

EMERGENCY DEPARTMENT
JOHN RADCLIFFE HOSPITAL (JRH, Oxford) and HORTON HOSPITAL
(HH, Banbury)

OXFORD UNIVERSITY HOSPITALS NHS TRUST

JOB DESCRIPTION

Clinical Fellows at SPR level
Balance; Family; Future; Career

TITLE OF POST: Clinical Fellow, Emergency Medicine.
SPR level

GRADE: Specialist Registrar level

SPECIALITY: Emergency Medicine

SUPERVISING CONSULTANTS: Adham Khalek, Sachin Mandalia, James Ray, Larry Fitton, Ravi Pattanshetty, Oliver Hawksley, Lorraine Greasley, Priya Marathe, Laura McCrae, Simon Smith, Alex Novak, Meenal Galal, Deon Louw, Jon Walker, Aqib Hafeez, Neil Dawson, Tom Hughes, Iain Edgar, Edward Norris-Carvetto, James Dearman, Suzanne Stokes, Moya Dawson, Jiske Steensma, Sarah Cooper, Rebecca Caseley, Stephanie Davis, Amina Kaval, Alice Gibson, Ruth Carter, Nick Richens, William Gibbs, Steven Barker

EDUCATIONAL SUPERVISOR: Consultant level, to be determined.

FULL-TIME

40 clinical hours

BASE HOSPITAL:

The John Radcliffe Hospital (with availability to the Horton Hospital if required) or The Horton (with availability to the John Radcliffe Hospital, Oxford, if required).

AVERAGE CLINICAL NUMBER OF HOURS

PER WEEK:

40 hours

1. **DUTIES OF THE POST:**

a) **Principal Responsibilities:**

In the Emergency Department, the Clinical Fellow will be responsible for the initial assessment and management of unselected acutely ill and injured patients. He/she/they will help to train and supervise more junior doctors (GP trainees and FY2 doctors). He/she/they will assist with clinical administration, for example, checking X-ray reports, corresponding with patients and their general practitioners. He/she/they will have opportunities to participate in the department's Clinical Governance activities, including departmental audit, and national audits required by the Healthcare Commission. He/she/they will also be expected to attend departmental teaching sessions. He/she/they will be responsible for keeping his/her/their resuscitation training up to date.

The division of responsibilities between sites will be discussed at interview and arrangements made clear in writing prior to appointment. Factors to be considered will be the preferences of the applicant, their training needs and skill sets, and the needs of the service in so far as they can be foreseen.

b) **Daily Commitment:**

As per rota.

- 1:3 Weekends
- Annalised rota – no shift swaps

c) Description of Working Pattern:

- MTC and local ED working in a single tier.
- The rota allows for the department to be covered 24 hours a day by middle grade doctors, and specialty doctors.
- All specialities are available in one Trust.

d) Teaching:

The post holder will be expected to teach the more junior doctors within the department and to contribute to the development of teaching programmes for junior doctors and medical students.

There is designated, protected teaching delivered for the post holder to meet their CPD requirements

Specialty secondment will be accommodated as required for development

FRCER exam support

Close links with world class University – develop as Teacher, Mentor and Educators

Develop other interests - QIP
 - Leadership
 -Ultrasound

e) Supervision:

The Clinical Fellow will be supervised by the team of Emergency Medicine consultants, the majority of whom work at both the HH and JRH sites

Experienced Consultants available for FRCER exams support and article 14 applications

e) Administration/Management:

The Clinical Fellow will be responsible for the maintenance of patients' records, writing discharge letters, and arranging appropriate referrals.

Weekday SPA activity is accommodated for Governance Quality improvement. No requirement to use free time.

f) General:

The Clinical Fellow will be required to work within the Trust's management policies and procedures, both statutory and internal, accepting that the resources available to the Trust are finite and that all changes in clinical practice or workload, or developments requiring additional resources must have prior agreement with the Trust.

g) Appraisal:

The Clinical Fellow will be subject to annual appraisals and assessments, and must maintain a portfolio of competencies achieved.

h) Major Incidents

The Clinical Fellow is expected to familiarize him/herself with the major incident plan, and to leave emergency contact details (e.g. mobile phone number) with his/her department. In the event of exceptional circumstances e.g. a major incident, or internal disaster, he/she would be expected to work outside his/her normal rostered hours.

