

Issue Date:

Review Date:

## **TERMS OF REFERENCE FOR**

**Post Holder:**

**Full Title:** Chief Petty Officer Medical Assistant Royal Navy Medical Board of Survey

**Short Title:** CPOMA RNMBOS

### **Part 1: Job Summary**

#### **PREAMBLE**

#### **PURPOSES**

1. Primary Purpose:

To manage the daily running of the RNMBOS so that personnel recommended for board are processed within the time limits and policy detailed in BR 1991 Chapter 8. To read all case notes relating to upcoming Medical Boards for the purposes of quality assurance, case familiarisation and advice to President NSMBOS / Primary and Occupational care.

2. Secondary Purposes:

To provide a medical administrative centre of excellence for single-Service needs so that the requirements of the medical centres dealing with Royal Navy personnel, veterans, co-providers and veteran related organisations are met, within the limitations of cost and practicality.

#### **ACCOUNTABILITY**

3. The CPOMA is:

- a. Accountable to the President RNMBOS through MAO MES.

#### **AUTHORITY**

4. The CPOMA is:

a. Authorised to:

(1) Liaise and correspond with Service and civilian authorities in order to achieve their purpose.

(2) Release non-policy signals in order to achieve their purpose.

b. Given functional authority over:

(1) All personnel attending RNMBOS for procedural matters.

(2) All RNMBOS Staff.

c. Liaise and advise on policy and processes with:

(1) The Naval Resettlement Information Officer.

(2) The RN Veterans Medical Disclosure Cell (RNVMD) section for the purpose of policy and practices.

d. Acting Secretary of:

(1) RNMBOS.

## **TASKS**

5. The post holder is to carry out the following tasks:

- a. To adhere to the Caldicott Policy at all times IAW JSP 950 Part 1 Leaflet 1-2-15 (V1.2) Sept 16.
- b. Ensure the RNMBOS documentation is checked and correct prior to Board and that boarding packs are compiled and circulated to the RNMBOS President.
- c. Prepare and distribute the RNMBOS Call Forward e-signal detailing those patients required at the next board no less than 5 working days prior to the start of the next RNMBOS.
- d. Provide a Post Board debrief to all patients attending RNMBOS, including the issue of a RNMBOS results certificate. Call by telephone and e-mail patients whose cases were dealt with remotely or in absentia on the day of the board to inform them of the result.
- e. Prepare and distribute the RNMBOS Results e-signal.
- f. Ensure correct disposal of medical and administrative documentation throughout the RNMBOS process.
- g. To be the manager of the RNMBOS database, undertaking clinical searches and ensure accurate data entry on a pre and post board areas.
- h. Ensure that the MES Division MAO is updated on all personnel matters relating to the RNMBOS Junior Ratings and E grade Civil Servants.
- i. To be the Divisional Officer for the Junior Ratings employed within RNMBOS and to be 1<sup>st</sup> Reporting Officer.
- j. Undertake responsibility of section training lead, updating training programme and liaising with outside agencies ie: First Aid, BATLs, ILS and for task book completion.
- k. To act as the MES ASER lead.
- l. Provide training in RNMBOS process to defence Primary Healthcare (DPHC) Medical facilities.
- m. To be the DMICP Systems Administrator for the MedBoard INM 'practice'.
- n. To act as the complaint's manager for the RNMBOS.
- o. Complete any other duties/tasks as determined by the MEs Division MAO or RNMBOS President in relation to role.

## **ESTABLISHMENT DUTIES**

6. The post holder will carry out the following Establishment Duties:

- a. Will be included in DSO watch-bill in order to carry out Establishment duties.

**COMPETENCIES**

7. The post holder is to be a

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
Data Protection		Working knowledge
Access to Health Records		Working knowledge
Medical records Management		Working knowledge
DMICP		Systems Administrator
Divisional Officers Course		Every 4 Years
Diversity & Inclusion Training		Every 3 Years
Protecting Information Level 1		Every 3 Years
Safeguarding Children Level 1		Every 3 Years
Safeguarding Children Level 2		Every 3 Years

**Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

- a.

Signature of Job Holder

Signature of Line Manager

Date:

Date: