

## Job Description

**Role Title: Senior Clinical Fellow in Acute Medicine**

**Grade: Senior Clinical Fellow (MT04)**

**Contract: Fixed Term (12 months)**

**Responsible to: Clinical Director**

**Accountable to: Chief Medical Officer**

**Location: University Hospitals Coventry and Warwickshire**

### Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



### Net Zero and Sustainability

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

### Clinical Fellow Terms and Conditions

Appointments at University Hospitals Coventry and Warwickshire NHS Trust will be made in accordance with the locally agreed terms and conditions for Clinical Fellows. A copy of these terms will be issued to all successful applicants on appointment. The post holder will also be required to act in accordance with local policies agreed by the Trust.

## Job Summary

### Overview

We are looking for enthusiastic and dedicated doctors to deliver the very best level of patient care in our Acute Medicine team. As a Senior Clinical Fellow (SCF) you will play a key role in assessing and treating patients, delivering a core part of the UHCW unplanned and emergency care service.

The SCF team provides essential middle grade (Tier 2 / Specialist Registrar level) within the Acute Medicine department. The core of this work is to deliver patient care in the Acute Medicine Footprint, including Same Day Emergency Care service, as part of a rota including day, evening, night and weekend shifts.

The SCF team are encouraged to be involved in teaching, service improvement and leadership and managerial activities. In return we will offer the incredible benefits of working at UHCW; these include

1. A Consultant Mentor
2. Support will be provided to spend half day per week in specialty area of their choice or educational activity (not including on-call weeks).
3. Five days supported study leave per year, with associated funding, provided at discretion of the consultant mentor and clinical lead.
4. Support to develop a learning portfolio with regular appraisals.
5. Support to apply for Certificate of Eligibility for Speciality Registration (CESR).
6. Support for health and wellbeing, including Schwartz Rounds.
7. Access to a twice weekly departmental teaching programme.

### Clinical Responsibilities

- Take ongoing responsibility for patients under their care.
- Work with colleagues to deliver Acute Internal Medicine within University Hospitals Coventry and Warwickshire NHS Trust.
- Participate in the on-call rota on an equal basis with colleagues to ensure that appropriate emergency services are provided out-of-normal working hours.
- Work within the Medical Assessment Unit, contributing to 24/7 cover, through normal working day, late, twilight and night shifts.
- Work autonomously as a senior decision maker within the Same Day Emergency Care service.
- Supervise and support junior clinical and paramedical colleagues in the delivery of clinical care, demonstrating strong leadership and professionalism.
- Develop and maintain collaborative relationships with medical colleagues in other specialties and participate in regular clinical meetings and other post graduate activities.
- Ensuring ALS qualification is up to date and ability to lead a cardiac arrest.

- Develop and maintain good communications with General Practitioners and appropriate external agencies.
- Ensure own practice is up to date; this will include taking responsibility for own Clinical Professional Development and participating in the Trust's Performance and Annual Review system.
- Share responsibility for data protection arising out of the use of computers.
- Comply with all relevant Trust Policies and Procedures.
- Should be proactive and flexible in their approach to work as departmental pressures vary from day to day and changes to duties are often required.

### **Management and Administrative**

- Undertake administrative duties associated with the care of their patients and the running of clinical areas. This will include writing discharge letters, results letters and referral letters.
- Lead and manage the team through adaptable, visible and modest leadership to ensure a committed approach is achieved. Standards will need to be driven by improvements with clear and explicit direction, encouraging constructive feedback and challenge from those involved.
- Produce and support solution-focused decisions based on fact and not anecdote through recognising the value of involving different professional contributions, applying your knowledge appropriately.
- Delegate tasks effectively and appropriately with realistic expectations of others.
- Comply with Health and safety policies and procedures.

### **Clinical Audit and Governance**

- 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.
- Have an objective team approach to and participation in the specialties efforts to monitor and improve standards and critical incident whilst actively supporting evidence-based guideline implementation.

### **Teaching**

- The post holder will be required to participate in the education and training of medical students, trainee doctors, paramedical, nursing and other appropriate staff. Providing honest and constructive feedback in a supportive learning environment, teaching by example and encouraging trainees to be curious.

