

Job Description

Division: Emergency Medicine

Job Title: Locum Consultant in Emergency Medicine

Location: University Hospital of North Midlands NHS Trust

Hours of Duty: Whole Time (10 Pas)

Managerially accountable to: Medical Director

Professionally accountable to: Clinical Director for Emergency Medicine and Acute Medicine

Key Relationships: Consultant Colleagues
Clinical Director
Directorate Manager
Divisional General Manager
Divisional Chair
Major Trauma Service

Role Summary

Job purpose: To provide clinical leadership in emergency medicine.

Main Purpose of the Post

You will be expected to work with other members of the Emergency Medicine Team to provide first class clinical care in Adult and Paediatric Emergency Medicine across RSUH and County Hospitals. You will provide clinical leadership, including delivery of the Clinical Quality Indicators for Emergency Medicine. You will be expected to supervise and teach junior medical staff and nurse practitioners.

EM consultants provide shop-floor cover 16 hours a day and resident on-call cover for Major Trauma.

The post-holders will be expected to take an appropriate share in the management and administrative workload of the department. All Consultants are involved in planning and developing the service. The department is actively looking to expand its number of Consultants with a Specialist Interest in Paediatric Emergency Medicine and would consider a suitable job plan for applicants with such qualifications

The appointee will have formal office space/IT equipment along with secretarial support.

Education and Teaching

The post-holder will be required to participate fully in the education and training of medical students, junior doctors, paramedics, nursing and other professionals allied to medicine.

The post holder will be involved in the supervision and teaching of medical students attached to the department. With the development of the Keele Medical School, excellent opportunities exist for greater involvement in teaching in many different areas of the undergraduate curriculum.

The Trust runs provider courses for the various life support courses and the post-holders would be encouraged to become involved with these.

Weekly education sessions are timetabled for all senior staff to attend.

Research

We are developing a research department within the ED.

We currently recruit to national portfolio studies and are developing studies that we will run locally.

You will be encouraged to participate in research study recruitment, trial design and national presentations will be supported.

Clinical Governance

To work in conjunction with Consultant colleagues, to ensure that the requirements of clinical governance are met.

Key Areas/Tasks

Duties of the Post

- Take on going responsibility for patients under his/her care.
- Participate in the development of the emergency medicine treatment protocols and guidelines.
- Develop and maintain collaborative relationships with colleagues in other specialties and participate in regular clinical meetings and other postgraduate activities.
- Participate in the on-call rota on an equal basis with Consultant colleagues to ensure that appropriate emergency services are provided out of normal working hours (NB – dependent on number of Consultants in post).
- Take an appropriate share of responsibility for the professional supervision and development of trainee doctors within the speciality, to include appraisal.
- Develop and maintain good communications with General Practitioners and appropriate external agencies.
- Demonstrate a firm involvement in Clinical Governance, Risk Management and Clinical Audit. This will include the development and maintenance of appropriate systems and practices to ensure continued safe clinical practice.
- Ensure own practice is up-to-date. This will involve taking responsibility for own Clinical Professional Development and participating in the Trust's Performance and Annual Review system.
- Share responsibility for data protection arising out of the use of computers.
- Comply with all relevant Trust Policies and Procedures.
- Take responsibility for improving and complying with infection control practices
- Ensure that all Trust-wide standards are maintained to improve the quality of total care to all who come into contact with services provided by University Hospitals of North Midlands NHS Trust

Research, Education, Audit and Continuing Professional Development

- In conjunction with Consultant colleagues, to make a full contribution to postgraduate and continuing medical education activity locally and nationally.
- To take responsibility for your own continuing professional education in accordance with guidelines set out by the appropriate college/faculty/professional body.
- To initiate and participate in research and audit programmes in accordance with Trust policies and procedures.
- To take responsibility for acquiring the skills necessary to deliver problem-based learning to undergraduate medical students.
- To deliver undergraduate teaching as required.
- To work in collaboration with colleagues in developing skills to provide new ways of working across different professions, organisations i.e. community/primary care.
- To participate in the annual appraisal process, and where necessary appraise others

Mentoring

- The Trusts supports the Royal College of Physicians guidance on provision of mentors for new consultants, in line with GMC recommendations. This will be provided within the Trust.

