

## Job Description

<b>Job Title:</b>	Clinical Lead for Urgent Community Services
<b>Base:</b>	The Orbital, Thamesdown Drive
<b>Grade:</b>	Consultant, Specialist, or General Practitioner
<b>Reporting to:</b>	Associate Medical Director
<b>Relocation expenses</b>	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:

<b>Service</b>	We will put our patients first
<b>Teamwork</b>	We will work together
<b>Ambition</b>	We will aspire to provide the best service
<b>Respect</b>	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. This is a sessional role that could be incorporated into an existing job plan. To discuss the role or arrange a visit, please contact Natalie Birks – [Natalie.birks@nhs.net](mailto:Natalie.birks@nhs.net), 07741171891

Shortlisted candidates are encouraged to visit the Service and meet senior members of staff and management teams. Details will be shared following shortlisting.

### Summary of the role & Department overview

This role is a new role within the division of integrated care and community, the appointed candidate(s) will join an existing team of consultants, advanced clinical practitioners, nurses, and paramedics. 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. The Trusts Health and Wellbeing team has won a National Award during 2020 for the work they have done locally.

We are looking for Consultants or General Practitioners who would be interested in covering up to 10 sessions supporting Urgent Community Response and NHS@Home - virtual ward. This would be comprised of up to 1 session of Clinical Leadership and 9 sessions of Clinical Practice.

We are located at the Orbital (Thamesdown Drive), 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 or 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 supported with job planning on an annual basis and will be expected to have a minimum of 1.5 SPA in a 10PA 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.

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.

### **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](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:**

- Provide strong clinical leadership and strategic influence across Urgent Community Response (UCR) and NHS@Home - virtual ward functions agenda, promoting quality, innovation and supporting the services to deliver high quality patient services outside of a traditional hospital setting.
- Development of patient plans for care in coordination with nursing, pharmacy and AHP leads.
- 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 (with secretarial support).
- Development of subspecialty interests that fit in with Divisional 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.
- Provision of cover for Consultant colleagues' periods of leave in accordance with arrangements agreed within Trust policy.
- Participation in clinical audit and in continuing medical education.
- Conducting suitable duties in cases of emergencies and unforeseen circumstances.
- Review and interpretation of results of investigations and procedures

### **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. Consultants are key members of the Division and are accountable and responsible for leading changes to service that will improve the patient experience.

- Work with the Associate Medical Director and divisional board to ensure alignment of clinical service strategies within the services with agreed Trust corporate direction.
- Foster relationships within GWH, primary care and community teams to encourage uptake and participation in development of the UCR and NHS@Home - virtual ward agenda.
- Participate in, and lead on, some of the collaborative working relationships required with external partner organisations including, but not limited to, Swindon Borough Council, Livewell, SWASFT, BSW ICS, Voluntary Action, other healthcare providers, social care to grow the UCR and NHS@Home - virtual ward model in accordance with NHS England guidance.
- Promote and encourage development of effective cross-service clinical pathways, working collaboratively with other divisions and services within and outside of the organisation.
- To keep abreast of national best practice and ensure this is shared and widespread adoption secured through advanced influencing skills. The post holder will be expected to produce, maintain and update departmental clinical management guidelines in line with evidence based best practice on a continuing basis.
- Work closely with the Operational Lead and Lead for Advanced Clinical Practice in developing an effective and high performing team to meet the growing needs of UCR and virtual ward.
- Attend divisional board meetings to inform divisional/ corporate strategy from a clinical perspective.
- Maintenance of the highest clinical standards in the management of all UCR and NHS@Home - virtual ward patients and liaising with specialty teams to ensure timely specialist review.
- Leadership of virtual ward board rounds to guide patient management and enable efficient patient flow through the virtual ward.

- Teaching and training of intermediate, junior staff, nursing staff and medical students.
- To actively participate in both departmental and Trust matters concerning Clinical Governance and audit.
- To lead on developing a quality improvement strategy for UCR and NHS@Home -virtual ward- to ensure evidence and analytics are secured to support and inform network activities, and to support insight in the uses of these to drive quality improvement.
- To fulfil obligations relating to continuing medical education and professional development, appraisal and revalidation.
- 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 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.
- Undertake and take part in Morbidity and Mortality Reviews • 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 Associate Director of Organisational Development and Learning, that divisional staff meet the education and training targets agreed within the Trust's annual plan.
  - Ensuring through the Divisional Director of Nursing that complaints management is timely and effective including implementing action plans relating to individual complaints.
  - Contributing to workforce 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 Terms and Conditions for Consultants as amended from time to time, most recent version is available here:  
[https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/consultants-and-dental-consultants/consultants-and-dental-consultants-tcs-handbook/consultant-contract\(2003\)](https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/consultants-and-dental-consultants/consultants-and-dental-consultants-tcs-handbook/consultant-contract(2003))

