

Job Title: Medical Rota Coordinator

Department: Health and Community Service

Division: Medical Specialties & Emergency Care / Surgical Services and Women & Children's Services

Reports to: General Manager

JE Ref: HCS1114

Grade: CS06

JE Date: 27/05/2022

Job purpose

To support in the creation and design of rotas across the medical specialties. Ensuring accurate records are maintained for sickness absence and annual leave for all grade of doctor. Liaising with Medical Staffing around rota compliance and other issues for junior doctors and with agencies for the booking of agency doctors.

Job specific outcomes

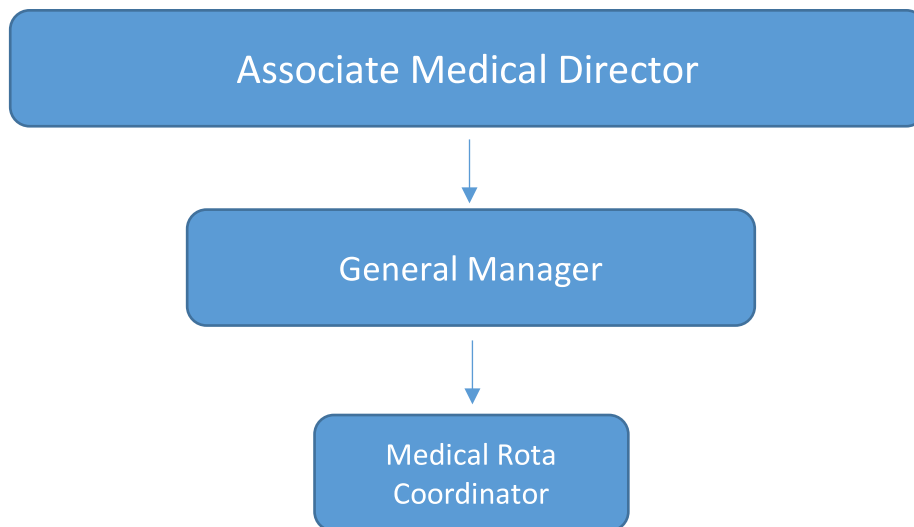
1. To produce and co-ordinate medical staff rotas in selected specialties.
2. To co-ordinate annual leave and study leave for all doctors, including consultants, in the appropriate division.
3. To act as the first point of contact for issues relating to Junior Doctors, (e.g. Locum cover) across divisions as required.
4. Responsible for liaising with agencies to secure agency doctors when required.
5. Produce the doctors' rotas, ensuring a master exists and co-ordinate changes to these rotas.
6. If and when needed work with the General Manager, Head of Medical Staffing and/or Business Manager to review existing rotas for Medical Staff in the assigned specialty/ies.
7. Implement changes to rotas as agreed with the Divisional Manager and/or Clinical Director ensuring effective communication to all medical staff.
8. Ensure rotas are compliant with National Terms and Conditions. Communicate issues to the Operational Service Manager, Head of Medical Workforce and/or Business Manager as appropriate.
9. Monitor the exception reporting system. Send the relevant information to payroll and allocate Toil to the appropriate rota
10. Calculate and monitor the leave of Consultants so that it may be co-ordinated in a secure manner and ascertain clear lines of communication with clinical areas to ensure patients are not allocated to Consultants whilst on leave.
11. Calculate and Co-ordinate all Junior Doctors request for study leave and annual leave ensuring there is no impact to service provision.
12. Act as the first point of contact for the Division in Medical Staffing issues, (e.g. exploring the need for Locum cover), ensuring that relevant issues are discussed with the General Manager and/or Clinical Director. If necessary to book locum staff.
13. Coordinate, produce and distribute all junior doctors' induction packs and liaise with the Academy/Postgraduate Centre, HR and consultant staff in the delivery of the specialty induction programme.

14. Act as the link between junior medical staff and Clinical Director/Divisional Manager, ensuring that issues raised by the junior doctors are highlighted in the appropriate forum.
15. Book locum doctors for all specialities as and when required, seeking relevant authorisation
16. Process extra duties forms and weekly reports, ensuring they are sent to payroll or Gloucestershire for GP trainees
17. Ensure that you are aware of junior doctor rotations, completing work schedules and issuing rotas in advance and line with the key performance indicators and national deadlines
18. Complete change forms and termination forms for junior doctors as and when required.
19. To cross cover when required for other rota co-ordinators.
20. To support the Medical Workforce team in any duties as and when required

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Good standard of General Education</p> <p>5 A to C grade GCSE's</p> <p>Demonstrated commitment to further education or training</p> <p>Full range of Administrative Skills to NVQ 3 or equivalent experience</p> <p>Computer Literacy (RSA II /ECDL or Equivalent experience)</p>	
Knowledge	<p>Working knowledge of Working Time Directive, New Deal & National Terms and Conditions</p> <p>Understanding of Junior Doctors grades and training needs</p> <p>Understanding of how to implement working rotas</p> <p>Understanding of GDPR</p> <p>Working knowledge and excellent understanding of the NHS/Healthcare Sector</p>	<p>Knowledge and skills in general and human resource management</p> <p>Knowledge of medical policies and terms and conditions</p> <p>Knowledge of rostering</p> <p>Knowledge of the Allocate system</p>
Technical / Work-based Skills	<p>Excellent Administrative skills</p> <p>Excellent Organisational skills</p> <p>Excellent Communication skills</p> <p>Negotiation and Persuasion skills</p> <p>Leadership skills</p> <p>Competent in Administrative/Clerical procedures</p>	
General Skills/Attributes	<p>Highly motivated and able to work autonomously using own initiative</p>	

	Professional attitude, approachable and enthusiastic Ability to work under pressure Assertiveness and diplomacy Team player Attention to detail, must be able to concentrate in situations where frequent interruptions are likely Able to deal with unexpected situations.	
Experience	Demonstrable experience working in an administrative position	
Criteria relating to Safeguarding	Not applicable in this role	

Relationships:

Internal

Human Resources
 Academy staff
 Staff in specialty department
 Staff in medical recruitment

External

Locum agencies
 Payroll

Core Accountabilities, Attributes and Behaviour Indicators

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.