

### Job Description

**Division:** Central Functions  
**Job title:** Medical Examiner  
**Band:** Consultant  
**Location:** Bereavement & Medical Examiner Services  
**Hours of duty:** 1 PA

**Managerially accountable to:** Lead Medical Examiner  
**Professionally accountable to:** Medical Director and Regional Medical Examiner

**Key relationships:** Medical Director; Trust Executive Team; Quality, Safety and Compliance Department; Associate Directors of Nursing; All grades of medical and nursing staff; Lead Medical Examiner, Medical Examiners, Medical Examiner Officers, Bereavement Officers, Mortuary Department; H M Coroner and their staff; Registration Service staff; Spiritual and faith groups; Other healthcare providers including GPs; National Medical Examiner and Regional Medical Examiner Officer

### About our Trust

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research. The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are the specialist centre for major trauma for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research. The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort. Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk).

### **Royal Stoke University Hospital**

Royal Stoke University Hospital was rebuilt in 2012 as part of a £400m initiative to bring all hospital services in Stoke-on-Trent onto one large campus site. Royal Stoke is a great place to work, learn and research. The hospital campus holds 80% of the Trust's services, including the Major Trauma Centre and Emergency Centre. Royal Stoke receives major trauma patients from as far afield as Anglesey in North Wales and in total serves more than three million people. The A&E sees close to 150,000 people a year, making it one of the busiest departments in the country. Many of UHNMs 450 consultants are based at Royal Stoke, and the main specialist services for the region are located here. These services include the major specialties of Cardiovascular,



Neurosciences, Metabolic/GI, Women's & Children's, Musculo-Skeletal Services/Trauma and Oncology. To deliver all these services and the many others we provide the Trust has created major departments to deliver the patient care.

## **County Hospital**

County Hospital is the sister hospital to Royal Stoke University Hospital which has been extensively refurbished into a vibrant modern acute local hospital. The hospital provides a range of acute services across its 180 beds, including:

- Accident and Emergency and Acute Medicine
- Women's Health Centre
- Renal Dialysis
- Bariatric Surgery
- Endoscopy
- MRI diagnostics
- Outpatients

## **Role Summary**

In 2007, in response to the recommendations of the Shipman Inquiry, the Department of Health called for reform of the current death certification process. Based upon the Inquiry's findings, the DH proposed that a new role of Medical Examiner be established within healthcare environments.

Medical Examiners will be appropriately trained senior doctors who will verify clinical information on Medical Certificates of Cause of Death (MCCDs), to ensure appropriate referrals to the Coroner and accuracy and consistency of MCCD content. They will be responsible for the scrutiny of the documentation and circumstances arising from the majority of deaths in England and Wales.

## **Key Areas/Tasks**

Medical practitioners must be registered with a license to practise in the UK by the GMC, with at least five years' experience. The candidate must have been registered as a medical practitioner throughout the previous five years as at the date of appointment. The main responsibilities of the ME are to:

- Ensure compliance with the legal and procedural requirements associated with the current processes of certification, investigation (by H M Coroners) and registration of deaths occurring at UHNM and in the local community
- Support doctors with medical advice on suspected natural causes of death before they prepare an MCCD
- Provide general medical advice to H M Coroner
- Scrutinise the certified causes of deaths within the remit of the ME in a way that is compliant with the proposed national protocol
- Identify deaths that could potentially be reported as untoward serious incidents via the trust governance systems

- Work with the other local Medical Examiner(s) in the Trust to arrange reciprocal cover for holidays and other periods of absence and also to ensure that there is no potential conflict of interest between the medical examiner and the death being scrutinised
- To have the ability to hold conversations with bereaved relatives in a transparent, tactful and sympathetic manner; in order to discuss the circumstances and causes of a patient's death, identifying any concerns and answering questions in a diplomatic and empathetic way
- Support the training of junior doctors in completion of MCCDs and provide feedback on accuracy of certification locally
- Liaise with the Lead Medical Examiner and Medical Director if additional themes for learning from deaths are identified that are not captured in above process

### **Knowledge, Skills and Performance**

You will be expected to comply with national protocols to ensure that in each case the cause of death is scrutinised in a way that is robust, proportionate and consistent.

You must have up to date knowledge of medical conditions, treatments and medicines which may or may not have contributed to death, and be able to exercise judgement in where to seek specialist advice in order to determine the appropriate level of scrutiny required.

You must be able to distinguish between natural and unnatural causes of death and to decide where a death must be reported to H M Coroner.

Additionally, you must have detailed knowledge of the relevant legislation and processes which apply to:-

- Coroners and death certification
- Deaths abroad where bodies are returned to England and Wales for disposal
- Deaths where relatives wish to transport the body abroad for disposal
- Certifying and registering deaths; and the regulations to authorise cremation or burials of stillbirths abroad

You will be expected to utilise various bespoke software systems in order to carry out a proportionate review of medical records.

