

### Consultant: Job Description

<b>Post Title:</b>	Consultant in Acute Medicine
<b>Directorate/Department:</b>	Emergency Care
	Division B
<b>Grade</b>	Consultant
<b>PAs Per Week:</b>	<p>10 PA's</p> <p>On call commitment – shared rota for overnight and weekend (either Saturday or Sunday) on-call on 1:5.</p> <p>The 11 acute medicine consultants will share in a rota for overnight and weekend on call. The rota for the weekends will be 1:5 (as above). During the weekends on-call consultants are required to undertake a morning ward round on AMU, incorporating review of all patients within the unit providing 12-hour senior cover. They will usually be able to leave the hospital in the afternoon, returning between 4pm-10pm on each day. The consultant is not expected to be resident in the hospital for weekends or weekday nights.</p>
<b>Accountable to:</b>	Divisional Clinical Director
<b>Main Purpose:</b>	<p>The department currently employs 11 consultants in Acute Medicine, providing a hands-on consultant service on the Acute Medical Unit between 8am and 10pm. The expansion of the consultant workforce will enable further service development including a 7 day SDEC.</p> <p><b>CLINICAL DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Be available for direct GP access for advice and for urgent patient review.</li> <li>• Jointly lead the organisation and development of Acute Medicine in the division including arrangements for the associated junior medical staff</li> <li>• Work in close collaboration with the Emergency Department consultants to improve the management of medical emergencies, to achieve the 4-hr emergency access target and support development of ambulatory pathways.</li> <li>• Maintain and implement guidelines for emergency management.</li> <li>• Assist in triaging and arranging rapid investigations to reduce the length of stay.</li> <li>• Offer immediate support to junior medical staff involved in the management of emergency medicine.</li> <li>• Teach students and junior medical staff in the recognition and management of acutely unwell medical patients.</li> <li>• Jointly oversee the nurse run protocol driven DVT and Cellulitis clinics .</li> <li>• Support delivery of a 7-day Ambulatory Emergency Care Service</li> </ul> <p><b>TRAINING AND RESEARCH DUTIES</b></p> <ul style="list-style-type: none"> <li>• Undergraduate medical students from The Southampton University Medical School are taught throughout the trust and the post holder is required to participate in undergraduate clinical teaching. The post holder is also required to participate in medical audit and Continuing Professional Development</li> </ul>

<b>Key Working Relationships:</b>	Close working relationships with other Consultants, junior doctors, AMU service manager, Care Group Manager and multidisciplinary team
<b>General Duties:</b>	<p>To provide an acute service based at the general hospital, part of Division B. There is a focus on working with the health economy to prevent admissions, reduce length of stay and manage discharge. There is a close working relationship with the Emergency Department to implement changes to support patient flow.</p> <p>This will enable the ongoing review of patients admitted as emergencies during the day and the provision of an evening post-take ward round.</p> <p>Example areas of general duties include:</p> <p>‘EARLY/WARD shift’ consultant working from 08.00-16:00; this consultant will lead on the morning handover and undertake a morning Post Take Ward Round followed by review of all other non-speciality patients on AMU. In the afternoon the consultant will review any patients requiring reassessment / follow-up of results, and discharge where possible; this will ensure that management plans are followed through and amended as results become available.</p> <p>SDEC Shift – a dedicated shift Monday to Friday from 09:00 to 18:00 working closely with the Emergency Department to identify ambulant patients at initial assessment in ED and transfer them quickly to the ambulatory facility. They will also provide consultant support to the predominantly nurse led DVT and cellulitis services, and see patients brought back to Ambulatory Care for review.</p> <p>TAKE shift consultant working from 09:00 to 18:00; this individual will be predominantly responsible for patients admitted on that day. They will be based predominantly on AMU and will provide post-take/early assessment of GP and ED referrals to ensure that they are managed quickly and appropriately.</p> <p>‘LATE shift’ consultant working from 14:00-21:00: this individual will continue to support the acute take by assessing/post-taking both GP and Emergency Department referrals into the evening. They will lead the evening handover to the night team at 20:00.</p> <p>Administrative time will be allocated to the new consultant to enable the provision of intranet based regularly-updated guidelines in acute medicine, improved arrangements for clinical governance, greater participation in management activity and enabling fulfilment of responsibilities for education supervision of junior medical staff.</p>
<b>Departmental Working Relationships</b>	<p>Specialist registrars in acute medicine</p> <p>10 juniors from CMT/ACCS or GP VTS schemes</p> <p>6 FY1 trainees</p> <p>Nursing staff</p> <p>AHP staff</p> <p>Administrative and support staff</p>

