

Job Description: Clinical Assessor - Doctor

Job Title	Clinical Assessor
Grade / salary	£11,560 per annum per day (for 1 to 4 days a week; £57,800 per annum pro-rata).
Reports to	Clinical Advisor
Responsible for	Volunteer clinicians who may accompany your clinical assessments in a training/observer role
Job purpose	To carry out assessments for people detained in immigration removal centres (IRCs). To write Medico-legal reports in accordance with the Istanbul Protocol.
Working hours	1 to 4 days a week depending on the candidate's availability. The post holder will be expected to be flexible and respond to occasional out of hour's emergency needs. Flexible working hours and flexible arrangements for remote working are possible.
Where based	The post-holder will carry out work at Immigration Removal Centres (IRCs) to visit people in detention, and may do some assessments remotely. They will write up their assessments remotely, or from the Medical Justice office in Finsbury Park. The post holder will be expected to attend occasional team meetings, trustees' meetings, training events and other gatherings as required. Remote attendance at these is often possible.
Length of contract	Six months (we will consider a minimum of 3 months). Renewal may be possible based on project funding.
Terms	Pro rata 24 days per annum holiday, plus statutory bank holidays and 4 additional days' holiday associated with bank holidays which may be decided on by your manager (usually associated with the office closure during Christmas and New Year).

Main Duties & Responsibilities

Main duties

Contribute to Medical Justice's capacity to provide medico-legal assessments to people in Immigration Detention Centres through the following activities:

1. Carry out assessments for people in immigration removal centres (IRCs) in coordination with the Casework Team. Where possible this will be done in person, with some remote assessments (by video or telephone).
2. Write medico-legal reports (MLRs) and professional letters resulting from assessments of clients in detention.
3. Arrange for drafts of all of your written work to be reviewed through the Medical Justice reviewing process before they are released.

4. Work with volunteer and trainee clinicians who may join your assessments in an observer or training capacity, including coordinating the visit or assessment, supervising the trainee throughout, and giving feedback to the trainee, the Casework Manager and Clinical Advisor.
5. Where required and clinically appropriate, such as in an urgent situation or to aid the caseworkers' triage process, provide summaries or professional letters based on your review of medical records and other documents.

Occasional duties

Contribute to the wider development of the Medical Justice clinical capacity through the following:

6. Contribute to the integration and professional development of volunteer clinicians, including where possible attending peer group meetings and contributing to training events.
7. Give presentations about the work of Medical Justice to groups of clinicians who may have an interest in joining Medical Justice, e.g. speaking to trainee groups.
8. Contribute to Medical Justice's research and policy work by providing relevant data and other clinical input as needed, such as contributing information to reports (subject to our consent and confidentiality procedures).
9. Media work – occasionally to be available to give interviews on request.
10. Report to the Clinical Advisor on activities where requested.

General

1. To work flexibly as a member of a team and the organisation and undertake other reasonable duties at the request of the Director.
2. To assist the smooth running of the organisation, working with other Medical Justice staff, and the management committee to meet its overall objectives, including:
 - a) Its strategic and operational planning of Medical Justice.
 - b) Assist in the development, implementation and monitoring of Medical Justice Standard Operating Procedures and governance mechanisms.
 - c) Attending and assisting with relevant events as appropriate.
3. To ensure all duties are carried out in a manner which promotes equality and diversity and anti-discrimination practice in all areas of Medical Justice's work.
4. To work within all other internal Medical Justice policies and procedures and undertake other duties and responsibilities express and implied which arise from the nature and character of the post mentioned above.
5. Participate in periodic performance and training reviews and contribute to organisational development.
6. To be self-servicing and contribute towards the development of information technology within Medical Justice.

7. To share relevant information and expertise within the organisation and keep all records, statistic and qualitative information in accordance with Medical Justice Policy and Practice.

Note: This is a description of the job, as it is constituted at the date shown. It is the practice of Medical Justice to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate manager in consultation with the post holder will conduct this procedure. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Medical Justice reserves the right to make changes to your job description following consultation.

September 2022

Person Specification

General	Essential Criteria	Desirable criteria
Qualifications	<ul style="list-style-type: none"> • Medical degree • Full GMC registration with a licence to practice • At least five years post-qualification clinical experience in a relevant speciality 	
Knowledge	<ul style="list-style-type: none"> • Awareness of the requirements in the 'Istanbul Protocol' regarding the assessment and documentation of survivors of torture and other ill-treatment 	<ul style="list-style-type: none"> • Awareness of the asylum determination process • An awareness and understanding of how a positive agenda on the healthcare of immigration detainees might be promoted in the political and public spheres. • Knowledge and understanding of common conditions in the immigration detention estate.
Skills & Abilities	<ul style="list-style-type: none"> • An adequate level of general IT fluency • Good written and spoken English • Excellent communication skills • The ability to work collaboratively and productively with colleagues, both internally and with external organisations. • Ability to motivate volunteers • The ability to organise a busy workload, operating to tight deadlines. • Demonstrable understanding of, acceptance and commitment to the principles underlying equal opportunities and all Medical Justice's policies 	
Experience	<ul style="list-style-type: none"> • Writing medico-legal reports in the context of asylum / immigration detention cases. • Awareness and understanding of the experience and medical needs of asylum seekers and refugees in the UK. • Awareness of ethical, legal and confidentiality issues regarding data held on databases. 	<ul style="list-style-type: none"> • Experience in research and audit • Experience of working in a health-rights, policy development and campaigning environment, ideally related to asylum / human rights and/or related issues. • Assessment of people detained in immigration removal centres