Royal Cornwall Hospitals NHS Trust

## **Royal Cornwall Hospital**



# Job Description for Speciality Doctor in Paediatrics and Neonatology

Royal Cornwall Hospitals NHS



**NHS Trust** 

1. Job Details 156-MS-3884

| Title:                 | Specialty Doctor in Paediatrics and Neonatology     |
|------------------------|---|
| Reports to:            | The Clinical Director                               |
| Accountable to:        | Women, Children and Sexual Health Services          |
| Reporting<br>Location: | Royal Cornwall Hospital, Truro and associated sites |
| Remuneration:          | NHS National Pay Scales                             |

#### 2. Job Purpose

- To share with colleagues responsibility for the day-to-day management of the Department.
- Assessment and management of patients on Paediatrics Assessment Unit and day care unit
- To share responsibilities of in-patient's care including ward rounds
- To provide outpatient clinics •
- Fulfill duties of weekly timetable including out of hours responsibilities. •
- Attend multidisciplinary ward meetings •
- Participation in Departmental Education and Training sessions. •
- To actively participate in both departmental and Trust matters concerning Clinical Governance and audit.

#### 3. Dimensions

#### The Royal Cornwall Hospitals NHS Trust

The Royal Cornwall Hospital is situated in the Cathedral city of Truro in the centre of the Cornish Peninsula. The surrounding countryside is renowned for its spectacular rural and coastal scenery. Cornwall is well known for its surfing beaches, coastal and inland sailing waters along with equestrian opportunities. The strong heritage of Cornwall has been further enhanced with the building of the Eden Project and the National Maritime Museum. Over recent years there has been an unprecedented growth in high quality restaurants and family orientated leisure facilities. The main road links to the rest of the country have been further enhanced by major improvements to the A30. Local rail links to London include regular daytime and sleeper services. In addition, there are regular daily flights to London from Newquay Airport, as well as to other national and international destinations.

The Royal Cornwall Hospitals' NHS Trust (RCHT) is part of the Cornwall Healthcare Community, working in partnership with other local Trusts to deliver high quality healthcare services across the county. The Trust has close links to medical specialist services in the South West Peninsula and beyond. Serving a widespread local population, as well as thousands of visitors to Cornwall each year, poses a number of unique healthcare challenges. The Trust provides acute medical and surgical services to a population of around 400,000, has a higher proportion of elderly people than the national average. The population more than doubles during the busy holiday periods. RCHT comprises three main hospitals: The Royal Cornwall Hospital, Truro, West Cornwall Hospital, Penzance and St Michaels in Hayle. Outpatient and other services are also provided at a large number of community-based NHS locations around the county and a number of corporate support services are located away from the main hospital sites.

Further information on the Trust can be viewed on the Internet at <u>www.cornwall.nhs.uk/RCHT</u> and <u>www.cornwall.nhs.uk</u>

#### The Department of Child Health

The resident population in Cornwall grows at around 1% per annum and is approximately 500,000. Acute Paediatric services are provided for children and young people in the west and mid-Cornwall and in the Isles of Scilly, with a resident 0-16 population of approximately 117,000. In addition the summer months bring an influx of holiday makers taking the total population up to 750,000 during the peak holiday season with holiday-makers constituting a quarter of Paediatric admissions in July and August. Acute services for those children and young people to the east of the county are generally provided by Plymouth and North Devon Trusts.

Maternity, neonatal and Paediatric services are based at the Royal Cornwall Hospital, Truro in an integrated children's unit. The unit includes new children's medical wards, a Paediatric specialist surgical ward and a young persons' unit along with supporting play and school facilities. The unit also provides a Paediatric high dependency unit, Paediatric outpatient clinic and a day attender area.

There are 41 Paediatric beds in addition to a Paediatric observation and assessment unit. There is a full range of Paediatric investigation and treatment facilities available locally. As Cornwall is 170 miles from the regional center in Bristol, the Directorate places great emphasis on an extensively developed system of shared care with the regional centre for children with complex conditions to enable them to receive highly specialised treatment with as much care as possible delivered close to home. There are approximately 10000 Paediatric admissions to the Royal Cornwall Hospital's children's wards per year. Although the majority of acute admissions come direct to the wards, some patients are referred through the busy Accident and Emergency Department.

