

Senior Clinical Fellow – ENT
JOB DESCRIPTION

Job Title:	Senior Teaching Fellow – ENT
Grade:	Senior Clinical Fellow
Terms & Conditions:	NCA Locally Employed Doctors,
Contract:	12 months
Directorate/Service:	ENT
Accountable To:	Clinical Director
Responsible To:	Clinical Director/ Clinical Lead
Base Location:	Salford Royal
On-Call Requirement:	Yes

Values

Three values are at the heart of our organisation: **Care, Appreciate and Inspire.**

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Job Summary

The successful candidate for this middle grade (registrar / specialty trainee level) post will work as part of the ENT team at Salford Royal NHS Foundation Trust (SRFT). Our ENT department is a tertiary unit offering general ENT in addition to: voice and airway, specialist rhinology, specialist otology and anterior and lateral skull base.

The 12-month post holder will co-lead the undergraduate ENT teaching and support the supervision of medical students. This involves taking on the primary role of facilitating the medical students' week in Otolaryngology through organising timetables for theatres and clinic exposure. Teaching involves both didactic and small group/bedside teaching with clinical skills development. The department can help the candidate during their 12 months to develop other skills (both clinical and non-clinical) which can be discussed with their educational supervisor. When medical students are not rotating through the department, the post holder will be timetabled clinical activity.

Key Role and Responsibilities

This middle grade (registrar / specialty trainee level) post will involve working as part of the ENT team at Salford Royal NHS Foundation Trust (SRFT), supporting the provision of general and subspecialist ENT services.

The post would provide an excellent opportunity for a potential ENT trainee looking to increase their exposure in ENT or develop their CV in order to facilitate their entry to specialty training or for a more senior trainee wishing to consolidate their experience. The post holder will have the opportunity to co-lead the undergraduate ENT teaching and support the supervision of medical students. There will be ample opportunities in both posts to develop skills across the specialty, both clinical and surgical skills. The duties also include being part of the middle grade on call rota.

SRFT is a major University Teaching Hospital and the Department of ENT is dedicated to supporting doctors to build their experience and portfolio and move on to specialty training or towards CESR. In addition to managing Salford's general ENT case load, the Department also has subspecialist expertise in voice and airway, specialist rhinology, specialist otology and anterior and lateral skull base.

The department has an active research programme comprising clinical and trial based research and is actively involved in quality improvement and audit projects. We deliver an undergraduate teaching programme for medical students from Manchester University.

Successful applicants will have a named education supervisor and would be encouraged to be involved in clinical audit, quality improvement and research work during the post, thus facilitating professional portfolio development.

Duties of the post – Clinical

- 1) Participate with the daily care of all ENT in-patients including ward rounds, reviewing inpatient referrals and ongoing review of inpatients.
- 2) Clinical supervision of foundation and core trainees on the team.
- 3) Clinical sessions would be scheduled on a job plan, ensuring ample opportunity for both operative and clinical training on non-teaching weeks. This would be agreed once appointed and can be modified to accommodate specific training and educational requirements of the successful applicant.

Teaching, Research & Governance

An active involvement in the research, education and governance programmes would be expected. This would include leading the teaching of medical undergraduates and supervising foundation and core surgical trainees.

On call

The successful candidate will be required to participate in the on-call middle grade rota.

Summary

This post would provide an excellent training opportunity for a potential ENT trainee looking to increase their exposure in ENT in order to facilitate their entry to specialty training, or for a more senior trainee wishing to consolidate their experience.

There will be ample opportunities to develop skills across the specialty, depending on the training requirements of the successful applicant. The post holder will be leading undergraduate teaching and supervision, quality improvement and research work would be encouraged during the post, thus facilitating professional portfolio development. The post is for 12 months with the potential for subsequent extension if mutually agreeable.

This is an example job plan. SPA activities will be discussed on commencement in post. Review of duties will be carried out within first six months in post.

