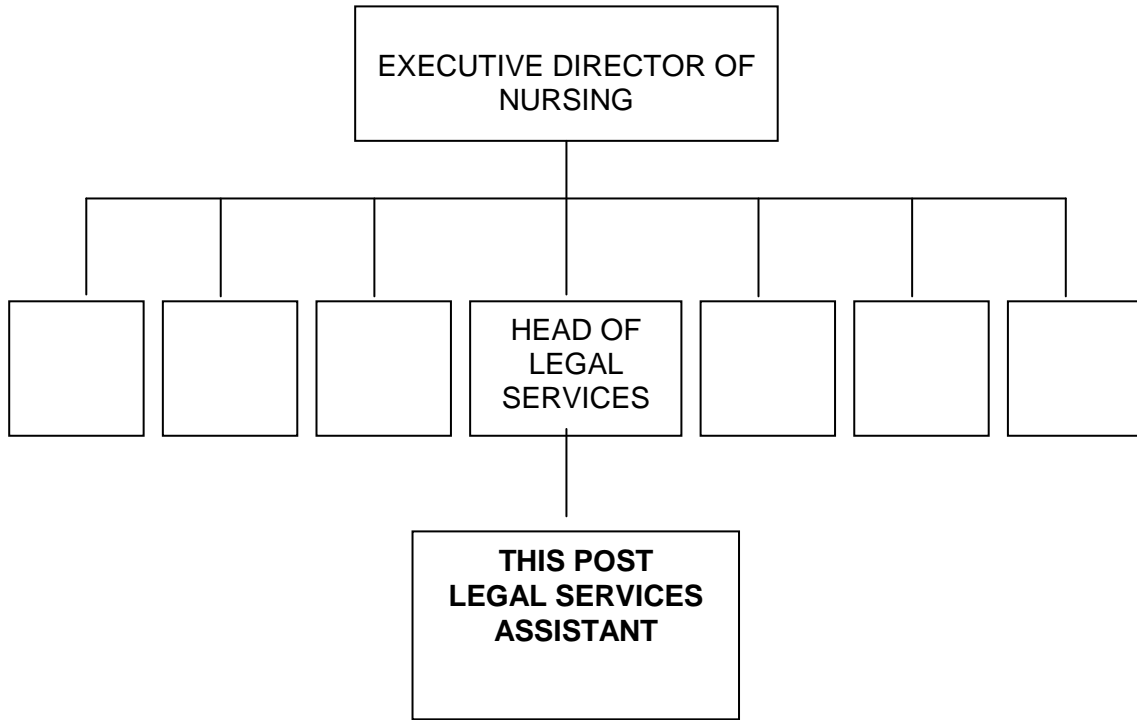


4. ORGANISATION CHART



**5. QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE
REQUIRED**

6.

AREAS)

6.1 Case claims

1

cess on receipt of a new claim, liaising with solicitors. As datix is used on a day to day basis the applicant should have a working knowledge of same or a similar management system, identifying and linking any relevant Incidents/Complaints and providing the Head of Legal Services with relevant details of such.

obtain and get the records copied, monitoring progress and chasing as necessary so that high quality copy medical records are provided to solicitors within 30 days of receiving their request.

Liaising with clinicians at all levels and seeking comments from clinicians following receipt of request for disclosure

To be responsible for reporting all new Letters of Claim (both CNST and EL/PL) to the NHSR, identifying responsible clinicians and drafting letters for the Head of Legal Services.

6.2 Inquests

Liaising with coroners officers regarding inquest process

Services |

Legal

and chase when overdue so that statements are provided for the Coronor in a timely fashion.

9. CONDITIONS OF SERVICE

HOURS: 37.5 hours per week

ANNUAL LEAVE (excluding bank holidays)

27 days per annum on appointment

29 per annum after 5 years service

33 days per annum after 10 years service

SALARY:

Band 4 £

This job description is intended as a guide to the general duties required of this post, which may vary from time to time. It does not form part of the terms and conditions of employment.

Employees are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Act.

This post is bound by the Trust regulations on confidentiality.

This post is subject to an exception order under (42) of the Rehabilitation of Offenders Act 1974.

10. JOB DESCRIPTION AGREEMENT

Signature

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Date:

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**Head of Legal Services
Signature**

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Date:

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