



**A Teaching Trust of the University of Birmingham**  
Russells Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ



## Job Description

Job Title:	Consultant in Community Paediatrics
Programmed Activities:	10 PA
Tenure:	Permanent
Department:	Paediatric & Neonatal Children's Directorate
Responsible to:	Clinical Service Lead for Community Paediatrics



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## 1. INTRODUCTION TO DEPARTMENT/SPECIALITY

This is a full time Consultant post (10 PA) in Community Paediatrics based at Russells Hall Hospital and in the community setting. The appointee will be expected to have training in Community Child Health, and General Paediatrics. The post incorporates the role of Looked after Children (LAC) and Community Clinics. We look forward to applicants from General Paediatricians with necessary training in Community Paediatrics and also welcome those with Certification of Completion training (CCT) in Community Paediatrics.

This post does not involve consultant service weeks and on-call commitments for acute general paediatrics and neonates.

Our team of highly motivated Consultants and Doctors span a range of specialties. You will work within a well-supported and multi-disciplined team, ensuring you reach your full potential. Our hospital is forward looking and well equipped, providing you with the very best environment to work in.

The Children's Ward is based at Russells Hall Hospital with 41 beds in total including a paediatric assessment unit, surgical day-case beds, high dependency beds and in-patient beds. There is a busy Paediatric Emergency Department where 25,000 children are seen annually.

There is a Local Neonatal Unit based at Russells Hall Hospital consisting of 18 cots (2 high dependency, 3 intensive care and 13 special care cots). There are also 4 transitional care cots.

### Consultant staffing

Dr S Mahadevan-Bava	Clinical Service Lead for Community, Neurodisability, designated safeguarding, Child death and Gastroenterology
Dr S Wilegoda	Neurodisability, ADHD
Dr Sid Kaithakkoden	Neurodisability
Dr S Iyer	Neurodisability and Neonatology
Dr A More	Designated doctor for LAC and Adoption / Epilepsy
Dr S Jain	Epilepsy / Neurology
Dr A Petkar	Diabetes / Endocrine / Trust named doctor for safeguarding
Dr A Page	Clinical Service Lead for General Paediatrics
Dr S Khurshid	Clinical Service Lead for Neonates
Dr R Puttha	Diabetes/Endocrine
Dr J Luke	Cardiology
Dr C Thompson	Respiratory / Neonatology
Dr N Ruth	Neonatology and Gastroenterology
Dr U Kollurage	Diabetes
Dr N Olor	Neonatology
Dr R Elthair	Neonatology



Dr J Danso-Appiah	Neonatology
Dr B Miguras	General Paediatrics
Dr A Gamage	Neonatology

The paediatric department is also supported by Trust Grade Speciality Doctors and Doctors in Training. There are 16 Tier 1 doctors, 1 FY1, 3 ANNPs and 13 middle grades. Our tier 2, middle grade rota is expanding to a 1:16 rota with the appointment of an additional 6 Doctors. We are a forward-looking innovative department and currently, we are scoping working of Physician Associates and ANNPs at middle grade level.

## 2. JOB SUMMARY

The appointee will be accountable to the Children's Directorate which is within the Surgical Division at the Dudley Group NHS Foundation Trust. This is a full-time post (10PA) in Community Paediatrics and will be based at Russells Hall Hospital with duties in community settings in the Dudley Borough. The appointee will be expected to have training in Community Child Health. The appointee will be expected to undertake clinics in child development and child health, Looked after Children and Specialist Educational Needs and Disability.

This post includes providing clinical leadership, setting standards of clinical care, offering professional advice to Local Authorities, Clinical Commissioning Groups, promoting closer integration of primary and secondary health care services for children.

## 3. KEY RESPONSIBILITIES

### 3.1 Activities

- A minimum of three or four community paediatric clinics a week and one of which would be a special interest clinic / specialist school clinic
- To work collaboratively with Acute and Community Consultant Paediatrician colleagues in developing out-reach paediatric services, facilitating collaborative working and promoting the philosophy of an integrated child health service.
- Provide clinical leadership.
- Sets standards of clinical care.
- Has a responsibility for teaching / training and educational supervision.

### 3.2 On Call Requirements

There are no acute on-call commitments for this role.



