

## Job Description

For

**Clinical Fellow (CT2-3) in ENT**



## GENERAL INFORMATION

The RUH provides hospital and community health services for a population of 500,000 within Somerset, Wiltshire and South Gloucestershire. There are 9 hospitals in the district with services centred at the Royal United Hospital, which is the major District General Hospital.

### The Royal United Hospital

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The Trust occupies a 52-acre site about 1½ miles from Bath city centre and provides 759 beds and a comprehensive range of acute services including medicine and surgery, paediatrics, accident and emergency services, and diagnostic and clinical support services. The Trust employs approximately 5,850 staff, some of who also provide outpatient, diagnostic and some day case surgery services at community hospitals in Chippenham, Devizes and Melksham, Paulton, Shepton Mallet, Trowbridge and Westbury. This fulfils part of the Trust's aim to provide high quality care to people in their local communities. Maternity facilities are provided on site by Wiltshire PCT.

The hospital provides healthcare to the population served by three primary care trusts (PCTs), Wiltshire PCT, Mendip PCT and South Gloucestershire PCT as well as one Social Enterprise, Sirona (previously Bath & North East Somerset PCT). The hospital has 16 theatres - eight main theatres, one of which is a 24-hour emergency theatre, four-day surgery theatre, one eye theatre, one oral surgery theatre and three obstetric/gynaecology/urology theatres. The diagnostic facilities include CT and MRI scanners. Oncology services have access to a PET scan, 2 linacs, new simulator, chemotherapy suite, on-site ITU, full gynaecology diagnostic suites and specialist nurses.

### Management Structure

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The Trust has adopted a divisional structure. There are three clinical divisions, Medicine, Surgery and Family and Specialist Services, supported by two Directorates, Corporate Services and Estates & Facilities. Each Clinical Division is managed by a senior management team, consisting of a Divisional Director, Divisional Director of Operations and Divisional Director of Nursing.

Operational management decisions are made by the Management Board which consists of the executive directors and representatives from the three divisions.

The senior management team meets with other divisional colleagues to discuss both operational and strategic issues for the specialities within the division. The hospital is managed by a Trust board, which consists of a chairman, seven non-executive directors and eight executive directors. The day-to-day management of the hospital is the responsibility of the Chief Executive assisted by the executive directors.

**Executive directors:** Chief Executive; Chief Nurse, Chief Operating Officer; Director of Finance; Strategy Director, Medical Director & Director for People, Director of Estates & Facilities.

## **JOB OUTLINE**

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### **Clinical Duties and Responsibilities:**

While undertaking clinical duties the fellow will be expected to work with the Department of ENT medical and nursing staff to manage the full range of patients attending the department. There is an expectation that the fellow will recognise the limitations of their practice and seek support from the middle grade and senior doctors to ensure safe patient management.

The Clinical aspect of the post is based at the Royal United Hospital, Bath, and is suitable for candidates who will already have at least 12 months' pre-registration experience, who would like to gain further experience in ENT. The post will enable the trainee to build on experience and obtain appropriate competencies but the post is not recognised by the Deanery for training.

The Royal United Hospital has an excellent reputation for training in medical and surgical specialties, evidenced by the best results in the GMC training survey for an acute hospital. The department and the hospital provide a progressive and friendly atmosphere in which to work, and there is an active postgraduate teaching programme, in which you will be involved.

With the reduction in training numbers nationally, we envisage that many able doctors will seek an alternative training route in active departments such as the RUH, and we have already demonstrated a long-term commitment to training and career progression of our Trust appointed doctors.

The 6 substantive ENT Consultants and two SAS doctors all undertake a wide range of subspecialty surgery including head and neck, otology, rhinology and facial plastic surgery. The Teaching/Clinical Fellow will work as part of a clinical team led by a firm of consultants.

Your duties will be primarily care of in-patients and the admission and primary care of emergency cases, including performance of surgical procedures. There will be opportunities to be supernumerary in elective subspecialty clinics, or assist in and perform elective surgery according to learning objectives, previous experience and competencies. There is a training programme and regular audit and teaching sessions.

The RUH in Bath is a busy District General Hospital and previous SHOs have been able to significantly improve their surgical experience to enhance their logbooks.