You will have professional independence in scrutinising deaths but will be accountable to the employing organisation's Board for achieving agreed standards or levels of performance.

You will have regard to guidance issued by the National Medical Examiner, General Register Office and the Royal College of Pathologists; when carrying out your ME functions.

You will comply with all appraisal/revalidation requirements.

You will be expected to take responsibility for your own continuing professional development and take part in continuing medical education activities, in accordance with any relevant standards for maintaining your GMC licence to practice and membership of any relevant professional body.

You will be committed to the concept of lifelong learning and produce and maintain a Personal Development Plan in agreement with your appraiser.

You will be required to attend relevant local and national activities in order to maintain up to date knowledge and to ensure compliance with legal and procedural Medical Examiner Job Description & Person Specification.

Requirements associated with the current processes of certification, investigation (by Coroners) and registration.

### **Job Plan**

Salary, hours and other conditions of service will be agreed between the ME and the employer.

Proposed Work Programme/Job Plan:

This post is for 1 PA per week, joining the team in providing the service for 52 weeks a year. The service is envisaged to be provided most days on site at both Royal Stoke and County Hospitals.

Any other comments or agreements regarding job plan:

- Renew period after 1 year subject to an annual review
- See General Conditions of Appointment for further details

Medical Examiners should be aware of how their personal communication style impacts on others and be able to adapt their approach to suit a variety of situations and audiences. This will require:-

- Highly evolved self-awareness and empathetic skills to liaise effectively and sympathetically with bereaved families
- The ability to demonstrate and combine appropriate levels of compassion with professionalism and discretion
- Being open to constructive criticism, ideas and solutions
- Acting as a positive role model and interacting appropriately with all stakeholders including MEOs, other MEs, the bereaved, the coroner and the Medical Director
- Having the integrity to gain trust and comply with the independent nature of the ME role in the context of other clinical speciality duties
- Medical Examiners must foster the culture of openness and the duty of candour

### **Personal/Professional Development**

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

## **Standards of Behaviour**

**We have four core values and promises we advocate as an organisation.**

### **To work together**

To work as a team helping achieve our goals and support others to make positive changes.  
To be appreciative acknowledge and thank people for their efforts and contributions.  
To be Inclusive open and honest, welcome people's views and opinions and involve people in decisions that affect them.

### **To have compassion**

To be supportive by being empathetic and reassuring and supporting people when they need it.  
To be respectful and treat people fairly, with respect and dignity, protect their privacy and help them feel comfortable.  
To be friendly by being welcoming and approachable. Making eye contact, saying hello and introducing yourself.

### **To ensure safety**

We communicate well and explain clearly, share relevant and timely information and keep people updated.  
We are organised and plan ahead, manage time and be prompt in what we do.  
We speak up and contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values.

### **To continuously improve**

By listening and welcoming people's views and ideas, invite people to ask questions and share their opinions and respond to what we hear.  
By learning and sharing best practice, celebrating good performance and supporting others to use their skills, learn and grow.  
By taking responsibility and a positive attitude, to act and encourage people to take the initiative and make improvements.

## **Health and Safety**

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

## **Confidentiality**

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.



## **Equality and Diversity**

- To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

## **Infection Prevention**

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties
- **Hand Hygiene**
  - Decontaminate your hands as the per 'The five moments of hand hygiene'
- **Own Practice**
  - Lead by example
  - Encourage and praise good practice
  - Be prepared to accept advice about your own practice
- **Decontamination**
  - Ensure that equipment you have been using or about to use has been decontaminated effectively
  - Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works
- **Trust Policies**

Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

## Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [REDACTED]

**Medical Examiner  
Person Specification**

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE ADDITIONAL REQUIREMENTS
<p><b>Qualifications:</b></p>	<p>Medical degree</p> <p>Medical practitioner with full and specialist registration and licensed to practise in the UK by the GMC</p> <p>Working knowledge of practice in a healthcare environment, preferably in the UK</p> <p>Candidate will have successfully completed the approved components of the national on-line training curriculum as a precondition of employment as a Medical Examiner. Confirmation of appointment is subject to successful completion of “face to face” component of the national training curriculum. [Note: access to on-line training will be available to all medical practitioners registered and licensed to practice in the UK by the GMC]</p>	
<p><b>Clinical Experience &amp; Training:</b></p>	<p>The candidate must have been registered as a medical practitioner with a licence to practise throughout the previous five years as at the date of appointment</p> <p>In the process of completing the e-learning modules for Medical Examiners and commitment to complete this along with the face to face training</p> <p>Currently practising clinically. Detailed knowledge of the relevant legislation and processes which apply to the scrutiny of deaths, referral to the coroner, disposal of the body and arrangements relating to certain kinds of deaths; or ability and commitment very quickly to acquire this level of detailed knowledge</p> <p>Up to date knowledge of clinical causes of death, together with death</p>	<p>Experience working as a medical examiner</p> <p>Ability to demonstrate proportionate and professional judgment to determine the degree to which independent scrutiny is pursued where death certificates have been issued</p> <p>Ability to undertake routine analysis of information on cause of death for local governance and public health surveillance</p>

