

Job Description

Job Title	Lead Doctor	Salary range	
Contract length	Permanent	Hours per week	21
Manager	Head of MLR	Location	London
Team	Clinical Services, Medico Legal Reports	Responsible for	MLR Doctors and Health Assessment Doctors,
Level of DBS/PVG check required		Enhanced with adult and child barred lists	

** Freedom from Torture is committed to showing the salary for all advertised roles and not negotiating salaries for roles, in light of evidence that this contributes to structural inequality.*

Our policy is that all appointments will be at the start of the salary range but successful candidates will have the opportunity to move up the scale over time. The progression up the salary range is reviewed on an annual basis and subject to affordability.

Main Purpose	This role is one of four Lead Doctor roles. The main purpose of this role will be to ensure the smooth running of the report medico legal report (MLR) writing process and Health Assessment (HA) service, to ensure quality control over the reports, to act as a first port of call for queries from report writers and to deliver training relevant to the production of medico legal reports and health assessments.
Scope	<p>Along with the three other Lead Doctors, this role will include:</p> <ul style="list-style-type: none"> • Coordinating and delivering training for doctors on how to produce medical evidence and maintaining an online learning resource for MLR writers; • Maintaining oversight of medical reviewing of MLRs for the least experienced doctors whilst they are being trained and ensuring quality control of reports across the department along with the Senior Legal Officers; • Recruitment and on-boarding of MLR doctors, sufficient to maintain the capacity needed in each centre; • Direct line management of employed MLR Doctors, and supervision of volunteer and contractor MLR doctors and HA doctors; • Recruitment of HA doctors, sufficient to maintain the capacity needed in each centre; • On-boarding and ongoing training for HA doctors (alongside national HA Lead);

	<ul style="list-style-type: none"> • Reviewing HA reports and GP letters prior to issue; • Supporting all doctors with clinical risk and safeguarding concerns; • Facilitation of regular peer support meetings for MLR and HA doctors; • Writing MLRs and other forms of medical evidence including Clinical Response Letters, if required; • Reviewing referrals and assisting with the management of the case load for MLRs and HAs in their centre; • Having oversight of productivity of all doctors with a view to identifying the signs of burn out and/or vicarious trauma and putting measures in place to reduce such risks; • Delivering external training in line with the strategy and aims of Freedom from Torture; • Working with the Head of MLR on the development of policy, media and communications work as and when required by the Policy & Advocacy and Communications & Fundraising departments; • Coordinating and participating in research in line with the strategy and aims of Freedom from Torture; • Representing the organisation externally as and when required; • Traveling to other centres as and when required by the department's needs.
<p>Decision making & level of authority</p>	<p>The post holder will need to ensure a high standard is maintained in MLRs and HA reports which they write and review as well as in the work of report writers to ensure the reputation of the organisation is maintained and the best possible service is provided to clients.</p> <p>The post holder will have the ability to work independently as well as with colleagues in the MLR department.</p>

<p>Duties & Key Responsibilities</p>	
<p>Maintaining quality control of MLRs and HAs: FFT places significant emphasis on maintaining a high standard of medico legal report that its doctors produce. Besides regular training of report writers, a system of a second doctor medically reviewing the reports assists with this. Lead Doctors will medically review approximately the first 5-7 reports of new MLR doctors and ‘sign off’ those doctors deemed sufficiently able to write reports without a routine medical review after this point. Thereafter, additional medical reviews may take place for more experienced doctors at agreed intervals or as required to maintain quality. Lead Doctors will also check all HA reports prior to issuing for clients who do not have refugee status (and for all clients for new doctors) This role will coordinate a system whereby trends of gaps in knowledge amongst report writers are identified promptly and will work with the other Lead Doctors to design and deliver training when required to fill such gaps.</p>	

Training: FFT delivers training to MLR and HA doctors, CPD training and an introductory training on working with torture survivors to doctors and other healthcare professionals. This part of the role will involve coordinating the training, overseeing the design of the training modules and delivering the training along with the other Lead Doctors, the Head of MLR, the Senior Legal Officers and the national HA Lead. FFT likes to have a far reaching influence in the medical profession in order to assist as many survivors of torture as possible. Therefore advertising the training through the use of medical networks would be useful.

Direct line management and support: line management and supervision of employed, contractor and volunteer MLR and HA Doctors, and to coordinate recruitment of new doctors. To oversee the welfare of doctors. The post holder will coordinate both group and individual meetings for doctors who write MLR and HA reports and wish to attend such meetings as well as acting as a port of call for doctors requiring support on an ad hoc basis, including concerns around safeguarding and clinical risk. The post holder will review referrals, including medical records, and work with the administrative team to manage the caseload and allocate cases to doctors.

Internal and external relations: work with the Head of MLR to provide the Policy & Advocacy and Communications & Fundraising Directorates with information to assist in the delivery of their work as needs arise.

Drafting medico legal reports: the post holder will draft medico legal reports when required. This will involve considering the client's papers, meeting with the client and conducting a psychological and physical assessment, drafting the report and engaging with review comments before the report is submitted to the instructing solicitor. It will also involve keeping clinical records in line with organisational policy and to comply with data recording and quality assurance standards.

For roles with line management responsibility:

- Responsible for monitoring and addressing well-being of direct reports and contributing to practices that promote employee well-being organisationally

Other responsibilities:

- Taking care of own well-being and take advantage of well-being initiatives offered by the organisation to its staff. The work involves direct exposure to highly traumatic material relating to allegations of torture. There is a risk of secondary psychological trauma which FFT is aware of and will offer support for.
- Compliance with organisational policies and practices, and attendance at mandatory training.
- Any other duties as required by the organisation.

Person Specification

This form indicates which criteria are Desirable or Essential and how this will be assessed

A = Application, I = Interview & T = Test

Knowledge & Qualifications	D	E	Assessed
Qualified medical practitioner: MB BS or equivalent (e.g. MB BChir, MB ChB, MB BCh BAO, etc.)		X	A
Full GMC registration as a doctor; a current GMC licence to practise (FFT is a designated body and is able to appraise and revalidate doctors).		X	A
Training and experience in genito-urinary medicine, mental health, forensic medicine, in particular sexual assault (or general specialities which incorporate these skills); understanding of good practice in relation to child protection.	X		A & I
In-depth understanding of the NHS and social care in the UK		X	A & I
Skills & Experience for this role	D	E	Assessed
Significant post qualification experience of working with survivors of trauma and/or torture in a medical setting		X	A & I
Significant experience of writing medico legal reports for survivors of trauma and/or torture	X		A & I
Experience of delivering training to medical professionals	X		A & I
Ability to build effective working relationships across a large number of colleagues including those working remotely		X	A & I
Understanding of the signs of vicarious trauma/burn out in colleagues and insight into techniques for managing wellbeing of colleagues		X	A & I
Understanding of the health needs of survivors of torture and the barriers to accessing healthcare		X	A & I
Strong drafting skills including ability to draft clear, succinct and well structured work		X	A & I