## **Speciality Group Information**

## **Acute Internal Medicine**

The Department of Acute Medicine was established at UHCW in 2004 and the service works closely with both Emergency Medicine and Medical Specialties. Acute Medicine provides a consultant delivered service for acutely ill medical patients across Medical Assessment Unit (MAU), Same Day Emergency Care (SDEC), Acute Medical Short Stay, as well as within the Emergency Department (ED) and the Acute Frailty Unit.

### **Pathway of Care for Acute Medicine**

With the advent of the COVID-19 pandemic, UHCW established direct access pathways to deal with a change in service and patient needs. Unplanned attendances, including ambulatory and ambulance patients, are received by the Emergency Department (ED). Through direct access pathways, patients may be streamed to an appropriate specialist area. Within Acute Medicine, this is delivered by the co-located areas of MAU and SDEC.

MAU also provides a point of referral for other patients, such as those referred directly from primary care, ambulance services, and admission from medical clinics.

There is sometimes a need for Acute Medicine to support the team in ED, alongside the General Medical team. However, patients from ED are typically transferred to MAU for medical review.

### **Medical Assessment Unit (MAU)**

MAU is currently located on the ground-floor east wing of UHCW. MAU provides medical assessment and management of patients presenting with acute medical illness. MAU receives patients from ED or direct referral from GP and the Ambulance Service, focusing on patients where there is high clinical acuity requiring the experience and skills of the acute medical and nursing teams.

MAU has an expected length of stay of 12 hours and is a mixed sex unit of 47 beds. Acute Medicine consultants are responsible for continuous post take reviews of new admissions. The unit is also covered by the General Internal Medicine on-call team out-of-hours.

### **Acute Frailty Unit (AFU)**

AFU operates as an 11 bedded frailty unit, where patients presenting with frailty syndromes are assessed and supported by a multidisciplinary team, under the supervision of an Acute Medicine or Care of the Elderly consultant. In December 2022 we also opened our Acute Frailty SDEC service, operating out of an expanded acute frailty unit.

### **Same Day Emergency Care (SDEC)**

SDEC provides a safe and capable environment enabling the delivery of high quality initial clinical assessment and management of ambulatory medical patients presenting to UHCW. Patients have access to senior clinical decision makers and rapid access to appropriate investigations. Care is delivered by the Acute Medicine Senior Clinical Fellows and Advanced Nurse Practitioners, with supervision from an Acute Medical Consultant.

### **Acute Medicine Short Stay (AM-SS)**

AM-SS is located on the ground floor east wing of UHCW and comprises of 36 beds. The unit provides focused care for patients requiring a short inpatient stay (< 72 hours). Patients receive a daily consultant review, rapid access to key investigations, with a goal for early supported discharge.

### **Departmental Staffing Structure**

There are 19 Acute Medicine Consultants, many of whom share shared roles within other specialities, such as renal medicine and infectious disease. The department is supported by Speciality Doctors, Senior and Junior Clinical Fellows, as well as rotational deanery Acute Medicine registrars, Internal Medicine and Foundation trainees on placement in Acute Medicine.

The acute medicine department employs a broad range of non-medical staff, including advance clinical practitioner, nurse, and therapy teams (known as REACT). Together, these teams work collaboratively to provide comprehensive multidisciplinary care to acute medicine patients.

#### Integration of Acute Medicine with the Medical Specialties

There is close integration with the Medical Specialties, through shared responsibilities for the medical “On-Call” and support from teams in reviewing patients under the care of Acute Medicine.

#### **Specialty Group:**

Acute medicine sits within the Emergency Medicine group.

Leadership team within the acute and emergency department

|                                |                     |
|--------------------------------|---------------------|
| Group clinical director        | Dr Ed Hartley       |
| Acute medicine clinical lead   | Dr Liz Moss         |
| Group director of operations   | Dan Peach           |
| Group manager (acute medicine) | Philip Barton-Young |
| Modern Matron Acute Medicine   | Holly Randle        |
| Administration manager         | Natalie Page        |

#### **Management and Governance in Acute Medicine**

The management of the department is coordinated through a series of meetings and forums to ensure discussion and effective communication:

Monthly quality, improvement and patient safety (QIPS) meetings are attended by representatives of the entire multi-disciplinary team. In addition to this, monthly consultant meetings are held where all aspects of the departments working are discussed. The specialty leadership team meets with the departmental leadership on a weekly basis to discuss the financial and operational performance of the department.

