



Improving the quality of
medical and surgical care

Ground Floor, Abbey House
74-76 St John Street
London EC1M 4DZ

CLINICAL CO-ORDINATOR VACANCY

1 session per week (secondment from NHS)

Closing date 5.00pm Friday 2nd October 2026

An exciting opportunity has arisen to join NCEPOD as a clinical co-ordinator.

Applications are sought from consultants in any speciality, as well as senior nurses and allied health professionals, to provide ongoing clinical input into the development of NCEPOD studies and reports. Applicants must be in active NHS clinical practice.

Tasks would include:

- Developing study protocols and questionnaires
- Chairing meetings of study advisory groups for individual studies
- Chairing meetings of clinicians reviewing case notes
- Report writing
- Presentations of findings
- Assessing proposals for future studies
- Supporting the Chief Executive on clinical matters

This secondment position would be for one year initially, and renewable on an annual basis thereafter.

The successful candidate will be asked to attend meetings in London two-three times per month with additional remote working.

NCEPOD will reimburse all travel expenses.

Duties of a clinical co-ordinator and person specification are described below. **For an informal discussion please contact Dr Marisa Mason, Chief Executive at mmason@ncepod.org.uk or 0207 251 9060.**

Applications are by CV and cover letter emailed to mmason@ncepod.org.uk stating why you are interested in the role and how you meet the criteria. Please include the names of two referees who will not be contacted unless you are offered the role.

Interviews will be arranged with shortlisted candidates during October/November 2026.

The National Confidential Enquiry into Patient Outcome and Death (NCEPOD) commenced work in 1988 and identifies remediable factors in the clinical and organisation of healthcare provided to adults and children.

NCEPOD is committed to equal opportunities.

Registered charity number: 1075588

Company limited by guarantee in England and Wales: 3019382

DUTIES OF AN NCEPOD CLINICAL CO-ORDINATOR

Clinical Co-ordinators are accountable to the NCEPOD Steering Group via its Chair.

Co-ordinators are appointed on a rolling annual contract.

Strategic and operational management

1. To attend meetings of the NCEPOD Steering Group as an ex officio member.

Study design, data analysis and review

2. To develop protocols for studies in conjunction with the NCEPOD Study Advisory Group for that study and the NCEPOD research staff.
3. To organise and chair meetings of case reviewer groups and to document the findings of these meetings.
4. To select cases for review by the case reviewers.
5. With the clinical researcher responsible for the study, to seek nominations for case reviewers and to select from these nominations.
6. To participate in planning the report style and content and to write sections of the report in conjunction with other clinical co-ordinators and the clinical researcher responsible for the study.
7. To conduct literature reviews of relevance to NCEPOD.

Communication

8. To give presentations about NCEPOD to clinical and other audiences.
9. To prepare articles about NCEPOD for publication in journals and elsewhere.
10. To attend and participate in Press Conferences and briefing meetings.

General

11. To deal with correspondence and telephone enquiries from clinicians and others.
12. Any other duties as may from time to time be agreed with the NCEPOD Steering Group.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Professional qualifications	Hold a licence to practice on a relevant professional register.	Higher degree or other postgraduate qualification.
Experience	In active clinical practice at a senior level in the NHS. Typically, this would be a consultant level or equivalent.	
Knowledge	Evidence of on-going CPD.	
Teaching		Commitment to teaching of undergraduates and postgraduates. Evidence of formal lecturing.
Research & publications		Books and/or papers.
Personal skills	Ability to work as part of a team. Good oral and written communication skills, and able to communicate clearly with all healthcare professionals, non-clinical staff and lay colleagues.	
Management		Experience of the wider healthcare system outside of your own specialty.
Quality improvement	Awareness of current issues in quality improvement and clinical audit. Evidence of involvement in QI initiatives at a local, regional or national level.	Experience with NCEPOD as a case reviewer. Experience of planning and implementing a clinical improvement project.