

Job Description

Job Title:	Specialist Doctor in Acute Medicine
Base:	Great Western Hospital
Grade:	Specialist Doctor
Reporting to:	Clinical Lead in Acute Medicine
Relocation expenses	Included as standard, applicants are able to claim up to £8,000 in relocation expenses (subject to eligibility, policy available on request).

Our Values

Our STAR values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are. We will expect your values and behaviours to reflect the STAR Values of the organisation:

Service	We will put our patients first
Teamwork	We will work together
Ambition	We will aspire to provide the best service
Respect	We will act with integrity

Visiting or Questions

We are a friendly department and would welcome any interested candidates to visit the Trust or to get in touch to ask any questions that you might have. To discuss the role or arrange a visit, please contact Rebecca Watkins via Rebecca.watkins4@nhs.net or 01793 607485.

Summary of the role & Department overview

This role is a new role within the department of Acute Medicine. As a Trust, we place high importance on staff wellbeing, you will be offered a wide variety of support to help you maintain your wellbeing and to help colleagues maintain theirs. The Trusts Health and Wellbeing team has won a National Award during 2020 for the work they have done locally.

On joining the department, you will become part of a well-established, friendly team and will help us continue to drive forward improvements in the service that we provide to our patients. As a senior member of the team, you will become a key part in the delivery of training and supervision to our junior colleagues. As a Trust, we place high importance on staff wellbeing, you will be offered a wide variety of support to help you maintain your wellbeing and to help colleagues maintain theirs.

Our Acute Medicine department is made up of the following areas with a capacity of 72 beds:

- Shalbourne Medical Assessment Unit (SMAU) – 14 Beds
- Linnet Ward MAU (LAMU): Admissions Ward – 33 Beds
- Shalbourne Short Stay Unit (SSU) – 11 Beds
- Medical Expected Unit (MEU) – 14 Beds/10 chairs
- Same Day Emergency Care Unit (SDEC)

- **MAU** – The Acute Medical Units operate 24hrs a day, 7 days a week. The unit provides rapid assessment, investigation and treatment for patients who have been admitted by the Emergency Department and those referred by General Practitioners from the community. 'Shalbourne MAU' and 'Linnet MAU' have Consultants allocated to each area, with Shalbourne predominantly managing GP referrals and Linnet receiving the ED take.
- **SSU** – Manages patients directly from the take or transferred from around AMU. Patients are managed with an expected LOS of 72 hours or less. SSU is adjacent to Shalbourne MAU.
- **MEU**- This is area is for our Medically expected patients who have been accepted by the medical admissions coordinator in the Navigation Hub, or the on call medical registrar and are expected to be assessed by the medical team. Most of these patients would have been referred by their GP's, with a minority referred from clinics, paramedics, or the Urgent Care Centre.
- **SDEC** - Operates 7 days a week, 365 days a year between 8.00am and 8.00pm. We have a dedicated team of ACPs and Junior Doctors supervised by a Consultant Acute Physician and Associate Specialist, which aims to assess, investigate and treat patients referred from the Emergency Department or from General Practice.

Our medical and nursing staff rotate across of areas of Acute Medicine and there is strong commitment and ethos to team working and staff support. The team is supported by a well-established 'Front Door Team' (Physio and Occupational Therapists), Secretarial/Admin Team, Informatics Team and we work closely with other departments, particularly the Emergency Department. The Acute Medicine team are an adaptive and dynamic service that are looking to develop further with the support and input of new members in the team.

We see our juniors as future colleagues and there are a large number of trainees that rotate through our busy AMU. We take pride in helping them to grow in confidence and competence. The unit has a dedicated consultant providing excellent mentoring for all our trainees on a Wednesday.

Within the wider Division of Medicine there are services for Geriatric Medicine, Neurology, Stroke Medicine, Cardiology, Respiratory Medicine, Gastroenterology, Endocrinology and Emergency Medicine. Currently consultants in Acute Medicine, Geriatric Medicine, Respiratory Medicine and Diabetes and Endocrinology take part in the general medicine on call rota.

