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Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Job Description and Information Pack

April 2024

DIVISION OF MEDICINE

Appointment of Full Time Junior Clinical Fellow in Care of the Elderly/General Medicine

Based at Ysbyty Ystrad Fawr

Job Reference: 040-CF695

Anticipated Start Date:

August 2024 for a period of up to 6 months initially,
with potential for extension up to a maximum of 2 years following a successful formal review

DIVISIONAL CONTACT FOR ENQUIRIES ABOUT THIS POST

Dr Inderpal Singh, Assistant Divisional Director Medicine, Tel 📞 01443 802234

Links to Additional Information

[Aneurin Bevan Homepage](#)
[Aneurin Bevan Values and Behaviours Framework](#)
[Aneurin Bevan Demography Profile](#)
[Medical Training/Careers in Wales](#)
[Visit Wales](#)
[Train Work Live](#)



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JOB DESCRIPTION

The Job Itself

Title: Junior Clinical Fellow in General Medicine/Care of the Elderly

Professionally accountable to: Medical Director via Clinical and Divisional Directors

Managerially accountable to: Supervising Consultant

Base: Ysbyty Ystrad Fawr, Ystrad Mynach, South Wales

Other hospitals at which duties are performed: In view of the fact that the organisation is currently undertaking a review of its services and the locations at which they are undertaken, it is important to be aware that work patterns may change and the place(s) of duties modified.

The Clinical Strategy of the Health Board is under constant development and the job holder may be required to undertake different duties agreed at the time of appointment.

Purpose of the Post and General Responsibilities

Aneurin Bevan University Health Board is an integrated organisation providing acute, community and mental health services across 5 unitary authorities. It serves a population in excess of 600,000, with additional services delivered to the neighbouring county of Powys.

Professional development of our medical staff is a priority for the Health Board and there is a well-developed teaching programme for medical staff across the acute and community divisions.

Specific Responsibilities of the Post

The main responsibilities of the post are effective and appropriate medical care of inpatients including acute assessment, participation in acute medical and frailty take, monitor and manage in-patients as well as contributing to outpatient and multidisciplinary meetings. The post holder will be part of a large medical and multidisciplinary team working under direct consultant supervision; who are well established RCP trainers.

The post holder will also be required to provide prospective cover for colleagues during their Annual & Study Leave for on-calls and day time cover.

All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which are deemed competent. Clinical staff are also required to comply with the requirements of their professional organisations regarding supervision.

All qualified staff have a responsibility to supervise unqualified/more junior staff and students on a day to day basis to ensure that patients receive appropriate care and that any untoward action is addressed.

Key Roles and Responsibilities:

- Responsibility for inpatient admission, day to day management, co-ordination of inpatient management under the supervision of the consultant and/or in close liaison with General Practitioners
- Key role in discharge planning and co-ordinating approaches to relatives and other agencies
- Liaison with patients and relatives/carers and members of the multi-disciplinary team to ensure the patients receive a high quality service and are all kept informed of progress as appropriate
- Responsibility for contemporaneous record keeping, identifying progress and plans in patients' case notes
- Participation in consultant ward rounds and facilitating multidisciplinary meetings
- Complete accurate and timely discharge summaries, progress reports and ensure General Practitioners are informed of any impending discharges, changes of medication and death.

- Assist consultants in the development of inpatient, outpatient and community based services
- Actively participate in multi-disciplinary audit, clinical effectiveness/health gain initiatives and Clinical Governance, taking a lead in local clinical audit/quality improvement activities and developing research projects, as appropriate.

All leave arrangements must be co-ordinated with colleagues to ensure a minimum, safe and appropriate cover and agreed with the Directorate Manager and Clinical Director.

The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital. This statutory duty is in addition to any specific risk management or clinical governance accountabilities associated with the post.

Finally, the post holder is expected to:

- Observe the rules, policies, procedures and standards of Aneurin Bevan University Health Board together with all relevant statutory and professional obligations
- Observe and maintain strict confidentiality of personal information relating to patients and staff
- Be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues

Location

The principal place of work can be discussed at the interview stage. The post holder will generally be expected to undertake their programmed activities at the principal place of work or other locations agreed in the Job Plan. Exceptions will include travelling between work sites and attending official meetings away from the workplace. A planned and cost effective approach is expected, and is included in the DCC sessional allocation. The post holder may be required to work at any site within the Health Board, including new sites.

