

# **CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

***Caring for People, Keeping People Well***

## **JOB DESCRIPTION**

**CLINICAL TEACHING FELLOW (CTF)**

**IN MEDICAL EDUCATION**

Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board.  
Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Caerdydd a'r Fro.

## **CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

### **JOB DESCRIPTION**

<b>POST:</b>	Clinical Teaching Fellow in Medical Education
<b>BASE:</b>	University Hospital of Wales (UHW) and/or University Hospital Llandough (UHL)
<b>HOURS:</b>	40 hours per week
<b>RESPONSIBLE TO:</b>	Dr Dawn Lau, Honorary Senior Lecturer
<b>ACCOUNTABLE TO:</b>	Dr Martin Edwards, AMD Medical Education

### **1. THE HEALTH BOARD**

Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 475,000 people living in Cardiff and the Vale of Glamorgan, the provision of local primary care services, running of health centres, community health teams, hospitals – providing treatment and care when health and well-being isn't the best it could be.

We are increasingly focusing the planning and delivery of our care based on neighbourhoods and localities to help ensure people receive care as close to home as possible where it is safe and effective to do so. We also provide specialist services for people across South Wales and in some cases the whole of Wales.

The Health Board also serves a wider population of 2.5 million people across South and Mid Wales and manages a number of services of a regional and sub-regional nature namely cardiology, cardiac surgery, PICU, neurology, neurosurgery, medical genetics, bone marrow transplantation, renal transplant and toxicology. On-site services include 24/7 PCI, stroke thrombolysis, ophthalmology, maxillo-facial, trauma, general medicine, general surgery, urology and paediatrics. From September 2020, University Hospital of Wales was designated as the first Major Trauma Centre to launch in Wales.

Cardiff and Vale University Health Board's hospital sites include: Barry Hospital, Cardiff Royal Infirmary, Children's Hospital for Wales, University Hospital Llandough, Rookwood Hospital, St. David's Hospital, University Dental Hospital, and University Hospital of Wales.

Phase II of the Children's Hospital for Wales was completed in 2015 and has seen re-development and consolidation of all paediatric specialities into a dedicated Children's hospital with five theatres, PICU, Medical and Surgical Wards OPD, Radiology and an admission and assessment unit.

We are also a teaching Health Board with close links to Cardiff University which boasts a high profile teaching, research and development role within the UK and abroad; and enjoy strengthened links with the University of South Wales and Cardiff Metropolitan University. Together, we are training the next generation of clinical professionals.

## 1.1 Values & Behaviours

Cardiff and Vale University Health Board has identified a framework of Values and Behaviours which should underpin the work of its staff in order to achieve success for the organisation (see below). These can also be closely aligned with the principles of 'Good Medical Practice' standards as published by the General Medical Council.

The Health Board is committed to ensuring that the staff they employ have values and behaviours which are aligned with those of the organisation, thereby ensuring that appointees will be able to make an ongoing contribution to the positive culture of the organisation and meet the required standards of behaviour to patients, carers and the public and to one another.

As part of the UHB's commitment to Values Based Recruitment, interview candidates can expect to be asked questions which encourage them to talk about themselves and provide insight into their personal values and behaviours.

OUR VALUES	OUR BEHAVIOURS	
	How we are with patients, families, carers and colleagues	
	What we want to see from individuals and teams...	What we don't want to see from individuals and teams...
<b>Kind and caring</b>		
<b>Welcoming</b>	We will smile, be friendly, welcoming, polite and approachable	We will not be abrupt, rude, show aggressive behaviour, shout or bully
<b>Put people at ease</b>	We will put others at ease, be patient, calm and reassuring	We will not ignore people or fail to offer support and we won't leave people scared and anxious
<b>Values other people's time</b>	We will make time for people, consider their needs and make people feel comfortable	We will not be 'too busy', in a rush or say we can't make time for others
<b>Compassionate</b>	We will be kind, compassionate and look out for others	We will not make people feel stupid, belittled or treat people as an inconvenience
<b>Respectful</b>		
<b>Understanding</b>	We will put ourselves 'in other people's shoes' and show empathy and understanding	There will be no hierarchy, no egos, no lack of understanding for other's needs
<b>Attentive and helpful</b>	We will be helpful and attentive to the needs of others, protect people's dignity and respect people's time	There will be no poor planning and inefficiency, we will not waste people's time or keep people waiting
<b>Respectful</b>	We will value everyone as an individual and treat people equally and fairly	We will not put people under pressure or show favouritism, not be unfair or leave people feeling disempowered
<b>Appreciative</b>	We will recognise people's strengths, say thank you and celebrate success, empower and bring out the best in others	We will not blame and criticise or make judgments or assumptions. We will not take people for granted or forget to say 'thank you'
<b>Trust and integrity</b>		
<b>Listens</b>	We will take time to listen to and consider other people's views	We will not ignore other people's views or ideas or be dismissive of other's opinions
<b>Clear communication</b>	We will communicate honestly and openly, offer clear explanations, keep people informed and updated	We will not have unclear communication, a lack of transparency or give misleading or contradicting information
<b>Teamwork</b>	We will involve others, work as a team, share information and follow-up	We will not make decisions in isolation and fail to communicate with other teams / services

