

Job Description

Division:	Medical
Job Title:	Consultant in General Medicine
Grade:	Consultant
Location:	UHNM
Hours of Duty:	10.54 PA's
Managerially accountable to:	Medical Director
Professionally accountable to:	Divisional Medical Director
Key Relationships:	Consultant Colleagues Advanced Nurse Practitioners / Clinical Nurse Specialists, Ward Managers Directorate Manager / Directorate Management Team – General Medicine Medical Division Rota Team Divisional Associate Director / Deputy Associate Director

About our Trust

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research. The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are the specialist centre for major trauma for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research. The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort. Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk.

Royal Stoke University Hospital

Royal Stoke University Hospital was rebuilt in 2012 as part of a £400m initiative to bring all hospital services in Stoke-on-Trent onto one large campus site. Royal Stoke is a great place to work, learn and research. The hospital campus holds 80% of the Trust's services, including the Major Trauma Centre and Emergency Centre. Royal Stoke receives major trauma patients from as far afield as Anglesey in North Wales and in total serves more than three million people. The A&E sees close to 150,000 people a year, making it one of the busiest departments in the country.

Many of UHNMs 450 consultants are based at Royal Stoke, and the main specialist services for the region are located here.

These services include the major specialties of Cardiovascular, Neurosciences, Metabolic/GI, Women's & Children's, Musculo-Skeletal Services/Trauma and Oncology. To deliver all these services and the many others we provide the Trust has created major departments to deliver the patient care.

County Hospital

County Hospital is the sister hospital to Royal Stoke University Hospital which has been extensively refurbished into a vibrant modern acute local hospital. The hospital provides a range of acute services across its 180 beds, including:

- Accident and Emergency and Acute Medicine
- Women's Health Centre
- Renal Dialysis
- Bariatric Surgery
- Endoscopy
- MRI diagnostics
- Outpatients

Role Summary

The post holder will join a team of 9 consultants providing clinical leadership to Diabetic & Endocrinology / General Medicine patients at the University Hospitals of North Midlands NHS Trust. The job plan allows for a weekly rota of ward-based work, which will be devoted to delivering inpatient services at the Royal Stoke site in the morning, with the afternoons based delivering out-patient care, this will predominantly be at one site but there is the potential for clinics at County Hospital too.

The post holder will be responsible for weekly clinics and for managing a cohort of Diabetic and Endocrine patients. The post holder will be expected to contribute regularly to supervision and training of the middle grades, training and non-training junior clinical fellows and nurse practitioners/clinical nurse specialists. They will also participate in the rota with other consultants on a 1:6 to provide inpatient weekend cover to the two Diabetes & Endocrinology and General Medicine wards. In addition, the post-holder will be expected to contribute to the education of trainees, quality improvement, research activities, and clinical governance of the service.

Key Areas/Tasks

You will be expected to work with other members of the team to provide first class clinical care. You will provide clinical leadership, including all aspects of the Diabetes & Endocrinology and General Medicine service and you will be expected to supervise and teach junior medical staff and nurse practitioners/clinical nurse specialists.

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.

The job plan will be a prospective agreement that sets out the Consultant's typical working pattern, duties, objectives, and responsibilities for the coming year. It will cover all aspects of the Consultant's professional practice including clinical work, teaching, research, education, managerial responsibilities, and external commitments.

Additional programmed activities may be offered to the post holder. Any offer of additional programmed activities will be based on the needs of the service and in line with the Trust objectives and will be reviewed on an annual basis.

Demonstrate a firm involvement in Clinical Governance, Risk Management and Clinical Audit. This will include the development and maintenance of appropriate systems and practices to ensure continued safe clinical practice.

Subject to the conditions of the Terms and Conditions of Service you are 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 and financial instructions of the Trust.

We are currently participating in national audits, national benchmarking and hope to enhance our participation further.

In particular, where you manage employees of the Trust, you will be expected to follow the local and national employment and personnel policies and procedures.

You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.

There is office accommodation on both hospital sites for all consultants, in a shared room. Consultants have their own workstation and computer with secretarial support provided.

All medical and dental staff employed by the Trust are expected to comply with the UHNM Trust's Health and Safety Policies.

Junior Doctor Support

Junior doctor support is ward-based and comprises 3 x FY1 doctors, 1 x FY2 doctor, 1 x GPVTS doctor, 1 x IMT doctor and 7 x Junior Clinical Fellows. There are also 4 x SpRs who support specialty clinical work.

Weekly Meetings

There is a weekly lunchtime meeting on a Friday in the Department of General Medicine/Diabetes & Endocrinology. Topics include audit, case presentations, mortality meetings and presentations from visiting speakers. There is a hospital Grand Round on Friday at lunchtime. The Consultants meet most weeks on Friday lunchtime to discuss operational issues in the Department and service developments.

Personal/Professional Development

The post-holder must also participate in job planning, regular medical audit and in annual appraisal with one of the trained appraisers within the Trust. Job planning will take place on an annual basis and it is the responsibility of the Clinical Director and Directorate Manager to ensure that job planning takes place. For this purpose, both you and the Clinical Director should have a copy of the current job plan including an up to-date work programme and relevant departmental statistical information (preferably over a 12 month period), together with note(s) - provided by either side - of any new or proposed service or other developments.

Continuing Professional Development

The Trust supports the requirements for Continuing Professional Development, as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities, in conjunction with Consultant colleagues, to make a full contribution to postgraduate and continuing medical education activity locally and nationally. The post-holder will also take responsibility for their own continuing professional education in accordance with guidelines set out by the appropriate college/faculty/professional body. To initiate and participate in research and audit programmes in accordance with Trust policies and procedures.

Appraisal and Revalidation

The post-holder must also participate in job planning, regular medical audit and in annual appraisal with one of the trained appraisers within the Trust. Job planning will take place on an annual basis and it is the responsibility of the Clinical Director and Directorate Manager to ensure that job planning takes place. For this purpose, both you and the Clinical Director should have a copy of the current job plan including an up to-date work programme and relevant departmental statistical information (preferably over a 12 month period), together with note(s) - provided by either side - of any new or proposed service or other developments.

Mentoring

The Trust supports the Royal College of Physicians guidance on provision of mentors for new consultants, in line with GMC recommendations. This will be provided within the Trust.

Clinical Governance

To have responsibility for a commitment to maintaining a high quality service to patients by continual development of practice in the light of research evidence and by audit based against clinical relevant standards.

Standards of Behaviour

We have four core values and promises we advocate as an organisation.

To work together

To work as a team helping achieve our goals and support others to make positive changes.
To be appreciative acknowledge and thank people for their efforts and contributions.
To be Inclusive open and honest, welcome people's views and opinions and involve people in decisions that affect them.

To have compassion

To be supportive by being empathetic and reassuring and supporting people when they need it.
To be respectful and treat people fairly, with respect and dignity, protect their privacy and help them feel comfortable.
To be friendly by being welcoming and approachable. Making eye contact, saying hello and introducing yourself.

To ensure safety

We communicate well and explain clearly, share relevant and timely information and keep people updated .

We are organised and plan ahead, manage time and be prompt in what we do.

We speak up and contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values.

To continuously improve

By listening and welcoming people's views and ideas, invite people to ask questions and share their opinions and respond to what we hear.

By learning and sharing best practice, celebrating good performance and supporting others to use their skills, learn and grow.

By taking responsibility and a positive attitude, to act and encourage people to take the initiative and make improvements.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Confidentiality

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

Equality and Diversity

- To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

- **Hand Hygiene**
 - Decontaminate your hands as the per 'The five moments of hand hygiene'
- **Own Practice**
 - Lead by example
 - Encourage and praise good practice
 - Be prepared to accept advice about your own practice
- **Decontamination**
 - Ensure that equipment you have been using or about to use has been decontaminated effectively
 - Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works
- **Trust Policies**

Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel.

