

# Recruitment Information Pack



Our values **Compassionate** **Aspirational** **Responsive** **Excellent**

[www.kentcht.nhs.uk](http://www.kentcht.nhs.uk)

## About KCHFT

We provide wide-ranging NHS care for people in the community, in a range of settings including people's own homes; nursing homes; health clinics; community hospitals; minor injury units and in mobile units.

We are one of the largest NHS community health providers in England, serving a population of about 1.4 million across Kent and 600,000 in East Sussex and London. We employ more than 5,000 staff, including doctors, community nurses, physiotherapists, dietitians and many other healthcare professionals.

We firmly believe our trust belongs to our people – both the people we care for and the people who work here. Our people are our most valued asset and the best resource we have to deliver all that is required of us. They shoulder enormous responsibility for the lives of patients and their working life must reflect this; they should be trusted, have compassionate leadership and be duly recognised for their contribution.



## Our values

KCHFT colleagues are expected to be kind and responsive, professional and informative and to contribute to the quality of our services by demonstrating our 'CARE' values:



### Compassionate

This is about putting our patients and service users at the heart of everything we do so that the way we deliver our services empowers them, meets their expectations and caters for their needs. It is characterised by having a positive attitude, being kind and polite, understanding diversity and demonstrating respect, patience and tolerance. It is equally about making staff feel truly valued so they feel cared for and are engaged with our vision and values and display these values to each other, whatever their role in the trust.



### Aspirational

This is about empowering and being aspirational for ourselves and our patients and service users. It is seeking and supporting continuous improvement, a focus on research, generating ideas and innovations and being adaptable to change. Sharing information, resources and ideas to deliver excellent outcomes. It is characterised by openness, transparency, and thinking creatively.



### Responsive

This is about listening and acting and is characterised by effective relationships, communicating clearly, doing what we say we will when we say we will, asking and taking account of opinions, planning with patients and service users and working across organisational boundaries. It is about working with and being responsive to our commissioners and stakeholders and designing services with them. It is also about effective working relationships within teams and across internal boundaries to deliver outcomes that improve our patients' experience. It is equally about applying these principles every day, working with staff so they feel valued and empowered.



### Excellent

This is about striving to deliver the best care we can. It is about providing high quality services and wanting the best for our patients. It is also about leading by example and supporting and growing a culture of excellence in our teams. It is characterised by challenging complacency, tackling inappropriate and challenging behaviour and striving for continuous improvement.

## Speciality SAS Doctor Job Description

M&D Grade:	Speciality SAS Doctor	Base:	<b>Unit G - Maidstone</b>
Hours:	10 PAs (40 hours)	Contract Type:	Permanent
Responsible to:	Specialist SAS Doctor	Locality/Directorate:	Urgent Care Services

### Role overview

#### West Kent community services

This post is for a Specialty Doctor working within the Community Home Treatment Service at KCHFT. The role involves working in collaboration with partners including Primary Care, Secondary Care, Social Care, Mental Health and Commissioners to expand services for frail patients in the community. We, in Urgent Care Services offer support for SAS Doctor's and promote development and progression through the use of job planning.

The community HTS service across KCHFT currently consists of geriatric consultants, Specialty Doctors, Consultant Practitioner, GPs, advanced frailty practitioners (ACPs) and trainee ACP's. This is a developing service and further members of the team will be considered. There is a clear commitment to work closely with the acute trust (MTW) to collaborate and share to improve services for patients with frailty

West Kent Home Treatment Service is an innovative Multi-Disciplinary Team providing hospital-level treatments for people at home. The team has developed over 7 years and continues to adapt. We provide CGA, IV treatments, bedside diagnostics, medication reviews; with oxygen & nebuliser therapies when appropriate. A great opportunity to increase clinical skills further for those living with frailty in the current context of increased virtual ward models. We have great links with Acute and Paramedic trusts; an opportunity to deliver patient-centred care requiring a mix of creativity, clinical and communication skills to deliver this.

