



**Royal United Hospitals Bath**  
NHS Foundation Trust

## **Job Description**

**For**

**Consultant in Acute Medicine**

## The RUH, where you matter

At the RUH we're proud to put people at the heart of what we do, striving to create an environment where everyone matters. Everyone means the people we care for, the people we work with and the people in our community.

We provide a [wide range of services](#) including medicine and surgery, services for women and children, accident and emergency services, and diagnostic and clinical support services.

We also provide specialist services for rheumatology, chronic pain and chronic fatigue syndrome/ME via the Royal National Hospital for Rheumatic Diseases.

We work closely with other health and care organisations as members of the Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board. We strive to improve the health and wellbeing of the people in our community by working together build one of the healthiest places to live and work.

## Management Structure

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The Trust has a divisional structure. There are three clinical divisions, Medicine, Surgery and Family and Specialist Services, supported by two additional divisions, Corporate Services and Estates & Facilities. Each Clinical Division is led by a senior management team, consisting of a Divisional Director, Divisional Director of Operations and a Divisional Director of Nursing. Each also has a Clinical Governance Lead in the senior divisional team. Anaesthesia, ICM and pain services sit within the division of surgery.

The senior management team meets with other divisional colleagues to discuss both operational and strategic issues for the specialities within the division.

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

The hospital is managed by a Trust board, which consists of a chair, six non-executive directors and eight executive directors. The day-to-day management of the hospital is the responsibility of the chief executive assisted by the executive directors, and supported by the three clinical divisions.

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

## JOB OUTLINE

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### Appointment

A substantive Consultant in Acute Medicine post at the Royal United Hospital Bath. You could have a specialist interest in an additional specialty to compliment the team.

### The Department of Acute Medicine

The department is situated in The Royal United Hospital adjacent to the Emergency Department. The Speciality has 25 assessment beds and 13 assessment trolleys/chairs in their Assessment Unit, an attached Ambulatory Care Unit and an 18 bedded short stay unit.

The Speciality comprises of the following medical staff with their sub-speciality interest:

Dr Sarah Gillett – Clinical Lead and Consultant acute physician

Dr Mark Edwards – Specialty interest in Diabetes & Endocrine

Dr Belin Espina – Consultant acute physician and Divisional Clinical Governance Lead

Dr Fenella Maggs – Consultant acute physician and Head of Medicine

Dr James Goodliffe – Specialty interest Respiratory and Simulation

Dr Bethan Williams – Consultant acute physician and Rota coordinator

Dr Jonathan Downing – Consultant acute physician and F1 Rota coordinator

Dr Felicity Coad – Specialty interest in Obstetric Medicine

Dr Jennifer Collinson – Consultant acute and Stroke Medicine

Dr Andrew Stone – Consultant acute and Stroke Medicine

In addition, the department has Specialty Registrars, Specialty Trainees (SHO equivalent including F2, ACCS, CMT, GP trainees and trust grade) and Foundation year 1 trainees.

### Details of the Post

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**Clinical Duties:** You will be a Consultant in Acute Medicine with or without a specialty interest and will be encouraged to develop this role as appropriate to you.

The post will be based at the RUH and the holder will participate in audit and directorate meetings and undertake administrative duties as required by the Lead Clinician of Acute Medicine.

A commitment to maintain professional expertise by attendance at meetings and courses is expected, and completion of diaries for CME is essential. It is also essential that you have an annual appraisal.

An interest in research and teaching is expected with participation in projects, courses, etc. to enhance the standing and role of the Department and Trust.

Attendance at, and organisation of, meetings is expected.

You will be expected to cover for colleagues when absent or on leave.

**Management Duties:** You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management.

You will be expected to take an active role in the development of resource management and assist in the preparation of business plans.

Consultants are required to undertake the administrative duties associated with the care of patients and the running of clinical areas where they work.

**General Requirements:** Subject to the provisions of the Terms and Conditions of Service, you will be expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the standing orders, financial instructions and code of expectations of the Trust.

## Acute Medicine Rota

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There is a rolling rota which encompasses 7 day cover for the short stay unit and patients remaining in the medical assessment unit currently shared with the Registrar. We provide daily intake rounds and daily rounds to the short stay area. We provide senior support to the ambulatory care area including providing treatments and assessing new patients. There is a daily morning post take round taken by general physicians and a separate elderly care round. You may be asked to take part in the general internal medicine on-call rota.

## Work Programme

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The work programme will be reviewed on a monthly basis and agreed with the post holder, Divisional Manager and Lead Clinician. Where possible a regular timetable will be established, however the nature of the post requires the post holder to be flexible in order to maximise capacity.