We are located in the main Hospital building, which has excellent travel links (including good onsite parking), with many cities within easy range. The Trust is located on the edge of Swindon with access to a variety of outstanding areas to live which include both urban and village areas with short commutes to the site.

We will help you achieve your goals

Continuing Professional Development and Continuing Medical Education:

We expect all staff to be committed to the concept of lifelong learning, we will support you to achieve this using personal development plans. You will be given a minimum of 1.5SPAs within your job plan for CPD, within this core SPA, you will be able to prepare for revalidation, undertake personal study, attend educational meetings, undertake QI/Audits, complete appraisals, mandatory training and support basic teaching sessions. In addition, there are a variety of roles that attract additional SPA, such as being an Appraiser, taking on lead roles, chairing meetings, rota leads and educational supervision.

Lifelong learning is vital to the maintenance of a safe, patient focused, effective service and we expect all team members to participate in academic development of our department. We actively

offer a range of medical education opportunities to our colleagues, including collaborative educational sessions with primary care colleagues in our PCN.

The post holder will be given access to the Trusts Consultant Mentoring scheme which aims to support new consultants in the transition from trainee to consultant and moving to a new hospital. Your mentor will be allocated from outside of your own speciality enabling a more open conversation, they will be an experienced consultant who has received training in mentoring.

Clinical Excellence Awards:

The Trust actively participates in an annual Clinical Excellence Awards process and encourages consultants to apply and achieve National awards.

Any spare CEA funding is allocated collaboratively with our LNC, in previous years this has been transferred to the study leave budget enabling all consultants access additional funding supporting a constant strive for excellence.

Leadership support:

Having capable leaders is a key element in striving for future excellence, our executive team are personally committed to supporting our staff and developing leaders. There are a range of packages available to help individuals fulfil potential as a leader, these include a monthly leadership forum with a variety of speakers and additional training for those that wish to develop this aspect of their career.

Equal Opportunities:

We feel the Trust is a progressive organisation, we pride ourselves on having a collective Equality, Diversity and Inclusion strategy that is more than just words. We use this to translate principles into real practise across the organisation, with tangible outcomes. This together with multiple groups and committees enables all voices to be heard and all groups to be represented, ultimately improving the working experience for all trust staff.

The Trusts EDI strategy can be viewed on the following link:

https://www.gwh.nhs.uk/media/2913/equality_and_diversity_strategy.pdf

Main duties of the role

The Duties outlined below are not definitive and may be changed in accordance with the needs of the service.

Clinical Duties:

- Multidisciplinary team working is key component of the working within the Trust and involves regular MDT discussions with colleagues.
- Providing evidence-based care for patients in a multidisciplinary setting.
- Continuing responsibility for the care of patients in your charge, including all administrative duties associated with patient care (with secretarial support)
- Development of subspecialty interests that fit in with Division needs and the strategic direction of the Trust.
- Responsibilities for carrying out teaching, examination and accreditation duties are required, and for contributing to undergraduate and post-graduate and continuing medical education activity.
- Participation in clinical audit and in continuing medical education.
- Conducting suitable duties in cases of emergencies and unforeseen circumstances.
- Specialist Doctor will be allocated daily to each area as above.
- Supporting Post Take ward round in all areas

Management and Leadership Responsibilities:

All staff in each Division are managerially accountable through their Lead Clinician to the Associate Medical Director, who has overall responsibility for the services within the Division. Specialist Doctors are key members of the Division and are accountable and responsible for leading changes to service that will improve the patient experience.