Revalidation

- The Trust has the required arrangements in place as laid down by the Royal College of Physicians, to ensure that all Doctors have an annual appraisal with a trained appraiser and supports Doctors going through the revalidation process.

Management and Service Development

- In conjunction with Directorate Manager and Consultant colleagues, to take a role in the daily business of the directorate and to develop the service in accordance with the Trust's strategic direction.
- Take part in meetings and other activities as agreed with the Clinical Director.
- In conjunction with Consultant colleagues, to take responsibility for the best use of directorate staffing and other resources to ensure the maximum efficiency of the directorate.

Junior Medical Staff

- In conjunction with Consultant colleagues, to play a full part in the

- professional supervision and management of junior medical staff.
- In conjunction with Consultant colleagues, to take responsibility for and devote time to teaching, examination and accreditation duties as required

Policies & Procedures

- To observe the Trust's agreed policies and procedures, in particular in relation to managing staff, and to follow the Trust's Standing Orders and Standing Financial Instructions. These policies and procedures have been drawn up in consultation with the profession on clinical matters for junior medical staff.
- Contribute to the formal teaching programme of junior staff both within the speciality and the hospital as a whole.
- To participate in the Directorates commitment to the Under Graduate Medical School. This session could include firm based teaching, basic skills, examiner, PBL Tutor etc.
- Contribute to the teaching programmes of other health professionals in the hospital.

Policies & Procedures

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Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Standards of Behaviour

We have four core values and promises we advocate as an organisation.

To work together

- To work as a team helping achieve our goals and support others to make positive changes.
- To be appreciative acknowledge and thank people for their efforts and contributions.

- To be Inclusive open and honest, welcome people's views and opinions and involve people in decisions that affect them.

To have compassion

- To be supportive by being empathetic and reassuring and supporting people when they need it.
- To be respectful and treat people fairly, with respect and dignity, protect their privacy and help them feel comfortable.
- To be friendly by being welcoming and approachable. Making eye contact, saying hello and introducing yourself.

To ensure safety

- We communicate well and explain clearly, share relevant and timely information and keep people updated
- We are organised and plan ahead, manage time and be prompt in what we do
- We speak up and contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

To continuously improve

- By listening and welcoming people's views and ideas, invite people to ask questions and share their opinions and respond to what we hear
- By learning and sharing best practice, celebrating good performance and supporting others to use their skills, learn and grow
- By taking responsibility and a positive attitude, to act and encourage people to take the initiative and make improvements

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Confidentiality

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

Equality and Diversity

- To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

- **Trust Dress Code**
 - Trust approved uniform/dress code must be adhered to
 - When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
 - No personal bags to be worn during clinical duties
- **Hand Hygiene**
 - Decontaminate your hands as the per 'The five moments of hand hygiene'
- **Own Practice**
 - Lead by example
 - Encourage and praise good practice
 - Be prepared to accept advice about your own practice
- **Decontamination**
 - Ensure that equipment you have been using or about to use has been decontaminated effectively
 - Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works
- **Trust Policies**

Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Person Specification

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE ADDITIONAL REQUIREMENTS
Qualifications:	<ul style="list-style-type: none"> • MBCHB or equivalent • FCEM or equivalent or • working towards • ALS or equivalent • ATLS certification • APLS certification • Full GMC registration 	European Trauma Course
Clinical Experience & Training:	<ul style="list-style-type: none"> • Broad clinical experience within the NHS in Emergency Medicine at Consultant Level or Specialty Doctor • Clinical training and experience equivalent to that required for gaining UK CCT in relevant specialty. 	<ul style="list-style-type: none"> • Entry on the GMC Specialist Register for Emergency Medicine
Skills & knowledge	<ul style="list-style-type: none"> • Thorough and detailed knowledge of medical audit, medical education, current clinical and medical best practice. • Understanding of the Clinical Governance process. • Ability to lead, communicate, liaise and negotiate with others • Ability to advise on efficient and smooth running of specialist service. • Ability to motivate, innovate and support staff of all disciplines • Ability to organise and manage out-patient priorities, waiting times/lists. • Ability to manage and lead clinical team. Competent in basic information technology. • Ability to supervise, appraise, coach and mentor trainee and other doctors. 	Further skills in information technology.
Management and	<ul style="list-style-type: none"> • Ability to design and deliver talks/lectures/ workshops effectively. 	Instructor on life support course e.g. ALS, APLS, ATLS

