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Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Job Description and Information Pack

December 2023

DIVISION OF SCHEDULED CARE

Appointment of Full Time (10 Sessions) Fixed Term 12 months Locum Specialty Doctor in Otolaryngology/ ENT

Based at Royal Gwent Hospital South East Wales
<http://www.wales.nhs.uk/sitesplus/866/page/40418>

Job Reference: (040-SD269-B)

Anticipated Start Date: January 2024

DIVISIONAL CONTACT FOR ENQUIRIES ABOUT THIS POST
Mr Ali Raza – Clinical Director Tel (01633 234277

Links to Additional Information

[Aneurin Bevan Homepage](#)
[Aneurin Bevan Values and Behaviours Framework](#)
[Aneurin Bevan Demography Profile](#)
[Medical Training/Careers in Wales](#)
[Visit Wales](#)
[Train Work Live](#)
Oral and Maxillofacial Surgery



Job Description

Title: Locum Specialty Doctor in ENT (covering maternity leave)

Professionally accountable to: Medical Director via Divisional Director

Managerially accountable to: Chief Executive via Divisional Director

Base: Royal Gwent Hospital

Other hospitals at which duties are performed: In view of the fact that the organisation is currently undertaking a review of its services and the locations at which they are undertaken, it is important to be aware that work patterns may change and the place(s) of duties modified.

The Clinical Strategy of the Health Board is under constant development and the job holder may be required to undertake different duties agreed at the time of appointment.

Purpose of the Post and General Responsibilities

The Post

The post is 10 sessions per week and is part of the joint on-call rota with UHW on a 1:10 (plus on-call supplement)

Main Duties and Responsibilities

The duties and responsibilities of the Speciality Doctor will be appropriate to the grade and specialty with appropriate Consultant supervision.

All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which they are deemed competent. Clinical staff are also required to comply with the requirements of their professional organisations regarding supervision.

All qualified staff have a responsibility to supervise unqualified/more junior staff and students on a day to day basis to ensure that patients receive appropriate care and that any untoward action is addressed

Professional and Study Leave

Professional and study leave will be granted in accordance with the Specialty Doctor contract terms and conditions of service.

Specific Responsibilities of the Post

To assist the Consultant in outpatient clinic
To assist the day case and inpatient lists under general anaesthesia.
Perform minor ENT lists under local anaesthesia
Participate in the "on-call" rota at second level on a 1:10 Joint with UHW

To take part in and receiving continuing training within the speciality.

To take part in the training programme for Junior staff within the department.

To take part in departmental audit and maintain CPD commitment

To take part in the undergraduate teaching programme.

Supervising Consultant
Mr Ali Raza - Consultant ENT Surgeon

Administrative/Budgetary Responsibilities

Responsibility for undertaking the administrative duties associated with the care of patients and the administration of the department.

Requirement to comply with the appropriate Health and Safety Policies in force.

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

Management

The Speciality Doctors will be expected to take an active interest in and co-operate with medical and management colleagues in the management of the ENT Directorate.

Audit

The post holder will be required to participate in medical audit in ways which are acceptable to the Health Board. The Lead Clinician for Audit in the Directorate is Mr. Patrick Cuddihy

Appraisal

The post holder will be expected to participate in a formal annual professional appraisal

The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital. This statutory duty is in addition to any specific risk management or clinical governance accountabilities associated with the post.

Finally, the post holder is expected to:

- Observe the rules, policies, procedures and standards of Aneurin Bevan Local Health Board together with all relevant statutory and professional obligations
- Observe and maintain strict confidentiality of personal information relating to patients and staff
- Be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues

Location

The principal places of work for this post are currently The Royal Gwent and Grange University Hospitals. The post holder will generally be expected to undertake their programmed activities at the principal places of work or other locations agreed in the Job Plan. Exceptions will include travelling between work sites and attending official meetings away from the workplace. A planned and cost effective approach is expected, and is included in the DCC sessional allocation. The post holder may be required to work at any site within the Health Board, including new sites.

Review

This job description will be regularly reviewed. It is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

Provisional Job Plan

(As required under Schedule 4 of the Terms and Conditions of Service Specialty Doctor (Wales) Contract)

Day	Time	Location	Work	Category	No. of PAs
Monday	AM	RGH	OP CLINIC ADMIN RGH/ YYF	DCC	1.0
	PM	RGH	OP CLINIC / ADMIN RGH/YYF	DCC	1.0
Tuesday	AM	RGH	OP CLINIC WKS 1 & 3 FLEXIBLE THEATRE /SPA 2&4	DCC DCC/SPA	0.5 0.5
	PM	RGH	OP TREATMENT LIST WKS 1 & 3 FLEXIBLE THEATRE /SPA 2&4	DCC DCC/SPA	0.5 0.5
Wednesday	AM		NON CONTRACTED		
	PM		NON CONTRACTED		
Thursday	AM	GUH	ON CALL	DCC	1.0
	PM	GUH	ON CALL	DCC	1.0
Friday	AM	RGH	FLEXIBLE THEATRE /SPA	SPA/DCC	1.0
	PM	RGH	FLEXIBLE THEATRE /SPA	SPA/DCC	1.0
Additional activity to be worked flexibly					
Predictable weekend work	WEEKEND			DCC	2.0
Unpredictable emergency on-call work					
Total Sessions					10.00

Programmed Activity	No. of PAs
Direct Clinical Care (including unpredictable on-call)	8
Supporting Professional Activities	2
Other NHS Responsibilities	
External Duties	
TOTAL Programmed Activities	10.00

In line with the terms and conditions, the final job plan is subject to the agreement of the Health Board through the Clinical Director and the appointee.

Person Specification

Specialty Doctor in ENT Surgery

Job Reference: 040-SD269-A

Key:

A....Application form

HS .Pre employment check and health screening

IInterview

PPortfolio

C.....Other documented evidence e.g. certificate, exam

R....References

Entry Criteria	Essential	Desirable	Assess by
Qualifications	BDS or equivalent dental/medical qualification		A
Eligibility	<p>Eligible for full registration with the GDC and holding a licence to practice at time of appointment.</p> <p>Evidence of achievement of Foundation competencies by time of appointment in line with GDC standards in <i>Good Medical Practice</i> including:</p> <ul style="list-style-type: none"> • good clinical care • maintaining good medical practice • good relationships and communication with patients • good working relationships with colleagues • good teaching and training • professional behaviour and probity • delivery of good acute clinical care <p>4 years full-time postgraduate training (or part-time equivalent), at least 2 of which will be in a specialty training programme in a relevant specialty OR as fixed-term specialty trainee in a relevant specialty OR equivalent experience/competencies</p> <p>Eligibility to work in the UK</p>		A, HS
Fitness To Practise	Applicant's knowledge is up to date and fit to practise safely.		A, R, HS
Language Skills	<p>All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues, which could be demonstrated by one of the following:</p> <ul style="list-style-type: none"> • applicants have undertaken undergraduate medical training in English • applicants have scores in the academic International English Language Testing System (IELTS) or equivalent equal to those required for recruitment to MMC specialty training programmes. <p>If applicants believe that they have adequate communication skills but do not fit into one of the examples they need to provide evidence.</p>		A
Health	Meets professional health requirements (in line with GMC standards in <i>Good Medical Practice</i>)		A, P, HS

Entry Criteria	Essential	Desirable	Assess by
Application Completion	ALL sections of application form FULLY completed		A
Clinical skills	<p>Acute care safe: <i>up to date</i>. Out of hours experience relevant to the job.</p> <p>Relevant specialty clinical knowledge: capacity to apply sound clinical knowledge relevant to the job, specialty.</p> <p>Clinical judgement: experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need.</p> <p>Practical skills: shows aptitude for practical skills, required in the job.</p> <p>Proven ability to work effectively in different clinical settings required in the job.</p>	<p><i>ALS certificate</i></p> <p><i>Specialty knowledge exam</i></p>	A, P, C, I, R
Specialty specific skills related to the post	<p>Competent to perform a wide range of minor oral surgery procedures.</p> <p>Experience of 2nd on call OMFS</p>	Attendance at an advanced OMFS trauma course	A, P, C, I, R
Commitment to clinical governance/ improving quality of patient care	<p>Clinical governance: Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Track record of engaging in clinical governance: reporting errors, learning from errors.</p> <p>Audit: evidence of active participation in audit.</p> <p>Teaching: evidence of interest and experience in teaching where required in the job.</p>	<p>Research Skills: <i>demonstrates understanding of the principles of research, evidence of relevant academic and research achievements.</i></p> <p>Teaching: <i>evidence of experience in teaching where required in the job.</i></p>	A, I
Communication skills	<p>Effective communication skills: demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation.</p> <p>Empathy and sensitivity: capacity to listen and take in others' perspectives.</p> <p>Works in partnership with patients: always considers patients preferences when discussing treatment options.</p> <p>Always considers the full impact of clinical decisions on the patients, Practice shared decision making.</p> <p>Directs and supports patients to access the information they need to support decision making.</p>	<p><i>360° feedback</i></p> <p><i>Patient survey feedback and reflections</i></p> <p>Ability to speak Welsh or willingness to learn</p>	A, I, P
Personal skills	<p>Team working: demonstrated experience working in a team, values the input of other professionals in the team.</p> <p>Managing others & team involvement: capacity to work co-operatively with others and demonstrate leadership when appropriate. Capacity to work effectively in multi-professional teams.</p>	<p>Leadership skills: <i>experience in leadership</i></p> <p><i>Demonstrates skills needed for effective delegation within the team: 360° feedback</i></p>	A, I, R

Entry Criteria	Essential	Desirable	Assess by
	<p>Coping with pressure: capacity to operate under pressure. Demonstrates initiative and resilience to cope with setbacks & adapt to rapidly changing circumstances.</p> <p>Problem solving & decision making: capacity to use logical/lateral thinking to solve problems & make decisions.</p> <p>Organisation & planning: capacity to organise oneself and prioritise own work. Demonstrates punctuality, preparation and self-discipline. Understands importance of information technology.</p> <p>Flexible approach to work: able to adapt and work with employers to deliver improved patient care.</p> <p>Equality and diversity: promotes equality and values diversity</p>	Ability to fulfil all duties of post, including on-call commitments and travel to meet requirements of the post	
Probity	Professional integrity and respect for others: capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others. Displays honesty, integrity, awareness of confidentiality and ethical issues.		A, I ,R
Commitment to ongoing professional development	<p>Learning and personal development: demonstrates interest in the specialty required for the job. Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job.</p> <p>Demonstrates a willingness to fully engage in appraisal. Self-awareness and ability to accept and learn from feedback.</p>	<p><i>Extracurricular activities/ achievements relevant to the job</i></p> <p><i>Specialty exams</i></p>	A, I, P

The Specialty

Senior and Consultant Members of the Service Group

Mr A Raza	Clinical Director and Consultant Otorhinolaryngologist - Otology
Mr P Cuddihy	Consultant Otorhinolaryngologist - Otology
Mr C Passant	Consultant Otorhinolaryngologist - Head and Neck Cancer
Mr J Clarke	Consultant Otorhinolaryngologist - Part Time
Ms J Addams-Williams	Consultant Otorhinolaryngologist - Otology
Miss S Farmer	Consultant Otorhinolaryngologist - Rhinology
Mr A Harris	Consultant Otorhinolaryngologist - Head and Neck Cancer
Mrs T Allcock	Directorate Manager Head and Neck Services
Mrs L Edwards	Senior Nurse

Non-consultant staff comprise (RGH)

3 Specialty Doctors

4 Specialty training Registrars (ST3 - 9)

3 Core Surgical Trainees (CT1-2)

2 Foundation Year Trainee (FY2)

3 Clinical Fellow (CT 1-2)

Work of the Service Group

Work of the Department

Opened in November 2020 the Grange University Hospital provide Specialist and Critical Care for the population of Gwent and its surrounding areas. All major elective case and Emergencies are undertaken there. The Royal Gwent hospital is the main focus for Day Surgery and outpatient service delivery with Outpatients services also being undertaken in Nevill Hall and Ysbyty Ystrad Fawr Hospitals. The ENT Service is part of Aneurin Bevan University Health Board which manages secondary healthcare for South East Wales, covering the local boroughs of Newport, Torfaen, Caerphilly, Monmouthshire and Blaenau Gwent. The health Board includes Ysbyty Ystrad Fawr Hospital and Nevill Hall Hospital in Abergavenny and serves a population of approximately 670,000.

The Grange University Hospital has approximately 309 Acute beds, 14 operating theatres and a Surgical Assessment Unit with access to equipment for dealing with ENT conditions. Critical Care and maternity services are also centralised on the Grange University Hospital site. The Royal Gwent has a self contained day surgery unit with two theatres and access to day case and flexible beds to accommodate ENT operating. The Grange University Hospital provides a full range of major medical specialities with the exception of neuro surgery, which is based 8 miles away in Cardiff. The hospital is well equipped and has an excellent department of radiology, which includes modern CT scanners, and a MRI machine. 3D Ct scanning is available. A PACS system for digital display of radiographs is installed. There is a room dedicated to head and neck radiography.

The Directorate of Otorhinolaryngology provides services for the whole of Gwent. Complex Inpatient beds are provided in Grange University Hospital with day case operating and outpatients provided on the Royal Gwent site.

Outpatient clinics are also held at Nevill Hall and Ysbyty Ystrad Fawr hospitals in Gwent.

Departmental Teaching and Research

The department of Otorhinolaryngology Surgery has its own regular and very active educational programme. The department endeavours to play a full part in dental postgraduate education in the area. Medical students attend on an annual basis for further training in Otorhinolaryngology

The juniors are positively encouraged to undertake audit and research.

Medical Leads for the Division

Dr Tom Morgan Jones
Dr Aida Nadra
Mr Jim Wilson

Divisional Director
Assistant Divisional Director
Assistant Divisional Director

Scheduled Care Division
Scheduled Care Division
Scheduled Care Division