- To support the Clinical Lead in policy and strategy development as a senior member of the Divisional Management Team.
- To contribute to the leadership and development of Services under the direction of the Clinical Lead and Associate Medical Director and in line with the Trust's business plans.
- The post holder will ensure effective communication and involvement of staff across the Division including support to the Divisional Director to achieve their objectives.
- Work in partnership with colleagues in other Divisions within the Trust.
- As part of the Division Management Team, assist in the cost-effective utilisation of resources, including pay and non-pay items such as equipment and drugs, within budgets.
- Work within the Trust's framework for Clinical Governance and Risk, including the development of clinical policies and adherence to standing orders, standing financial instructions and financial procedures.
- Undertake direct supervision of junior colleagues and participate in departmental/trust wide teaching programmes.
- Undertake investigations and report writing for incidents and participate in clinical risk management.
- Appointed candidates will embody the STAR values and use the principles of the NHS Constitution for England to guide decisions.

Clinical Governance and Audit

All consultants are expected to participate in clinical effectiveness activities. They are expected to maintain and foster improvements in the quality and standards of clinical services. Consultants lead the safeguarding of high standards of care by participating in the creation of environment in which excellence in clinical care will flourish.

Consultants are expected to support the Clinical/Medical Leadership teams within their division to achieve the following:

- Production of a Division annual clinical governance plan.
- Production of a Division quality strategy.
- Production of a Division quarterly report to the Trust's Clinical Governance and Risk Committee.
- Ensuring targets within the plan are met, including:
 - Adoption of evidence-based practice including compliance with government guidance, e.g., NICE
 - Establishment and implementation of a Division clinical audit programme
 - Completion of risk assessments as required and compliance with the Trust's risk management policies and strategies including controls assurance standards
 - Encouraging research and development
 - Ensuring, through the Divisional Director, in association with the Division of Workforce and Education, that Division staff meet the education and training targets agreed within the Trust's annual plan.
 - Ensuring through the Divisional Director that complaints management is timely and effective including implementing action plans relating to individual complaints.
 - Contributing to work force planning to ensure timely availability of appropriate clinical skills to maintain excellence in patient care.

Salary and conditions of service

- The appointment is made subject to the national Pay and Conditions Circular as amended from time to time; most recent version is available here: <https://www.nhsemployers.org/sites/default/files/2022-03/Pay%20and%20Conditions%20Circular%20%28MD%29%201-2022.pdf>
- All Trust employees are expected to abide by local Trust policies with regards to equal opportunities and disciplinary procedures.
- Due to the nature of the work in these posts, they are exempt from the provision of section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are therefore not entitled to withhold information about convictions, including those, which, for other purposes are “spent”, under the provisions of the Act, and are required to disclose convictions, including those pending, to the Trust. Failure to disclose such information may result in dismissal or disciplinary action.
- The appointments are subject to standard pre-employment checks including references and a satisfactory medical examination

Other aspects of the post

The above is an outline only. It is not exhaustive and may be altered from time to time in accordance with the needs of the Trust. The post holder will be required to be co-operative and flexible in accordance with the needs of the Trust.

Safeguarding

The Trust is a safeguarding employer committed to the safeguarding and promotion of welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment.

What the patients can expect from Staff

Patients can expect to be treated with courtesy and respect when they meet Trust staff. They can expect confidential information about them not to be disclosed to those who have no need to know. Patients can also expect staff to respond constructively to concerns, comments and criticism.

What the Trust expects of individuals

The Trust expects individuals to act with honesty, integrity and openness towards others. Individuals will show respect for patients, staff and others. Individuals are expected to learn and adapt the use of information technology where relevant, in order to transform the way we respond to patients. Staff should be helpful to patients and their visitors at all times, should respond constructively to criticism and praise, and should work to foster teamwork both within the immediate team and across the Trust.

What individuals can expect from the Trust

Individuals can expect to be trained for the job they are employed to do. Individuals can expect to be given feedback on their performance and to be encouraged and supported in their personal and professional development. Individuals can also expect to be treated with respect by others including those who manage them. Individuals can expect that issues of cultural diversity are treated tactfully and with respect by all who work within the organisation. The Trust will provide appropriate office space, secretarial support, and access to IT.