Children are admitted to the children's wards via our eight bedded Paediatric Assessment Area/Observation Unit which has its own team of designated nursing staff. Critically ill children are looked after in the Intensive Care Unit (which has a designated Paediatric cubicle) or in the Paediatric HDU jointly by Pediatricians' and Intensivists. Children needing Level III intensive care are transferred to the Regional PICU in Bristol which operates a retrieval team. The three bedded Paediatric HDU opened within the Children's unit in November 2000 since when occupancy has ranged from 65-100%. The Local Neonatal Unit (level 2 in previous terminology) supports maternity services from where there are more than 4500 deliveries per annum. The unit is situated adjacent to Delivery suite and the Post natal wards. It has 20 cots of which seven are designated for Level I and II neonatal intensive care. There are on average 500 admissions per annum. There are two transitional care cots on the post-natal wards which reduce the number of NNU admissions. The current neonatal unit is well equipped including five modern ventilators, which provide high frequency oscillation ventilation and for the use of nitric oxide. There is a new blood gas analyser and X ray developer on the NNU. In addition, two of the Obstetricians have a Special Interest in Perinatal Medicine. There are good antenatal ultrasound facilities and a link is established with Bristol for fetal and neonatal ultrasound screening. Cornwall's perinatal mortality compares very favorably with national figures.

Fistral Unit is the ten bedded young persons' unit admitting children and young people between 12-16 years old and occasionally older teenagers when clinically appropriate. Fistral Unit's nursing team maintain close working relationships with the Cornwall Child and Family Services In-reach Community Psychiatry Nursing Team, Specialist Liaison Nurse for Self Harm and the Eating Disorders Team.

All the Consultant Pediatricians' participate in Paediatric subspecialty clinics including those held in Truro jointly with visiting Consultants in Cardiology, Oncology and Genetics (monthly), Neurology, Nephrology, Gastroenterology and Endocrinology (three monthly) and Urology and Paediatric Surgery (four monthly). General Paediatric out-patient clinics are currently held in Penzance, Redruth, Falmouth, Bodmin, Isles of Scilly and St. Austell as well as Truro.

There are four Assessment Units in the county, providing for the multi-disciplinary assessment of pre-school children with special educational needs, four special schools for children with severe and moderate learning disabilities, and a number of special units attached to mainstream schools for children with learning difficulties or with hearing loss; all are supported by the Child Health doctors.

Cornwall also has a high level of children with special needs integrated in mainstream schools, and there is a close working relationship between Child Health and education staff, the psychological and audiology services of the children's services authority (CSA) and with members of the Cornwall Partnership Trust and recently re-formed Primary Care Trust.

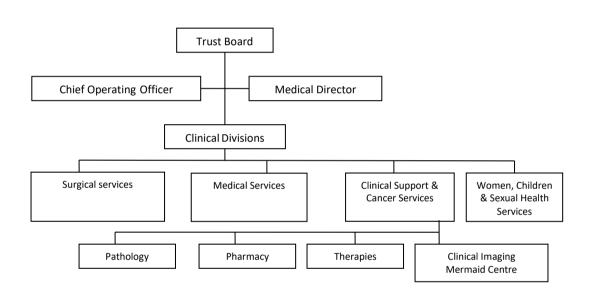
The Directorate of Child Health has strong links with the Child and Family Services and with Cornwall Partnership Trust (CPT), providing outreach services to improve care for children with chronic complex needs in the community. The multi-disciplinary Cornwall Diana Children's Community Nursing Team, facilitate family support and care of children with complex physical disabilities and potentially life-limiting disorders in the community. The team also includes physiotherapy, clinical psychology, art and occupational therapy and is led by an interagency steering group.

Cornwall today has the lowest average earnings level in Britain with a heavy dependence on part-time and seasonal employment in tourism related industry. Cornwall obtained Health Action Zone (HAZ) status in 1999 and also has Objective One status with regard to allocation of the European Union Structural Fund. HAZ Projects focusing on ways of improving services for children and young people in Cornwall include:

- Inter-Agency Young People's Support Unit for young people aged 13-18 years with complex emotional and behavioural difficulties.
- Joint Agency Assessment and Care Planning Process for Children with Complex Developmental Needs.
- Provision of Special Equipment for Children with Complex Needs project.
- Project to develop a strategic plan for services for children with Autistic Spectrum Disorders.
- Cornwall Alternative and Augmentative Communication Team.
- Specialist Nursing in Schools.

