

Working for NHS Lothian

NHS Lothian Chief Registrar Post

Ref: MEDCR2025

Closing date: 30 May 2025

Interview date: 18 June 2025, RHCYP



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Section 1: Person Specification NHS Lothian Chief Registrar Post

REQUIREMENTS	ESSENTIAL	DESIRABLE
Clinical Qualifications & Training	GMC registered medical practitioner with current licence to practice At time of appointment will have a national training number at ST4 level or above For the period of the CR role will be based in NHS Lothian Approval of Named Educational Supervisor and TPD for role. Clinician should not hold a CCT or be within 6 months of completion of training on intended start date	
Clinical & Systems Experience	Evidence of activity to improve the experience of training or enhance the clinical system in which they have worked	Evidence of current or past leadership or advocacy roles
Professional Development & Scholarship	Understanding of basic improvement principles with a potential to contribute to systems improvement Shows a commitment to continuing personal & professional development beyond curricular requirements Able to describe rationale in applying for this role.	Research or Clinical improvement experience linked to clinical practice Attained Certificate or equivalent in Clinical education or Systems improvement Evidence of design and implementation of an innovation or improvement project linked to education or training
Personal & People Skills	Evidence of excellent communication skills Self-motivated and able to work without direct supervision as well as within a small team under appropriate guidance Able to plan, organise and prioritise workload Approachable & compassionate	Evidence of leadership potential. Excellent organisational and problem-solving skills. Experience of leading change in a system.
Circumstances of Post	Willing to work across all NHS Lothian's clinical sites	Driving license & own transport option

Section 2: Introduction to Appointment

Job Title: NHS Lothian Chief Registrar

Department: Hospital Based Specialties

Base: Various: University Hospital Services, NHS Lothian

Time: In-programme development opportunity for 12 months. Recommended time commitment is 4 – 8 hours per week, and one Tuesday per month.

Role Summary:

The Chief Registrars will work alongside the Medical Education team (MED) and service leaders within NHS Lothian, and will be supported to develop personally as Clinical Leaders.

They will have the opportunity to attend a formal monthly development day with training on Quality Improvement and Medical Leadership.

Additionally, over the 12 months, they will work on various practical projects (either an idea of their own or one suggested by MED) that focus on:

- Staff engagement and promotion of resident doctor influence on our wider system
- Wellbeing and positive workplace experience for resident doctors
- Using quality improvement methods to support safety, efficiency, effectiveness and experience for all staff and teams

NHS Lothian support:

Chief Registrars will be supported through regular formal meetings with senior members of the MED team.

In-programme opportunity:

Successful applicants will continue to train within their clinical specialty.

Permission to apply must be obtained from the TPD and Educational Supervisor. It is recommended that before applying, candidates discuss the benefits of the role to their professional development with both their TPD and Educational Supervisor. It is also necessary to discuss with the relevant Clinical Director in order to ensure that appropriate protected time for the role (which is 4 – 8 hours per week and one Tuesday per month) can be supported by the department.

Section 3: Main Duties and Responsibilities

The Chief registrar will:

- Act as *key link* between resident doctors and the medical management team, Clinical Directors and Associate Medical Directors. Examples of this include: attending meetings and advocating for the interests of resident doctors, working on projects to improve a service like Hospital at Night (for example), or acting as a go-between during rota design if there is a conflict between management and resident doctor interests.
- Be a Resident Doctor Advocate and seek opportunities to actively listen to your peers, through Trickle, drop-in clinics, attending inductions etc. in order to provide resident doctors with a voice and a sense of agency.
- Be a *Peer Leader* for resident doctors and support wider conversations linked to staff well-being, work experience and system productivity. The CR will assist in facilitating resident doctor engagement with relevant operational issues linked to education and training quality e.g. rotas and monitoring. For example, liaising with management to address resident doctor requests for better rest spaces, changing facilities, parking etc. in the workplace.
- Be a *role model* for resident doctors to promote a safe and supportive training environment. Providing informal peer support where necessary.
- Influence resident doctors' *engagement* with the process of education and training, systems improvement and clinical safety. Undertake quality or service improvement projects that promote staff engagement, wellbeing and joy-in-work. For example, improving the provision of free period products or improving the quality and provision of breastfeeding spaces.

Trickle

Trickle is an online platform that allows resident doctors to raise workplace or wellbeing issues. Common themes include rota problems, facilities issues and IT issues. The CR post holder will be expected to take an active role in addressing these issues, and these areas may often thereafter become a focus for a wider piece of work (if desired). Bi-monthly meetings are held with the MED team to assist in addressing these.

Trickle also acts as a direct line of communication between CRs and resident doctors, and can be used to share messages, ask questions of resident doctors and discuss potential solutions to issues.

Working across departments

A key part of the CR role is to work with resident doctors across all speciality groups within NHS Lothian. This will help the CR to gain knowledge and skills in communicating, supporting and managing problems/solutions outside their base speciality.

As such, the post holders will be expected to establish and maintain extremely good communication and working relationships with a wide range of staff including:

- MED team responsible for the overall organisation of the post, and their site ADME
- Clinical Service line colleagues – CD, CSM, CNM, AMD and site Leadership
- Colleagues in training grades at Foundation, Core and Speciality level

Supervision & Mentoring

There will be formal educational oversight of the role, with an induction and regular appraisals. The CRs will meet monthly with the Director and Deputy Director of Medical Education. Trickle support meetings occur approximately fortnightly. CRs also work closely with ADMEs who can help to identify potential areas for CR work, and support connections with managerial staff.

Base

The post holder may be expected to undertake CR activities at any of the NHS Lothian hospitals.

Appointment & Time commitment:

The appointment will be for 1 year. Time in role will be agreed with the successful applicant, the educational supervisor, and relevant Clinical Director. Feedback from previous post-holders would suggest that to be effective, an individual will require at least 4hrs (ideally 8hrs) on average/week for CR activities. There will also be a fixed time commitment of 1 Tuesday per month for personal, team and project development. Dates will be provided in advance and all Chief Registrars are expected to attend.

Section 4: Contact Information

Prospective applicants are encouraged to contact:

a. Current Chief Registrars:

- Dr Rachel Bramah Rachel.Bramah2@nhs.scot
- Dr Georgina Findlay Georgina.Findlay@nhs.scot

- Dr Carol Kwon Carol.Kwon@nhs.scot
- Dr Katherine McAndrew Katherine.McAndrew@nhs.scot
- Mr Gordon Snowden Gordon.Snowden@nhs.scot

b. Director of Medical Education/ Deputy Director of Medical Education

Dr Simon Edgar or Dr Sara Robinson via Comien Moffat Comien.moffat@nhs.scot

Section 5: Application Process

Having discussed the role interested individuals are asked to:

1. Confirm support from their Educational Supervisor and TPD
2. Send an email to Comien.moffat@nhs.scot with the Subject: **Chief Reg Application 2025**
3. In the body of the email please include:
 - Your why for applying for the role
 - How you might approach the role to ensure a successful year
 - What you would hope to achieve and what support you would wish to receive to achieve your goals (400 words max)
4. Please attach a short-form CV (max 1 page) to your email application
5. Applications should be received by midnight 30 May 2025
6. Interviews will be held between 18 June 2025 between 12.30 – 15.30 at the Royal Hospital for Children and Young People.