

## JOB DESCRIPTION

<b>Job Title:</b>	Senior Clinical Fellow (Middle-Grade level)
<b>Band</b>	
<b>Care Group</b>	Specialties Care Group
<b>Directorate:</b>	Child Health
<b>Department:</b>	Acute Paediatrics
<b>Location:</b>	Poole Hospital site
<b>Accountable to:</b>	Clinical Director Paediatrics
<b>Main Purpose</b>	<p>To provide middle grade cover to the Acute Paediatric rota. Core responsibilities:</p> <ul style="list-style-type: none"> <li>• Demonstrates skill in the management of life-threatening illness and conditions across the paediatric spectrum, from the neonate and infant to the child and young person.</li> <li>• Should hold valid APLS, NLS and Level 3 safeguarding certificates</li> <li>• Works within the paediatric multidisciplinary team (MDT), by providing a holistic approach to care.</li> <li>• Recognises, assesses, anticipates and manages the full range of symptoms experienced as disease and illness progress.</li> <li>• Prescribes, reviews and monitors pharmacological treatment and non-pharmacological interventions necessary to care for paediatric patients</li> <li>• Works together with patients, families and professionals to facilitate decision-making.</li> <li>• Possesses the procedural skills necessary to practise competently and effectively as a middle-grade paediatrician, and able to advise and support others.</li> <li>• Opportunity to develop an interest to support the department e.g. research, teaching, diabetes, allergy.</li> <li>• Opportunity to springboard into either the Wessex Deanery ST4+ paediatric training programme or progress through to speciality doctor and further via the CESR route.</li> </ul>

## General Duties

### Trust Organisational Expectations

The post holder will:

Proactively and positively contribute to the successful overall performance of the Trust.

Deliver excellent levels of customer service to all patients/visitors and staff at the Trust.

Develop effective ways of working and create strong partnerships and relationships with all stakeholders to support the implementation of the Government's policies on Health.

Develop an organisational culture that fosters collaborative working among all staff groups, to ensure a focused commitment to delivering quality services and outcomes.

Identify distress and support colleagues and trainees at risk of stress-related issues.

Recognise the impact of managing stressful, sensitive and often complex situations.

Act as an advocate for the Trust & its contribution to the Health Service arena through creating effective partnerships and relationships with internal and external stakeholders.

Comply with corporate governance structure in keeping with the principles and standards set out by the Trust.

Support the Trust culture of friendly, professional healthcare with dignity and respect for all, and support the Government's policies on public health.

The continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body (General Medical Council). The Trust will require evidence of current registration, and maintenance of revalidation requirements.

Adhere to Trust Infection Control Policies, assuring compliance with all defined infection control standards, including hand hygiene.

### Specific Core Functions

In addition to the team/CSC expectations detailed in the shared core functions the post holder may need to ensure the following (if the post-holder is working part-time priority will be given to research hours:

#### Paediatric/neonatal medical role

To provide daytime and out-of-hours middle-grade support to the paediatric team according to their experience level on a basis agreed at interview; with flexibility for the post-holder to cover additional shifts (e.g. through sickness) agreed as they arise. There is the opportunity to provide clinics, with consultant support, and admin sessions are available.

The post-holder would provide some night-time cover of the Level 2+ NICU and labour ward in case of emergencies; there is an ANNP present and a separate NICU consultant on-call. The postholder will experience an initial familiarisation process with the NICU, and then for those wishing neonatal experience: the post-holder can support the ANNP rota in separate blocks with daytime work (e.g. NICU ward rounds/baby checks/postnatal cover) and attend deliveries.

To support ward rounds/ ward activities on the middle-grade rota.

To develop a subspeciality interest within paediatrics if a preference is indicated.

To provide medical support and education to juniors and medical students within paediatric directorates, alongside emergency ward cover and in pioneering research activities to advance the reputation of University Hospitals Dorset NHS Foundation Trust as an academic institution with thriving research interests.

This is an ideal post for someone looking to progress in paediatrics either into further training or other service roles, and we have a proven track record in developing senior clinical fellows into their next chosen step.

## Other Core Functions

Job Holders are required to:

Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.

Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.

Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff is expected to respect the requirements of the Data Protection Act 1998. Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.

Always keep requirements in mind and seek out to improve, including achieving customer service performance targets.

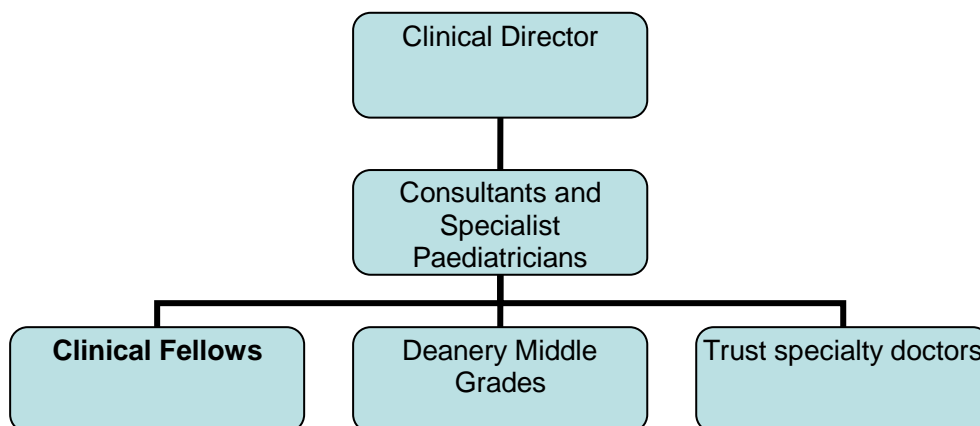
Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities, and No Smoking.

Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect the requirements of the Data Protection Act 1998. Rehabilitation of Offenders: Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (exceptions) order 1975. Applicants are therefore not entitled to withhold information about convictions. This could result in dismissal or disciplinary action from the Trust.

This job description does not aim to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

## Organisational Structure of Department



## **Transforming our Hospital Services in Dorset**

This is a very exciting time to join our hospitals in Dorset. We received a significant national investment of £147 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset: and are due to move inpatient paediatric and NICU services in November 2024 to a new unit in Bournemouth.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation as our two hospital trusts also merge.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention

- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

### **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.