



*CARDIFF AND VALE UNIVERSITY
HEALTH BOARD*

Caring for People, Keeping People Well

JOB DESCRIPTION

CLINICAL TEACHING FELLOW (CTF)

IN RESPIRATORY MEDICINE

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

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| TITLE OF THE POST: | Teaching Fellow in Respiratory Medicine |
| RESPONSIBLE TO: | Dr Katie Pink, Specialty Undergraduate Lead |
| ACCOUNTABLE TO: | Dr Martin Edwards, AMD Medical Education |
| BASE: | University Hospital of Wales (UHW) and/or University Hospital Llandough (UHL) |
| HOURS: | 40 hours |

1. THE HEALTH BOARD

Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 475,000 people living in Cardiff and the Vale of Glamorgan, the provision of local primary care services, running of health centres, community health teams, hospitals – providing treatment and care when health and well-being isn't the best it could be

We are increasingly focusing the planning and delivery of our care based on neighbourhoods and localities to help ensure people receive care as close to home as possible where it is safe and effective to do so. We also provide specialist services for people across South Wales and in some cases the whole of Wales.

The Health Board also serves a wider population of 2.5 million people across South and Mid Wales and manages a number of services of a regional and sub-regional nature namely cardiology, cardiac surgery, PICU, neurology, neurosurgery, medical genetics, bone marrow transplantation, renal transplant and toxicology. On-site services include 24/7 PCI, stroke thrombolysis, ophthalmology, maxillo-facial, trauma, general medicine, general surgery, urology and paediatrics. From September 2020, University Hospital of Wales was designated as the first Major Trauma Centre to launch in Wales.

Cardiff and Vale University Health Board's hospital sites include: Barry Hospital, Cardiff Royal Infirmary, Children's Hospital for Wales, University Hospital Llandough, Rookwood Hospital, St. David's Hospital, University Dental Hospital, and University Hospital of Wales.

Phase II of the Children's Hospital for Wales was completed in 2015 and has seen re-development and consolidation of all paediatric specialities into a dedicated Children's hospital with five theatres, PICU, Medical and Surgical Wards OPD, Radiology and an admission and assessment unit.

We are also a teaching Health Board with close links to Cardiff University which boasts a high

profile teaching, research and development role within the UK and abroad; and enjoy strengthened links with the University of South Wales and Cardiff Metropolitan University. Together, we are training the next generation of clinical professionals

1.1 Values & Behaviours

Cardiff and Vale University Health Board has identified a framework of Values and Behaviours which should underpin the work of its staff in order to achieve success for the organisation (see below). These can also be closely aligned with the principles of ‘Good Medical Practice’ standards as published by the General Medical Council.

The Health Board is committed to ensuring that the staff they employ have values and behaviours which are aligned with those of the organisation, thereby ensuring that appointees will be able to make an ongoing contribution to the positive culture of the organisation and meet the required standards of behaviour to patients, carers and the public and to one another.

As part of the UHB’s commitment to Values Based Recruitment, interview candidates can expect to be asked questions which encourage them to talk about themselves and provide insight into their personal values and behaviours.

| OUR VALUES | OUR BEHAVIOURS How we are with patients, families, carers and colleagues | |
|-----------------------------------|---|--|
| | What we want to see from individuals and teams... | What we don't want to see from individuals and teams... |
| Kind and caring | | |
| Welcoming | We will smile, be friendly, welcoming, polite and approachable | We will not be abrupt, rude, show aggressive behaviour, shout or bully |
| Put people at ease | We will put others at ease, be patient, calm and reassuring | We will not ignore people or fail to offer support and we won't leave people scared and anxious |
| Values other people's time | We will make time for people, consider their needs and make people feel comfortable | We will not be 'too busy', in a rush or say we can't make time for others |
| Compassionate | We will be kind, compassionate and look out for others | We will not make people feel stupid, belittled or treat people as an inconvenience |
| Respectful | | |
| Understanding | We will put ourselves 'in other people's shoes' and show empathy and understanding | There will be no hierarchy, no egos, no lack of understanding for other's needs |
| Attentive and helpful | We will be helpful and attentive to the needs of others, protect people's dignity and respect people's time | There will be no poor planning and inefficiency, we will not waste people's time or keep people waiting |
| Respectful | We will value everyone as an individual and treat people equally and fairly | We will not put people under pressure or show favouritism, not be unfair or leave people feeling disempowered |
| Appreciative | We will recognise people's strengths, say thank you and celebrate success, empower and bring out the best in others | We will not blame and criticise or make judgments or assumptions. We will not take people for granted or forget to say 'thank you' |
| Trust and integrity | | |
| Listens | We will take time to listen to and consider other people's views | We will not ignore other people's views or ideas or be dismissive of other's opinions |