The Directorate of Child Health is committed to joint working with Social Services, Education and local representatives for national Government initiatives such as Connexions and the Children's Fund who together form the Cornwall Children and Young People's Strategic Partnership.

#### 4. Organisation Chart



Managerial Accountability for the provision of services will be through the Specialty Lead, Dr. Chris Warren (Neonatology) and Dr Thomas Fontaine (Paediatrics).

Clinical commitments are outlined in the examples of weekly timetables attached. Actual commitments may vary with departmental and individual needs. They will be subject to periodic review and any alteration only effected after discussion within the Directorate and with the agreement of the Clinical Director.

The following Consultants are members of the Directorate:

#### Acute Paediatric Consultants (alphabetically) and their special interests:

| Dr. Simon Bedwani      | Allergy                   |
|------------------------|---------------------------|
| Dr. Katy Huxstep       | Cardiac                   |
| Dr. Shama Goyal        | Oncology                  |
| Dr. Yadlapalli Kumar   | Neonatology               |
| Dr. Katie Mallam       | Diabetes                  |
| Dr. Stuart Nath        | Respiratory               |
| Dr. Sam Padmanabhan    | Cardiac                   |
| Dr. Simon Robertson    | Diabetes and Respiratory  |
| Dr. Matt Thorpe        | Gastroenterology          |
| Dr. Chris Warren       | Neonatology               |
| Dr. Chris Williams     | Renal                     |
| Dr. Chris Bell         | Neonatology               |
| Dr. Chris Butler       | Epilepsy                  |
| Dr. Tom Fontaine       | PAU                       |
| Dr. Ellie Lawes        | Neonatology               |
| Dr. Andrew Mullett     | Oncology                  |
| Dr. Rachel Nicholls    | Neonatology               |
| Dr. Kathryn Thomas     | Respiratory               |
| Dr Veronica Nijloveanu | Rheumatology and Epilepsy |
| Dr Charlotte Lea       | Neonatology               |

#### **Other Medical Staff**

Associate Specialists6.8Specialty Doctors3.8

Trainee Medical StaffSpecialist Registrars St4/SpRs/Trust Drs7.5Specialist Registrars St1-3 (incl 4 GP ST1-2s)10.0

Foundation House Officer 22.0Foundation House Officer 13.0

The work of the Department and the nature of the job involves a principal working relationship with the following personnel:

Consultants in Pediatrics', Obstetrics, Surgery, Radiology Staff Grade Pediatricians' Specialty Paediatric Registrars Midwifery and Nursing Staff

Technical Staff Other support staff Medical Students There are ten Paediatric ST1-3 (including four GPVTS) plus two F2's and 1 APNP working two separate full shifts covering the general Paediatric wards and the neonatal unit. The Neonatal Unit rota also has 5 Advanced Neonatal Nurse Practitioners working within it. Within the shift system, trainees have allocated leave (annual and study) with protected time for some additional experience.

The Staff Grades and ST4's and above work a full shift system. These StR's rotate between general Pediatrics', the neonatal unit and the community when undertaking Core training. Each Staff Grade has specialist areas of interest including Haematology/Oncology, respiratory and general Pediatrics'.

Medical Students are attached to the unit from the Peninsula Medical School, which had its first intake of students in 2002. Future intake of students will be from the newly created Exeter University Medical School (UEMS).

The clinical nature of the tasks to be performed are as follows -

- (i) **Daytime** 
  - Timetable of duties attached

#### (ii) On-call, Standby and Emergency Duties

On-call, emergency and standby duties are resident, second on-call to F1's, F2's and StR 1-3. On calls are by a, full shift system. There is prospective cover of "middle grade" colleagues' leave. Periods of annual and study leave are non-allocated.

The actual number of hours worked may vary according to the number of trainees, including flexible trainee's, (and Staff Grades when appropriate) working within the department at any one time. Timetables indicate a maximum number of expected hours of duty. If there are additional trainees (and/or Staff Grades) taking part in the duty rota then on-call arrangements, the hours of duty and thus the banding may be reduced.