	<p>certification requirements and processes</p> <p>Knowledge and understanding of the role of Medical Examiners and of the purpose of establishing a national medical examiner system</p> <p>Broad medical knowledge to enable scrutiny of deaths and ability to recognise learning opportunities</p>	
<p><b>Professional and Multidisciplinary Team Working:</b></p>	<p>Ability to work effectively with colleagues and within a team</p> <p>Attendance and participation at relevant departmental meetings</p> <p>Ability to act proportionately and report sub-standard clinical and organisational performance to relevant colleagues to protect patients</p> <p>Ability to identify good practice and ensure the spread of knowledge amongst relevant colleagues</p> <p>Ability to put in place appropriate reporting, information sharing and feedback mechanisms</p>	
<p><b>Academic Achievements, Research, Publications:</b></p>	<p>Willing to participate in clinical audit programmes</p> <p>Commitment to maintain knowledge and keep skills up to date</p>	
<p><b>Management and Administrative Experience:</b></p>	<p>Good leadership skills, communication and interpersonal skills</p> <p>An understanding of mortality review processes and an appreciation of and commitment to the wider learning from deaths agenda and how this contributes to safer care and increased accountability for the bereaved</p> <p>Ability to help lead and mould service development in this area</p> <p>IT competent, for the purposes of efficient scrutiny and routine analysis of information for local clinical</p>	<p>Evidence of leadership and administrative experience</p> <p>Evidence of adapting to and implementing change within a department/service</p>

	<p>governance and public health surveillance</p> <p>Ability to identify data sources to support detection and analysis of concerns and to recognise gaps in available knowledge</p>	
<b>Personal Attributes:</b>	<p>Flexibility to work across hospital sites</p> <p>Energy and enthusiasm and an ability to work under pressure</p> <p>Awareness and respect for colleagues, patients and relatives' dignity, privacy, integrity, cultural and religious beliefs</p>	
<b>Personal Circumstances:</b>	<p>Ability and means to meet the travel requirements of the post</p> <p>Physically fit for post. Completion of Trust Occupational Health assessment. Full immunisation status including Hep B &amp; Hep C status</p> <p>Satisfactory Enhanced Disclosure and Barring Service (DBS) disclosure and/or Certificate of Good Conduct (Police Check) from country of residence</p> <p>Eligible to work in the UK</p>	

## MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to national terms and conditions as per the Consultant Contract 2003 as amended from time to time. Any changes to national terms and conditions determined at a local level are subject to the Trust's collective bargaining arrangements which include the Trust's Local Negotiating Committee for medical staffing issues.

### Tenure

The appointment is a fixed-term position for a period of 3 years. The notice period is three months on either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

### Salary

The salary scale is as per the Terms & Conditions of Service as set out in the Consultant Contract 2003. The current scale is £84,559 rising to £114,003. Any agreed extra programmed activities, and on-call requirement will be paid in addition to the basic salary.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of the Terms and Conditions.

Starting salary will be determined according to the terms and conditions as per the Consultant Contract 2003. Where a candidate has service in or outside the NHS which they feels should be taken into account in determining the starting salary, this will be considered following the offer of appointment by the AAC.

### Annual Leave

Your annual leave entitlement is as per Schedule 18 of the Terms and Conditions. At least six weeks' notice is required before taking annual leave.

### Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

### Registration

You will be required to have full and specialist registration with a licence to practise with the GMC and to provide a valid certificate annually.

## Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

### Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK:

- UK Passport
- UK Birth Certificate (if passport is unavailable)
- National Insurance evidence (P60 / recent payslip / P45)
- EEA (European Economic Area) Passport
- Residence permit issued by the Home Office or UKBA
- Driving Licence (ID card + counterpart)
- 2 addressed bills or statements (Bank / utility bill / phone bill)

Note: If you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence.

### Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information you provide and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

### References

It is a condition of employment that references are provided which are acceptable to the Trust.

### Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

## Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

## Applications process

Formal applications should be made through our website or via NHS Jobs.

If there are any problems / queries please contact the Medical Staffing Department on: [REDACTED]  
[REDACTED] or email [REDACTED]

## Further information and visiting the Trust

The division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:-

[REDACTED] Consultant Orthopaedic Surgeon and Lead Medical Examiner  
Tel: [REDACTED]  
Email: [REDACTED]

[REDACTED], Bereavement & Medical Examiner Services Manager  
Tel: [REDACTED]  
Email: [REDACTED]

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_