#### **Consultants working in the department:**

Dr Fatima Ahmed  
Dr Ramsha Anwar  
Dr Krishna Appunu (Shared role with Nephrology)  
Dr Senti Baladurai (Shared role with Nephrology)  
Dr Simon Beatty  
Dr Tim Blake (Shared role with Rheumatology)  
Dr Ishan Chavada  
Dr Christopher Harrold (Shared role with Endocrinology)  
Dr Hemali Kanji (Shared role with Nephrology)  
Dr Muhamad Khan  
Dr Mohammed Khutubuddin  
Dr Gorana Kovacevic (Shared role with Infectious Diseases)  
Dr Rashmi Manjunatha (Shared role with Endocrinology)

Dr Liz Moss  
Dr Manahil Omer  
Dr Sana Zafar  
Dr Jehan Zeb  
Dr Amie Burbridge  
Dr Omar Bani-Saad (Shared with ITU)

### **Main Aims and Objectives of the Post**

As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a prerequisite for this post.

## Person Specification

**Job Title:** Senior Clinical Fellow in Acute Medicine

### Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

| Factors                                       | Essential  | Desirable  |
|---|--|--|
| <b>Qualification /Training</b>                | <ul style="list-style-type: none"> <li>• Basic Medical Qualification</li> <li>• Eligible for full GMC registration with License to Practice at the time of appointment</li> <li>• Full MRCP</li> <li>• Advanced Life Support certification (or equivalent).</li> </ul>   | <ul style="list-style-type: none"> <li>• SCE in Acute Medicine</li> <li>• Other post-graduate qualification relevant to Acute and Internal Medicine.</li> </ul>  |
| <b>Experience</b>                             | <ul style="list-style-type: none"> <li>• Previous experience at IMT / SHO level (or higher) in General Medicine.</li> <li>• Experience managing acute unselected medical admissions.</li> <li>• Ability to take responsibility for clinical care of patients (with consultant supervision)</li> </ul>  | <ul style="list-style-type: none"> <li>• Recent clinical experience in Acute Medicine at ST3+ level</li> </ul>   |
| <b>Leadership &amp; Management</b>            | <ul style="list-style-type: none"> <li>• Evidence of leadership of the clinical team.</li> <li>• Participation in Service or Quality Improvement.</li> <li>• Ability to work in multi-professional team.</li> </ul>  | <ul style="list-style-type: none"> <li>• Completion of leadership course / qualification.</li> <li>• Evidence of involvement in governance at departmental level (e.g., mortality reviews, patient safety).</li> </ul>                         |
| <b>Knowledge, Research &amp; Publications</b> | <ul style="list-style-type: none"> <li>• Clinical knowledge necessary to work at ST3+ / SCF level.</li> <li>• Evidence of continuing professional development.</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of clinical governance processes.</li> <li>• Research papers / abstracts / presentations / posters</li> </ul>   |
| <b>Skills &amp; Abilities</b>                 | <ul style="list-style-type: none"> <li>• Competence in core clinical and procedural skills necessary for ST3+ / SCF level (e.g., lumbar puncture)</li> <li>• Excellent communication with patients and colleagues.</li> <li>• Enthusiasm for teaching.</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of teaching at undergraduate or postgraduate level.</li> <li>• Qualification in Education.</li> <li>• Ability to use evidence base and clinical audit to support decision making.</li> </ul> |
| <b>Personal Qualities</b>                     | <ul style="list-style-type: none"> <li>• Caring attitude to patients.</li> <li>• Ability to listen and communicate effectively (written, public speaking and presentational).</li> <li>• Good organisational skills.</li> <li>• Team worker</li> <li>• Well motivated</li> <li>• Ability to work under pressure</li> <li>• Able to participate in on-call rota.</li> </ul> | <ul style="list-style-type: none"> <li>•</li> </ul>  |

|  |   |  |
|--|---|--|
| <b>Commitment to Trust Values and Behaviours</b> | <ul style="list-style-type: none"> <li>• Must be able to demonstrate behaviours consistent with the Trust's values.</li> <li>• (As detailed in UHCW's behaviour framework – attached).</li> </ul> |  |
|--|---|--|

### Contractual Responsibilities

- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

**The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.**

## Our values in action

We live our values in action in our work with patients, visitors, and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

