and the Group Practice on Springfield Road (tel 01851 703145). Both have a pharmacy attached to the practice for the dispensing of prescriptions.

Web

wihb.scot.nhs.uk

The latest information about the Board's response to the COVID-19 pandemic can be found on the Board's dedicated website.

Web

coronavirus.wi.nhs.scot



Transport Information

The islands are accessible from mainland Scotland by ferry or by plane (please note that both services can be affected in the winter).

There are three airports on the Western Isles: Stornoway Airport, Benbecula Airport, and Barra Airport. The following destinations can be reached from these airports:

Stornoway Airport—Benbecula, Edinburgh, Glasgow, Inverness, Manchester

Benbecula Airport—Glasgow, Inverness, Stornoway

Barra Airport—Glasgow

All flights to and from the Western Isles are operated by Loganair.

If you live in the Highlands and Islands region of Scotland, you can apply for cheaper air travel through the Air Discount Scheme. Further information on the discounts available can be obtained via the Air Discount Scheme website.

There are nine ferry ports operating in the Western Isles. Routes run between the islands, as well as to and from the mainland. All routes are operated by Calmac. Further information on the individual routes, including timetables and prices, can be obtained via the Calmac website.



Links

Ferry Travel:
calmac.co.uk

Air Travel:
loganair.co.uk

Car Hire:
carhire-hebrides.co.uk
lewis-car-rental.com

Air Discount Scheme:
airdiscountscheme.com