- All participants of on call rotas are required to be able to attend the hospital within 30 minutes when on call.
- Consultants are expected to provide cover for each other during annual leave, study leave and sick leave, including supervision of the junior staff, supporting them in patient management.
- All Trust employees are expected to abide by local Trust policies
- 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

- The post holders will have a broad base of training and must hold full registration with the General Medical Council and have CCT (or equivalent for non-UK applicants of equivalent status), or be accredited (or equivalent), and be on the GMC Specialist Register in the specialty appropriate for this consultant post at the time of taking up the consultant appointment. Alternatively, candidates can hold or be within 6 months of their CCT at interview.
- The person specification attached to the job description reflects the requirements for both experienced consultants and those Specialty Registrars who have recently attained their CCT.

## 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. 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.



## Person Specification

<b>Job Title:</b>	Clinical Lead for Urgent Community Services
<b>Base:</b>	The Orbital, Thamesdown Drive

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>□ Entry on the GMC specialist register in General Internal Medicine (GIM), Emergency Medicine (EM) or GMC GP register or be eligible for entry (within six months of attaining Certificate of Completion of Training) at the time of interview and hold a licence to practice. OR be an Associate Specialist or Specialist in an appropriate specialty working at Consultant level</li> <li>□ Full GMC registration with a licence to practise MRCP</li> <li>□ or Equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• MD or PhD</li> </ul>
<b>Clinical Experience</b>	<ul style="list-style-type: none"> <li>□ Clinical training/experience equivalent to that required for gaining UK CCT Broad range of recent experience within general internal medicine</li> <li>□ Ability to lead a multiprofessional team and take full and independent responsibility for clinical care of patients</li> <li>□ Evidence of ability to change clinical practice and service provision</li> <li>□ Up to date practice in line with recent initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a virtual care setting</li> <li>• Ability to demonstrate understanding of the complexities and challenges around ICS working</li> </ul>

<b>Management Administration</b>	<ul style="list-style-type: none"> <li>□ Demonstrable ability to manage priorities</li> <li>□ Demonstrable multi-disciplinary team leadership skills</li> <li>□ Experience of audit and management</li> <li>□ Flexible approach to work organisation</li> <li>□ Ability to lead project teams</li> <li>□ Evidence of management/leadership skills training</li> <li>□ Intermediate to Advanced level IT skills</li> <li>□</li> </ul>	<ul style="list-style-type: none"> <li>□ Ability to engage and communicate the benefits of organisational change to stake holders</li> </ul>
<b>Teaching &amp; Research</b>	<ul style="list-style-type: none"> <li>□ Ability to teach clinical skills to trainees and multi-disciplinary teams</li> <li>□ Interest in leading multiprofessional education</li> <li>□ Publications in peer reviewed journals</li> <li>□ Ability to supervise postgraduate research</li> </ul>	<ul style="list-style-type: none"> <li>□ Evidence of having developed learning opportunities for others</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>□ Ability to work in a multidisciplinary team</li> <li>□ Enquiring, critical approach to work</li> <li>□ Caring and empathetic attitude to patients</li> <li>□ Ability to communicate effectively with patients, relatives, GPs, hospital staff and other agencies.</li> <li>□ Commitments to Continuing Medical Education</li> <li>□ Willingness to undertake additional professional responsibilities at local, regional or national levels</li> <li>□ Willingness to work in other areas of the Trust or Trust wide sites if required as directed by the department Clinical Lead</li> </ul>	



Other	<ul style="list-style-type: none"> <li>□ Full Drivers License</li> <li>□ Understanding of principles of governance and audit Computer</li> <li>□ Literate</li> </ul>	<ul style="list-style-type: none"> <li>□ Evidence of having undertaken audit</li> <li>□ Knowledge of SystmOne</li> <li>□ Knowledge of Microsoft Packages</li> </ul>
-------	--	---

The Panel will use these criteria throughout the appointment process to select the most suitable candidate.

Candidates should therefore ensure that the criteria are fully addressed in their applications.