### **The Academy**

The Royal United Hospital is one of 7 Bristol University Medical School Academies. Students from years 3-5 are based at the hospital for up to 16 weeks at a time. The

Academy is responsible for delivering the Bristol University curriculum and providing pastoral care for students who are resident at the hospital. You will be working alongside 6 other Teaching Fellows and a Clinical Skills Trainer. As a Teaching Fellow you will be responsible for delivering the curriculum supported by the Academy Dean and Unit Tutors. This will involve delivering formal teaching sessions, tutorials, bedside teaching, simulation sessions and practice exams. There is also an active social program for the students including meals out, pub quizzes and a film club. You will be encouraged to develop your own ideas for delivering the curriculum in innovative ways. Bath Academy leads on Simulation and has a reputation for developing and delivering excellent simulation based training for undergraduates. During your year the academy will fund you to study for a diploma in medical education. It is expected that you will publish a poster or deliver an oral presentation at a national or international education or simulation conference during your teaching fellow year. You will work with 6 other teaching fellows.

### **Objectives for the post:**

This post is designed for a CT2/3 level trainee. The post holder will:

Develop clinical skills in ENT

Develop/expand their skills in Medical Education

Publish research on their chosen area of interest in Education / Simulation

The job will allow the successful candidates to undertake focused training in ENT.

## **Your Personal Commitment to Training**

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Although this is not a recognised training post, there will be opportunities for learning and development. You will be expected to be responsible for your own learning by making full use of the tutorial system, access to academic staff and consultant's teaching and to attend as directed for training and in-service commitments.

You will be expected to prepare presentations as requested for tutorials and assist in any collection of information for audit procedures as and when these are carried out within the department. The department has a structured clinical governance and communication programme where practices are assessed, guidelines reviewed etc that ensures an ethos of continual quality and service improvement.

## **AUDIT**

There are active audit programmes, and Junior Doctors are expected to carry out at least one audit annually and present their findings. The audit office is keen to offer support, particularly with design and data interpretation.

## **Conditions of Service**

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- You will be employed by the Royal United Hospitals Bath NHS Foundation Trust.

- This is a full time appointment starting as soon as possible for on a fixed term until August 2023.
- The salary scale for this post is £40,257.00 - £51,017.00. Out of hours work will be remunerated by an additional supplement.
- The appointment will be terminable by three months' notice in writing on either side.
- The duties to be performed will be determined by the Trust in consultation with such Consultants as may be concerned.
- You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances (especially in services for which you receive a separate fee) you may not be covered by the indemnity. You are therefore advised that you maintain membership of your Medical Defence Organisation.
- Charges will be payable for services, e.g. board, residence, etc. provided by the Trust.
- A doctor must accept that he/she will perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant in consultation, where practicable, with his/her colleagues both senior and junior. It has been agreed between the professions and the Department that while juniors accept they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptional and, in particular, the doctor should not be required to undertake work of this kind for prolonged periods or on a regular basis.
- There is no peripheral allowance payable in respect of this post.
- Owing to the vulnerability of people receiving health care, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Details of any criminal convictions you may have had must be disclosed. Failure to do so could result in dismissal.

### Annual Leave

Requests should be submitted at least six weeks before leave is required. Requests for annual leave over three weeks should be submitted three months before leave is required. Up to 5 annual leave days may be carried over from one leave year to the next with the agreement of the Lead Clinician.

### Health and Safety

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Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed

procedures at all times in order to maintain a safe environment for patients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

## Healthcare Associated Infections (HCAIs)

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All Trust staff have a responsibility to act and follow all instructions to protect patients, staff and others from HCAIs. All staff are required to follow the NHS Hygiene Code and all Trust policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

## Employment checks

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An offer of employment will be subject to completion of the following pre-employment checks in line with the NHS Guide for Safer Recruitment which forms part of outcome 13 for the Care Quality Commission.

- Identity
- Right to work
- Professional registration and qualifications
- Employment history and references
- Criminal record and barring
- Work health assessments

## Academic Facilities

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The Royal United Hospital has two centres for academic support. The Post Graduate Medical Centre has excellent lecture and meeting facilities and a new surgical simulation suite. The Bath Academy Education Centre houses an excellent medical library, clinical simulation suite, resuscitation training and again has extensive meeting facilities.

In addition to these facilities the Wolfson Centre houses a number of departments that are linked to Bath University with whom the hospital has excellent links. Bath University has a School for Health where academics collaborate actively with hospital staff over a wide range of disciplines. The hospital is also closely linked with Bristol University Medical School.