| | | |
|--------------------------------|---|--|
| Clear communication | We will communicate honestly and openly, offer clear explanations, keep people informed and updated | We will not have unclear communication, a lack of transparency or give misleading or contradicting information |
| Teamwork | We will involve others, work as a team, share information and follow-up | We will not make decisions in isolation and fail to communicate with other teams / services |
| Speaks up | We will seek and give feedback, encourage and support people who speak up | We will not make people feel afraid to speak up and constructively challenge or reject feedback |
| Personal responsibility | | |
| Positive | We will be enthusiastic, positive, proactive and have a 'can do' approach | We will not be negative, moan, complain, and we will not 'sit back' |
| Professional | We will be professional, consistent, a role model and lead by example | We will not be unprofessional, inconsistent or lack pride in our work |
| Excel | We will take ownership and responsibility for providing a safe and excellent service | We will not pass the buck, say 'it's not my problem' and fail to deliver on our promises |
| Keep improving | We will be committed to learning and improving and developing ourselves and others | We will not put up barriers to new ways of learning and doing things |

1.2 NHS Wales Core Principles

The NHS is about people, working with people, to care for people. NHS Wales values all its staff – from Wales, the UK, EU and non-EU foreign nationals. As part of NHS Wales' ongoing commitment to strengthen the values and behaviours of Health Boards and Trusts, the following Core Principles have been developed which further help staff respond better to the demands for its services: -

- ✓ We put our patients and users of our services first
- ✓ We seek to improve our care
- ✓ We focus on wellbeing and prevention
- ✓ We reflect on our experiences and learn
- ✓ We work in partnership and as a team
- ✓ We value all who work for the NHS

These Core Principles describe how everyone within NHS Wales is expected to behave and help us all to achieve the highest quality in everything we do.

2. THE JOB ITSELF

2.1 Accountable To: Dr Martin Edwards, AMD Medical Education

2.2 Responsible To: Dr Katie Pink, Consultant and Undergraduate Lead Respiratory Medicine

2.3 Other Relevant Staff in Department of Medical Education (DME)
 Dr Dawn Lau, Honorary Senior Lecturer, Undergraduate Lead
 Ceri Hill, Medical Education Manager
 Danielle Taylor, Undergraduate Manager

3. DUTIES OF THE POST

This post is to deliver innovative methods of undergraduate medical clinical teaching to Cardiff University medical students on clinical placement in Cardiff and Vale University Health Board

The post holder will work closely with the specialty Educational Leads and wider UHB Medical Education Team to manage and deliver quality evidence based undergraduate education to medical students following the C21 curriculum

Teaching Duties (0.5WTE) will include:

- Acting as tutor / mentor for Cardiff students during their clinical placements.
- Facilitating tutorials during the clinical module
- Participating in clinical examination and construction and writing of written exam questions for intermediate and final MB.
- Clinical demonstrations.
- Demonstrating and teaching clinical skills
- Chairing student case presentations
- Bed-side teaching of small groups of students
- Development of e-learning programmes for undergraduate students
- The post holder would be encouraged to undertake either a postgraduate medical education diploma or work towards a masters in postgraduate medical education during the appointment

Clinical Duties (0.5WTE) will be determined based on the grade and experience of successful candidate but typically will include:

- Supernumerary role in one (or two if desired) respiratory clinics
- Respiratory ward cover and performing practical procedures on ward
- Participation in clinical audit

3.1 Research

The candidate would be encouraged to develop research programmes related to the evaluation and development of undergraduate teaching.

3.2 Clinical

- To comply with all NHS policies and procedures.

4. WORKING PATTERN INCLUDING OUT-OF-HOURS COMMITMENT

The post is for 10 sessions per week. Any out-of-hours clinical work will be on a voluntary basis and paid as a supplement as agreed with the relevant Clinical Board.

5. CONTINUING EDUCATION

Access is available to the Health Library at the Cardiff University, School of Medicine which provides excellent facilities.

6 TEACHING

Teaching is a major component of this post and is outlined above in duties of the post. Teaching duties will include delivery and organisation of teaching within your individual specialty (c. 50% commitment).

7 FACILITIES FOR STUDY LEAVE

Study Leave may be granted for education purposes to attend courses at the discretion of the Educational Lead and Department of Medical Education. Study Leave will need to be applied for and approved as per local guidelines.