<b>Departmental Staffing Structure</b>	<p><b>Care Group Clinical Lead</b></p> <ul style="list-style-type: none"> <li>• Dr David Land</li> </ul> <p><b>Care Group Manager</b></p> <ul style="list-style-type: none"> <li>• Rob Stockbridge</li> </ul> <p><i>Please complete details of the medical staffing within the care group (names and roles)</i></p> <ul style="list-style-type: none"> <li>• Dr Michelle Oakford, Divisional Clinical Director (DivB)</li> <li>• Mr Gavin Hawkins, Divisional Director of Operations (DivB)</li> <li>• Dr Gordon Morrison, Clinical Lead, Acute Medicine</li> </ul>
<b>Management Duties</b>	<p>All staff in each care group are managerially accountable to the divisional clinical director who has overall responsibility for the services within the Directorate.</p>
<b>Review</b>	<p>This job description and job plan will be reviewed each year by the post-holder and the Care Group Clinical Lead (or nominee). Local mediation and appeal procedures will be followed in the event of any disagreement over proposed changes to the job plan.</p> <p>In accordance with Schedule 3 of the Terms and Conditions of Service for Hospital Medical and Dental Staff, the Job Plan includes a schedule of Programmed Activities setting out how, when and where the post holders duties and responsibilities will be delivered.</p> <p>A standard full-time Job Plan will contain 10 Programmed Activities subject to the provisions for recognising emergency work arising from on-call rotas and the provisions in Paragraph 7.6 to agree up to two extra Programmed Activities. Subject to the provisions for recognising work done in Premium Time, a Programmed Activity has a timetable value of four hours. Each Programmed Activity may include a combination of duties.</p> <p>It is recognised that the work programme for any new consultant taking up post will take time to settle into a regular pattern. Therefore the job plan will be reviewed in discussion with your Care Group Clinical Lead after 3 months. This will be completed as part of the Job Plan review for all existing consultants related to this post to allow integration of job plans across the Care Group.</p>
<b>Other Duties</b>	<p>From time to time it may be necessary for the post holder to carry out such other duties as may be assigned, with agreement, by the Trust. It is expected that the post holder will not unreasonably withhold agreement to any proposed changes.</p>

## PROPOSED JOB PLAN FOR CONSULTANT Acute Medical Unit

### JOB PLAN FOR CONSULTANT

Clinical (including prospective cover)	7.0 programmed activities.
Weekend on call	1.0 programmed activity
Non-clinical (SPA)	2.0 programmed activities.
Rota arrangements	1:5 weekends, 1:10 weeknights

### WEEKLY TIMETABLE WORK PROGRAMME:

The 11 AMU consultants cover the 4 daily shifts on AMU based on their respective proportions of AMU DCC. Assuming that the 10<sup>th</sup> consultant is employed on the DCC pattern above, they can expect to work the following in a 54-week period:

7 weeks of Early shifts 08:00-14:30 (90 min admin)  
7 weeks of GP shifts 08:00-17:00  
6 weeks of AEC shifts 08:00-17:00  
8 weeks of Late shifts 14:00-21:00 (admin 12-2)

The remaining 26 weeks in the rota are allocated to SPA, annual and study leave. If the consultant wishes to take leave during a clinical week, then these duties must be swapped with another member of consultant team.

### SPA

The 2 SPA within this job plan should be used for personal development, teaching and training of other health professionals, service review and development of clinical services and the regional network. This may include the maintenance of clinical competencies in general and acute paediatrics. There are many opportunities for teaching at undergraduate level, as part of the Allergy MSc programme at the University, and postgraduate teaching in primary care and as part of the regional network. There are opportunities to develop a research portfolio and to contribute by recruitment to commercial and networked research studies.

## IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<b>Duty of Care</b>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<b>NHS Standards of Business Conduct and Professional registration</b>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All Medical and Dental staff must work within the guidelines of the "General Medical Council Guide - Good Medical Practice".</p> <p>This post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff.</p> <p>Postholders must hold appropriate registration with the General Medical Council.</p>
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<b>General Provisions</b>	<p>Subject to the provision of the Terms and Conditions of Service, the post holder will be expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the professional and clinical managers, and to follow the standing orders and financial instructions of the Trust.</p> <p>In particular, where the post holder manages employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures. The post holder will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of his/her patients, to be able to contact him/her when necessary.</p>

	<p>All medical and dental staff employed by the Trust is expected to comply with its Health and Safety policy and procedures.</p> <p>The post holder will be responsible for the training and supervision of Junior Medical staff that work with him/her and will devote time to this activity on a regular basis. The appropriate post holder will be named in the contract of Doctors in Training Grades as the person responsible for overseeing their training, and as the initial source of advice to such doctors on their careers.</p>
<b>Residence</b>	<p>Residence within either 10 miles or thirty minutes by road from Southampton General Hospital is a requirement of this post unless specific approval for alternative arrangements is given by the Trust. The post-holder should be able travel to meet the needs of the post and his/her private residence must be maintained in contact with the public telephone service.</p>
<b>Secretarial Support and Office Accommodation</b>	<p>Both secretarial support and office accommodation will be available and you will be provided with an individual personal computer with internet access via the internal server.</p>
<b>Information Systems</b>	<p>Access to hospital information systems including Pathology and Radiology results, will only be granted after attendance on a training course.</p> <p>Attendance on the Ward Results Training course is mandatory before access to the system can be granted. Staff who login to hospital information systems where there is no authority to do so will face disciplinary action.</p>
<b>Health and Safety:</b>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<b>Infection Prevention and Decontamination of Equipment:</b>	<p>All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<b>Child Protection/Safeguarding</b>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.</p>
<b>Confidentiality</b>	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</b></p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>

<b>Mental Capacity Act 2005</b>	<p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role.</p> <p>It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first</p>
<b>Sustainability</b>	<p>Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.</p>
<b>Last Updated</b>	23rd January 2024