

SECTION 4: JOB DESCRIPTION

Job Title: Locum Consultant in Respiratory Medicine with an Interest in Cystic Fibrosis & Bronchiectasis (10PAs)

Location: Glenfield Hospital within the University Hospitals of Leicester

Managerially Accountable to: Respiratory Head of Service / General Manager

Professional Accountable to: CMG Clinical Director

Appointment

The appointment will be whole time. Any Consultant who is unable for personal reasons, to work whole time, will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis in consultation with Consultant colleagues.

Base

Your normal place of work will be as discussed at interview and will be confirmed in Section 1 of your contract but you may be required to work in other locations of the Trust. In particular, flexibility is required across the three main Hospital sites (Leicester Royal Infirmary, Leicester General Hospital, and Glenfield Hospital). If your initial location is based at one of these sites, excess travel reimbursement will not apply for a permanent/temporary change to base.

DUTIES AND RESPONSIBILITIES OF THE POST

The overriding purpose is to support the provision of highest quality patient care through personal actions and continuous improvement.

- To form part of the Consultant team delivering clinical services to patients with Cystic Fibrosis, Bronchiectasis, and Primary Ciliary Dyskinesia, through delivery of inpatient care, specialist outpatient clinics, and ambulatory care.
- To work closely with the wider CF/BE/PCD MDT.
- To deliver clinical sessions to support the management of General Respiratory patients.
- Participate in the leadership and delivery of local and national audits collaboration with the Trust's Clinical Governance processes.
- Good Medical Practice it is the responsibility of the post-holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work
- The post-holder is expected to respond in a timely fashion to legitimate requests from Trust officers – this might include investigations of incidents or complaints.
- The post-holder is expected to participate in teaching and training of junior staff and other clinical staff groups. The appointee will also have supervision responsibilities for junior medical staff within the specialty. If appropriate the post-holder will be named in the contract of junior staff as the person responsible for overseeing their training and as an initial source of advice to such doctors regarding their careers.

- The post-holder is expected to participate in professional continuing medical educational activities.
- Promote and support clinical trials and other embedded research activities within the service, working closely with/facilitated by the professional BRC clinical studies team members.
- Contribute to effective integration of subspecialty care with community services, and with referring hospitals.
- To contribute to the emergency admissions provision within Respiratory Medicine by supporting the Clinical Decisions Unit (current rota 1 in 14 shifts Monday-Thursday 8am to 17:30pm).
- To contribute to on call rota for Respiratory Medicine (current rota 1 in 20 evenings and weekends. Evening shifts are resident 5pm to 8pm and non-resident 8pm to 8am. Weekends are resident 8am to 8pm and non-resident 8pm to 8am).
- To contribute to the in-patient service requirements of Respiratory Medicine – currently defined as providing ward consultant cover for 15 patients for 26 weeks of the year.
- To participate in general respiratory service development and business planning in collaboration with the other Consultants in the department, the CMG and local GPs and commissioners within the local CCGs.
- Professional supervision and management of junior medical staff including the observance of local employment and human resource policies and procedures;
- Responsibilities for carrying out teaching, examination and accreditation duties as required and contributing to undergraduate, postgraduate and continuing medical education activity, locally and nationally.
- Take part in CPD activities and education In line with GMC requirements; study leave is provided for this purpose.

Key Tasks

- Maintenance of the highest clinical standards in the management of patients.
- To share with colleagues responsibility for the day-to-day management of patients.
- To contribute to the provision of services for patients with CF and Bronchiectasis
- Supervise and train junior medical staff.
- To be involved in appraising and assessing juniors.
- Teaching, research and administration.
- To actively participate in both departmental and Trust matters concerning Clinical Governance
- and audit.
- To promote new ways of working and co-ordinating care for patients in the community and to ensure that services are based on effective and integrated partnerships across the health community.

JOB PLAN

This job plan is indicative and will be subject to agreement on commencement of the job. It is subject to annual review, with any revisions sought by mutual agreement but it is expected that the successful candidate will work with the CMG management team to ensure that services are delivered efficiently and reflect best practice with processes and governance to match - this may require new and flexible ways of working in the future.

