

## Job Description, Job Plan & Person Specification

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<b>JOB TITLE:</b>	Consultant Emergency Medicine
<b>RESPONSIBLE TO:</b>	Chief Executive, University Hospitals of Derby and Burton NHS Foundation Trust
<b>RESPONSIBLE FOR:</b>	Provision of medical care within the Emergency Department
<b>DURATION:</b>	Permanent
<b>CONTRACTED HOURS:</b>	Whole time appointment with a work commitment of 10 PAs (i.e. 40 hours) for the standard working week
<b>WORKING PATTERN:</b>	1:8 on-call rota.

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### THE WORK OF THE EMERGENCY DEPARTMENT

#### Introduction

The successful applicant will work alongside the existing Emergency Medicine Consultants. The 8 Consultants will share responsibilities for the clinical and managerial duties associated with the Emergency Department. They will be responsible for supervising the junior medical staff and for developing the Emergency Department.

The Emergency Department sees approximately 72,000 patients per year and deals with a wide range of conditions and is seen as a District General Hospital Emergency Department. We take both adult and paediatric patients. We are a Local Emergency Hospital in the West Midlands Trauma Network and therefore major trauma will go to a Major Trauma Centre.

The department sits within the Acute Medicine Business Unit (Burton) and within the Medicine Division of the University Hospitals of Derby and Burton NHS Foundation Trust.

#### Emergency Department Facilities, Queens Hospital Burton

The Department has undergone major structural re-development in recent years, which has improved services to staff and patients. The minors' areas and waiting room was redeveloped this year. There is a separate paediatric waiting room with a toilet and feeding room. There is a 24-hour ENP led minors team, who are supported with extended scope physiotherapists. We operate a streaming model into local GP practices and into the On-Site GP Out of Hours service. There are 8 cubicles for minor patients and a fully equipped eye/ENT room. There are 2 paediatric cubicles and a plaster room. In majors there are 12-trolley bays based around a central lay-up area, which deals with all major surgical and medical patients and a 3 bedded fully equipped Resuscitation Room

The department operates a 3 bedded Pit Stop area for the rapid assessment and treatment of all ambulance patients not requiring resus and unwell walk-in patients. It runs 24 hours a day with medical cover for at least 12 hours.

Laboratory and X-Ray facilities including CT scan are available 24 hours a day. A departmental ultrasound machine is available for use for emergency patients. Office accommodation for medical secretaries and senior medical and nursing staff is also situated within the department.

Clinical Decision Unit beds under the management of the Emergency Medicine consultants are located on the Acute Assessment Centre which is adjacent to the Emergency Department.

We nominally have a maximum of 4 beds available for CDU emergency patients to care for a number of emergency related conditions for up to 23 hours.

## **STAFFING QHB**

Medical Staffing:	8 x Consultants including this post (2 posts are part time due to managerial posts held within the trust)
	2 x Specialist Registrar
	7 x Specialty Doctors
	4 x Specialty Registrar – GP Trainee (ST1-2 level)
	2 x ACCS ST1
	2 x Foundation Year 2

Nurse Staffing:	1 Clinical Nurse Lead/Matron
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Senior Sisters	6 wte
Senior ENP	1 wte
Sisters	6.8 wte
Senior Staff Nurses	11 wte
Staff Nurses	14.2 wte

Emergency Nurse Practitioners at Band 6  
Nursing assistants

Others:	Physiotherapist	1 wte
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Secretarial:	3 Employed (2 part time)	2 wte
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## **KEY DUTIES OF POSTHOLDER**

### **Job Plan**

A formal job plan will be agreed between the appointee & the Assistant Clinical Director, on behalf of the Medical Director, 3 months after their commencement date. This will be signed by the Chief Executive & effective from the commencement date of the appointment.

The Job Plan will be a prospective agreement setting out the appointee's duties, responsibilities & objectives for the coming year. It will cover all aspects of their professional practice including clinical work, teaching, research, education & managerial responsibilities. It should provide a clear schedule of commitments, both internal & external. In addition, it will include personal objectives, including details of their link to wider service objectives, & details of the support required by the appointee to fulfil the job plan & objectives.