#### Duties and responsibilities of the post

The proposed duties of the post:

- (i) Management of infants in the Neonatal Unit and providing support to the delivery suite and post-natal wards as appropriate.
- (ii) General Paediatric duties, both in-patient and out-patient, under Consultant supervision.
- (iii) To coordinate and, when necessary, undertake day case investigations/out-patient ward follow-up reviews.
- (iv) Teaching, supervision and support of F1's, F2's and Paediatric / GP ST 1-3 as appropriate.
- (vi) Teaching, supervision and support of Medical Students attached to the Department.
- (vii) Maintaining effective communication with general practitioners and other hospital departments.
- (viii) Responsibility for more complex discharge summaries and the supervision of F1's, F2's and StR 1-3 completing ordinary discharge summaries.
- (ix) Responsibility, with other middle grade trainees, for the organisation of weekly education meetings, involvement in the teaching and training programme, the drawing up of junior staff duty rotas and ensuring adequate cover is available during periods of absence.

- (x) To participate in Departmental Clinical Governance and Audit activities, clinical meetings and grand rounds.
- (xi) To attend at least 70% of Departmental Educational activities.

#### Location of duties:

The main Hospital is the Royal Cornwall Hospital, Truro. It may be necessary, from time to time, to visit other hospitals and/or clinics within the area.

The Junior Doctor may make arrangements with colleagues to swap pre-allocated rotas and leave by agreement with the Rota Co-ordinator so long as these arrangements are agreed and ratified at least eight weeks before the intended change. Any intended change must be notified in writing to the Rota Co-ordinator and approved by him/her.

Junior doctors must not make alterations to their working pattern which would then make their worked hours non-compliant with the "New Deal" or European Working Time Directive, whichever is operant at that time.

The junior doctor accepts that he/she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultants, in consultation where practicable with his/her colleagues both senior and junior. It has been agreed between the professions and the Department of Health that, while juniors accept that they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptional and in particular that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis. The Juniors' negotiators have accepted the Department's view that the period of an emergency may be a matter of days rather than hours.

#### **Rota Commitment**

The post-holder will be participating in a full-shift rota.

### Example of Timetable and Educational Programmes for Paediatric Core Specialist Registrars

|                       | MON                                  | TUES  | WED   | THUR  | FRI   |  |
|-----------------------|--------------------------------------|---|---|---|---|--|
| 1 General Pediatrics' |                                      |   |   |   |   |  |
| ΑΜ                    | 09.00-09.30<br>Department<br>Meeting | 08.30-09.30<br>StR and<br>Consultant<br>teaching,<br>handover | 08.30-09.30<br>Combined StR<br>and Junior<br>teaching /<br>Simulation<br>(every 2 weeks),<br>handover | 08.30-09.30<br>Case of the<br>week<br>(Consultant –<br>led) teaching,<br>handover | 08.30-09.30<br>Combined<br>StR and<br>Junior<br>teaching,<br>handover |  |
|                       | Ward Round◊                          | Ward Round\ /<br>Outpatients                                  | Ward Round◊ /<br>Outpatients  | Ward Round◊ /<br>Outpatients  | Ward Round◊<br>/<br>Outpatients                                       |  |
| Lunch-<br>time        | 13.00-14.00<br>Clinical<br>Imaging   | 13.00-14.00   | 13.00-14.00   | 13.00-14.00   |   |  |
| РМ                    | Outpatients<br>or wards              | Outpatients<br>or wards                                       | Wards   | Governance/<br>audit/<br>teaching/study   | Wards   |  |
| 2 Neona               | ital                                 |   |   |   |   |  |
| AM                    | 08.30-09.30<br>Department<br>Meeting | 08.30-09.10<br>StR and<br>Consultant<br>teaching              | 08.30-09.10<br>Combined StR<br>and Junior<br>teaching /<br>Simulation<br>(every 2 weeks)              | 08.30-09.10<br>Case of the<br>week<br>(Consultant –<br>led) teaching              | 08.30-09.10<br>Combined<br>StR and<br>Junior<br>teaching              |  |
|                       | Unit Round<br>(Con)                  | Unit Round<br>(Con)   | Unit Round<br>(Con)   | Unit Round<br>(Con)   | Outpatients   |  |

| Lunch-<br>time | 13.00-14.00<br>Clinical<br>Imaging | 13.00-14.00 | 13.00-14.00   | 13.00-14.00                             |               |
|----------------|------------------------------------|-------------|---------------|---|---------------|
| PM             | Neonatal Unit                      | Outpatients | Neonatal Unit | Governance/<br>audit/<br>teaching/study | Neonatal Unit |



Education

- General Paediatric Ward rounds are either with consultant or are for non-take patients.
   All patients are discussed with the 'week on service' Consultant
- \* Attendance at these educational sessions in so far as the individuals' weekly programme allows.