The service runs from 09:00 – 22:00, 7 days a week and the shifts are allocated via the rota based on demand and capacity in the team. The team meets at base or online at the start and end of shift; with additional check ins. Visits are planned and some are visited in pairs depending on need. There are trust vehicles but access to a car is key. You have a huge amount of clinical equipment and expertise within the team allowing you to provide a 2-hour community response. An opportunity to maintain acute medical skills while expanding community medicine knowledge-base. There are Community Hospitals within the trust and there may be need to provide additional clinical cover when required; QI and educational opportunities encouraged. Clinical duties focus on home visits; you will need energy and curiosity & in turn this role brings a huge amount of clinical satisfaction.

### Service overview

#### West Kent community services

Our diverse, talented and caring team include frailty consultants, a consultant advanced clinical practitioner (ACP), GPs, consultants-in-training and trainee ACPs from a broad professional background. Together we support a wide range of activities including:

#### Home Treatment Service

Research tells us that people prefer to receive their care closer to home and that most people wish to stay at home for as long as possible. Consequently a dynamic new service was set up at pace during the pandemic to address this need locally.

The seven-day service provides expert frailty advice and input throughout West Kent. Receiving referrals from any clinician, our aim is to provide alternatives to hospital admission for those with



a frailty crisis. Near patient testing and hospital-at-home capabilities have allowed us to deliver robust alternatives to ED attendance, including the active treatment of over 200 patients with covid and hypoxia.

### Primary Care Network (PCN) Hubs

Each PCN will deliver a virtual multi-disciplinary team meeting to support complex case management in the community. Our involvement in these meetings allows the identification of those who would benefit most from a CGA or care planning, in addition to helping to upskill colleagues in management of those living with frailty.

### Proactive Comprehensive Geriatric Assessment (CGA)

At the heart of everything we provide is a holistic assessment. Our team provide domiciliary assessments for frail people at risk of crisis that encompasses a CGA, and anticipatory and advance care planning.

### Care home support

We support the training of care home and primary care staff to deliver holistic assessments of residents and develop individualised anticipatory care plans to reduce unplanned health escalations. Throughout Covid, we have provided on-site assessments and virtual ward rounds to support staff and residents during outbreaks, including the delivery of an Active Covid Bundle (providing domiciliary oxygen, steroids and fluids if necessary). During the second wave we treated over 200 residents with oxygen and other covid treatments within the care homes.