Administrative Experience:	<ul style="list-style-type: none"> • Experienced in demonstrating clinical procedures/techniques to other healthcare professionals. • Commitment to continuing medical education. • Ability to organise and participate in and evidence of teaching and training undergraduate and postgraduate students • Appraisal and assessment training skills 	
Audit/ Research/ Publications:	<ul style="list-style-type: none"> • Knowledge of clinical governance issues 	<p>Undertaken complete audit cycle.</p> <p>Ability to apply research outcomes to clinical practice.</p> <p>Interest and awareness of research</p>
Personal Attributes:	<ul style="list-style-type: none"> • Caring attitude to patients • Enquiring, critical approach to work Excellent inter-personal qualities • Credible and persuasive presence both amongst clinical and management colleagues • Ability to listen and communicate effectively (written, public speaking and presentational) • Ability to work collaboratively with the Executive team • Ability to achieve objectives • Ability to work within a multi professional and multi-disciplinary framework • Good organisational skills • Ability to motivate and support staff of all disciplines • Excellent personal time management skills 	

JOB PLAN

The current job plan is under review and we aiming to annualise our rota from November 2018. Weekend frequency will remain at 1:6.

Shop floor supervision Monday to Friday of at least 3 consultants at RSUH between the hours of 8:00 am – 00:00 pm, and 1 consultant at County Hospital. This will be rostered during the annualised rota writing process and managed to ensure fair distribution of shifts. The departmental job plan will have allocated PA time for clinical administration.

One flexible PA is included that allows for CPD, Job Planning and Appraisal. Each new consultant will be supported to have 2.5 SPAs in total but the Trust will expect measurable outcomes as described for that activity (this will be reviewed within the first 6-12 months at which point and adjusted accordingly).

This advertised Job Plan is for 10PAs, although after agreement of the job plan there is scope to extend DCCs (total number of offered PAs will be between 11PAs -12PAs)

MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to national terms and conditions as per the Consultant Contract 2003 as amended from time to time. Any changes to national terms and conditions determined at a local level are subject to the Trust's collective bargaining arrangements which include the Trust's Local Negotiating Committee for medical staffing issues.

Tenure

The appointment is a substantive, whole time position which, unless terminated, will be held until retirement. The notice period is three months on either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

Salary

The salary scale is as per the Terms & Conditions of Service as set out in the Consultant Contract 2003. The current scale is £77,913 rising to £105,042. Any agreed extra programmed activities, and on-call requirement will be paid in addition to the basic salary.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of the Terms and Conditions.

Starting salary will be determined according to the terms and conditions as per the Consultant Contract 2003. Where a candidate has service in or outside the NHS which they feels should be taken into account in determining the starting salary, this will be considered following the offer of appointment by the AAC.

Annual Leave

Your annual leave entitlement is as per Schedule 18 of the Terms and Conditions. At least six weeks' notice is required before taking annual leave.

Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

Registration

You will be required to have full and specialist registration with a licence to practise with the GMC and to provide a valid certificate annually.

Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK: □ UK Passport

- UK Birth Certificate (if passport is unavailable)
- National Insurance evidence (P60 / recent payslip / P45)
- EEA (European Economic Area) Passport
- Residence permit issued by the Home Office or UKBA
- Driving Licence (ID card + counterpart)
- 2 addressed bills or statements (Bank / utility bill / phone bill)

Note: if you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence

Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information you provide and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

References

It is a condition of employment that references are provided which are acceptable to the Trust.

Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

Applications process

Formal applications should be made through our website or via NHS Jobs.

If there are any problems / queries please contact the Medical Staffing Department on: 01782 671697 or email consultantrecruitment@uhnm.nhs.uk

Further information and visiting the Trust

The division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:

Name: Dr Zia Din, Clinical director and consultant in emergency medicine
Contact Details: 01782 674410

Signed Employee

_____ Print _____ Date _____

Signed Manager

_____ Print _____ Date _____