2. **AIMS OF POST:**

To offer the postholder the ability to do the job we all love by accommodating a work-life balance, supporting your career and secure your future career as an ED Consultant in an overwhelming supportive department delivering high quality care to patients.

3. **OXFORD UNIVERSITY HOSPITALS NHS TRUST**

Overview

The Oxford University Hospitals OUH NHS FT (OUHT) is one of the largest teaching trusts in the country, with a national and international reputation for the excellence of its services and its role in teaching and research.

The Trust, which is based on two sites in Oxford and one in Banbury, provides general hospital services for the local population in Oxfordshire and neighbouring counties, and more specialist services on a regional and national basis. It employs about 9,500 staff.

The Trust works in close co-operation with the University of Oxford, and is a leading centre for research programmes in cancer, neurosciences, diabetes, genetics and many other fields.

The Kadoorie Centre for Critical Care Research and Education has an expanding portfolio of research with a particular focus on Trauma. Oxford is a Major Trauma Centre, supporting at a tertiary level a network of local centres.

The Trust hosts the Oxford Deanery, the University of Oxford's Department of Postgraduate Medical and Dental Education, which is jointly funded by the University and the NHS. The Trust works with the Deanery to provide one of the country's pre-eminent centres for the training of doctors. It also works in close co-operation with Oxford Brookes University, and hosts nurse and other healthcare professional training.

Performance and activity

The Trust has an annual turnover of £0.5 billion. It provides a district general hospital service for around 700,000 people in Oxfordshire and the neighbouring counties. The Trust's specialist services serve a population of around 2.5 million in Oxfordshire, Buckinghamshire, Berkshire, Wiltshire, Gloucestershire and Northamptonshire. In addition to the normal range of specialist services, the Trust also provides other highly specialised treatment and care for a still wider catchment area.

Demand for Trust services has risen steeply in recent years and annually and approximately:

- 500,000 people attend outpatient appointments
- 120,000 people attend the emergency departments
- 50,000 people are admitted as inpatients for emergency treatment
- 20,000 people are admitted as inpatients for planned surgery
- 8,000 babies are delivered

4. EMERGENCY DEPARTMENT HORTON HOSPITAL:

Description of Speciality Services Provided

The Emergency Departments at the John Radcliffe, Oxford and the Horton, Banbury serve the population of Oxfordshire and parts of neighbouring counties, e.g. South Northants, Berkshire. The JRH ED sees around 100,000 patients per annum, and the HGH ED around 35,000

Both Departments have a high standard of accommodation including ambulatory care areas, trolley cubicles, seated cubicles and resuscitation bays. The department is equipped to deal with a full range of emergencies. Resuscitation rooms are equipped for adult and paediatric patients. There are dedicated areas for the care of non-critically unwell paediatric patients. There is a consultant-led trauma team, and adult and paediatric cardiac arrest teams. The teams are supported by anaesthetics and adult and paediatric medicine, respectively who assist the emergency department staff during resuscitations.

There is excellent access to the full range of diagnostic and support services.

Co-located acute specialties on both sites include anaesthetics, intensive care, general medicine, geriatric medicine, cardiology, respiratory medicine, diabetes and endocrinology, general surgery, trauma and orthopaedics, general paediatrics, obstetrics and gynaecology, radiology, haematology, laboratory services and infectious diseases. Other specialties provide services on nearby sites or by out-reaching clinics or day care. The Oxford sites provide comprehensive sub-specialty and tertiary support.

5. EDUCATIONAL RESOURCES

Resources are excellent. The Horton has an active Postgraduate Centre, and a library which holds a large number of journals and reference books. The Hospital also has departmental internet access, and can access the Trust's emergency department and other guidelines, and all the knowledge bases supported by the Trust, e.g. Up-to-date on line. There are active training programmes within all the main specialties, and a regular Friday lunchtime meeting to which local GPs are invited. The JRH has similar facilities and training opportunities, with proportionately scaled facilities.

There are close relationships with the University and excellent access to their range of supporting educational resources.

6. MAIN TERMS AND CONDITIONS OF SERVICE

Appointment will be subject to satisfactory references and occupational health check. Medical staff who will be undertaking clinical work will be required to provide *written* proof of hepatitis B immunisation and antibody status, BCG and rubella immunisations. In the absence of such evidence the postholder will not be placed on the payroll or undertake clinical work until the evidence is produced to the satisfaction of the Trust.