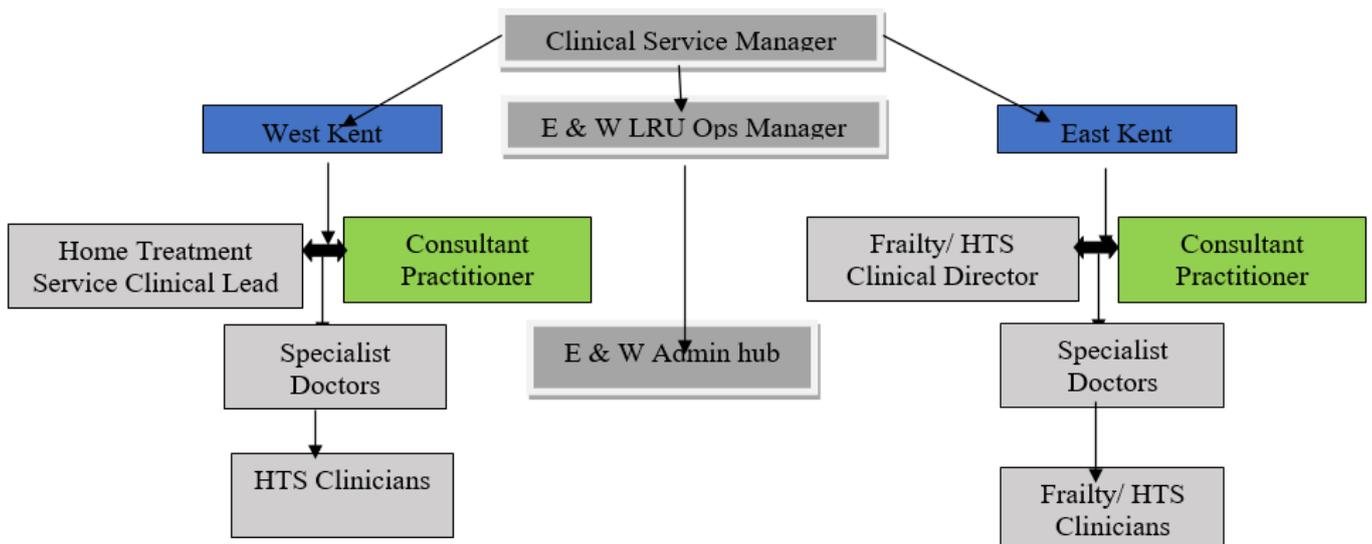
### Key working relationships

Internal: Patients, families, carers, health professionals, management team etc.

External: Visitors, general public, outside agencies, other hospitals or NHS organisations etc.

### Organisational chart

#### Urgent Care – Adult Clinical Services



### Job Summary

#### Key Result Areas

Medical and Dental colleagues are expected to:

- Undertake the clinical and administrative duties outlined in the job plan - to be agreed on appointment and reviewed regularly.
- Maintain CPD in order to maintain professional registration and achieve revalidation.
- Work closely with colleagues in other organisations in order that services are provided seamlessly across health and social care boundaries.
- Undertake annual appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- Be actively involved in the teaching, education, supervision and mentoring of clinical staff, including nurses and junior doctors.
- Promote a non-judgemental interest in patients and to contribute to a professional team approach to the delivery of high-quality services.
- Practice with the professional values and behaviours of all doctors as set out in the GMC documents, [Good Medical Practice](#) and [Generic Professional Capabilities Framework](#).
- Maintain an awareness of legal responsibilities relevant to the role, such as mental capacity, deprivation of liberty, data protection and equality and diversity.

### Patient Safety

Medical and Dental colleagues will lead the provision of safe and reliable services by:

- Being responsible for the appropriate assessment, diagnosis, management/treatment and/or onward referral of all patients and clients under their care/ within the area of specialism and ensuring an appropriate handover of medical information if applicable.
- The role may entail working in a variety of different settings for example community hospitals, clinics, community venues and special schools.
- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible.
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits, asking for help and escalating concerns when necessary. This may also include undertaking a medical examination of a person who may have sustained or be at risk of non-accidental injury.
- Applying appropriate equality and diversity legislation in the context of patient and client care.
- Escalating safety concerns on behalf of the team, acting as an effective advocate for those who use our services.
- Being open and transparent about their own / team's practice.
- Supervising the work of others.
- Leading a culture of continuous improvement, reflecting on everyday practice including their own and that of their teams and engaging in patient and client feedback, to identify areas where improvements in safety or quality can be made and take recommendations through to the appropriate forum.
- Maintaining accurate, legible, comprehensive records and leading on regular audits of compliance.
- Maintaining compliance with mandatory training requirements and scope of extended competencies.
- Maintaining professional registration and demonstrating adherence to the Codes of Conduct in line with relevant professional bodies.
- Integrating best practice and identification of areas where improvement in practice is required.
- Utilising effective communication skills to build partnerships with service users and/or partner agencies.
- Being responsive when delegating interventions to junior colleagues.