The post holder would be expected to participate in the Child Protection on-call rota, Monday-Friday, for children safeguarding referral between 09.00 – 17.00 hrs, as part of a 1:6 rota.

### 3.3 Productivity

The post holder will be expected to manage a paediatric community clinic template consisting of new referrals and follow-up cases, as agreed with the Clinical Service Lead - Community.

Community clinics include:

- Looked After Children Clinics – The LAC clinic is held at Brierley Hill Health and social care centre, Brierley Hill, Dudley.
- Child Health Clinics: Based in Halesowen, Brierley Hill, Dudley, Coseley & Stourbridge
- Special School Clinics – There are multiple special school clinics within the borough including; The Briars, Pens meadow, Old Park and Wood Sutton. The post holder will be accountable for undertaking clinics at one these schools.
- MDT for Child Autism Development Assessment
- Speciality clinic - TBC

The post holder will be expected to comply with the departments policy for minimising the number of dropped clinics. Specific details of these arrangements are given below:

- Six weeks' notice for all annual leave and study leave so that clinical commitments can be effectively managed and cancelled if appropriate.
- Clinical time is allocated in sessions (blocks of time) and consultants are expected to ensure optimum utilisation of the sessions allocated to them, with both time and productivity.

**Responsibility may be subject to change, as required by the needs of the service.**

## 4. WORK SCHEDULE

### Proposed Work Programme

The proposed programme of work comprises of 10 programmed activities (PAs) each of which has a nominal timetable value of four hours.

**Direct clinical care (DCC)** (work relating directly to the prevention, diagnosis or treatment of illness) includes emergency work (including whilst on-call), outpatient activities, multi-disciplinary meetings about direct patient care. Activities (PA's) that take place between



7pm to 7am Monday to Friday, weekends or on public holidays will have a timetable value of three hours.

**Supporting professional activities** (that underpin direct clinical care), include participation in training, medical education, continuous professional development, formal teaching, audit, clinical management and local clinical governance activities. (For further information see Section 4.2)

**In line with flexible working we promote working from home with the expectation that the post holder may be required on site in emergencies.**

### Indicative Job Plan for New Paediatric Consultant (RHH)

42 Weeks of working (To account for Annual, Study and Professional Leave):

• LAC Clinic once a week	1.00 PA (0.5 PA + 0.5 admin)
• Special school clinic – twice a month	1.00 PA (0.5:0.5PA Admin)
• MDT ND clinic – once a month	0.50 PA (0.25:0.25PA Admin)
• SPOA triage review once a month	0.5 PA
• Speciality Clinic (hospital or community based)	2 PA + 2.0 Admin
• Safeguarding Rota (1:5)	0.5 PA
• SPA	1.5 PA
• Travel time	0.25 PA
• ES	0.25
• Department meeting and CNS	0.50

This is an indicative annualised timetable showing the DCC's & SPA's. The actual DCC breakdown could be subject to discussion with the successful candidate dependent on speciality interest and the needs of the service. Safeguarding role paid additional to 10PA.



## 4.1 Indicative Timetable

The job plan section of the job description should specify the start and finish times of the PAs.

Day		Time	Activity	Activity Type
Monday	AM	Start Time:	ND clinic	DCC
		Finish Time:		
	PM	Start Time:	Admin	DCC
		Finish time:		
Tuesday	AM	Start Time:	LAC CLINIC and admin	DCC
		Finish Time:		
	PM	Start Time:	SG on call / ES	DCC
		Finish time:		
Wednesday	AM	Start Time:	ND clinic (specialist interest)	DCC
		Finish Time:		
	PM	Start Time:	admin	SPA
		Finish time:		
Thursday	AM	Start Time:	Special school CLINICS twice a month Monthly once MDT clinic Monthly once SPOA Triage	DCC
		Finish Time:		
	PM	Start Time:	Clinic Admin / travel time	DCC
		Finish time:		
Friday	AM	Start Time:	SPA	SPA
		Finish Time:		
	PM	Start Time:	SPA / department meeting/ CNS meeting	DCC
		Finish time:		

\* SAFEGUARDING = 1:6 ROTA





## 4.2 SPA Details

Activities contained within Supporting Professional Activities (SPAs) are activities that underpin Direct Clinical care (DCC). This includes participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinical governance activities.