### **Provisional assessment of Programmed Activities in Job Plan**

The job plan for the first 3 months is based on a provisional timetable which complements that of the existing Consultant team & will include programmed activities in the evening & weekends. There is a flexible approach to job planning to meet the emergency care agenda & service needs of the department.

The contract will attract 10 PAs with a split of 8.5DCC/1.5 SPA. Less than full time contracts will be considered.

For a full-time contract:

- Direct Clinical Care: 8.50 PAs on average per week  
(inc clinical activity, clinically related activity, predictable & unpredictable emergency work)
- Supporting Professional Activities: 1.50 PAs on average per week  
(inc CPD, mandatory training, job planning/appraisal, audit, bed side/ad hoc teaching, clinical & educational supervision of junior medical staff & research).

In summary the job plan will include:

DCC – unscheduled return to work 0.5PA, Prospective cover 1 PA, office based DCC activities 1PA, or a proportion thereof, in relation to a less than full-time job plan.

Other DCC duties involve ED floor work inclusive of on-call duties, and clinical decision unit ward work.

### **On-call duties**

- Weekday on-call 1:8 13.00 – 22.00 on shop floor, Mon-Thurs non-resident on-call after 22.00
- Weekend on-call 1:8
- Friday 1300-2200 on shop floor, non-resident on-call thereafter
- Sat/Sun 12.00 – 20.00 on shop floor, non-resident on-call thereafter

There is an additional consultant shift on a Saturday and Sunday from 0700-1500 which is covered on a voluntary basis.

Participation in the on-call rota system pro rata, as agreed with consultant colleagues. (Expected to be no more onerous than 1 in 8, plus cover for colleagues' annual leave and study leave).

### **Participation Requirements in Clinical Audit and Continuing Medical Education**

With the other Consultants, participate in the clinical audit process, assisting in its development and operation within the specialty group. Work with the lead Consultant to identify improvements in clinical practice, decided by peer review, and assist in the implementation of organisational change or re-allocation of resources in order to achieve these improvements.

### **Managerial Duties and Responsibilities**

The postholder will assume a continuing responsibility for the care of patients in his/her charge.

Additional Agreed Work Commitment Undertaken on Behalf of the Trust to be agreed between the post holder, his/her colleagues and the Trust after the appointment has been made.

### **Teaching & Training**

The appointee will participate in teaching & training medical students, junior staff, career grade doctors, trainees in Emergency Medicine, nurses & other appropriate personnel. The appointee will supervise junior medical staff within the specialty. All Consultant staff are expected to undertake (or have undertaken) formal educational supervision training. It is anticipated the appointee will take on the role of clinical &/or educational supervisor to some of these trainees.

### **Study & Training**

The appointee is expected to participate in professional continuing medical education; study leave is provided for this purpose, & the appointee will be entitled to apply within the set limits in line with other consultants in the Trust. Study leave allocation is 30 days over a three year period.

## **Research**

The Trust comprises research-active Teaching Hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation according to their subspecialty interests.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to those who win research funding and assume the role of Chief Investigator for multi-centre trials and studies.

Consultants who wish to undertake research require the approval of the Trust R&I Department and relevant ethical approval and must adhere to the National Framework for Research Governance.

## **Clinical Governance**

All members of staff have a responsibility to abide by all clinical governance policies, practices and codes provided by the Trust and have an equal responsibility with management for developing and maintaining appropriate systems and practice for maintaining safe working practices. The post holder is expected to demonstrate a firm commitment to the principles of clinical governance, including:

- Co-operating and liaising with clinical governance committees and leads as appropriate and developing a programme of personal continuing professional education and development, within available resources and within the workload and priorities of the service.
- Attending and contributing to the Trust's Clinical Governance Programme, including the Trust's Clinical Incident Reporting systems, Adverse Incident Policy and other umbrella policies.
- Encouraging and promoting an open climate within the Trust to enable training grade staff to participate fully in Trust wide programmes.