Indicative job plan

Clinical decisions unit including admin	0.8 DCC
On call evening and weekend including admin	1.0 DCC
Base ward including admin	2.5 DCC
CF clinic	0.7 DCC
General Respiratory Clinic	0.65 DCC
Bronchiectasis Clinic	1.25 DCC
MDT, ward attender review, service support	1.1 DCC
Additional SPA role	0.25 DCC
Educational Supervision/ Undergraduate Teaching	0.25 SPA
Revalidation SPA	1.5 SPA
TOTAL	10 PA

JOB PLAN on ward (indicative)

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
AM	Base ward round	General clinic (2 nd , 4 th , 5 th week) Board round if no clinic	Base ward round	CF Clinic (50%) Board round if no clinic	Base ward round

PM	CF MDT Clinical admin	Clinical admin SPA	Journal Club Bronchiectasis MDT SPA	BE Clinic	Respiratory Grand Round XRay meeting SPA
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JOB PLAN off ward (indicative)

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>
AM	SPA	General clinic (2 nd , 4 th , 5 th week)	SPA	CF Clinic (50%)	
PM	CF MDT	Clinical admin SPA	Journal Club Bronchiectasis MDT SPA	BE clinic	Respiratory Grand Round XRay meeting

- CDU daytime shifts (1:14) are allocated via rota, and may time shift or displace other DCC.
- Support of the wider CF and Bronchiectasis MDT is shared between the 4 Consultants, with the on-ward consultant being the first port of call. This will involve reviewing ward attenders, and giving clinical advice.
- There are current discussions regarding the development of a Respiratory Support Unit (RSU) which may result in changes to the nature of the ward work and weekend cover requirements. These may result in changes to the specific PAs designated for these areas and would be amended in conjunction with discussion with the individual

Supporting Professional Activity (SPA)

It is expected that Consultants within the Trust will have up to 2.5 PA's for Supporting Professional Activities (SPA).

1.5 PA's are allocated as a minimum to all consultants for SPA in order to support the requirements of revalidation which include activities such as participating in audit, CPD, mandatory training, Clinical Governance and Quality Improvement activities, and Clinical Supervisor activity.

Up to a further 1 PA will be available for SPA by mutual agreement as part of the job planning process for further appropriate verifiable SPA. Where a consultant decides not to undertake additional SPA over and above 1.5 PA's, suitable alternative clinical work will be offered to bring the job plan up to 10 PA's

Any Other Duties

This job description is not to be taken as an exhaustive list of duties and it may be reviewed in the light of changed service needs and development. Any changes will be fully discussed with the post holder. The post holder will be required to carry out the duties appropriate to the grade and scope of the post.

In order to ensure the Trust's ability to respond to changes in the needs of the service, after appropriate consultation and discussion with you (including consideration of personal circumstances current skills, abilities and career development) the Trust may make a change to your location, duties and responsibilities that are deemed reasonable in the circumstances.

Mentorship

There is a mentorship scheme for all new consultant staff, this is designed to help and assist new appointees to settle into working at UHL as easily as possible. It is designed to assist individuals in a personal way to familiarise them with the Trust and how things work in practice.

The Trust also has the required arrangements in place, as laid down by the Royal College of Physicians, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process.

Appropriate secretarial and office accommodation will be available. The University Hospitals of Leicester NHS Trust are committed to support continued professional development with paid study leave within a budget. Each Consultant is provided with a personal computer with access to the internet and NHSNet connection.

Education: Teaching and Training

All Consultants are expected to contribute to teaching and training of undergraduate students and postgraduate trainees as part of their role as a Consultant in UHL.

Consultants will normally have undergraduate medical students placed with them during clinical duties and are expected to teach alongside clinical service work. Similarly, Consultants will normally be involved in clinical supervision of postgraduate trainees working within UHL.