<b>Speaks up</b>	We will seek and give feedback, encourage and support people who speak up	We will not make people feel afraid to speak up and constructively challenge or reject feedback
<b>Personal responsibility</b>		
<b>Positive</b>	We will be enthusiastic, positive, pro-active and have a 'can do' approach	We will not be negative, moan, complain, and we will not 'sit back'
<b>Professional</b>	We will be professional, consistent, a role model and lead by example	We will not be unprofessional, inconsistent or lack pride in our work
<b>Excel</b>	We will take ownership and responsibility for providing a safe and excellent service	We will not pass the buck, say 'it's not my problem' and fail to deliver on our promises
<b>Keep improving</b>	We will be committed to learning and improving and developing ourselves and others	We will not put up barriers to new ways of learning and doing things

## 1.2 NHS Wales Core Principles

The NHS is about people, working with people, to care for people. NHS Wales values all its staff – from Wales, the UK, EU and non-EU foreign nationals. As part of NHS Wales' ongoing commitment to strengthen the values and behaviours of Health Boards and Trusts, the following Core Principles have been developed which further help staff respond better to the demands for its services: -

- ✓ We put our patients and users of our services first
- ✓ We seek to improve our care
- ✓ We focus on wellbeing and prevention
- ✓ We reflect on our experiences and learn
- ✓ We work in partnership and as a team
- ✓ We value all who work for the NHS

These Core Principles describe how everyone within NHS Wales is expected to behave and help us all to achieve the highest quality in everything we do.

## 2. THE JOB ITSELF

**2.1 Accountable To:** Dr Martin Edwards, AMD Medical Education

**2.2 Responsible To:** Dr Dawn Lau, Honorary Senior Lecturer

### 2.3 Other Relevant Staff in Department of Medical Education (DME)

Ceri Hill, Medical Education Manager  
Melanie Cotter, Medical Education Manager  
Danielle Taylor, Undergraduate Manager

## 3. DUTIES OF THE POST

This post is to deliver innovative methods of undergraduate medical clinical teaching to Cardiff University medical students.

The postholder will work closely with the specialty Education Lead and undergraduate tutors to deliver quality evidence based undergraduate education to medical students following the C21 curriculum

The successful applicant will be expected to develop and expand clinical teaching for medical students across years 1-5 while on placement within the Health Board and encourage to develop research programmes related to the evaluation and development of undergraduate teaching.

Main Duties will include:

- Acting as tutor/mentor for medical students during clinical placements
- Facilitating tutorials during the clinical module
- Demonstrating and teaching practical and clinical skills
- Bedside teaching
- Chairing student case based presentations
- Development of e-learning programmes for undergraduate students
- Participating in clinical examinations and writing of written exam questions for intermediate MB

#### **4. CLINICAL WORK**

This role will be supernumerary to service delivery but the postholder will have opportunity to undertake a fixed clinical session in specialty area of choice and may participate in the on-call rota in medical and/or surgical specialties on a voluntary basis, for which remuneration will be negotiated.

#### **5. ADMINISTRATIVE RESPONSIBILITIES**

You will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.

All employees have an individual responsibility to adhere to the Infection Control Policy and to protect themselves, the patient, visitors and colleagues from the risk of infection. The individual responsibility will include the requirement to attend training at intervals determined by the UHB and understand Infection Control issues as they pertain to their workplace. They will report any identified infection risk and take necessary precautions / actions to prevent transmission.

Under the provisions of the Data Protection Act 1998 it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the UHB's Data Protection Policy (available via UHB intranet) regarding their responsibilities.

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

#### **6. WORKING PATTERN INCLUDING OUT-OF HOURS COMMITMENT**

All Junior Doctor posts in the UHB are compliant with the New Deal and the European Working Time Directive (EWTB). You will be advised of the working pattern for this post prior to taking up your appointment.