This post does not attract HEIW postgraduate financial support but some educational funding may be available at the discretion of the Department of Medical Education, to support a medical education related academic programme.

8. LEAVE

A Clinical Fellow is entitled to five weeks annual leave, pro-rata. Applications for annual leave must be approved by the nominated personnel within the Department.

9. ADMINISTRATIVE

9.1 You will be required to comply with all appropriate Health and Safety Policies as may be in force. As part of this, all staff are required to adhere to the UHB's Infection Prevention & Control policies and procedures to make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. The post holder is therefore required to attend mandatory infection control training provided for them by the UHB.

9.2 Travel as necessary between hospitals/clinics will be required but a planned and cost effective approach will be expected.

10. MAIN CONDITIONS OF SERVICE

The appointment is fixed term for 1 year.

10.1 This post is covered by the Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) and the General Whitley Council Terms and Conditions of Service as amended in negotiation with the UHB Medical and Dental Staff Negotiating Committee. Details of these may be obtained from the Medical / Dental Personnel Department.

10.2 The post is full time. The normal working week is 40 hours. A maximum working week of 48 hours will be required where on-call is included to ensure that the post is compliant with the European Working Time Directive (EWTD).

- 10.3** The **Core Trainee** salary scale will apply to this post.
- 10.4** The appointment is designated non-resident but you are required to be resident during your rostered working hours.
- 10.5** **The appointee accepts that he / she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant in consultation with his colleagues both junior and senior.**
- 10.6** Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the UHB drawn up in consultation with the profession where they involve clinical matters.
- 10.7** The post is pensionable, unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health and Social Security regulations.

11. JOB LIMITATION

At no time should you work at a level exceeding your competence. All medical staff therefore have a responsibility to inform those supervising their duties if they have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

12. CONDITIONS OF APPOINTMENT

- 12.1** You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.
- 12.2** The UHB will require the successful candidate to have, and maintain, full registration with the General Medical Council/General Dental Council throughout the duration of the contract.
- 12.3** As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale University Health Board, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the UHB.
- 12.4** **The Ionising Radiation (Medical Exposure) Regulations 2000**
- The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on ULHBs for all staff who refer patients for medical radiation exposure such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.
- 12.5** Cardiff and Vale University Health Board operates a No Smoking Policy.

- 12.6** Removal expenses are in accordance with the UHB Policy for doctors in the training grades.
- 12.7** The UHB is contractually obliged to monitor junior doctors' New Deal compliance and the application of the banding system through robust local monitoring arrangements supported by national guidance. You are contractually obliged to co-operate with those monitoring arrangements.

13. DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO PATIENTS

It is the policy of this UHB that, in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Criminal Records Bureau is authorised to disclose, in confidence to the UHB, details of any criminal record, including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a CRB Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

14. GENERAL INFORMATION FOR APPLICANTS

- 14.1** Applicants who are related to any member or senior office holder of the Cardiff and Vale University HB should clearly indicate in their application, the name of the member or officer to whom they are related and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.
- 14.2** An offer of appointment will be subject to the receipt of three satisfactory references.
- 14.3** The nature of the work of this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the UHB. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

15. CARDIFF AND THE VALE OF GLAMORGAN GENERAL INFORMATION

- **Demography**

The county of South Glamorgan has a population of 404,100 distributed between Cardiff and the Vale of Glamorgan: 72% of the population are resident within the

Cardiff area; 16% of the population are of school age; 5% under school age; and 18% over working age.

- **Cardiff**

Cardiff, the City and the Capital of Wales, has a typical air of a cosmopolitan city, being the administrative, business, cultural and education centre for Wales.

Cardiff is a city of contrasts. A castle with 1900 years of history stands alongside a modern shopping centre and a spectacular Civic Centre. The development of some 2,700 acres of Cardiff Bay has created a 500 acre lake, 8 miles of waterfront and new commercial and leisure environments.

Westwards the scene changes as you approach the pastoral Vale of Glamorgan, a rich farming area.

The country's 25 mile long coastline contrasts the hustle and bustle of the docks at Cardiff and Barry with the holiday atmosphere of Barry Island and Penarth.

- **Shopping**

Many of Britain's finest department stores fill the pedestrianised Cardiff City centre along with numerous specialty shops. Four excellent shopping malls and seven superb Victorian and Edwardian arcades provide a comfortable shopping environment all year round.

