Job description

Job title: Medical Case Examiner (Part Time 2-3 days)
Level: Manchester Level 2
Directorate: Fitness to Practise
Section: Case Examiners
Location: Homeworking
Reporting to: Senior Case Examiner

Job purpose
To contribute to the effectiveness of the GMC’s Fitness to Practise procedures by:

• ensuring that complaints are dealt with efficiently, objectively and fairly
• acting as a key decision-maker on investigation cases
• working closely with other teams to provide advice on case progression and monitoring of restrictions

Main responsibilities

1. Make decisions at the end of the investigation stage.
2. Ensure that decisions are compliant with the fitness to practise rules and guidance.
3. Review enquiries from complainants and others to provide advice on whether there appears to be a concern about fitness to practise.
4. When requested by legal or investigation colleagues, to review and provide advice on evidence received during investigation.
5. When appropriate, to advise on case progression and appropriate further evidence collection (including the need for health or performance assessment).
6. To attend and contribute to case conferences concerning complex or high profile cases.
7 If required, to participate in meetings with doctors and their representatives at the late stage of the investigation process.

8 Where appropriate, to agree the contents of letters and other documents which record decisions to complainants, doctors or other parties.

9 Provide advice during the monitoring of voluntary undertakings.

10 Make decisions on the maintenance, variation or revocation of undertakings where appropriate.

11 To provide generic medical case advice to lay colleagues (generic medical case advice allows lay colleagues to draw on the general medical knowledge of medical colleagues, rather than to obtain ‘expert’ advice)

12 To apply and manage the relevant diversity and equality policy and practice relevant to the role.

13 To apply the relevant management systems, procedures and policies relating to risk management, health and safety, information security and business continuity.

14 To undertake any other reasonable duties as may be assigned from time to time.

January 2020
Key skills

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Key skill 1 - technical knowledge and skills

a. The post holder must be a registered medical practitioner with a licence to practise and currently practising.

b. Familiarity with the process for assessing and monitoring the performance or health of doctors is desirable.

c. The ability to work within established policies and procedures is very important.

d. The ability to apply professional expertise and knowledge to the work of the GMC.

e. The ability to analyse complex information from multiple sources.

f. The ability to make objective, well-reasoned decisions in line with published guidance.

g. An understanding of the statutory framework within which the GMC operates is desirable.

h. Proficiency in using IT software programs (e.g. MSWord, MSExcel and Outlook). Training will be provided in using the GMC’s own databases.

i. An understanding of General Data Protection Regulation (GDPR) and other legislation relevant to the work of the GMC.

j. The ability to maintain confidentiality at all times.
Key skill 2 - communications skills

k Excellent written communication skills (concise, accurate and factual).

l Excellent verbal communication skills when dealing with a range of colleagues and stakeholders.

Key skill 3 - interpersonal skills

m Excellent influencing and interpersonal skills.

n The ability to collaborate and maintain good working relationships with colleagues and contacts at all levels.

o The ability to work constructively as part of a team.

p To ensure our services and contact with customers are delivered in line with the standards and expectations of the GMC’s customer service strategy.

Key skill 4 - organisation skills

q The ability to work efficiently and flexibly.

r The ability to prioritise work on request and to balance conflicting workload demands whilst maintaining accuracy.

s The ability to deliver against personal objectives and in-line with agreed targets.

t Adaptability to occasional changes in procedures and process.

Key skill 5 - innovation and problem solving skills

u Willingness to participate constructively in team discussions.

v Willingness to assist colleagues by sharing and applying professional/technical knowledge as required.

January 2020
Terms and conditions

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The following terms and conditions apply to this post.

Salary band £70,715 - £76,365 FTE - Pro ratad

London weighting will be applied to candidates living inside the M25.

Annual leave 30 days a year (pro-ratad). You are required to use up to two of these days should the GMC decide to close its offices over Christmas.

Pension Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is defined contribution scheme where members receive a 15% employer contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary under our salary exchange arrangement.

You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most people working at the GMC will be eligible. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out.
Other benefits

Private medical insurance with AXA PPP. Employee assistance programme with AXA ICAS. Cycle to work scheme.

Hours of work

14 - 21 hours (2-3 days) a week, 9:00 to 17:00, Monday to Friday.

Location

This post is home-based. However, during the induction and training period there will be a requirement to attend the office on a regular basis. The role will require occasional travel to the GMC’s offices.

You are expected to be in the office for team meetings on a monthly basis and on other occasions to support with induction and training, meetings with Doctors or other work-relating meetings as required. The GMC will cover the travel costs.

The post holder must have a suitable workspace available at their home and must make this available for initial and periodic ongoing inspection to ensure compliance with health and safety requirements. Please note, the following IT Connectivity and Setup recommendations for GMC Remote Workers:

- Fibre Broadband (BT Infinity, Virgin Superfibre or Equivalent)
  Should Fibre not be available in your area we would suggest a connection providing a minimum of 8mb download and 2mb upload actual speed, not the “up to” speed quoted by providers. These figures can be obtained from tools such as [http://www.speedtest.net/](http://www.speedtest.net/).

  For optimum performance we recommend your workspace is located close to your broadband router and directly connected via a cable rather than wireless or powerline technology.

Please note these recommendations are general guidelines based on our experiences of supporting Remote Workers at the GMC and do not guarantee a fault free experience.

There are many environmental factors which can impact the performance of local internet connectivity such as distance from the local exchange, local contention ([https://www.broadbandchoices.co.uk/guides/broadband/what-is-contention-ratio](https://www.broadbandchoices.co.uk/guides/broadband/what-is-contention-ratio)) and other people in the household using the connection for homeworking, gaming and media streaming.

Equipment

Necessary IT equipment will be provided.
Any other necessary work station furniture and other equipment will be provided.