

## LEAD FOR SEXUAL OFFENCE MEDICINE JOB DESCRIPTION

### JOB DESCRIPTION

The Faculty of Forensic and Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians (RCP). It is a registered charity set up in 2006 to develop and maintain the highest possible standards of competence and professional integrity in the field of forensic and legal medicine. Its purpose is to advance education and knowledge, and develop and maintain good practice, in the field.



<b>Job title:</b>	FFLM Lead for Sexual Offence Medicine (SOM)
<b>Contract:</b>	Voluntary - this post is not salaried Appropriate expenses <b>may</b> be claimed – see <a href="#">FFLM expenses policy/details</a>
<b>Location:</b>	Remote working; attendance at meetings whether at a specific venue, e.g. the RCP, or elsewhere, may be in person, by tele- or video-conference, as appropriate
<b>Responsible to:</b>	The Academic Dean
<b>Key relationships:</b>	Senior officers, officers, and Board members FFLM members and prospective members FFLM and IFAS staff
<b>Tenure and Working Hours:</b>	<p>The appointment is for three years in the first instance but may be extended for a further 2 years, by agreement.</p> <p>The hours will vary. The Academic Committee meets every four months. Attending other meetings, particularly where the post-holder will represent the FFLM will vary. Similarly, the amount of work in terms of responding to questions or developing policy will be unpredictable but is estimated to be four to six hours a week.</p>

### Responsibilities

With Senior Officers of the FFLM, review and develop policy; comment on and advise as to the aspects of the work of the FFLM which relate to sexual offence medicine, (SOM) including child sexual abuse, the legislation and other linked offences, throughout the UK.

- To keep abreast of developments in SOM, so as to advise the FFLM of their implications and ensure that the FFLM is kept up to date;
- Develop/create and maintain links with other bodies and organisations within the field of SOM, including but not limited to:

- Relevant Royal Colleges, Faculties and organisations, e.g. IFAS, RCPCH, RCOG, FSRH, RCEM, BASHH,
- Charitable/Voluntary/3<sup>rd</sup> sector organisations, e.g. Rape Crisis, Domestic Abuse Services, Survivors UK, GALOP
- Commissioners of services, whether police or health, e.g. NHS England
- The Forensic Science Regulator
- The Police, the Judicial systems across the UK, both criminal and civil, (family)
- Contribute to the FFLM SARC Clinical Directors' Forum
- Liaise nationally and internationally with colleagues delivering sexual assault and abuse services
- And work with other organisations, as appropriate; promote the Faculty and its role, which may include encouraging membership

## **Activities**

Represent the FFLM at relevant meetings which may include working with relevant Royal Colleges/Faculties/Professional Organisations and Societies, the criminal justice system, including the police, other statutory and voluntary organisations.

Provide reports to and attend the Academic Committee, usually four times per year.

Assist in reviewing the FFLM's standards and guidance where they relate to or have an impact on SOM.

Take the lead on SOM the FFLM's training days, as appropriate, whether or not this is part of the programme of Development & Training Courses (DTCs) set up by Training and Development (TED) sub-committee, e.g. the SARC Best Practice Day;

Liaise/facilitate training in other organisations as appropriate, for example but not limited to:

- The National Rape Working Group, (NRWG)
- NHS England Sexual Assault and Abuse Services (SAAS) Group
- Forensic Science Regulator's Medical Forensics Specialist Group, (MFSG)

Contribute to/sit on the following FFLM committees:

- Forensic Science sub-Committee, (FSSC)
- Specialty Advisory Committee, (SAC)
- It is desirable that the SOM Lead is involved in the FFLM Examinations

The post-holder will receive an annual review covering this aspect of their work, which will then contribute to their annual appraisal.

## **Organisational Structure**

Board



Academic Committee



Lead for Sexual Offence Medicine (SOM)

### **Key job-specific responsibilities are to:**

- 1 To provide advice on the aspects of SOM which may or do relate to forensic clinical practice and the forensic investigation of sexual offences.
- 2 To ensure any quality standards and guidance produced by the FFLM take into account any impact of SOM on those who require care from forensic physicians or other HCPs.
- 3 To represent the FFLM when and where necessary in various fora where clinical forensic medicine, and in particular, SOM has an impact on those where relevant.
- 4 To ensure, when the post-holder demits office, they provide a comprehensive written and verbal handover to the new post-holder.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Relevant Qualifications and Experience</b>	<p>On the GMC register with a licence to practise.</p> <p>In current clinical practice in Forensic and Legal Medicine</p> <p>Holds Membership or Fellowship of the FFLM</p> <p>Is currently working within SOM, as a Clinical Director or Clinical Lead</p>	<p>Holds/or has held a Clinical Lead/Director role</p> <p>Holds Membership or Fellowship of a relevant Royal College or Faculty, as appropriate</p> <p>Has contributed to research in SOM</p>
<b>Communication skills</b>	<p>Excellent written &amp; verbal communication skills</p> <p>Demonstrable leadership and/or team working skills</p>	
<b>Previous Experience</b>	In clinical forensic medicine, sexual offence medicine, adult or paediatric	
<b>Professional or Specialist Knowledge</b>	As described above	Experience of working at a national level
<b>Other attributes required</b>	Proficient IT skills, including experience of using Microsoft Office 365 (Word, Excel, Outlook, PowerPoint and Teams)	
<b>Other</b>	<p>In good standing with the GMC, the FFLM and any other relevant medical royal college or faculty</p> <p>Be up-to-date with training in, and provide evidence of this:</p> <ul style="list-style-type: none"> <li>• Level 3 safeguarding, for adults and children, (every 3 years)</li> <li>• Equality and diversity, (every 3 years)</li> <li>• Information Governance/Data security/protection training, (annually)</li> </ul>	

## **Confidentiality**

### **FFLM confidentiality policies & procedures**

Not sharing information outside the FFLM without permission.

Use of passwords when required e.g. in the course of the post-holder's duties, they may have access to confidential material about the role or work of the Faculty, its examinations, discussions, correspondence, examinations or other business. On no account must confidential information be divulged to anyone other than authorised persons. If in doubt, the post holder should seek advice from a senior officer of the Faculty

Breaches of confidentiality may result in disciplinary action.

## **Health and Safety, Security, Equal Opportunity and Improving Working Lives**

### **Health & Safety/Security**

It is the duty of every post-holder to adhere to the Health & Safety Policy and work in such a way that risks are identified and accidents are avoided, this applies to the individual as well as colleagues. Any concerns must be brought to the attention of the faculty office and the Registrar as soon as is practicable.

It is the individual's responsibility to ensure the Faculty's work is undertaken in a secure environment and bring any breach of security or confidentiality to the attention of the Faculty office and the Registrar.

### **Equal Opportunities, Respect and Dignity at Work, and Improving Life at Work**

The FFLM is committed to:

- equality of opportunity and diversity in the workplace; all Faculty post-holders, as well as salaried staff are responsible for ensuring that this is delivered in practice
- respect for others: all Faculty post-holders, and salaried staff must know what is expected of them and ensuring that demonstrate consideration and respect for all with whom they have contact.

The FFLM will not tolerate any form of bullying or harassment and will investigate any reports of such behaviour and institute disciplinary action where appropriate.