This post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (exception) order 19.

7. RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

8. RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

9. INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the ORH Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

10. CHILDREN'S RIGHTS

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

11. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

12. INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

13. DATA QUALITY

Data quality is a vital element of every member of staff's job role. The Oxford Radcliffe Hospitals recognises the importance of information in the provision of patient care and in reporting on its performance. Data quality is therefore crucial in ensuring complete, timely and accurate information is available in support of patient care, clinical governance, performance management, service planning, and financial and resource planning and performance.

All staff should ensure that they have read and understood the Trust's Data Quality Policy

14. IMPORTANT GENERAL NOTE

The post-holder must take reasonable care of his/her own health and safety and any other personnel who may be affected by his/her omission. Trust policies and regulations must be followed at all times

15. EMERGENCY DEPARTMENT MEMBERS

The Emergency medicine consultants who deliver the service on the two sites within OUH NHS FT are: Dr Adham Khalek, Dr Simon Smith, Dr Larry Fitton, Dr James Ray, Dr Charlotte Brown, Dr Lorraine Greasley, Dr Neil Dawson, Dr Ravi Pattanshetty, Dr Sachin Mandalia, Dr Tanya Baron, Dr Oliver Hawksley, Dr Melanie Darwent, Dr Nick Richens, Dr Priya Marathe, Dr Laura McCrae, Dr Meenal Galal, Dr Alex Novak, Dr Stephanie Horne, Dr Deon Louw, Dr Moya Dawson, Dr Rebekah Caseley, Dr Jiske Steensma, Dr Aqib Hafeez, Dr Thomas Hughes, Dr Jon Walker, Dr Matthew Davies, Dr Iain Edgar, Dr Sarah Cooper, Dr Edward Norris-Cervetto, Dr James Dearman, Dr Suzy Stokes.

On both sites the senior medical team are supported by Foundation Doctors, GP trainees, SpRs, Senior Clinical Fellows and Specialty Doctors.

16. REMUNERATION:

The successful candidate will be remunerated at the Registrar pay range MT04 £51,017 or MT05 £58,398 dependent on evidence of seniority.

17. ACCOMMODATION:

Accommodation, if required, is usually available at or close to the site. A charge is made for this.

18. **ANNUAL LEAVE:**

Post holders will be expected to take three weeks' leave plus days in lieu of bank holidays during each six month period. Post-holders will be asked to identify their preferred leave dates, and leave periods will be built into the rota. These may be adjusted to some extent by swapping rota positions with other doctors at middle grade level by mutual agreement. Leave is necessarily determined according to the service needs of the Department.

19. **STUDY LEAVE**

Leave must be discussed with and agreed in advance by the supervising consultant, and the person responsible for maintaining the doctors' rota. Leave should be requested as soon as possible, and at least 3 weeks in advance. Study leave is allowed up to a maximum of 10 days per annum. Funding is limited and will not necessarily be available for course and conference fees.

20. Recruitment TO MEDICAL & DENTAL POSTS – PERSON SPECIFICATION

SELECTION CRITERIA

Post Trust Grade Doctor working at Middle Grade level – Emergency Department

Requirements	Essential	Desirable
Qualifications/Training (a) What professional qualifications are needed? (b) What general professional training is needed?	MBBS or Equivalent ALS, ATLS, PALS or APLS	Post-graduate diplomas e.g. MRCP, MCEM
Experience (a) What work experience is needed? (b) What level of responsibility should be shown now?	Pre-registration/foundation training, and at least three years in emergency medicine (with a minimum of one year in an NHS hospital or with equivalent experience from overseas) That of a mature, motivated and competent middle grade doctor	Relevant experience from other acute specialties e.g. general medicine, paediatrics, anaesthetics RCEM Tier 4 Competencies with the ability to run the shop floor autonomously
Skills and Knowledge - What special skills or knowledge does the post holder require, e.g. (a) Leadership skills (b) Organisation skills (c) Communication skills (d) Professional approach (e) Personal skills	Prioritisation and time management skills. Ability to communicate professionally at all times with patients and staff at all levels. Punctual, courteous, well informed. Motivated, diligent, receptive.	Computing skills Level 1 USS competency
Other Requirements (a) GMC Registration	Essential	