The post is for 10 sessions per week. Any out of hours work will be on a voluntary basis and paid as a supplement as agreed with the relevant Clinical Board.

## **7. TEACHING**

Teaching is a major component of this post and is outlined above in duties of the post. Teaching duties will include the organisation and delivery of teaching within your individual specialty and also for the wider C21 curriculum.

## **8. CONTINUING EDUCATION**

Access is available to the Cardiff University Medical Library which provides excellent facilities. CTFs will be awarded the title of Honorary Lecturer from Cardiff University.

## **9. FACILITIES FOR STUDY LEAVE**

Time off for study leave may be granted for education purposes to attend courses at the discretion of the Clinical Director. All study leave will need to be applied for as per local guidelines.

This post does not attract HEIW postgraduate financial support but some educational funding may be available at the discretion of the Department of Medical Education, to support a medical education related academic programme.

## **10. LEAVE**

Clinical Teaching Fellows are entitled to 5 weeks annual leave per annum pro rata. Applications for annual leave must be approved by the nominated personnel within the Department of Medical Education.

## **11. MAIN CONDITIONS OF SERVICE**

- 11.1 The post is covered by the terms and conditions of service, including pay, which apply to medical and dental staff employed in Wales as amended from time to time. Details of these may be obtained from the Medical/Dental Workforce Department.
- 11.2 **The normal working pattern week is 40 hours. A maximum working week of 48 hours will be required where out-of-hours working is included to ensure that the post is compliant with the European Working Time Directive.**
- 11.3 The appointment is designated as non-resident but you are required to be resident during your rostered working hours.
- 11.4 **The appointee accepts that he will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant, in consultation with his colleagues both junior and senior.**

- 11.5 Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the UHB drawn up in consultation with the profession where they involve clinical matters

## **12. JOB LIMITATION**

At no time should you work at a level exceeding your competence. All medical staff therefore have a responsibility to inform those supervising their duties if they have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

## **13. CONDITIONS OF APPOINTMENT**

- 13.1 The completion of a satisfactory health declaration questionnaire and screening is a condition of the appointment. The post holder must comply with the UK Health Department guidance on "Protecting Health Care Workers and Patients from Hepatitis B" (PSM(93)12) as implemented by the UHB.
- 13.2 Because of the nature of the work of this post it is exempt from the provision of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants are therefore not entitled to withhold information about convictions of the Act. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be, considered only in relation to an application to which the order applies.'
- 13.3 The UHB will require the successful candidate to have and maintain full registration with a licence to practise with the General Medical Council throughout the duration of this contract.
- 13.4 You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances (e.g. in service for which you receive a separate fee or in an emergency situation outside of work) you may not be covered by the indemnity. The Health Departments, therefore, strongly advise that you maintain membership of your medical defence organisation.
- 13.5 The Ionising Radiation (Medical Exposure) Regulations 2000
- The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on Health Boards for all staff who refer patients for medical radiation exposure such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.
- 13.6 Cardiff and Vale UHB operates a No Smoking Policy within the Health Board.
- 13.7 Reimbursement of removal and associated expenses will only be offered in exceptional circumstances following consideration and agreement by the Medical Director and in accordance with the UHB policy for doctors in the training grades.
- 13.8 The UHB is contractually obliged to monitor junior doctors' New Deal compliance and the application of the banding system, through robust local monitoring arrangements

supported by national guidance. You are contractually obliged to co-operate with those monitoring arrangements.

### 13.9 Appraisal / Revalidation

All licensed doctors / dentists who are registered with the General Medical Council are required to 'revalidate' every five years in order to maintain their licence to practise. To inform this process, it is important that GMC licensed doctors / dentists participate in the UHB's annual appraisal reviews which are based on the General Medical Council's 'Good Medical Practice' principles and include a Patient and Peer Multi-Source Feedback process.

## 14. DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO PATIENTS

It is the policy of this UHB that, in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Disclosure & Barring Service is authorised to disclose, in confidence to the UHB, details of any criminal record, including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a DBS Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

## 15. OTHER FACILITIES

Cardiff, the City and the Capital of Wales, has a typical air of a cosmopolitan city, being the administrative, business, cultural and education centre for Wales. Cardiff has much to offer, modern shopping centres, Edwardian arcades with exclusive boutiques and a large indoor market.

