

# Job description

## Deputy Medical Director for Invited Reviews

<b>Department</b>	Membership Support and Global Engagement
<b>Reports to and appraised by</b>	Medical Director for Invited Reviews
<b>Tenure</b>	An initial term of 3 years, with the option to extend to a maximum of 5 years, subject to annual appraisal, commencing at an agreed date as soon as possible after appointment.
<b>Location</b>	UK based, there will be a mix of onsite and remote work as required by the remit of the role, plus some UK travel.
<b>Time commitment</b>	10-14 full days per year which is ad hoc to meet service demand. Attendance is required at appropriate meetings and regular contact with RCP staff

### About the Invited Reviews Service

Invited Reviews are commissioned by executives from NHS organisations to improve the care of patients and maintain professional standards. Reviews support physicians and managers of healthcare organisations when they feel the practice of good clinical medicine is potentially being compromised and are an important means of ensuring patient safety.

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

The Invited Reviews service has grown significantly in the last five years both in terms of the number of requests and the complexity of issues to be reviewed. We do not see this as a sign of there being more problems in the NHS but instead a shift towards healthcare organisations viewing the leadership the RCP provides as being very positive.

The scope of invited reviews varies and can involve consideration of how one service is structured, how different medical specialties work together in the delivery of care, or individual clinician practice. Many reviews incorporate consideration of a substantial number of case records using a quality assured structured judgement review methodology. This has led to a significant increase in workload. The team has successfully carried out several virtual visits and case record reviews and going forward will consider each review on a case by case basis to determine whether it is best carried out in person or virtually.

## The purpose of your role

As one of three 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 the service, and helping to mitigate potential risks associated with undertaking difficult and challenging reviews.

You will be asked to undertake (and in time chair) formal review visits for the commissioning organisation (standard review visits are two days, clinical record reviews are normally 1-2 days, taking place either virtually or in-person). You will also be asked to quality assure Invited Review reports, to help ensure that the conclusions are supported by the findings and that recommendations made are achievable.

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 director for invited reviews and the other deputies, the head of invited reviews and four clinical leads who are there to help develop and support the delivery of the service. There is also a dedicated team of three more RCP staff supporting service.

## Your experience includes

### ***Essential***

- > All officers of the RCP are encouraged to be practising medical doctors at the time of appointment and actively connected with, and credible to, the clinical community. You must:
  - hold a licence to practise
  - be a fellow of the RCP in good standing with the RCP, your employer and the GMC
  - have a commitment to the vision, mission and values of the RCP and our Code of Conduct.
- > Demonstrable ability to provide leadership and create consensus.
- > Experience in a senior leadership role.
- > Ability to self-reflect and support the values of the organisation.
- > Ability to work collaboratively across specialties and institutions, as well as between different career stages of doctors and with staff at all levels.
- > Ability to chair meetings professionally and give difficult feedback.
- > Ability to work in a multidisciplinary environment with clinical and non-clinical colleagues.
- > Experience of building networks and relationships.

### ***Desirable***

- > Experience of visiting hospitals/healthcare organisations to assess educational and/or clinical provision.
- > Experience of using structured judgement review tools.
- > Previous experience of peer review.

## Board and committee membership

- > Invited Reviews Governance Group (bi-annually)
- > Invited Reviews development meetings (bi-annually)
- > Relevant RCP Board meetings (two meetings per year)

## Time allocation

The Invited Reviews service is demand led, making it difficult to predict when reviews will take place. We estimate that you will be required to deliver 10-14 full review days per year. You will be given a minimum of 12 weeks' notice of review days and expectation of UK travel for some of those visits. In addition to the review days, there are four core IR meetings a year; two governance meetings and two development meetings.

The RCP is working towards greater equality, diversity and inclusion and is open to discussion about flexible working arrangements.

## Financial aspects

The role is ad hoc and there is remuneration involved for review days undertaken (this can be paid directly to you or your organisation, depending on whose time the work was carried out in). However, it is noted that there is no remuneration associated for other aspects of the role, such as supporting the IR team, attendance at core meetings and quality assurance of reports. It is crucial that the postholder has the support of their employer to enable sufficient time to carry out the role. There is much learning from Invited Reviews that can benefit your local organisation as well as being in the wider interests of the NHS.

Appointees are eligible to claim reimbursement of reasonable expenses incurred in carrying out their roles, in line with the RCP's expenses policy.

# Our values

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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.

*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, staff, 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. Welcoming into our community people who represent the 21st-century medical workforce and the diverse population of patients we serve is a priority for us.*

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