**Title:**  Deputy LeadMedical Examiner Officer (MEO)

**Band:** AfC Band 6,

**Staff Group: Admin and Clerical or Clinical (if professionally registered)**

**Reports to:** Lead Medical Examiner (Portsmouth) and Regional ME/MEO for the South East Region.

Professionally accountable to the Lead Medical Examiner and Lead Medical Examiner Officer

**Job Summary:**

The Deputy Lead MEO will:

Support the management and leadership of the MEO team.

Support the co-ordination the Medical Examiner service to ensure timely and efficient completion of certification processes required after a death.

Support medical examiners in their role in scrutinising the circumstances and causes of death.

Be a point of contact and source of advice for relatives of deceased patients, healthcare professionals, HM Coroner and registration services, involved in the death certification process.

Support the Lead MEO and Lead ME in developing protocols, guidelines and policies for the development and delivery of the Medical Examiner Service across the acute trust and the community

All MEOs support medical examiners in their role in scrutinising the circumstances and causes of death and have a vital role in explaining cause(s) of death proposed for the death certificate to the bereaved. This includes answering their questions, clarifying any terminology or misunderstandings, and signposting appropriately in cases of disagreement or concern.

**Key Responsibilities:**

Work with the ME leadership team, to maintain and further develop the Medical Examiner Service.

To establish the circumstances of individual patient deaths by performing a preliminary review of medical records to identify clinical and circumstantial information, sourcing additional details where required, for scrutiny by the medical examiner.

To assist in highlighting cases for which require further investigation by relevant organisations. This may include Structured Judgement Review team (SJR), Child Death Overview Panel (CDOP), Clinical Governance teams and the Learning Disability Review Teams (LeDeR).

To refer patients to the coroner for further investigation on approval by the medical examiner in accordance with the Notification of Death Regulations 2019.

Maintain an awareness of the diverse needs of users of the medical examiner system to ensure equality to any particular group defined by sex, race, religion, ethnicity, sexual orientation, gender reassignment or disability.

To discuss likely content of medical certificate of cause of death with relatives of deceased and in all cases, collect additional information. This may include the need to communicate sensitive information and offer explanations but would be fully supported by the Medical Examiner of the day.

To ensure any concerns raised by the relatives are passed to the Medical Examiner in a timely fashion before medical certificate of cause of death is released to relatives.

To assist relatives in identifying appropriate information and additional/further advice and support e.g. Patient Advice Liaison Service

To ensure that all cases and discussions are documented in line with robust information governance protocol

Support the Lead MEO in maintaining a robust database to capture the deaths scrutinised by the ME office each day

Assist in extracting and analysing data from National audits for local use in the performance of the ME service

Assist in delivering surveys and audits of the local ME service

Contribute to and review departmental policies and procedures to reflect best practice in the delivery of a medical examiner system.

Deputise for the lead MEO in a variety of stakeholder meetings and teaching sessions

Complete regular appraisals and training for the MEO team

Complete shift allocation and rotas for the MEO team, and ME team

**Communications and Key Working Relationships:**

**Internal**

* Lead ME and Lead MEO
* Bereavement Services and Mortuary staff
* Clinical Teams
* Medical Examiners
* Audit and Governance leads
* Chaplaincy teams
* Patient Experience team

**External**

* HM Coroner and officers
* Spiritual/Faith community leads
* Registrars of births and deaths
* GPs and practice staff
* Bereaved relatives, carers and executors/solicitors.
* Funeral Directors
* National Medical Examiner
* Regional leads for ME system- including the Regional Medical Examiner and Medical Examining Officer

**------------------------------------------------------------------------------------------------------------------------------------------**

**Organisational Chart**

**Person Specification**

**Qualifications***Essential:*

* Educated to Batchelor’s degree level and/or equivalent working knowledge in related field
* A commitment to maintaining professional development and lifelong learning
* Excellent communication skills with a wide range of stakeholders, including the recently bereaved and senior level professionals.
* Qualified Medical Examiner Officer (Completed e-learning MEO core training modules and Completed “Face to face” MEO RCPath training)

*Desirable:*

* Leadership and/or Management courses
* Experience working in the MEO role
* Where the postholder is a registered professional, to maintain an effective and valid professional registration.

**Skills and Knowledge***Essential:*

* Good knowledge of clinical/medical terminology that enables informed discussion about causes and circumstances of death
* Proactive and self-motivated with the ability to manage and motivate a team
* Strong interpersonal skills demonstrating the ability to communicate in difficult and emotional situations with empathy and understanding and professionalism with stakeholders
* Approachable and supportive to all levels of staff and bereaved families in a non-judgemental and discreet manner.
* Excellent communication skills (verbal & written) with the ability to engage at all levels including senior clinicians/coroners etc about sensitive issues
* Ability to work as part of a team and organise fluctuating workload around competing priorities.
* Competent in the use of IT software systems (including Microsoft Excel, Outlook, Teams) and handling sensitive personal identifiable data, with understanding of Caldicott Principles

*Desirable:*

* Knowledge of the special requirements of various faith groups and respect for equality and diversity of issues around formalities following a death.
* Knowledge of the Coroner and Justice Act 2009 reference to the medical examiner system.
* Full understanding of the medical examiners system operational remits and working relationships with Bereavement services.
* Evidence of data analysis, interpretation, reporting and presenting

**Experience***Essential:*

* Experience of working with people in sensitive and emotional situations
* Experience with organising own and the team’s workload

*Desirable:*

* Experience of working in a healthcare setting with multi-disciplinary teams across organisational boundaries.
* Experience of working as a Medical Examiner Officer
* Experience of training staff and colleagues
* Familiarity with HR and governance procedures

**Personal Qualities***Essential:*

* Proactive, self-motivated with an ability to motivate and guide others
* Approachable and supportive to all team members in a non-judgemental manner
* Professional appearance, manner and awareness of impact of own behaviour on others.
* Ability to maintain a calm manner in a range of challenging and emotive circumstances.

*Desirable:*

* Enjoys working in a compassionate small team

**Working Together For Patients with Compassion as One Team Always Improving**

**Strategic approach** (clarity on objectives, clear on expectations)

**Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

**Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

**Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

Responsibilities may change as the national programme evolves, which will be in consultation with the job holder.

**Print Name:**

**Date:**

**Signature:**