Review

This job description will be regularly reviewed. It is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

Details for Visiting

Those wishing to discuss the post informally in the first instance, or visit the department are encouraged to contact those in the advert.

On call arrangements: Residential cover of the general hospitals at Registrar level

In line with the terms and conditions, the final job plan is subject to the agreement of the Health Board through the Clinical Director and the appointee. The job plan is also likely to alter as successful candidates rotate between different posts, usually on a 6 month basis.

The posts are rotational between medical specialties. The duties and responsibilities of the Junior Clinical fellow will be appropriate to the grade and specialty with appropriate consultant supervision. The Junior Clinical Fellow will be responsible for their duties to their supervising Consultant Physician. The post holders will be encouraged to go through career development opportunities including MRCP examinations and to pursue clinical skills courses like IMPACT, ALS and Simulation course. In conjunction with individual career development needs, opportunities will be available to rotate through allied medical specialties. On satisfactory appraisal and review, there will be an opportunity to progress towards appointment in the role of senior clinical fellows and specialty doctors with a participation in middle grade acute medical on calls as per the requirements of Enhanced local general hospitals in clinical futures programme.

PERSON SPECIFICATION

Junior Clinical Fellow in General Medicine/Care of the Elderly

Job Reference: 040-CF695

CRITERIA	Essential	Desirable	Application	Interview	Does Not Meet (DNM) Meets (M) Exceeds (E)
Qualifications					
Eligible to hold full registration and a licence to practice with the GMC	✓		✓		
MBBS or recognized equivalent	✓		✓		
4 years full-time postgraduate training (or part-time equivalent), at least 2 of which will be in a specialty training programme in a relevant specialty OR as fixed-term specialty trainee in a relevant specialty OR equivalent experience/competencies	✓		✓	✓	
Further relevant degree/diploma/ teaching qualification.		✓	✓		
- Valid Certified Advanced Life Support Skills (or equivalent international qualifications)	✓		✓		
Experience					
Evidence of working effectively as a part of a multidisciplinary team	✓		✓	✓	
Commitment to team approach and multi-disciplinary working	✓			✓	
Previous experience of working in the NHS or equivalent	✓		✓	✓	
Up to date with current practices in Geriatrics		✓		✓	
Working as part of the management team	✓				
Liaison with other agencies		✓			
Teaching and training of post/undergraduate medical staff		✓			
Evidence of participation in, progressing and completing audit	✓		✓	✓	
Previous experience of working with NHS working practices and systems or equivalent experience.		✓	✓	✓	

Skills & Abilities					
Demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues	✓		✓	✓	
Is up to date and fit to practise safely	✓		✓	✓	
Understanding of clinical risk management and clinical governance	✓		✓		
Ability to take independent clinical decisions when necessary and to seek advice from senior doctors as appropriate	✓		✓	✓	
Ability to manage own time and work load	✓			✓	
Experience of the assessment of emergencies	✓		✓	✓	
Able to work as a member of a team or independently	✓			✓	
Excellent interpersonal skills – ability to communicate sensitively with patients, relatives and staff	✓			✓	
Teaching Skill		✓			
Personal Attributes					
Flexible and adaptable to competing demands	✓			✓	
Ability to travel between sites to meet the needs of the service	✓		✓		
Ability to undertake on-call/shift working	✓			✓	
Commitment to modern practices	✓			✓	
Ability to speak Welsh or willingness to learn		✓	✓	✓	

The Specialty

Consultant Members of the Service Group

COTE Medical Team

Dr Kath Barnes	Clinical Director at Nevill Hall Hospital
Dr Ajit Verma	Clinical Director at Royal Gwent Hospital
Dr Shridhar Aithal	Clinical Director at Ysbyty Ystrad Fawr

Medical Leads for the Division

Divisional Director	Dr Phil Campbell
Assistant Divisional Director	Dr Martha Scott
Assistant Divisional Director	Dr Sanjeev Vashista
Assistant Divisional Director	Dr Inder Singh