Local procedures will be followed in the event of any disagreement over proposed changes, culminating in an appeal to the Trust Board.

## Proposed Job Plan

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The job plan will be a prospective agreement that sets out Consultants' duties, responsibilities and objectives for the coming year. It will cover all aspects of a consultant's professional practice including clinical work, teaching, research, education, clinical governance, private practice and any other responsibilities.

Programmed activities 10 PAs

**Acute Medicine**

Direct clinical care 7.5 PAs

Direct clinical care admin 1.0 PAs

Supporting professional activities 1.5 PAs

**Timetable**

The following provides scheduling details of the clinical activity and clinically related activity components of the job plan that occur at regular times during each week including supporting professional activities.

| Day   | Location | Work                             | Categorisation | PA                  |
|---|----------|----------------------------------|----------------|---------------------|
| <b>Monday</b>   | RUH      | Ward Round – MAU                 | DCC            | 1.25                |
|   | RUH      | Admin                            | DCC admin      | 1                   |
| <b>Tuesday</b>  | RUH      | Ward Round - MSS                 | DCC            | 1.25                |
| <b>Wednesday</b>  | RUH      | Ambulatory Care                  | DCC            | 1.25                |
|   | RUH      | Ambulatory Care                  | DCC            | 1                   |
| <b>Thursday</b>   | RUH      | MSS                              | DCC            | 1                   |
|   | RUH      | Afternoon take                   | DCC            | 1                   |
| <b>Friday</b>   | RUH      | SPA<br>Once every 4 weeks<br>MSS | SPA            | SPA 1.5<br>DCC 0.25 |
| <b>Saturday</b>   | RUH      | Ward Round – MSS                 | DCC            | 0.5                 |
| <b>Sunday</b>   |          |                                  |                |                     |
| <b>Additional agreed activity to be worked flexibly</b> |          |                                  |                |                     |
| <b>Predictable emergency on-call work</b>               | RUH      | Weekend ward round 1:10          | DCC            |                     |
| <b>Unpredictable emergency on-call work</b>             |          |                                  |                |                     |
| <b>Total Hours</b>                                      |          |                                  |                | <b>40 hours</b>     |
| <b>Total PAs</b>  |          |                                  |                | <b>10 PA</b>        |

| SUMMARY OF PROGRAMMED ACTIVITY                                | Number   |
|---|--|
| <b>Supporting Professional Activities</b>                     | 1.5*<br>SPA allocated according to the individual's priorities.<br><br>Additional SPA may be allocated for other responsibilities as outlined in the Trust's Job Planning Policy |
| <b>Direct Clinical Care (including unpredictable on-call)</b> | 8.5*   |
| <b>Other NHS Responsibilities</b>                             | To be taken out of DCC and SPA   |
| <b>External Duties</b>  | To be taken out of DCC and SPA   |
| <b>TOTAL PROGRAMMED ACTIVITIES</b>                            | <b>Total 10</b>  |

## ON-CALL AVAILABILITY SUPPLEMENT

**Agreed on-call rota: None currently**

**Agreed category: None Currently**

**On-call supplement: None currently**

## Commencement of duties

The appointee will be required to take up the post within an agreed timescale. If you consider it is unlikely that you will be able to take up the appointment within such a period, you are advised to highlight this at the time of your application.

### Office and Secretarial Facilities

Full time shared secretarial support will be provided. Personal office space is available with access to a PC. The post holder may be expected to share an office with another colleague.

## Accountability

The Chief Executive is managerially responsible for the services provided by the Trust and the Lead Clinician is responsible for the provision of the service. The post holder will be responsible for the discharge of their contractual duties through the Lead Clinician to the Chief Executive.

The Foundation Trust will take direct responsibility for costs and damages arising from medical negligence in the treatment of NHS patients, where they (as employers) are

vicariously liable for the acts and omissions of their medical and dental staff. However, it is strongly advised that the person appointed maintains defence body membership in order to cover any work, which does not fall within the scope of the hospital policy.

A medical professional indemnity scheme is available to cover compensation (including claimants' costs and expenses) arising from medical negligence in the treatment of private patients at the Royal United Hospital.

## Health & Safety

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Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

## Healthcare Associated Infections (HCAs)

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

## Medical Examination / Screening

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At any stage of your employment you may be required to undergo a medical examination to confirm your fitness to undertake your duties. All medical and dental practitioners are appointed subject to medical screening. Vaccinations and immunisations except Yellow Fever may be obtained by contacting the Occupational Health Department at the Royal United Hospital on Extension 4064.