- σ Joint Paediatric/Obstetric Meeting
- v Psychosocial Meeting
- H Guidelines Meeting as timetabled

Peri Natal Mortality, Audit, Clinical Governance as per rolling programme

- I. Attendance at Consultants Meetings, Neonatal and Community Admin Meetings by arrangement.
- II. Attendance at Visiting Specialist Clinics and local Consultant Special Interest Clinics by arrangement.
- III. Study times (including Regional Training Days) and Outpatient Clinic commitment will vary according to shift pattern and other staff availability.

#### Study and Training

An induction, both to the department and to the Trust will take place as soon as possible after appointment.

There is a programme of regular, timetabled education sessions every morning Tuesday – Friday and on 2 lunchtimes. Middle Grade doctors will be expected to contribute to this programme and its delivery. Attendance for management and audit training will be encouraged. Continuation of an applicant's existing research, involvement in current departmental research and development of new projects will be a priority.

Study leave is granted in accordance with the national Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales).

In addition, Middle grade doctors are allocated a half day per week for education/research/audit. Individual doctors will be responsible for recording their use of such sessions for discussion with their Educational Supervisor at the time of their regular appraisals.

Overall, the Royal Cornwall Hospital provides postgraduate facilities for MRCP (UK); FRCS; MRCOG and FFARCS.

There is a modern Postgraduate Centre adjacent to the Royal Cornwall Hospital. It has a tiered lecture theatre with a seating capacity of 152; a Research Room, Dining Room, 2 Seminar Rooms and a Conference Room.

There is a well-stocked Medical Library with a qualified full-time Librarian and support staff. There is a comprehensive re-print service available through contact with other libraries in the Region, the Nuffield Library of the BMA and the British Lending Library. The Library is open from 8.30 am to 5.30 pm week days, access out of hours is by obtaining a key to the Postgraduate Centre.

There are regular teaching sessions for MRCP; surgical case conferences; obstetric and anaesthetic tutorials and joint ward rounds.

Educational Supervisors: Nominated Consultant

#### Facilities Available

The Royal Cornwall Hospital is situated approximately 2 miles from the City of Truro, where there is a main line inter-city railway link with connections to both London and the north. Newquay airport provides connecting flights to London and other major UK and European cities.

The Hospital adjoins the Truro Golf Club. Some sports facilities at local schools and colleges are available to Hospital staff. There are a number of State and Private Schools within the area catering for all ages. The 'natural' facilities of Cornwall mean that watersports such as sailing and surfing are readily available. Coastal walking, cycling, rock climbing and diving are other popular activities.

#### **General Information**

The person appointed to this post may have substantial access to children under the provisions of Joint Circular No. HC(88)9, HOC8/88, WHC(88)10. Applicants are therefore advised that shortlisted candidates will be asked to complete a form disclosing any convictions, bind-over orders or cautions, and to give permission in writing for a police check to be carried out. Refusal to do so could prevent further consideration of the application. Attention is drawn to the provisions of the Rehabilitation of Offenders Act, 1974 (Exceptions) (Amendment) Order 1986, which allow convictions that are spent to be disclosed for this purpose by the police and to be taken into account in deciding whether to engage an applicant. Candidates are assured that the completed form will be treated with strict confidentiality, and will not be disclosed to the Appointments Committee until the successful candidate has been selected. A police check will only be requested in respect of the candidates will be destroyed when the final selection of the candidate to be recommended for appointment. All forms completed and returned by other candidates will be destroyed when the final selection of the candidate to be recommended for appointment.