Undergraduate and post graduate training is undertaken on site. Many consultants have honorary appointments at Bath and Bristol Universities. There are strong links with several other universities and several members of staff have honorary chairs. There is a long tradition of research and education at the hospital and a regular supply of undergraduate students. All consultants are expected to take part in these teaching activities.

There is an active research and development department which fosters and facilitates research in all medical disciplines.

Formal medical audit in the Department is in operation.

A weekly teaching session takes place on a Friday afternoon in conjunction with Severn Deanery, usually at the Avon Orthopaedic Centre, Bristol. A monthly case conference takes place in the PGM, Bath.

## Clinical Governance

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The NHS Executive has defined Clinical Governance as:

“A framework through which NHS organisations are accountable for continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish”

In line with Government requirements, the Trust has established a clinical governance committee. The Chief Executive is the accountable officer and the lead is the Director of Nursing, who is responsible for ensuring that systems for clinical governance are in place and monitoring their continued effectiveness.

As part of the requirements of clinical governance, the Trust's Committee is ensuring that all hospital doctors participate in audit programmes, including, where appropriate, specialty and sub-specialty national audit programmes endorsed by the Commission for Health Improvement.

Procedures are in place for all professional groups to identify and remedy poor performance, including critical incident reporting, professional performance and supporting staff to report any concerns they may have about colleagues' professional conduct and performance.

## Policies and Procedures

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The postholder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a postholder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

## Confidentiality and Data Protection

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The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) at all times. The post holder must comply with all Trust Information and Data Protection policies at all times. The work of an NHS Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of

duty. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

## Equality and Diversity

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The Trust has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all Trust staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Trust Code of Expectations for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

## Our Values and Behaviours

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All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:



## Flexibility

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This job description is intended to provide a broad outline of the main responsibilities only. The postholder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

## Safeguarding Children & Adults

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All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

## Patient and carer experience

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The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH; the 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your

individual behaviour can make a significant difference to patient and carer experience.

## **Conflict of Interest**

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All Trust staff are required to identify and report any potential conflict of interest in line with the Trust Code of Expectations of Employees and other Trust policies.

## **Health and Wellbeing**

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The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

## **Other Facilities**

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- a) There is a gym (the Oasis), tennis courts and swimming pool all on the site.
- b) There are a number of car parks scattered throughout the hospital site and a limited amount of garage accommodation for renting.
- c) The hospital is situated on the edge of the World Heritage City of Bath. There are good social and cultural facilities with the larger centre of Bristol being only 12 miles away. Bath has good transport links to the rest of the country and Bristol International Airport is only half an hour's drive away. Education in Bath is of a high standard and local schools consistently perform above the national average.

## Person Specification

### Clinical Fellow (CT2-3) in ENT

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualification</b>  <b>Basic</b>  <b>Postgraduate</b>  <b>Experience</b>	MB BS or equivalent  Completed pre-registration year (or equivalent outside UK). Training in the initial assessment and care of the acutely ill patient.  Full GMC with licence to practice	6+ months ENT experience  MRCS or DOHNS
<b>Ability</b>  <b>Knowledge</b>  <b>Clinical Skills and Technical Skills</b>	Ability and willingness to learn from all sources.  Knowledge of own limitations.  Sound basic clinical skills.  Competent in history taking and examination skills.  Achievement of Foundation Programme 1 competencies	Achievement of Foundation Programme 2 competencies / Certificate of Completion of Foundation Programme or equivalent
<b>Personal Attributes</b>	1. Ability to establish good working relationships with other members of the multidisciplinary team 2. Excellent oral and written communication skills. 3. Caring attitude to patients 4. Ability to function calmly and effectively under pressure 5. Willing to seek help from colleagues when appropriate 6. Flexibility, Enthusiasm, Probity 7. Commitment to continuing personal development	
<b>Audit</b>	Understands principles of Medical Audit.	Previous audit projects completed.
<b>Research</b>		Involvement in research projects

<b>Management And Administration Ability</b>	Sets realistic goals and deadlines. Good organisation, time and management skills. Computer literacy	A general appreciation of NHS management issues. Demonstrated administration ability or responsibility, not necessarily medical
<b>Other requirements</b>		