Cardiff Castle sits in the middle of the city along with impressive buildings such as the City Hall and the National Museum of Wales. For entertainment, Cardiff has many venues - the Millennium Centre, Motorpoint Arena and St David's Hall for world class concerts, the New Theatre and Sherman Theatre, large cinema complexes as well as Chapter Arts Centre.

The city also contains the Welsh National Ice Rink and the National Sports Centre and the Millennium Rugby Stadium. The development of some 2,700 acres of Cardiff Bay has created a 500 acre lake, 8 miles of waterfront and a new commercial and leisure environment. The Vale of Glamorgan stretches to the coast and is dotted with small country villages. Situated in the Vale are the picturesque beaches of Southerndown and Llantwit Major. Within an hour from Cardiff is varied countryside - the Brecon Beacons and the Wye Valley.

## Night Life



Restaurants in Cardiff are excellent and there is a wide choice of nightclubs, discos, a jazz centre and bars.

**Clubs** - All staff within the UHB are eligible for membership of the University of Wales Hospital Sports and Social Club which includes facilities for squash, badminton, swimming etc, a sauna and jacuzzi together with a large social club.

**Car Parking** - There are parking facilities at all the hospitals in the UHB.

**Shopping** - Adequate shopping facilities within a convenient distance of all hospitals.

**Transport** - All Hospitals are on regular bus routes with rail stations nearby.

## **16. BASIS OF APPOINTMENT**

This appointment is fixed term for 1 year.

The post is available from **Wednesday 7<sup>th</sup> August 2024**

Clinical Teaching Fellow appointments are not educationally approved for training purposes and do not therefore attract a National Training Number. Posts do however offer the postholder excellent specialty experience within a University Teaching Hospital setting.

In accordance with Health Board principles regarding Clinical Fellow appointments, posts are offered for a period of 12 months in the first instance but may be extendable up to a maximum of 24 months by mutual agreement.

## **17. DETAILS OF ARRANGEMENTS FOR APPLICANTS VISITING HOSPITAL**

Candidates wishing for an informal discussion regarding post should contact either:

Dr Dawn Lau, Honorary Senior Lecturer

Email: [Dawn.Lau@wales.nhs.uk](mailto:Dawn.Lau@wales.nhs.uk)

Ceri Hill

Medical Education Manager

Tel: 029 21842474

Email: [Ceri.Hill2@wales.nhs.uk](mailto:Ceri.Hill2@wales.nhs.uk)

Danielle Taylor

Undergraduate Manager

Tel: 029 21842474

[Daneille.Taylor2@wales.nhs.uk](mailto:Daneille.Taylor2@wales.nhs.uk)

# CARDIFF AND VALE UNIVERSITY HEALTH BOARD

## Person Specification

<b>GRADE:</b> Clinical Teaching Fellow	<b>SPECIALTY:</b> Medical Education
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REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• MBBS or recognised equivalent</li> <li>• Completion of UK Foundation Training</li> <li>• Full current GMC Registration with licence to practice</li> <li>• Membership of a Medical Defence Union</li> </ul>	<ul style="list-style-type: none"> <li>• Intercolated Degree</li> <li>• MSc or PHD</li> <li>• Academic Excellence (prizes/merits etc)</li> </ul>
<b>PREVIOUS EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Teaching Experience</li> <li>• Up to date with current medical practices</li> <li>• Ability to take appropriate clinical decisions when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• UK clinical experience in relevant specialty</li> <li>• Broad understanding of principles of medical education</li> <li>• Information, computing skills</li> <li>• Research and interests relevant to specialty</li> </ul>
<b>SKILLS, KNOWLEDGE , ABILITIES</b>	<ul style="list-style-type: none"> <li>• Genuine interest in undergraduate education</li> <li>• Demonstrable skills in written and spoken English adequate to enable effective communication with patients, colleagues and students</li> </ul>	<ul style="list-style-type: none"> <li>• Simulation based teaching</li> <li>• Understanding of Cardiff University Medical School C21 Curriculum</li> <li>• Evidence of Audit/QIP</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Self motivated and efficient</li> <li>• Able to relate to students, patients and medical colleagues</li> <li>• Flexible, caring and hardworking</li> <li>• Ability to work as part of a team</li> <li>• Ability to motivate and support others</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Satisfactory immigration status for length of contract</li> <li>• Satisfactory Health Clearance</li> <li>• Satisfactory DBS Clearance</li> </ul>	Ability to speak Welsh

**Created By:** Department of Medical Education

**Reviewed:** February 2024