#### Main Conditions of Employment

- (a) The Terms and Conditions of employment are in accordance with the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) and General Council Conditions of Service as amended from time to time.
- (b) The appointment is superannuable unless you opt out of the Scheme or are ineligible to join, and your remuneration will be subject to deduction of superannuation contributions in accordance with the National Health Service Superannuation Scheme.
- (c) The Appointment is subject to a satisfactory medical examination and shortlisted candidates will be required to complete a Declaration of Health questionnaire.
- (d) The appointment is whole-time and the salary scale is in line with the current pay award.
- (e) The appointment involves resident night shifts. Married/single accommodation may be available but is in short supply therefore early application is advised if it is required.
- (f) The period of termination of notice of the Contract will be three months on either side.

Applicants are encouraged to visit the Hospital and arrangements to do so should be made by contacting the Medical Staffing Co-ordinator, Child Health Directorate - Tel: Truro (01872) 252937 (direct line) or fax: Truro (01872) 252933.

#### Postgraduate Centre

There is a very active Postgraduate Centre on site. Information on postgraduate centre activities is available on the website. <u>http://www.cornwall.nhs.uk/postgraduateeducation/</u>

Director of Medical Education:<br/>Manager, Medical EducationDr. Chris Williams<br/>Johanna Gilbert<br/>01872 252605

#### Teaching

The post-holder will be expected to take part in the active programme of Undergraduate and Postgraduate teaching involving Lectures, Ward Rounds and Clinical Supervisions.

#### General Duties and responsibilities of the Post

- (a) out-of-hours responsibilities, including participation in the full shift rota where applicable;
- (b) cover for colleagues' annual leave and other authorised absences;
- (c) participating in medical audit, the Trust's Clinical Governance processes and in CPD as applicable;
- (d) The post-holder must at all times carry out his/her duties with due regard to the Trust's Equal Opportunities Policy. A responsibility to ensure that all colleagues and patients receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability;
- (e) A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient/client care;
- (f) It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post holder is required to comply with the appropriate Health and Safety Policies as may be in force;
- (g) A responsibility to decline to undertake duties for which the post-holder has not been trained, or for which the post-holder does not believe they will be able to undertake safely;
- (h) It is the responsibility of the post holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work;
- (i) All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies. Such information should not be released without the consent of the patient/client/staff member concerned unless required by a court order;
- (j) The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities;
- (k) Staff are required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust Policy;
- (I) The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment), including declaration of hours worked and breaks taken by undertaking monitoring exercises when required, and reporting any instances where the pattern of working hours may constitute a health and safety risk to the postholder, patients, the public and other Trust employees.

- (m) The postholder will not be subjected to any unlawful detriment by reporting any concerns under the regulations;
- (n) The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department;
- (o) The post-holder will be required to complete annual updates in mandatory training;
- (p) The successful candidate will become a member of the Child Health Department and will be encouraged to attend specialty/Care Group meetings;
- (q) Travel as necessary between hospitals/clinics maybe required but a planned and cost effective approach will be expected;
- (r) Any other duties that may be required from time to time.

#### Expectations of the Post-holder

The post-holder can expect:

- (a) An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- (b) Receive appropriate Consultant supervision and mentoring.
- (c) Adequate support and time allocation to allow doctors in training Doctors to fully participate in the Trust's appraisal process and the necessary CPD and study leave requirements which are a natural consequence of appraisal.
- (d) All Trust employees shall have equal access to the benefits of the Improving Working Lives initiative to which the Trust is fully committed.

#### Research

Members of the Care Group are encouraged to pursue approved topics of research. Professor A.D. Woolf is Head of Research and Development within the Trust. There are funds available within the hospital for approved studies. The use of commercial funds for ethically approved trials is encouraged and projects can be supported by the Trust's Audit Department.

The post-holder must comply with all aspects of confidentiality, professional codes of conduct, the Royal Cornwall Hospitals' Trust Staff Charter and the NHS Managers' Code of Conduct.

| 7. Job Description Agreement   |      |  |  |
|--------------------------------|------|--|--|
| Signature<br>Post-holder       | Date |  |  |
| Signature<br>Clinical Director | Date |  |  |
| Signature<br>Chief Executive   | Date |  |  |
|                                |      |  |  |

#### Health and Safety and Risk Management

In carrying out their duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Specialty/ Care Group /Trust's Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

#### **Hospital Policies**

The Royal Cornwall Hospitals' NHS Trust is a dynamic organization and therefore changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflect these. In keeping with the Trust's Standards of Business Conduct for Employees and the Equal Opportunities Policy, the post-holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

The post-holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence.