Policy Statement

It is the policy of the Trust that neither a member of the public, nor any member of staff, will be discriminated against by reason of their sex, sexual orientation, marital status, race, disability, ethnic origin, religion, creed or colour. Individuals can expect to have their views listened to, particularly when they are raising legitimate concerns about the quality of the service provided.

Our Values

Service Teamwork Ambition Respect

The Trust is committed to the spirit of as well as the letter of the law, and also to promotion of equality and opportunity in all fields.

Flexibility

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

Job Plan

1. Post Details

Specialty	Acute Medicine	
Clinical Division	Division of Medicine	
Nature of Contract	Full Time	
Number of programmed Activities	Contracted (10 or less)	Additional
	10	

2. Supporting Resources

Facilities and resources required for delivery of duties and objectives
<ol style="list-style-type: none"> 1. Study / Professional Leave (30 days over a 3-year cycle) 2. Access to shared secretarial support – 37.5 hours / week. 3. Shared office space 4. Library 5. Education facilities/ post grad centre

3. Objectives

Objectives and how they will be met:
<ul style="list-style-type: none"> • Participate in an annual job planning process using the Trust's electronic system. • Participate in an annual appraisal process. • Keep up to date with mandatory training. • Manage junior staff within the department.

Programmed Activities

The Job Plan will include the following elements but will be subject to review and agreement of final Job Plan following recruitment:

Day	Time	Location	Type of Work	Categorisation	No of PAs	
					DCC	SPA
Monday	AM	AMU	Clinical	(08-12:00hrs)	1	
	PM	Office	Admin	(14-18:00hrs)	1	
Tuesday	AM	AMU	Clinical	(08-13:00hrs)	1.25	
	PM	Home	SPA	(13-16:00hrs)		0.75
Wednesday	AM	AMU	Clinical	(08-13:00hrs)	1.25	
	PM	Home	SPA	(13-16:00hrs)		0.75
Thursday	AM	AMU	Clinical	(08:00-16:00hrs)	2	
	PM	AMU	Clinical			
Friday	AM	AMU	Clinical	(08-12:00hrs)	1	
	PM	Office	Admin	(12-16:00hrs)	1	

Programmed activity	Total Number
Direct clinical care (including predictable/unpredictable on-call)	8.5
Supporting professional activities	1.5
Other NHS responsibilities	
External duties	
TOTAL PROGRAMMED ACTIVITIES	10

Job Plan Overview

Job plans will be reviewed annually.

Teaching

All consultants are expected to take part in the department's postgraduate education programme. This involves taking part in both informal teaching and the formal teaching programme.

Audit

All consultants will be mandated to participate in and contribute to audit via the dedicated clinical audit support staff.

Person Specification

Job Title:	Specialist Doctor in Acute Medicine
Base:	Great Western Hospital

Criteria	Essential
Qualifications	<ul style="list-style-type: none"> Fully registered with the GMC MRCP (UK) or equivalent
Clinical Experience	<ul style="list-style-type: none"> Clinical training/experience in keeping with senior speciality trainee Expertise in full range of medical conditions Ability to lead a multi-professional team and take full and independent responsibility for clinical care of patients Sub-speciality interests will be supported
Management Administration	<ul style="list-style-type: none"> Demonstrable ability to manage priorities Demonstrable multi-disciplinary team leadership skills Experience of audit and management Flexible approach to work organisation Ability to lead project teams Evidence of management/leadership skills training Intermediate to Advanced level IT skills
Teaching & Research	<ul style="list-style-type: none"> Ability to teach clinical skills to trainees and multi-disciplinary teams Interest in leading multi-professional education Publications in peer reviewed journals Ability to supervise post-graduate research
Personal Attributes	<ul style="list-style-type: none"> Ability to work in a multidisciplinary team Enquiring, critical approach to work Caring and empathetic attitude to patients Ability to communicate effectively with patients, relatives, GPs, hospital staff and other agencies. Commitments to Continuing Medical Education Willingness to undertake additional professional responsibilities at local, regional, or national levels Willingness to work in other areas of the Trust or Trust wide sites if required as directed by the department Clinical Lead