

# Job Description

<b>Job Title</b>	Roster Co-ordinator
<b>Department</b>	Divisions
<b>Division</b>	As Directed
<b>Band</b>	4
<b>Responsible To</b>	Divisional Management Team (DMT)
<b>Job Reference</b>	J2860

## ▪ Role

To provide support to allocated area within Wirral University Teaching Hospital on all aspects of rostering, including the provision and maintenance electronic systems, bank and agency bookings in accordance with Trust policies and processes.

The post holder will be expected to act under the direction of the Divisional Management Team whilst being supported by the Rostering and Resourcing central team for governance and processing, as well as on their own initiative, and manage and prioritise their workload in order to achieve expected results within agreed timeframes.

## ▪ Duties and Key Tasks

### Responsibilities

- Act as the main point of contact for Medical Rostering for Junior Doctors and other key stakeholders.
- To manage and co-ordinate annual and study leave ensuring that medical locum usage is minimised, but where required this is anticipated and covered. This will also include ensuring that the rotas are published and distributed in a timely manner and where changes are required, these are effectively communicated.
- The Roster Co-ordinator will be responsible for achieving a high standard of medical cover by the efficient deployment/maximisation of medical staff resources within the Division, by the concise allocation of duties for junior and middle grade doctors to ensure medical rota management issues are appropriately handled in accordance with Trust Policies and procedures, seeking advice and support as necessary. The post holder will report to their specified division; however, they are also expected to be able to provide a level of cover for other specialities as and when required.
- The post-holder will administratively support the Division in providing a high standard of medical cover/care with regard to all issues affecting medical staff cover and is responsible for initiating the necessary action in order to maintain service requirements. The post-holder is responsible for keeping accurate financial and attendance records and is expected to contribute to workforce planning.

## ▪ Duties and Key Task

### **Roster Management**

- Working with the Divisional Management Team in the design of the medical on call rosters, inclusive of consultant rosters in line with the medical terms and conditions of employment and the needs of the service.
- Prepare and publish the medical on call rosters, inclusive of consultant rosters 12 weeks in advance.
- Have day to day operational responsibility for the management of the Senior and Junior Medical Staff rotas within Wirral University Teaching Hospital, notifying Divisional Management Team of potential problems.
- Support the central resourcing team with rotation matters for Health Education North West (Deanery) and the relevant regional Lead and Acute Employers.
- Receive and respond to general rotation queries, referring doctors to relevant information and escalating, when required, to the DMT.
- Review the impact of mandatory training and induction on safe staffing levels in rosters and discuss with DMT.
- Allocate concise duties to medical staff, taking into account any specific training needs of the doctors in post and the complexities of EWTD.

### **People Coordination**

- Co-ordinate the approval of leave (in line with trust policy) for Medical Staff, checking that on call duties have been identified and covered, adequate cover is available within the clinical area and any changes to rotas are agreed and communicated.
- Maintain records of study leave for all recognised posts in liaison with the Education Centre team. Raise any problems with the DMT/ Educational Supervisor.
- Responsible for the recording of medical staff sickness on Trust Systems and supporting the "Return to Work" process.
- Responsible for recording and co-ordination of Maternity / Paternity / Special Leave and any associated payroll actions.
- Liaise with Consultant and Junior Medical Staff to ensure that on call Consultant and Junior Medical Staff rotas are planned and published 12 weeks in advance.
- Where Locum cover is required work with the Divisional Management Team in the management of the staffing gap. Ensure that CVs are sent to the Divisional Management Team for review and sign off, ABARs are completed where required, work within the Agency framework escalating when this is not possible, ensure that agency bookings are managed within the +Us portal.
- Where Locum cover is required, co-ordinate the Locum booking process in line with the Trusts Temporary Staffing Policy, ensuring that the agreed processes have been followed and any alternative to locum cover has been explored.
- Work with the DMT and Recruitment in the co-ordination of permanent / fixed term appointments to reduce the reliance on Agency / Locum workforce.

- Develop effective relationships with medical staff to enable contingency arrangements thus minimising the use and reliance of Locum cover.
- Assist in the induction process of medical staff and ensure appropriate induction procedures are in place for doctors appointed outside the normal intakes including Locum doctors.

### **Communication and Liaison**

- To provide basic advice and guidance on routine medical HR policies and procedures and Terms and Conditions of Service, e.g. Annual Leave entitlements, Sickness, Maternity leave, Special Leave, and Compassionate Leave and/or referring the medic to relevant information as applicable.
- Support with the collating of information required for relevant mandatory reporting, audits, management reports and freedom of information requests.
- Attendance at Organisational, Divisional, Team Meetings as required.
- Always promote a stable and happy working environment by effectively communicating with staff.
- To maintain good working relationships always with both internal and external parties
- Actively promote the Trust policies and processes to the Organisation ensuring compliance.
- Provide cross cover and support to the other rostering co-ordinators.

### **Administrative Responsibilities**

- To ensure that all enquiries from both internal and external parties are handled efficiently, effectively and in a timely manner including Freedom of Information requests (FOIs).
- To ensure that data protection and confidentiality is maintained.
- To ensure that all records and systems are managed and maintained through accurate and timely data input and download.

### **Financial Responsibility**

- To ensure adherence to all financial processes and procedures.
- To take into account the financial impact on the division when initiating the acquisition of locums.
- Ensure agency invoices are processed for payment in a timely manner.
- Verify extra duty payment claims are correct before being passed for authorisation/payment.

## **■ Extra Factual Information**

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act.

- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- You will be expected to undertake the Trusts' commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines.
- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role.
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it.
- The Trust is a non-smoking site

# Person Specification

Qualifications, Specific Experience & Training	Essential	Desirable	Measure
Educated to Diploma level or demonstrable experience evidencing equivalent competency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Evidence of continuing Professional Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form

Knowledge and Skills	Essential	Desirable	Measure
Experience of liaising with medical staff in an NHS setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Experience of Medical Rota Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Experience of maintaining robust electronic systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
IT literate including Microsoft Outlook, Word & Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Experience of medical rotation processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form
Understanding of medical locum arrangements, bookings and compliance considerations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form

Personal Attributes	Essential	Desirable	Measure
Be able to communicate complex and/or sensitive information via email, telephone and in person	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Be organised, able to prioritise effectively and achieve deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Be able to build creditable relationships and gain the trust and confidence of senior and junior medical staff as well as of HR colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to prioritise, take ownership and manage workload.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to influence and guide decision making	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Flexible to meet the needs of the service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Other Requirements	Essential	Desirable	Measure
There is an occasional requirement to travel across the footprint of the Trust to attend meetings and events relevant to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

# Organisation Chart