### Clinical Outcomes

Medical and Dental colleagues will work with service users who have complex needs and lead on the development of effective services by:

- Maintaining excellent professional relationships with the team and other professionals attending MDT meetings on behalf of the team.
- Providing clinical leadership ensuring high quality care delivery, provide expert opinions and second opinions to colleagues.
- Overseeing other team members by delivering supervision and clinical advice to team members and students. In addition all non- consultant grades are expected to work alongside one of the consultants for at least one session per week.
- Participating in all appropriate meetings (including governance, business, training and reflective practice) and leading these as delegated by a relevant senior colleague. This may include participation in multi-disciplinary assessments.
- Contribute to the development and implementation of clinical policies and procedures including care pathways based on evidence and recommendations arising from national policy.
- Work in partnership with targeted populations relevant to clinical practice, making sure they are involved in decision making when planning their care.
- Identify vulnerable/complex service users and support the provision of effective programmes of support that protect and promote their health and wellbeing. Intervening when a person's safety or welfare is at risk.
- Cover for the absences of colleagues across the localities as appropriate and as required by service needs.
- Assessing and developing care plans to meet the complex needs of our patients, clients and service users.

### Patient Experience

Medical and Dental colleagues will ensure people using our services are respected and empowered to make decisions about their health and wellbeing by:

- Providing patient-centred, high quality care ensuring that patients are well informed and able to participate in their care.
- Treating all patients in a sensitive and non-judgmental manner.
- Reassuring people by being professional, responsive, knowledgeable and confident in order to convey sensitive and complex information in relation to the service.
- Responding to complaints or concerns effectively and quickly in line with the services' policy, analysing complaints and making recommendations for change, and communicating lessons learnt back to the Head of Service for shared learning.

### Communication and Relationship Skills

Engaged staff are more productive. Medical and Dental colleagues play an integral role in leading, developing and engaging colleagues in the work we do by:

- Working in close partnership with the service's senior management team as part of a multidisciplinary and professional team to deliver and develop the Service.
- Managing situations that are unfamiliar, complex or unpredictable and seeking to build collaboration with and confidence in others.
- Being responsible for managing highly complex complaints, utilising excellent negotiating and communication skills.
- Building close working relationship with external partners including commissioners, acute and primary care colleagues.

- Acting as mentor to junior colleagues, providing effective education, facilitating their development and promoting high standards of medical care and appropriately escalating any concerns regarding behaviour or performance of any learner under their supervision.
- Ensuring junior colleagues are actively supported to enable them to achieve their learning needs.

### Leadership and Personnel Development

Medical and Dental colleagues play an integral role in leading effective services by:

- Adopting a range of leadership styles adapting leadership behaviours to improve engagement and outcomes.
- Actively participating in the audit process, linking in with the clinical governance agenda. This includes complying with mandatory training specified by the Trust.
- Sharing knowledge utilising the latest research and practice development, through literature and peer reviews.
- Undertaking research into clinical activities depending on the needs of the service
- Providing supervision/mentoring or coaching for other colleagues
- Developing mentorship or coaching skills so they can support others
- Identifying own development needs by reflecting on decision making processes and taking action to enhance their own knowledge skills and areas of competence as appropriate, considering organisational needs and objectives.
- Developing practice in response to changing population health needs, engaging in horizon scanning for future developments.

### **JOB PLAN**

A job plan will be agreed during your induction period. This job description describes responsibilities as they are currently required. It is anticipated that the duties may change over time and the job description will be reviewed in the future.

Within each session, the doctor may be working in parallel with one or more trained specialist nurses. Teamwork is an essential part of the model of care in the service.

The Speciality Doctor will work 9 PA's a week with 1 SPA for your personal development.

### ***Other notes on the outline job plan***

- Medical and Dental colleagues will be expected to cover for each other at short notice.
- Clinic session times include travel between clinics and patient administration related to that clinic session.
- The amount of non-clinical time allocated to administration and management will vary according to the specific duties and responsibilities agreed as part of the job plan.

## Working Conditions

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. The post holder will be expected to be flexible to respond to change and organisational need.