Following discussion in the Trust Joint Local Negotiating Committee, the Trust has clarified the total number SPA's will not exceed 2.5 PAs per week for a Consultant on a full time (10 PA) contract. 1.5 SPA's as a minimum will be allocated to cover revalidation activities including CPD. Adjusting the balance between your DCC's and SPA's will not in itself affect your total PA's which should be agreed as part of the job planning process.

SPA time for teaching / training, research, audit lead or clinical lead roles etc. should be carried out on Trust or NHS premises. These should be agreed and specified in the job plan with the allocation of time above the 1.5 SPA's for CPD / revalidation, but up to the maximum of 2.5 SPA's in total. All consultants are expected to attend trust paediatric clinical governance meeting. It is consultant's responsibility to keep trust mandatory training requirement up to date.

A maximum of 1 SPA in relation to CPD / revalidation per week can be worked flexibly offsite (with the approval of the Medical Service Head / Clinical Director).

## 5. GENERAL RESPONSIBILITIES

All staff are expected to adhere to policies and procedures in the Trust, which establish standards of good practice. Staff are expected to follow codes of conduct, which are relevant to their own profession.

### 5.1 Mentoring

The Trust operates a mentoring process for all newly appointed consultants to enable them to become a fully productive member of the Trust team as quickly as possible. All newly appointed consultants are required to participate in the process.

### 5.2 Performance Management

The Trust operates a structured performance management approach for all newly appointed consultants to ensure that there is an appropriate fit between the individual and the organisation. This includes:

- Performance reviews with the Medical Service Lead at 3, 6 and 8 months after appointment
- Performance reviewed against capability, productivity and behavioural standards

All newly appointed consultants are required to participate in the process.





## 5.3 Trust Policies & Procedures

### Location

The Trust provides services from different sites. You may be expected to work at any of the Trust locations. These include Russells Hall Hospital, Dudley Guest Hospital and Corbett Hospital as well as various community based sites across the borough.

### Code of Conduct

It is expected that all staff would be able to demonstrate that they live our trust values in their work and that they will deliver the essential behaviours in their role.

Staffs are expected to adhere to Trust policies and procedures which establish standards of good practice as well as follow any codes of conduct which are relevant to their own profession.

### Equality, Diversity, and Inclusion

All Trust staff have a responsibility to embrace the diverse cultures of both our staff and the communities that we serve, and as such, all staff should ensure that equality, diversity, and inclusion are embedded in their work philosophy and reflected in their behaviour. Equality, Diversity, and inclusion are pivotal to the values and vision of the Dudley Group so that they shape everything that you do every single day.

### Safeguarding Children and Adults

All Trust staff have a responsibility to ensure the safeguarding of children, young people, and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults policies and procedures and inter-agency guidance as showed in the Trust's Safeguarding policies and procedures.

### Improvement Practice

The trust has a long-term commitment to its continuous quality improvement programme; "Dudley Improvement Practice". As part of your role you will be asked to take part in improvement activity relevant to your post.

### No Smoking

The Trust is a completely Smoke Free Organisation and all premises are considered no smoking zones.

### Health and Safety

The Trust has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place.

It is the individual employee's responsibility, however, to manage their own health and wellbeing.

All Trust employees are required to comply with relevant Health and Safety legislation and the Trust's policies relating to Health & Safety and Risk Management.