The Royal Cornwall Hospitals' NHS Trust is a regulated organisation and as such, all postholders must have their criminal record checked. You will be asked at interview if you have any criminal convictions and a police check on the existence of a criminal record will be made if you are the preferred candidate for appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the terms and conditions of service of the Royal Cornwall Hospitals' NHS Trust.

#### Please note:

Please note: Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

If this post involves undertaking exposure prone procedures, you will be required to participate in blood borne virus screening as appropriate.

Royal Cornwall Hospitals NHS



NHS Trust

#### **Person Specification**

#### **Speciality Doctor in Paediatrics and Neonatology** Post: Care Group: Women, Children and Sexual Health Services

| ATTRIBUTES     | REQUIREMENT   | METHOD OF<br>ASSESSMENT |                                    |
|----------------|---|-------------------------|------------------------------------|
|                | ESSENTIAL   | DESIRABLE               |                                    |
| QUALIFICATIONS | GMC Registration with a Licence to Practice.  | Success in<br>MRCPCH or | Pre-employment checking procedure. |
|                | MBBS or equivalent medical qualification.   | equivalent.             |                                    |
| EXPERIENCE     | Extensive experience in paediatrics (not including Foundation modules).   |                         | Application & interview.           |
|                | Evidence of achievement of<br>Foundation competencies by<br>time of appointment in line<br>with GMC standards / Good<br>Medical Practice including: |                         |                                    |
|                | Good clinical care.   |                         |                                    |
|                | Maintaining good medical practice.  |                         |                                    |
|                | Good relationships and communication with patients.   |                         |                                    |
|                | Good working relationships with colleagues.   |                         |                                    |
|                | Professional behaviour and probity.   |                         |                                    |
|                | Delivery of good acute clinical care.   |                         |                                    |
|                | Eligibility to work in the UK.  |                         |                                    |
|                | Evidence of achievement of ST3 competencies in paediatrics.   |                         |                                    |
|                |   |                         |                                    |

| ·   |   | I                        |
|---|---|--------------------------|
| EXPERIENCE<br>cont                                | Evidence of achievement of<br>the competences outlined in<br>'A Framework of<br>Competences for BST in<br>Paediatrics' <sup>1</sup> .   |                          |
| PRACTICAL AND                                     | Strong clinical and personal credibility.   | Application & interview. |
| SKILLS<br>(INCLUDING ANY<br>SPECIAL<br>KNOWLEDGE) | Excellent communication<br>and interpersonal skills;<br>adapts style depending on<br>audience.  |                          |
|   | Excellent IT skills.  |                          |
|   | Conceptual and analytical skills.   |                          |
|   | <ul> <li>All applicants to have<br/>demonstrable skills in written<br/>and spoken English that are<br/>adequate to enable effective<br/>communication about<br/>medical topics with patients<br/>and colleagues which could<br/>be demonstrated by one of<br/>the following:</li> <li>a) that applicants have<br/>undertaken<br/>undergraduate medical<br/>training in English;<br/>or</li> <li>b) have the following scores<br/>in the academic<br/>International English</li> </ul> |                          |
|   | Language Testing<br>System (IELTS) – Overall<br>7, Speaking 7, Listening<br>6, Reading 6, Writing 6.  |                          |
| DISPOSITION /<br>ADJUSTMENT /<br>ATTITUDE         | Flexible in approach and<br>able to adapt quickly to<br>changing priorities.<br>Attention to detail in all<br>professional tasks.   | Application & interview. |

<sup>&</sup>lt;sup>1</sup> A Framework of Competences for BST in Paediatrics, RCPCH October 2004

| ADDITIONAL<br>CIRCUMSTANCES | A Disclosure and Barring<br>Service record check<br>satisfactory to the<br>organisation.  | Pre-employment checks. |
|-----------------------------|---|------------------------|
|                             | Current and valid visa to allow work in the UK.   |                        |
|                             | OH clearance  |                        |
|                             | Receipt of two satisfactory references.   |                        |
|                             | To live no more than 30<br>minutes travel from hospital<br>if an on-call rota is category<br>A.   |                        |
|                             | The post-holder may be<br>required to travel within and<br>outside of the county,<br>sometimes at short notice,<br>and will be responsible for<br>their own arrangements. |                        |
|                             | Ability to provide complete details of employment history.  |                        |