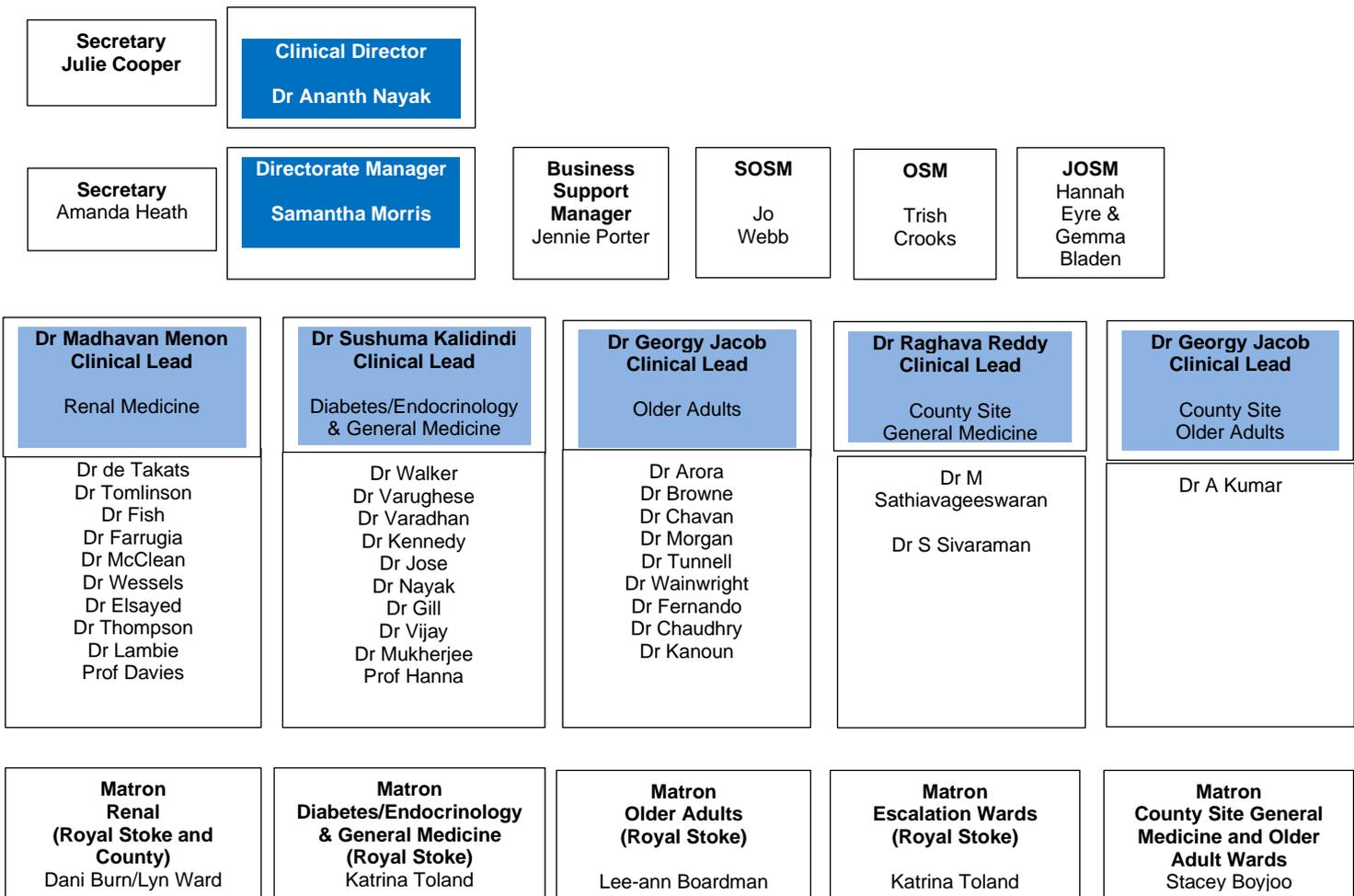
Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Organisational Chart

Management Structure – Directorate of General Medicine – Royal Stoke & County Hospitals