Medical students based at the University of Leicester follow a standard 5 year programme with years 1 and 2 (phase 1) predominantly based in the University but including both a Healthcare assistant training programme, and a programme developing their consultation and examination skills; and three years on clinical placement in phase 2. The teaching of undergraduate students in UHL reflects the Divisional structure of the Trust. Undergraduate medical students are taught by UHL throughout the medical course from years 1 to 5. Both ward- and outpatient-based

clinical teaching, as well as tutorial and lecture style teaching is undertaken in addition to individual supervision of clinical students (years 3-5) attached to them,

Some Consultants will choose to take on additional undergraduate and/or postgraduate education and training responsibilities. This activity will be specific, identifiable, evidenced, recognised and appraised. Such additional teaching and training activity will be recognised within their SPA allowance.

The post holder will have the opportunity to apply to become a clinical teacher. In addition to the standard 1.5 SPAs, the clinical teacher role is supported by 0.5 SPAs to support two hours of undergraduate teaching time per week.

This teaching can occur in different settings. The clinical teacher will be expected to show evidence of satisfactory performance in this role at appraisal.

Principal Elements:

- ▮ To support and oversee the placement of students in the department and act as a clinical teacher
- ▮ To facilitate delivery of undergraduate teaching as directed by the departmental undergraduate education lead

Enhanced undergraduate duties also includes: acting as examiners in medical school assessments; providing regular seminar and small group teaching; lecturing and other Phase 1 teaching (year 1 & 2) within the medical curriculum; and leadership of a Student Selected Component (lasting four weeks in year 3 and/or six weeks in year 5).

Those who undertake additional significant responsibilities as a block or clinical education lead within their DCC time may be eligible for the award of the title of honorary lecturer or honorary senior lecturer depending on their level of activity

Enhanced postgraduate duties will include acting as an Educational supervisor for Foundation or Specialty trainee, UHL Divisional Education governance lead, contributing to recognised postgraduate-teaching courses in UHL, e.g. Specialty Training programmes, involvement in recruitment of trainees, interviews for specialty training and recruitment to Foundation programmes.

General Policies, Procedures and Practices

The post holder will be expected to comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

Health and Safety

All employees are subject to the requirements of the Health & Safety at Work Act and prevailing Acts since. It is the post-holders responsibility to ensure they are familiar with all UHL Health and Safety related policies that apply to their workplace or work –practice. The post holder is required to ensure that as an employee, his or her work methods do not endanger other people or themselves.

Data Protection / Confidentiality

In accordance with the Employer's privacy notice for employees, the Employer will hold computer records and personnel files relating to you which contain personal data. The Employer will comply with its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. The data the Employer holds may include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks). The Employer requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Employer's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Employer's data protection policy which sets out its obligations under the General Data Protection Regulation, the UK Data Protection Act 2018 and all other data protection legislation. You must comply with the Employer's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation and only for the purposes of your work for the Employer. The Employer will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Employer's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Employer's Data Protection Officer.

Equal Opportunities Policy

All employees must comply with the Trust's Equal Opportunities Policy and in line with the Equality Act 2010, must not discriminate on grounds of age, disability, gender reassignment, race, religion or belief, marriage or civil partnership, pregnancy or maternity, sexual orientation or sex. Other grounds on which they should not treat others unfavourably include trade union membership (or non-membership) or political affiliation, or any other grounds which cannot be shown to be justifiable.

Infection Control

All healthcare professionals on a professional register are personally accountable for their standards of practice which must include compliance with the Trust's infection prevention

and control policies and guidelines. In addition all registered practitioners are expected to challenge non-compliance when observed to protect patients and promote patient safety. Local clinical leaders have a responsibility to maintain an organisational culture of vigilance through their role in supervising other staff.

Safeguarding Children and Vulnerable Adults

The post holder is responsible for safeguarding the interests of children and adults who they come into contact with during their work. To fulfil these duties post holders are required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating a safeguarding practice and to report and act on concerns that they may have.

Electronic Rostering

Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all UHL staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role.