Copies of Trust wide clinical governance policies are available on the Trust intranet site. The post holder will participate in clinical governance activities, including clinical audit, clinical effectiveness, risk management and quality improvement activities as required by the Trust and external accrediting bodies.

## **Revalidation and Appraisal**

All Consultants are obliged to engage with the Trust processes for Revalidation and appraisal.

## **MAIN TERMS AND CONDITIONS**

The appointee will enjoy terms based on the nationally agreed Terms & Conditions of Service for Consultants (England) 2003. All appointments will be subject to:

### **Occupational Health Clearance:**

All appointments are subject to satisfactory Occupational Health Clearance being obtained.

### **Criminal Records Disclosure and Check:**

The position is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales).

It is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Where relevant to the role, the organisation may also ask you to provide any information about any investigations and/or formal action taken against you by a regulatory or licencing body which may have had an impact on your professional registration and/or fitness to practise in your chosen profession. Any information you declare when completing this form will be verified by undertaking a

follow-up check with the relevant body. It will also include carrying out an enhanced disclosure through the Disclosure and Barring Services (known as a DBS check).

Enhanced disclosures may also include other non-conviction information which may be held on central police databases, where this is regarded as relevant to the position you are applying for. If the position has, in addition, been identified as a 'regulated activity' under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), the enhanced disclosure will also include any information that may be held about you on the children's and/or adults barred list(s).

Failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential & will be considered in relation to an application for positions to which the Order applies.

### **GMC Registration and Revalidation:**

The Trust requires the appointee to have & maintain full registration with the General Medical Council (GMC), with a license to practice fulfilling the duties & responsibilities of a doctor as set down by the GMC Good Medical Practice. It is the responsibility of all medical and dental staff to ensure that this registration is maintained.

For substantive appointments, registration on the GMC Specialist Register must also be maintained.

All medical practitioners are required to participate in the Trust Revalidation and Appraisal processes.

### **Identity and Right to Work:**

All employees are required to provide original photographic evidence of identity at appointment and have the necessary documentation to demonstrate they have the right to reside and work in the UK.

### **Residence**

For on-call purposes, the Consultant will be expected to reside within 10 miles or 30 minutes of the University Hospitals of Derby and Burton NHS Foundation Trust, Royal Derby Hospital unless agreed otherwise with the Executive Medical Director.

## **VISITING**

VISITS TO THE TRUST AND INFORMAL ENQUIRIES ARE WELCOMED

Arrangements for visiting may be made by contacting:

Dr Venkat Thungala, Lead Consultant Emergency Medicine: (01283) 566333 Extension 5479

Please note that such visits do not form part of the selection process.

## **INTRODUCTION TO UNIVERSITY HOSPITALS OF DERBY AND BURTON NHS FOUNDATION TRUST**

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018 to bring together our five hospitals – in Derby, Burton, Lichfield and Tamworth – to provide the highest quality care to patients across southern Derbyshire and southeast Staffordshire. Our aim is to deliver outstanding care for local people as we bring together the expertise of our 12,000+ staff.

Queens Hospital, based in Burton on Trent, has emerged as a small, but vibrant, dynamic trust under a new leadership team. The trust is a busy DGH with a manageable workload. We are among the best in the country for comparable size hospitals for many of the national quality markers. The Trust

is embedded into a local community who values its local hospital very highly; this is reflected in extremely good user feedback and in the local media.

Queens Hospital Burton provides healthcare services from two sites. Our facilities include:

- 420 Beds
- Emergency Department
- 9 Operating Theatres
- 2 MRI Scanners
- 2 CT Scanners
- A dedicated Endoscopy Suite
- A modern Breast Care Unit
- Stroke facilities
- A nationally renowned Simulation Training facility

We are the principal provider of acute hospital services for the residents of Burton upon Trent and surrounding areas. The trust serves a population of some 360,000.

Queens Hospital Burton provides a wide range of general Hospital services and acts as entry point to specialist tertiary centres and key clinical networks. The Trust also provides a range of consultant outreach services into local community settings.

The Treatment Centre, based on the Queens Hospital site, provides daycase surgery across many specialities and a comprehensive Ophthalmology Outpatient service.

## GENERAL INFORMATION

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018 to bring together our five hospitals – in Derby, Burton, Lichfield, and Tamworth – to provide the highest quality care to patients across southern Derbyshire and southeast Staffordshire.

The University Hospitals of Derby and Burton NHS Foundation Trust is one of the largest employers in the region with more than 12,000 staff and treats more than a million patients each year.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. All our employees are expected to demonstrate the following behaviours:



*Our VISION* is to deliver exceptional care together.



### COMPASSION

We show kindness  
We behave with integrity  
We are thoughtful



### OPENNESS

We are inclusive; we respect and value everyone  
We collaborate  
We actively listen and give and seek feedback



### EXCELLENCE

We take responsibility  
We continuously learn and grow  
We push boundaries and challenge ourselves



*Our PRIDE objectives* are about putting patients first, making sure we get it right first time, investing our resources wisely, developing our people and ensuring value through partnerships.

## **Equality, Inclusion and Diversity**

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity, and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

## **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

## **Data Protection**

Organisations are required to comply with the General Data Protection Regulations; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

## **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

## **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must always follow these to maintain a safe environment for patients, visitors and staff
- maintain an up-to-date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and on-going continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

**Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

**Smoke Free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

**Further Information**

To find out more about the Trust, visit [www.uhdb.nhs.uk](http://www.uhdb.nhs.uk)

To find out more about Derbyshire or Staffordshire please visit [www.derby.gov.uk](http://www.derby.gov.uk) or [www.enjoystaffordshire.com](http://www.enjoystaffordshire.com)



## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• MBBS or equivalent</li> <li>• FCEM or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Further higher qualification</li> </ul>
<b>Registration Requirements</b>	<ul style="list-style-type: none"> <li>• Full GMC Registration with a licence to practice</li> <li>• GMC Specialist Registration (or be able to provide evidence of expectation of receipt of the award of the CCT / entry onto Specialist Registration via CESR route within six months of the date of interview)</li> </ul>	
<b>Fitness to Practice</b>	<ul style="list-style-type: none"> <li>• Applicants' knowledge is up to date and is fit to practice safely</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• In all aspects of Emergency Medicine and in any subspecialty required at an appropriate level</li> <li>• Current ALS, ATLS, APLS (or EPLS) certification</li> </ul>	<ul style="list-style-type: none"> <li>• To be an Instructor in ALS/APLS/EPLS/ATLS</li> </ul>
<b>Clinical Skills</b>	<ul style="list-style-type: none"> <li>• Wide experience in the specialty and in any sub-specialty interest</li> <li>• Relevant Specialty Knowledge</li> <li>• Teaching students and Junior Doctors</li> <li>• Clinical Audit</li> </ul>	<ul style="list-style-type: none"> <li>• Show an understanding of the development needs of trainees and how these can be met</li> <li>• Knowledge of a range of educational methods</li> </ul>
<b>Academic Achievements; Research and Publications</b>	<ul style="list-style-type: none"> <li>• Able to present information in a clear and concise manner.</li> <li>• Able to analyse publications critically and have basic knowledge of research methods</li> </ul>	<ul style="list-style-type: none"> <li>• Peer reviewed publications</li> </ul>
<b>Commitment to Clinical Governance and Improving Quality of Care</b>	<ul style="list-style-type: none"> <li>• Clinical governance: capacity to be alert to dangers or problems.</li> <li>• Demonstrates awareness of good decision making and aware of own limitations</li> </ul>	<ul style="list-style-type: none"> <li>• Audit: evidence of active participation of audit</li> </ul>
<b>Application Form</b>	<ul style="list-style-type: none"> <li>• ALL sections of the application must be fully completed, and sentences must be well constructed and grammatically correct</li> </ul>	
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Professional integrity and respect for others</li> </ul>	<ul style="list-style-type: none"> <li>• Show ability to learn from experience</li> <li>• Demonstrate insight into managing a busy caseload</li> </ul>