## 6. PERSON SPECIFICATION – CONSULTANT IN PAEDIATRICS WITH SPECIALIST INTEREST

Essential Criteria	Desirable Criteria	How Identified
<p><b>Qualifications, Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant professional qualifications</li> <li>• Degree from a recognised University</li> <li>• MRCPCH (UK) or recognised equivalent qualification</li> <li>• On the GMC Specialist Register or within 6 months of CCT</li> </ul> <p><b>Relevant registration requirements</b></p> <ul style="list-style-type: none"> <li>• Full GMC registration with a licence to practice</li> </ul> <p><b>Relevant knowledge and experience requirements</b></p> <ul style="list-style-type: none"> <li>• 2 years General Professional Training in Paediatrics</li> <li>• 5 years Higher Specialist Training, including 3 years in Community Paediatrics or acquired equivalent level 3 competencies</li> <li>• Experience in Child Protection / Safeguarding to at least level 3 competencies</li> <li>• Ability to take full and independent responsibility for the care of patients and offer expert clinical opinion in the specialty</li> <li>• Ability to organise and prioritise workload effectively</li> <li>• Ability to advise on the smooth running of specialist services</li> <li>• Ability to prioritise workloads both clinical and non-clinical when subjected to conflicting pressures</li> </ul> <p><b>Up-to-date knowledge of clinical issues related to speciality</b></p> <ul style="list-style-type: none"> <li>• Ability to apply research outcomes to clinical problems</li> <li>• Awareness of current developments and initiatives.</li> </ul>	<p>Ability to manage and lead the specialist unit if required</p> <p>Experience of teaching special clinical skills</p> <p>Training/experience in Paediatrics</p>	<p>CV/Application Form</p> <p>Original Certificates</p> <p>Registration details</p> <p>Interview</p> <p>References</p>



### CARE

A CARING, KIND AND COMPASSIONATE PLACE: We will support people to have joy in work and to treat each other with compassion and kindness.



### RESPECT

A PLACE WHERE COLLEAGUES RESPECT ONE ANOTHER: We will behave with respect towards everyone we meet to encourage an inclusive culture where we all believe in and live by our Trust values.



### RESPONSIBILITY

A WORKFORCE FOR NOW AND THE FUTURE: Making Dudley the place people want to be and stay because everyone has a role to play and takes responsibility for themselves and their teams.

Essential Criteria	Desirable Criteria	How Identified
<b>Personal Qualities / Attitude / Skills</b> <ul style="list-style-type: none"> <li>• Demonstrates an understanding and commitment to the Trust's vision, values and strategic goals</li> <li>• Committed to the delivery of operational targets</li> <li>• Projects a positive image and able to challenge negativity</li> <li>• Demonstrates a corporate outlook, internally and externally</li> <li>• Able to prioritise and delegate</li> <li>• Committed to improving the patient health care experience and improving Trust performance</li> <li>• Acts as a role model</li> <li>• Able to engage, empower and inspire others to the benefit of the Trust</li> <li>• Demonstrates effective and inclusive communication skills, being able to listen and act appropriately</li> <li>• Responsive to feedback and able to take other people's opinions on board</li> <li>• Demonstrates ability to build effective multi-disciplinary team working within own speciality and others, within the organisation and across the wider healthcare community</li> <li>• Excellent interpersonal skills</li> <li>• Demonstrates respect for others and acts with integrity</li> <li>• Able to resolve complex problems effectively</li> <li>• Able to meet and/or exceed goals and targets whilst delivering high quality patient care</li> <li>• Teaching experience</li> <li>• Advance paediatric and neonatal Life Support certification</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Change management experience</li> <li>• Able to deal with conflicting demands</li> <li>• Effective time management</li> <li>• Methodical, organised approach to work</li> <li>• Demonstrates a commitment to the development of all staff</li> </ul>	CV/Application Form Interview References



Essential Criteria	Desirable Criteria	How Identified
<b>Personal Qualities / Attitude / Skills cont</b> <ul style="list-style-type: none"> <li>• Self awareness</li> <li>• Reliable</li> <li>• Has a confident and optimistic approach</li> <li>• Self motivated</li> <li>• Dedicated to service delivery and improved patient care</li> <li>• Positive and flexible approach to work</li> <li>• Professional attitude</li> <li>• Commitment to personal and professional development</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates attention to detail</li> <li>• Effective negotiating and influencing skills</li> <li>• Willingness to undertake additional professional responsibility at local, regional or national levels</li> </ul>	CV/Application Form Interview References DBS Clearance (if applicable)

***NB: The essential criteria above is generic and should not be altered or removed. However, the recruiting manager may wish to include further essential criteria and/or alter/delete the desirable criteria as appropriate.***

**Prepared by:** Dr Subra Mahadevan- Bava, Clinical Service Lead Community

**Date:** March 2024





## 7. SUPPORTING INFORMATION

### 7.1 Why join The Dudley Group?

At the Dudley Group our patients and staff are at the heart of all that we do and that is to provide a world class service that aligns with our vision of “excellent health care, improved health for all”. We are seeking to recruit staff who share our vision and values of making Dudley Group an incredible workplace.