- **Live Entertainment**

There are several theatre groups and Cardiff welcomes many touring companies to the New Theatre, the Sherman Theatres and the Chapter Arts Centre. Concerts and exhibitions are well served by St David's Hall, Cardiff International Arena (CIA) and the Millennium Centre. There are also more than a dozen art galleries and a number of cinemas.

- **Night Life**

Restaurants in Cardiff are excellent and there is a wide choice of night clubs, discos, a jazz centre and pubs.

- **Sports and Leisure**

For sports enthusiasts there is a multitude of facilities available. Cardiff is the home of the National Sports Centre for Wales, which is located in Sophia Gardens. Nearby is the Millennium Stadium, home of the Welsh Rugby team and Ninian Park, Cardiff City Football Club's base. Extensive new facilities have been developed within the new international Sports Village located in Cardiff Bay. There are eight golf courses in and around Cardiff and facilities for tennis, bowls, rowing, a ski slope and an equestrian centre.

Cardiff also offers peace and relaxation in its magnificent city parks. Bute Gardens alongside the Castle features beautiful formal gardens and lawns stretching out as far as the eye can see – perfect for a picnic or a quiet walk.

- **Accommodation**

Housing to buy and rent is in good supply and there is a wide variety on the market. Prices are generally average for the UK excluding the south east of England. There are a number of new housing estates being built within Cardiff and there are numerous established villages a short journey away.

- **Education**

Both Primary and Secondary schools are excellent. There are 27 well established comprehensive schools in the country, most of which have sixth forms that obtain good examination results. These include 4 Catholic Schools and 2 Church of Wales High Schools. There are also a number of independent schools in the area.

- **Communications**

- **By Road**

Cardiff is linked directly to the National Motorway System. The M4 passes to the north of the city. London is a comfortable drive away. From the north of England, Scotland and the Midlands, the M5 and M50 link with the M4. From the south of England and the south west the M25 and the M5 link with the M4.

Access from Ireland, West Wales and the ferry ports is via the A48 and M4.

- **By Rail**

Cardiff is less than 2 hours from London by Inter-City Service. British Rail operates high speed trains between most main cities connecting with ferry ports and Cardiff. The new Sprinter Service runs from Birmingham, Manchester, Liverpool, Bristol, Southampton and Portsmouth.

- **By Air**

Cardiff has an International Airport with direct scheduled flights from Amsterdam, Paris, Dusseldorf, the Channel Islands, Isle of Man, Dublin, Glasgow and Belfast, with charter flights from Florida, Toronto and European destinations during the summer months. Cardiff (Wales) Airport is located 10 miles to the south west of the City.

16. DATE POST IS VACANT - available from Wednesday 7th August 2024

17. DETAILS FOR VISITING

Candidates wishing to discuss the post informally can make arrangements by contacting:

Dr Katie Pink, Consultant email: Katie.Pink@wales.nhs.uk

Or, Ceri Hill, Medical Education Manager email: Ceri.Hill2@wales.nhs.uk

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Person Specification

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|--|--|
| GRADE: Clinical Teaching Fellow | SPECIALTY: Respiratory Medicine |
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| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|--------------------------------------|--|--|
| QUALIFICATIONS | <ul style="list-style-type: none"> • MBBS or recognised equivalent • Completion of UK Foundation Training • Full current GMC Registration with licence to practice • Membership of a Medical Defence Union | <ul style="list-style-type: none"> • Intercalated Degree • MSc or PHD • Academic Excellence (prizes, merits, distinctions) |
| PREVIOUS EXPERIENCE | <ul style="list-style-type: none"> • Demonstrable skills in written and spoken English adequate to enable effective communication with patients, colleagues and students • Teaching Experience • Up to date with current medical practices • Ability to take appropriate clinical decisions when necessary | <ul style="list-style-type: none"> • UK clinical experience in relevant specialty • Broad understanding of principles of medical education • Information, computing skills • Research and interests relevant to speciality |
| SKILLS, KNOWLEDGE , ABILITIES | <ul style="list-style-type: none"> • Effective communication skills both verbal and written • Up to date with current medical practices • Genuine interest in undergraduate education | <ul style="list-style-type: none"> • Audit • Teaching • Understanding of Cardiff University Medical School C21 Curriculum |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Self motivated and efficient • Able to relate to students, patients and medical colleagues • Flexible, caring and hardworking • Ability to work as part of a team • Ability to motivate and support others | |
| OTHER REQUIREMENTS | <ul style="list-style-type: none"> • Satisfactory immigration status for length of contract • Satisfactory Health Clearance • Satisfactory DBS Clearance | Ability to speak Welsh |

Created By: Department of Medical Education