Person Specification		
	Essential	Desirable
<b>Qualifications</b>	<p>Full Registration with a licence to practice with the GMC</p> <p>Evidence of achievement of ST1/CT1 competencies in a relevant specialty and likelihood of achievement of ST2/CT2 competencies in area of speciality.</p>	<p>Any further postgraduate qualifications relevant to speciality</p>
<b>Experience</b>	<p>Experience of working within area of speciality.</p>	<p>Community experience</p>
<b>Knowledge</b>	<p>Understanding of the role of other professionals and partnership working</p> <p>Evidence of continued relevant professional development and implementation in practice within the last 12 months</p> <p>Proven ability to develop effective partnerships to achieve practical outcomes across organisational boundaries including statutory organisations, external agencies, community and voluntary organisations</p>	<p>Evidence of research and/or audit publications in peer reviewed journals.</p>
<b>Skills &amp; abilities</b>	<p>Excellent clinical skills within area of speciality</p> <p>Ability to manage time and priorities effectively and work under pressure to meet deadlines</p> <p>Ability to work effectively with a variety of people at all organisational levels across different sectors including areas of social deprivation</p> <p>Ability to communicate complex, sensitive information to individuals and groups</p> <p>Ability to use a range of IT programmes including PowerPoint, Word and Excel</p> <p>Highly developed facilitation skills</p> <p>Ability to apply sound clinical knowledge within area of speciality</p>	

	<p>Demonstrates experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need</p> <p>Ability to work effectively in a variety of clinical settings required as part of the job role</p>	
<p><b>Personal attributes</b></p>	<p>Able to make decisions.</p> <p>Capacity to handle conflict and remain calm under pressure</p> <p>A flexible approach to working arrangements surrounding, remote access, significant travel across the County and occasional travel to other UK cities.</p> <p>Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job.</p> <p>Demonstrates an awareness to fully engage in appraisal. Self-awareness and ability to accept and learn from feedback</p> <p>Meets professional health requirements in line with GMC standards in <i>Good Medical Practice</i></p>	
<p><b>Ability to manage</b></p>	<p>Ability to manage and lead change and inspire and develop forward thinking.</p> <p>Ability to motivate and organise others to ensure best practice.</p> <p>Innovative, willingness to meet new challenges and to pioneer new ways of working.</p> <p>Ability to make decisions and deal with conflict.</p> <p>Resilient, flexible, self-motivated</p> <p>Able to manage own time effectively</p>	
<p><b>Additional requirements</b></p>	<p>Must hold relevant UK driver's licence or be working towards obtaining one.</p>	

## Additional Information

Standards of Business conduct	<p>You will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.</p> <p>All Trust staff may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.</p> <p>It should also be stated here if the post holder is expected to adhere to any professional guidelines or codes of conduct, for example the Nursing and Midwifery Council Code of Professional conduct.</p>
Risk Management	<p>You will need to ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.</p>
Governance Standards	<p>Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.</p>
Data Protection	<p>To comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.</p>
Confidentiality	<p>Trust employees are required to ensure that information about patients and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18), the Caldicott Principles 1998 and the National Data Guardian Data Security Standards. The trust's Data Security and Protection policy and the Cyber, Network and Information Systems policy provide guidance on how this can be achieved.</p>
Child/Adult Safeguarding	<p>All colleagues must be familiar with and adhere to Trust child/adult safeguarding procedures and guidelines, in conjunction with Kent Safeguarding Children/Vulnerable Adults Board procedures and supporting policies/guidelines. All staff are required to attend child/adult safeguarding basic awareness training and additional training regarding child /adult safeguarding, commensurate to their position and role.</p>
Records Management	<p>To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.</p>
Freedom of Information	<p>To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.</p>

Security	To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.
Infection Control	You will need to ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.
Freedom to Speak Up (Whistleblowing)	You have a responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Freedom to Speak Up Policy for alternative options.
Environmental Impact	You will need to ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.
Performance review	<p>This Job Description will be used as a basis for individual performance review between the post holder and the manager.</p> <p>The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The post holder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.</p>
Equality and Diversity	The Trust aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.