We are committed to becoming a diverse and an inclusive employer and where people feel sense of belonging. Seeking to expand diversity within our teams, we positively encourage applications from under-represented groups such as BAME, disabled and LGBTQ+ groups. We are also under-represented in-terms of gender within nursing roles and we would welcome applications from people from male and non-binary backgrounds.

We are committed to home life balance through flexible working and making reasonable adjustments where possible.





## 7.2 Dudley Group

The Dudley Group NHS Foundation Trust is the main provider of Hospital services to the populations of Dudley, significant parts of the Sandwell Borough and smaller, but growing, communities in South Staffordshire and Wyre Forest.

Currently we serve a population of around 400,000 people from three sites at Russells Hall, Guest Outpatient Centre in Dudley and Corbett Outpatient Centre in Stourbridge, providing the full range of secondary care services and some specialist services for the wider populations of the Black Country and West Midlands regions.

The Trust was authorised by Monitor, the independent regulator of NHS foundation trusts, to commence operation as an NHS Foundation Trust from 1<sup>st</sup> October 2008.

The Trust's hospitals form part of a Private Finance Initiative (PFI) with Summit Healthcare and its service providers: Interserve Facilities Management and Siemens Healthcare.

With effect from 1<sup>st</sup> April 2011 the adult community services section of the Dudley PCT Provider Services function has transferred under the management of the Foundation Trust. With the addition of Adult Community Services the Trust employs over 5,000 members of staff providing over a million patient contacts per year across all Trust sites.

The Trust has invested heavily in medical equipment over recent years and during 2010 commissioned a £7m new multi-tiered staff car park at Russells Hall Hospital.

Local state schools and universities (Birmingham, Aston and Wolverhampton) are excellent and have high success rates for students continuously.

## Our Vision and Values

The Trust has a vision which we describe as “excellent health care, improved health for all” We are seeking to recruit staff who share our vision and values of making Dudley Group an incredible workplace.

- **Care:** You will listen, be respectful and treat others with compassion and kindness.
- **Respect:** You will behave with respect to everyone you meet and encourage an inclusive culture where we respect the contribution everyone makes.
- **Responsibility:** You will take responsibility for yourself and your team.

## Dudley Group NHS Foundation Trust Management Structure

The Dudley Group NHS Foundation Trust operates with the emphasis on Clinicians being responsible for the management of individual clinical units, which make up the Operations Directorate. Within this structure management of each clinical unit is the responsibility of the Medical Service Head and the Modern Matron. Reporting immediately to a Clinical Director.

The Operations Directorate along with the Directorates of Finance and Information, Nursing and Human Resources make up the components of the Trust Main Board.



The members of the Executive team are:

Chief Executive	Diane Wake
Chief Operating Officer	Karen Kelly
Director of Finance (Interim)	Chris Walker
Director of Strategy and Performance	Kat Rose
Chief Nurse	Martina Morris
Medical Director	Dr Julian Hobbs

The Trust has two Deputy Medical Directors: Dr Philip Brammer  
Dr Paul Hudson

## Teaching Hospital Status

As of 2002 Dudley Group NHS Foundation Trust achieved teaching hospital status as part of the Birmingham Medical School. Third, fourth and fifth year medical students are taught within the Trust. Since then Dudley has begun the introduction of an Undergraduate Teaching Academy status under the leadership of Mr Atiq Rehman (Head of Teaching Academy). A dedicated Undergraduate Educational Block supports learning of undergraduate medical students. Consultant staff, Registrars and other junior medical staff are expected to participate in the teaching of medical students.

## Medical Education

A modern and fully equipped Postgraduate Medical Education Centre is situated at Russells Hall Hospital. There is a modern and fully equipped library, which is linked with the Barnes Library at the Medical School in Birmingham together with the national lending library networks. There are also excellent facilities for lectures and meetings.

## Dudley and the Surrounding Area

Set in the heart of the West Midlands access to both to major cities and rural countryside is close. The area has good transportation links and a wide selection of local schools. To find out more about Dudley and the surrounding area please use the following link: [www.dudley.gov.uk](http://www.dudley.gov.uk)