Clinical Director	Dr Ananth Nayak
Directorate Manager	Mrs Samantha Morris
Business Support Manager	Mrs Jennie Porter
Senior Operational Support Manager	Mrs Joanne Webb
Operational Services Manager	Mrs Trish Crooks
Junior Operational Services Manager	Mrs Hannah Eyre & Miss Gemma Bladen



PERSON SPECIFICATION

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE ADDITIONAL REQUIREMENTS
Qualifications:	Full GMC Registration Entry onto the GMC Specialist Register in Diabetes & Endocrinology and General Medicine or General Internal Medicine or eligibility for entry via: <ul style="list-style-type: none"> • CCT within 6 months of date of the AAC • CESR An enthusiasm, as well as interest, to be involved in medical education	Other higher degree or diploma (e.g., MD, PhD) PG Cert Medical Education
Clinical Experience & Training:	Clinical training and experience equivalent to that required for gaining (UK) CCST in General Medicine (with opportunity to undertake specialty clinics in Diabetes Mellitus (Specialty Certificate Exam RCP D&E). Ability to offer expert clinical opinion in a range of problems within specialty Ability to take full and independent responsibility for the care of patients	Experience of clinical supervision Experience in Critical Care Experience in Diabetes clinics
Professional and Multidisciplinary Team Working:	Ability to work effectively with colleagues and within a team. Attendance at MDT meetings Track record of engaging in clinical governance: reporting errors, learning from errors	
Academic Achievements, Research, Publications:	Experience in research including willing to participate in audit programmes Evidence of training in research methodology	Peer reviewed publications Evidence of continuing research
Management and Administrative Experience:	Ability to organize and prioritise workload effectively Ability to plan strategically and to exercise sound judgments when faced with conflicting pressures Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives	Evidence of leadership Evidence of implementing change within a department/service

	Familiarity with information technology and general computer skills	
Personal Attributes:	<p>Energy and enthusiasm and the ability to work under pressure</p> <p>Ability to work flexibly and cover colleagues absence</p> <p>An enquiring and critical approach to work</p> <p>Caring attitude to patients</p> <p>Strong record of attendance</p> <p>Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other staff and agencies</p> <p>Commitment to Continuing Medical Education and Professional Development</p>	Leadership experience
Personal Circumstances:	<p>Ability and means to meet the travel requirements of the post</p> <p>Residence within 20 miles of base (return to base within 30 minutes if required)</p> <p>UK driving licence</p>	

JOB PLAN

Key:

DCC – Direct Clinical Care

SPA – Supported Professional Activity

CPD – Continued Professional Development

A&G – Advice & Guidance

C&B – Choose & Book

RCA – Root Cause Analysis

M&M – Morbidity & Mortality

Day and Session		Activity	Category/Location	Number of Programmed Activities
Monday	AM 9:00 – 13:00	Ward Round 2:4 rota (26 sessions per year) (ward 121 (25 beds) / ward 122 (25 beds) / ward 14 (28 beds) in rotation) Test interpretation / Admin (16 sessions per year)	DCC - Ward, Royal Stoke/County DCC - Admin, Royal Stoke	1
	PM 13:00 – 17:00	Diabetes outpatient clinic weeks 2 and 4 of the month (2 new, 6 follow follow-up) (21 sessions per year) Admin (21 sessions per year)	DCC - Outpatients department, Royal Stoke DCC - Admin, Royal Stoke	1
Tuesday	AM 9:00 – 13:00	Ward Round 2:4 rota (26 sessions per year) (ward 121 (25 beds) / ward 122 (25 beds) / ward 14 (28 beds) in rotation) Patient related Admin (16 sessions per year)	DCC - Ward, Royal Stoke/County DCC - Admin, Royal Stoke	1
	PM 13:00 – 17:00	Diabetes outpatient clinic (2 new, 6 follow-up)	DCC - Outpatient department, Royal Stoke	1
Wednesday	AM 9:00 – 13:00	Ward Round 2:4 rota (26 sessions per year) (ward 121 (25 beds) / ward 122 (25 beds) / ward 14 (28 beds) in rotation) Specialty referrals / Connects / A&G/ C&B (16 sessions per year)	DCC - Ward, Royal Stoke/County DCC – GP communication , Royal Stoke	1
	PM 13:00 – 17:00	Endocrine outpatient clinic (3 new, 8 follow-up)	DCC - Outpatient department, Royal Stoke	1
Thursday	AM 9:00 – 13:00	Ward Round 2:4 rota (26 sessions per year) (ward 121 (25 beds) / ward 122 (25 beds) / ward 14 (28 beds) in rotation) Specialty referrals / Connects/ A&G/ C&B (16 sessions per year)	DCC - Ward, Royal Stoke/County DCC – GP communication , Royal Stoke	1
	PM 13:00 – 17:00	Keele Medical School Tutor	SPA - Medical school, Royal Stoke	1
Friday	AM 9:00 – 13:00	Ward Round 2:4 rota(26 sessions per year) (ward 121 (25 beds) / ward 122 (25 beds) / ward 14 (28 beds) in rotation) DATIX Handling, Mortality reviews, RCA (16 sessions per year)	DCC - Ward, Royal Stoke/County DCC – Admin, Royal Stoke	1
	PM 13:00 – 17:00	CPD, Departmental meeting, M&M meeting, Consultant Meeting (SPA)	SPA -Office	1
Saturday		Ward rounds on wards 122 and 121 (25 bedded wards) (9am-1pm) (1 in 6 rota)	DCC – other ward rounds, Royal Stoke	0.27
Sunday		Ward rounds on wards 122 and 121 (25 bedded wards) (9am-1pm) (1 in 6 rota)	DCC – other ward rounds, Royal Stoke	0.27
Predictable Emergency Work		Weekend ward rounds as above		
Unpredictable Emergency Work		Nil		

On-call Arrangements and Category	Category B - 1 in 35 consultant on call		
	SPA = 2 DCC= 8.54 ON-CALL = 1% supplement	Total	10.54

MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to national terms and conditions as per the Consultant Contract 2003 as amended from time to time. Any changes to national terms and conditions determined at a local level are subject to the Trust's collective bargaining arrangements which include the Trust's Local Negotiating Committee for medical staffing issues.

Tenure

The appointment is a permanent contract. The notice period is three months on either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

Salary

The salary scale is as per the Terms & Conditions of Service as set out in the Consultant Contract 2003. The current scale is £93,666 rising to £126,281. Any agreed extra programmed activities, and on-call requirement will be paid in addition to the basic salary.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of the Terms and Conditions.

Starting salary will be determined according to the terms and conditions as per the Consultant Contract 2003. Where a candidate has service in or outside the NHS which they feels should be taken into account in determining the starting salary, this will be considered following the offer of appointment by the AAC.

Annual Leave

Your annual leave entitlement is as per Schedule 18 of the Terms and Conditions. At least six weeks' notice is required before taking annual leave.

Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

Registration

You will be required to have full and specialist registration with a licence to practise with the GMC and to provide a valid certificate annually.

Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK:

- UK Passport

- UK Birth Certificate (if passport is unavailable)
- National Insurance evidence (P60 / recent payslip / P45)
- EEA (European Economic Area) Passport
- Residence permit issued by the Home Office or UKBA
- Driving Licence (ID card + counterpart)
- 2 addressed bills or statements (Bank / utility bill / phone bill)

Note: if you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence

Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information you provide and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

References

It is a condition of employment that references are provided which are acceptable to the Trust.

Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

Applications process

Formal applications should be made through our website or via NHS Jobs.

If there are any problems / queries please contact the Medical Staffing Department on: 01782 671697 or email consultantrecruitment@uhnm.nhs.uk

Further information and visiting the Trust

The Division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:

Dr Ananth Nayak, Clinical Lead / Consultant in Diabetes & Endocrinology / General Medicine
Telephone: 01782 679997

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

