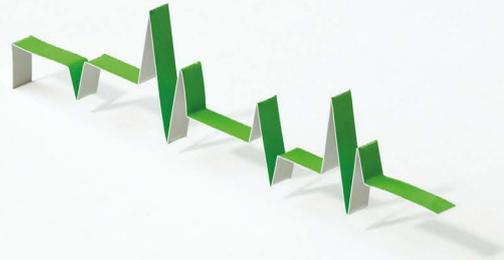


# Medical Workforce Toolkit

For Medical Directors and  
Clinical Leads



A successful healthcare organisation needs an engaged, high-performing medical workforce. Ensuring that the Medical Director and Clinical Leads have the tools to engage and manage that workforce is pivotal to this success.

Bevan Brittan has developed an innovative, improvement-led approach to medical workforce management, which provides your Medical Director and Clinical Leads with the expertise, time and space to lead.

Our modular training sessions can be selected to target key areas of focus for your organisation. Covering six core areas, we offer interactive, half-day training sessions tailored to the challenges and concerns of your organisation.

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## Doctors' disciplinary and capability under MHPS

- MHPS 'pinch points' and key principles
- Managing exclusion safely and proportionately
- Preparing Terms of Reference and conducting MHPS investigations
- Dealing with disciplinary allegations
- Capability proceedings and working effectively with NCAS
- Managing Formal Hearings and Appeals

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## Job planning

- Job Planning to address operational demands and career development
- Equipping managers with the tools and training to obtain value and improve patient care
- Reducing unwarranted additional PAs, and effectively manage SPA time
- Dealing with concerns around private practice / external commitments
- Creating additional capacity
- Avoiding / managing mediation and appeals

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## Implementing contractual change

- Understanding the contractual flexibilities in medical contracts
- Changing working requirements within and outside of contractual flexibilities
- Implementing contractual change correctly and swiftly
- Managing the change process and engaging staff

“They are very pragmatic, responsive and flexible when extra support is needed.”

**Chambers UK 2019**

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## Unusual contracts and atypical contractual arrangements

Recognising, implementing and working effectively with atypical medical workforce contracts, with a particular focus on:

- Honorary contracts
- SLA's
- Secondments
- Placements
- Volunteering

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## Medical recruitment issues

Supporting and empowering your medical workforce team in dealing with common medical staffing issues, including:

- Advisory Appointments Committee panels
- Locums
- Immigration / Right to work
- Using probation periods effectively

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## Performance management and engagement

- Behavioural Contracts
- Overseeing effective mediations
- Recognising and managing equalities issues in the workplace
- Bullying and harassment
- Effective sickness absence management
- Conducting protected/difficult conversations with your staff
- Conducting appraisals

“The firm stand above the rest in terms of the depth and quality of their advice and written communication.”

**Chambers UK 2019**

For more information please get in touch:



Alastair  
Currie

**Partner**

01370 194 7893 | 07795 547011  
alastair.currie@bevanbrittan.com



James  
Gutteridge

**Senior Associate**

01370 194 1352 | 07468 694107  
james.gutteridge@bevanbrittan.com

Birmingham | Bristol | Leeds | London

 Bevan Brittan LLP |  @BevanBrittanLLP | [www.bevanbrittan.com](http://www.bevanbrittan.com) | 0370 194 1000