PERSON SPECIFICATION

Job Title:	Senior Teaching Fellow (SCF) - ENT
Grade:	SCF

Specification	Essential	Desirable
1. Legal Requirement	Registration with General Medical Council	
2. Professional Qualifications	MBBS or equivalent MRCS	Other postgraduate qualification
3. Training and Clinical Experience	≥1year ENT experience (whole or part time) at core trainee or registrar level	
4. Research		Evidence of peer reviewed publications or presentations
5. Teaching		Evidence with teaching undergraduates and postgraduates
6. IT skills	Computer literate	Attendance at IT course
7. Management Skills	Understanding the responsibilities of team working and effective management of patients in the clinical setting	
8. Personal Skills	Ability to work harmoniously with medical and non-medical colleagues as part of a specialised team. Ability to communicate and liaise effectively with patients, relatives and colleagues of all disciplines	Participation in an appraisal or appraisal course Attendance at communication skills course
9. Health	Satisfactory medical examination from the Trust's occupational health physician	

<p>Physical effort: Fit and able to manage operating theatre lists, ward rounds and overnight working.</p> <p>Mental effort: The ability to sustain working periods including non-resident on call</p>	<p>Emotional effort: Frequent contact with patients with severe illnesses and life threatening problems, senior colleagues will support.</p> <p>Working conditions: Working all around the hospital site on call 1:7</p>
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Living our Values

All colleagues are expected to demonstrate the NCA Values and underpinning behaviours as daily habits in your work and daily role.

For more information, please visit: [**ADD LINK**](#)

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE	Have a voice and act with integrity and honesty.

We speak up and find ways to be even better.	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Communications and Relationships
<p>You will be required to work in partnership with colleagues of all disciplines, external links to the Trust and service users, to ensure the creation of a quality service.</p> <p>You will be expected to commit to shared goals in the department by building effective teams and partnerships and valuing the roles and contributions of others.</p>
Resource Management
<p>You will be required to ensure that services are delivered within agreed parameters. Any external duties that impinge on Programmed Activities you may wish to be included in your job plan must be agreed with the Clinical Manager at least one month in advance, where practicable. We have a standard six week notice period for the cancellation of clinical activities. Standard annual leave notification is in line with Trust policies and the leave year is from 1st April.</p>
Teaching and Education

Northern Care Alliance plays an important role in the education of medical students. The successful candidate will participate in undergraduate teaching. This can include assisting in problem-based tutorials; providing regular clinical skills teaching; acting as an educational supervisor to students during special study modules and research options projects; teaching in the clinical skills laboratories and offering other teaching according to the demands of the curriculum and the interests of the appointee.

There will also be a requirement to participate in postgraduate and multi-disciplinary teaching and provide wider supervision and guidance to trainees in the directorate.

Delivering Service

You will be expected to take a lead role in ensuring delivery of a quality service. This will include the following:

- implementing and ensuring compliance Trust and national policies and procedures.
- reviewing and allocating resources appropriately
- reviewing and managing progress and improvement within the area.

The post holder will be required to ensure that services are delivered within agreed parameters.

The post holder will be expected to contribute to the ongoing improvement of the clinical service (and to the academic performance of the Trust).

Annual Leave and Cover Arrangement

Annual leave is taken within the exigencies of the service and in accordance with the terms and conditions of service applicable to the post.

Clinical Audit

You will be expected to participate in clinical audit on a regular basis.

Personal Development

You are responsible for maintaining your own continuous professional development. You will be expected to work towards continuous professional improvement, in line with service needs and changes in medical practices. The Trust retains an obligation to assist professional development as far as possible, subject to service need.

Contractual Commitment

You will have continuing responsibility for the care of patients and for the proper functioning of the service and will undertake the administrative duties associated with the care of patients and the running of the clinical department. If you do not undertake your contractual obligations then this will be seen as a breach of contract, and as such

action may be taken under Trust policies and procedures.

Infection Prevention

Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

Health and Safety

Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.

Confidentiality and Data Protection

Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Equality and Diversity

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't

- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description 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.