If this post has been identified as one involved with exposure prone procedures, satisfactory Hepatitis B status will be a condition of your employment with this Trust. You will be required to either undergo the immunisation process or produce written evidence of satisfactory Hepatitis B status prior to taking up this appointment.

As this appointment will provide substantial access to children, an enhanced Criminal Records Bureau check on convictions will also be necessary.

## ACADEMIC FACILITIES

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

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

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

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

Formal medical audit in the Department is in operation.

## **CLINICAL GOVERNANCE**

The NHS Executive has defined Clinical Governance as:

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

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

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

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

## **CONDITIONS OF SERVICE**

National terms and conditions of service (Consultants (England) 2003) cover the post.

This post is open to applications to candidates who wish to work less than full time or would like a job share.

Residence within either 10 miles of, or thirty minutes by road (e.g. from RUH) is a requirement of this post.

This post is subject to an Exception Order under the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974.

The post is subject to pre-employment checks such as Disclosure and Barring Service, Occupational Health, Visa clearance (where applicable) and satisfactory references.

You are required to be registered with the General Medical Council with a licence to practice/General Dental Council throughout the duration of your employment and to comply with and abide by the relevant code of professional practice, as appropriate.

## **Annual Leave**

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6 weeks and two days per annum pro-rata to be approved by the Clinical Lead. Requests should be submitted at least six weeks before leave is required. Requests for annual leave over three weeks should be submitted three months before leave is required. Up to 5 annual leave days may be carried over from one leave year if relevant to the next with the agreement of the Clinical Lead.

## **Study and Professional Leave**

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Study and professional leave of up to 30 days, including off duty days within the leave period, in any three years is available in line with the Trust's Study/Professional Leave Policy for Consultants, Associate Specialists, Specialists, Specialty Doctors and Staff Grade Doctors. Leave will only be given where it has been formally approved by the Clinical Lead. A minimum of eight weeks notice is required for any request.

The allocation of study leave is discussed at the annual appraisal. Leave requests, and any associated expenses, must be approved by the Surgical Division in line with Trust policy.

## **Canvassing**

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Candidates should note that canvassing any member of the Advisory Appointments Committee or the RUH NHS Trust will result in their being disqualified (see Statutory Instrument 1983 No 276 para 8,1,b).

## **Policies and Procedures**

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The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

## **Confidentiality and Data Protection**

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The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post holder must comply with all Trust Information and

Data Protection policies at all times. The work of an NHS acute Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

## **No Smoking**

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The Royal United Hospital, Bath NHS Trust is a Smoke Free hospital and site and all Trust staff are not permitted to smoke on any part of the site at any time. Failure to comply with this policy is likely to result in disciplinary action up to and including dismissal.

## **Equality and Diversity**

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

## **Safeguarding Children & Adults**

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

## **Conflict of Interest**

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

## Person Specification

### Consultant in Acute Medicine

| REQUIREMENTS  | ESSENTIAL  | DESIRABLE  |
|---|--|--|
| <p><b>Qualifications</b></p> <p><b>Basic</b></p> <p><b>Postgraduate</b></p> | <p>MRCP or equivalent</p> <p>Full Registration with a licence to practice with the GMC</p> <p>Entry on Specialist Register (or entry expected within six months of interview date)</p>   | <p>Higher Degree</p>   |
| <p><b>Clinical Experience</b></p>   | <p>Clinical training and experience equivalent to that required for gaining UK CCST in relevant speciality, including at least 18 months working within acute medical units and ambulatory care/SDEC.</p> <p>Ability to offer a senior opinion on a wide range of medical problems and take full clinical responsibility for unselected medical take</p> <p>Ability to perform basic practical procedures relevant to acute medicine – including ascitic drains and LPs.</p> | <p>Sub specialty expertise to complement the current interests of the unit</p>   |
| <p><b>Management and Administrative experience</b></p>                      | <p>Ability to advise on the efficient and smooth running of acute unselected take and a specialty unit</p> <p>Evidence of previous involvement in effecting change</p>   | <p>Management position within an acute medical unit</p>  |
| <p><b>Teaching Experience</b></p>   | <p>Experience of supervising junior doctors and teaching trainees clinical skills</p>  | <p>Experience of supervising SpRs and teaching of undergraduates</p> <p>Training and evidence to support being an educational and/or clinical supervisor</p> |

|                            |   |                                      |
|----------------------------|---|--------------------------------------|
| <b>Research Experience</b> | Ability to apply research outcome to clinical practice  | Publications in Peer review journals |
| <b>Personal Attributes</b> | Ability to work effectively in a multidisciplinary clinical team<br><br>Excellent communication and team working skills |                                      |