

Deputy Medical Director for Invited Reviews – role description and person specification

Reports to – Medical director of Invited Reviews

Sessions – Ad hoc, the Invited Review (IR) service is dependent on demand, but there are around 15 reviews per year and these will be shared amongst the medical director and two deputies to chair. Attendance is required at appropriate meetings and regular contact with RCP staff.

Location – Applicants will need to be based within the UK, working a mix of remote and on site working, but also elsewhere as required by remit of post.

The purpose of your role

Invited Reviews improve the care of patients, commissioned by Trust Board executives from NHS organisations and maintain professional standards. Service reviews support physicians and Trust management when they feel the practice of good clinical medicine is potentially being compromised and is an important means of safeguarding patient care and ensuring patient safety.

This clinically led consultancy service which collaborates with medical specialties and is a complex area of work that has direct impact on difficult situations for both individual physicians and their teams and services. The service is part of the domains covered by the College registrar who oversees standards of practice and professional behaviours.

The Invited Review service has grown significantly in the last five years both in terms of number of requests and complexity of issues to be reviewed. Invited reviews considers service reviews ranging from one department through to how different medical specialities relate to one another, individual clinician practice, and substantial number of case record reviews using a quality assured structured judgement review methodology. This has led to a significant increase in workload and increase in income which offsets the expenditure of running the service. The team have successfully carried out several virtual visits and case record reviews and going forward will consider each review on a case by case basis as to whether it will be best carried out in person or virtually.

As one of two deputy medical directors, you will be responsible for supporting the medical director for invited reviews in agreeing which review requests fall within the remit of an IR, and to help mitigate potential risks associated with undertaking difficult and challenging reviews.

The deputy medical director role is central to building a corporate memory of high-profile reviews and actions taken to address recommendations made. You will need to help ensure that Invited Reviews are well governed and maintain the high reputation of the college.

The deputy medical director works closely with the medical and deputy medical director for invited reviews, the head of invited reviews and 3 clinical leads (1 post vacant) who are there to help develop and support the delivery of Invited Reviews. There is also a dedicated team of two RCP staff supporting service.

How we'll measure your success

- Increased number of invited reviews.
- Well chaired invited reviews and delivered in a timely way
- Management and mitigation of risk to RCP reputation for invited reviews
- Strong networks built and maintained with specialist societies and medical leaders.

Board and committee membership

- IR governance meeting (bi-annual)
- IR development group meetings (bi-annual)

Your experience includes...

All officers of the RCP are encouraged to be practising medical doctors and actively connected with, and credible to, the clinical community. They should hold a licence to practise.

Essential

- Be within clinical practice at the time of appointment.
- Demonstrable ability to provide leadership and create consensus.
- A consultant physician and fellow of the RCP, in good standing with employer, GMC and RCP.
- Experience in a senior leadership role in the NHS or relevant specialist society
- Ability to work collaboratively across specialties and institutions.
- Ability to professionally chair meetings and to give difficult feedback
- Ability to handle a variety of situations with tact and diplomacy
- Experience of building networks and relationships.
- Ability to work in a multi-disciplinary environment with clinical and non-clinical colleagues.

Desirable

- Experience of visiting hospitals/trusts to assess educational and/or clinical provision
- Experience of interaction with medical directors and chief executives regarding quality of services
- Experience of case record review using structured judgement methodology
- Experience of overseeing the writing of complex reports in a timely way

Tenure of post

Three years (3-year initial term that can be extended by up to 3 additional years on mutual agreement of the postholder and the RCP).

Appraised by

Annual review will be with the medical director of IRs, and the review of the job description will also take place on an annual basis.

Financial aspects

Candidates should note that the College Remuneration Committee has agreed that RCP officers, whether or not trustees, shall not receive remuneration for their services to the RCP. However, remuneration will be received for each invited review chaired. Reasonable expenses will be reimbursed in accordance with RCP policy.

It is also the duty of a candidate for office to obtain advance agreement from his/her employing authority that they will be given adequate time to perform RCP duties, in the context of activities recognised by the Department of Health as being in the wider interests of the NHS. RCP officers can claim reimbursement of all eligible expenses.

MSGE Department

The RCP is comprised of five departments. The Linacre fellow will be based within the Membership Support and Global Engagement Department, which includes the following units: Membership Engagement; Membership Administration; UK Regional Offices; Faculty of Physician Associates; Global Office; Professional Governance; Committees and Consultations; Invited Service Reviews; Medical Workforce Unit; Advisory Appointment Committees. The Department is headed by an executive director and overseen by the registrar. [Find out more about the RCP.](#)

How to apply

Application and deadline

Application is via a short CV and cover letter addressed to the medical director of Invited Reviews, Dr Adam de Belder. The cover letter should clearly set out how you fulfil the person specification.

Please return applications to jasvinder.sidhu@rcp.ac.uk by 14 May 2023

The provisional date for interviews is 25 May 2023 (between 10am-2pm)

If you would like to discuss the role prior to applying please contact the medical director of invited reviews adam.debelder@rcp.ac.uk, head of reviews jasvinder.sidhu@rcp.ac.uk or the executive director of Membership Support and Global Engagement matthew.foster@rcp.ac.uk.

Appointments can be made through invitedreviews@rcp.ac.uk

Our values

We are committed to **taking care, learning, and being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

We value taking care

This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP and take decisions in the interests of the organisation as a whole.

We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

We value being collaborative

This means we work together towards the RCP's vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other's contributions.

As an employee/volunteer/temporary contractor you are expected to comply with all RCP data protection and security policies and procedures.

The RCP positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status or pregnancy and maternity.

The RCP is all about our people – our members, our staff, our volunteers and leaders. We educate, influence and collaborate to improve health and healthcare for everyone and know we can only do this by being inclusive, encouraging and celebrating diverse perspectives. That's why welcoming and having people who



represent the 21st-century medical workforce and the diverse population of patients we serve is so important to us.

Approved:

