

## Job Description

**Role Title: Locum Consultant in Acute Medicine**

**Grade: Locum Consultant (YC73)**

**Contract: Fixed Term (12 months)**

**Responsible to: Clinical Director**

**Accountable to: Chief Medical Officer**

**Location: University Hospitals Coventry and Warwickshire**

### Our Vision, Values and Behaviours

At University Hospitals Coventry and Warwickshire (UHCW) NHS Trust our vision is to be a national and international leader in healthcare, rooted in our communities. Our Organisational Strategy *More than a Hospital* (2022-2030) was shaped by the views of our staff, patients and stakeholders and sets a clear plan for improvements in healthcare.

We aim to deliver the best care for our communities, being exceptional in everything we do. We do this by providing proactive, joined up support for local people and we deliver specialised services for those with the most complex health conditions. We set out to create the best experiences for our staff and work positively in partnership with other organisations to achieve the best healthcare outcomes.

Our vision and purpose are underpinned by a clear set of values that reflect the culture we want to create: *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*. Developed by our staff, our seven values guide what we do daily. Whatever our role or level, we commit to uphold these values as we work together to deliver world class care.



### Net Zero and Sustainability

UHCW NHS Trust, by virtue of its Green Plan, is committed to ensuring that the way we provide services minimises the impact on the environment and the future health of the public e.g. zero waste to landfill, reducing our carbon footprint and increasing our recycling and reuse percentages.

### Job Summary

We are looking for an enthusiastic colleague with an interest in Acute Medicine to join our existing team of consultants. We currently have 18 consultants, many of whom benefit from a shared job plan within their chosen speciality field, such as Infectious Diseases.

With the implementation of Direct Access Pathways, the UHCW Acute Medicine department is undergoing an exciting period of change and expansion. We are looking for passionate physicians to play an integral role in developing our existing medical admissions and short stay services, whilst also helping shape our new Same Day Emergency Care (SDEC) and Acute Frailty units. With the development of our Acute Frailty service, we are particularly keen to open this application to doctors with an interest in frailty medicine.

For consultants looking to undertake CESR application, we have a wealth of experience within our existing consultant workforce. We have successfully supported several of our consultants through CESR and offer peer support for staff are exploring CCT by this route.

The appointee will be expected to provide, and further develop, acute services for the Trust. This will be done in collaboration with colleagues in all disciplines, including primary and tertiary care, to provide an integrated and high quality service for patients. This includes delivering services in an effective and efficient manner, ensuring the principles of risk management and clinical governance are always maintained.

Information on the acute medicine department at UHCW is provided in the supplementary information at the end of this document.

### **Main Aims and Objectives of the Post**

As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a prerequisite for this post.

- To take on going responsibility for patients under his/her care.
- Develop and maintain collaborative relationships with medical colleagues in other specialties and participate in regular clinical meetings and other postgraduate activities.
- Develop and maintain good communications with general practitioners and appropriate external agencies.
- The appointees will be required to work with colleagues to develop and deliver acute medicine within University Hospitals Coventry and Warwickshire NHS Trust.
- Provide a consultation and advisory service to clinical colleagues in other specialties within the Trust and primary care.
- Participate in the further developments of the urgent care model for acute medicine working closely with colleagues in the emergency department and primary care.
- Participate in the further developments of Same Day Emergency Care pathways in acute medicine and of treatment protocols and guidelines for critical care medicine.
- Participate in the provision of out-of-hours cover on an equal basis with consultant colleagues to ensure that appropriate emergency services are provided
- Take responsibility for the professional supervision and development of trainee doctors within the specialty.

### **Details of the Post**

Appointees will undertake an initial 10 PA job plan, including 8 direct clinical care sessions of professional activity (PAs) (on a full-time basis and subject to job planning). Direct clinical care will be based across the various areas of Acute Medicine, including the Medical Assessment Unit, Acute Medicine Short Stay and Same Day Emergency Care. Consultants are expected to contribute to provision of out-of-hours cover, through sharing of long day, late shift, and weekend cover. This work is agreed within the consultant job plan and overnight consultant cover is provided by General Internal Medicine.

Appointees will receive 1.5 PAs per week for core supporting professional activity (SPA). This allows each consultant time for:

- Preparation for revalidation.

- Personal study, e.g. internal CPD, including attending trust educational meetings and the grand round.
- Personal / professional administration, e.g. preparation for appraisal and job planning, completing 360-degree feedback for colleagues etc.
- Mandatory training as defined by UHCW.
- Attendance at internal departmental meetings, internal audit and clinical governance meetings, contributing to national audits etc.
- Basic undergraduate and postgraduate teaching and clinical supervision.
- Attending regular specialty meetings.

Consultants are expected to support the department through additional SPA roles, up to 1 PA of additional SPA time. Example roles include leads for postgraduate education, audit lead, and undergraduate teaching via medical faculty, and supervision of non-training grade doctors (clinical fellows).

Acute medicine consultants use a dedicated office space within the acute medical department. Secretarial support is provided within the department.

As part of their core working, acute medical consultants undertake the review of patients as part of post-take ward rounds. Acute medical consultants at UHCW work within defined areas and are expected to see all medical patients within those areas during their duty periods.

An example job plan is given below, but will be the subject of agreement between the general managers and clinical leadership with the successful candidate. This job plan will be reviewed annually. It will cover all aspects of a consultant's professional practice; clinical work, teaching, research, education, and managerial responsibilities, including a clear schedule of commitments, both internal and external. It should include personal objectives, including details of their link to wider service objectives and details of the support required by the consultant to fulfil the job plan and the objectives.

Appointed candidates will be welcome to discuss taking on further programmed activities, beyond a 10 PA/week contract.

An indicative example job plan is shown in the table below:

Day	Time	Location	Work	Category	No of PAs
<b>Monday</b>	08:30 – 17:00	Medical Assessment Unit	Medical admissions	DCC	2.125
<b>Tuesday</b>	08:00 - 14:00	Consultant Office	Core SPA	SPA	1.5
	14:00 – 16:00	Consultant Office	Patient Related Admin	DCC	0.5
	16:00 – 18:00	Consultant Office	Additional SPA role	SPA	0.5
<b>Wednesday</b>	14:00 – 22:00	Medical SDEC	Medical Admissions Late Cover	DCC	2.25
<b>Thursday</b>	Day off				
<b>Friday</b>	08:30 – 17:00	Acute Med Short Stay	Ambulatory care	DCC	2.125
Weekend working DCC – Averaged over 8 weeks					1.0
Total Number of SPA's					2.5
Total Number of DCC's					7.5
<b>Total Number of PA's</b>					<b>10</b>

Consultant appointments are made to the University Hospital Coventry & Warwickshire NHS Trust; as services are developed and changed, the base of posts may alter and any employee of the Trust will be expected, within an agreed clinical strategy, to move his/her sessions as the service requires. In particular, your attention is drawn to the fact that the post advertised may include routine evening and week-end working as part of the working arrangements for the new hospital the details of which are currently under discussion. The specific scheduling of such activities would be subject to mutual agreement and may be agreed at a later date in the future.

### **Continual Professional Development (CPD)**

Attention and aspiration to lifelong learning will be supported by the specialty group and the Trust to demonstrate safe and knowledge clinical capabilities.

The post holder will have a reflective approach to their own practice and will agree a programme of continuing professional development which meets his/her and service provision requirements.

Consultants must complete a revalidation ready appraisal annually and undertaking multisource feedback at least once every five years in order to meet the requirements for revalidation.

### **Management and Administrative**

Undertake administrative duties associated with the care of their patients and the running of clinical areas.

Lead and manage the team through adaptable, visible and modest leadership to ensure a committed approach is achieved. Standards will need to be driven by improvements with clear and explicit direction, encouraging constructive feedback and challenge from those involved.

Produce and support solution-focused decisions based on fact and not anecdote through recognising the value of involving different professional contributions, applying your knowledge appropriately.

Demonstrate financial awareness and understand the impact of your and your team's decisions.

Delegate tasks effectively and appropriately with realistic expectations of others.

Comply with Health and safety policies and procedures.

### **Research**

The Trust welcomes and encourages research as a high-profile activity that compliments the service provided, the emphasis being on studies that fall within the National Institute of Health Research portfolio.

The Speciality recognises that high quality research is an integral part of development and quality care and undertakes to support and encourage such activities wherever possible.

### **Clinical Audit and Governance**

The Trust is committed to providing patient care of the highest quality. Job plans are constructed to allow practical sessional commitment for medical audit, clinical governance and continuing medical education. The post holder will be required to participate in clinical audit activities including clinical audit meetings.

The post holder will have an objective team approach to and participation in the specialties efforts to monitor and improve standards and critical incident whilst actively supporting evidence -based guideline implementation.

### Teaching

The post holder will be required to participate fully in the education and training of medical students, trainee doctors, paramedical, nursing and other appropriate staff. Providing honest and constructive feedback in a supportive learning environment, teaching by example and encourage trainees to be curious.

### Job Planning

A formal job plan will be agreed between the appointee and their Clinical Director on behalf of the Medical Director within six months of the commencement date of the appointment. The job plan should be reviewed annually. It will cover all aspects of a consultant's professional practice including clinical work, teaching, research, education, and managerial responsibilities, including a clear schedule of commitments, both internal and external. It should include personal objectives, including details of their link to wider service objectives and details of the support required by the consultant to fulfil the job plan and the objectives.

Consultant appointments are made to the University Hospital Coventry & Warwickshire NHS Trust; as services are developed and changed, the base of posts may alter and any employee of the Trust will be expected, within an agreed clinical strategy, to move his/her sessions as the service requires. Your attention is drawn to the fact that the post advertised may include routine evening and weekend working as part of the working arrangements for the new hospital the details of which are currently under discussion. The specific scheduling of such activities would be subject to mutual agreement and may be agreed later in the future.

### Acute Internal Medicine

The Department of Acute Medicine was established at UHCW in 2004 and the service works closely with both Emergency Medicine and Medical Specialties. Acute Medicine provides a consultant delivered service for acutely ill medical patients across Medical Assessment Unit (MAU), Same Day Emergency Care (SDEC), Acute Medical Short Stay, as well as within the Emergency Department (ED) and the Acute Frailty Unit.

### Pathway of Care for Acute Medicine

With the advent of the COVID-19 pandemic, UHCW established direct access pathways to deal with a change in service and patient needs. Unplanned attendances, including ambulatory and ambulance patients, are received by the Emergency Department (ED). Through direct access pathways, patients may be streamed to an appropriate specialist area. Within Acute Medicine, this is delivered by the co-located areas of MAU and SDEC.

MAU also provides a point of referral for other patients, such as those referred directly from primary care, ambulance services, and admission from medical clinics.

There is sometimes a need for Acute Medicine to support the team in ED, alongside the General Medical SpR. However, patients from ED are typically transferred to MAU for medical review.

### Medical Assessment Unit (MAU)

MAU is currently located on the ground-floor east wing of UHCW. MAU provides medical assessment and management of patients presenting with acute medical illness. MAU receives patients from ED or direct referral from GP and the Ambulance Service, focusing on patients where there is high clinical acuity requiring the experience and skills of the acute medical and nursing teams.

MAU has an expected length of stay of 12 hours and is a mixed sex unit of 47 beds. Acute Medicine consultants are responsible for continuous post take reviews of new admissions. The unit is also covered by the General Internal Medicine on-call team out-of-hours.

### **Acute Frailty Unit (AFU)**

AFU operates as an 11 bedded frailty unit, where patients presenting with frailty syndromes are assessed and supported by a multidisciplinary team, under the supervision of an Acute Medicine or Care of the Elderly consultant. In December 2022 we also opened our Acute Frailty SDEC service, operating out of an expanded acute frailty unit.

### **Same Day Emergency Care (SDEC)**

SDEC provides a safe and capable environment enabling the delivery of high quality initial clinical assessment and management of ambulatory medical patients presenting to UHCW. Patients have access to senior clinical decision makers and rapid access to appropriate investigations. Care is delivered by the Acute Medicine Senior Clinical Fellows and Advanced Nurse Practitioners, with supervision from an Acute Medical Consultant.

### **Acute Medicine Short Stay (AM-SS)**

AM-SS is located on the ground floor east wing of UHCW and comprises of 36 beds. The unit provides focused care for patients requiring a short inpatient stay (< 72 hours). Patients receive a daily consultant review, rapid access to key investigations, with a goal for early supported discharge.

### **Departmental Staffing Structure**

There are 18 Acute Medicine Consultants, many of whom share shared roles within other specialities, such as renal medicine and infectious disease. The department is supported by Speciality Doctors, Senior and Junior Clinical Fellows, as well as rotational deanery Acute Medicine registrars, Internal Medicine and Foundation trainees on placement in Acute Medicine.

The acute medicine department employs a broad range of non-medical staff, including advance clinical practitioner, nurse, and therapy teams (known as REACT). Together, these teams work collaboratively to provide comprehensive multidisciplinary care to acute medicine patients.

### **Integration of Acute Medicine with the Medical Specialties**

There is close integration with the Medical Specialties, through shared responsibilities for the medical “On-Call” and support from teams in reviewing patients under the care of Acute Medicine.

### **Specialty Group**

Acute medicine sits within the Emergency Medicine group.

### **Leadership Team within the Acute and Emergency Department**

Group clinical director	Dr Ed Hartley
Acute medicine clinical lead	Dr Liz Moss
Group director of operations	Dan Peach
Group manager (acute medicine)	Philip Barton-Young
Modern Matron Acute Medicine	Holly Randle
Administration manager	Natalie Page

### **Management and Governance in Acute Medicine**

The management of the department is coordinated through a series of meetings and forums to ensure discussion and effective communication:

Monthly quality, improvement and patient safety (QIPS) meetings are attended by representatives of the entire multi-disciplinary team. In addition to this, monthly consultant meetings are held where all aspects of the departments working are discussed. The specialty leadership team meets with the departmental leadership on a weekly basis to discuss the financial and operational performance of the department.

### **Consultants Working in the Department**

\*Dr Fatima Ahmed  
\*Dr Ramsha Anwar  
Dr Krishna Appunu (Shared role with Nephrology)  
Dr Senti Baladurai (Shared role with Nephrology)  
\*Dr Simon Beatty  
Dr Tim Blake (Shared role with Rheumatology)  
\*Dr Ishan Chavada  
Dr Christopher Harrold (Shared role with Endocrinology)  
Dr Hemali Kanji (Shared role with Nephrology)  
\*Dr Muhamad Khan (Specialty Doctor)  
\*Dr Mohammed Khutubuddin  
Dr Gorana Kovacevic (Shared role with Infectious Diseases)  
Dr Rashmi Manjunatha (Shared role with Endocrinology)  
\*Dr Liz Moss  
\*Dr Manahil Omer  
\*Dr Sana Zafar (Specialty doctor)  
\*Dr Jehan Zeb

\*Currently undertaking CESR or achieved CCT via CESR.

## Person Specification

**Job Title:** Locum Consultant in Acute Medicine

### Supporting Evidence

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

Factors	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full GMC registration</li> <li>• Entry of the GMC Specialist Register in Acute Medicine via:-</li> <li>• CCT/CESR in acute medicine or general internal medicine, or proposed CCT/CESR date within 24 months of interview</li> <li>• European Community Rights</li> <li>• MRCP (or equivalent qualification)</li> <li>• ALS (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Further Higher Degree MD or PhD</li> <li>• ATLS/ATACC (or equivalent)</li> </ul>
<b>Training (abilities/skills) and Experience</b>	<ul style="list-style-type: none"> <li>• Clinical training and experience to that required for gaining a CCT or equivalent in acute medicine</li> <li>• Thorough and detailed knowledge of medical audit, medical education, current clinical and medical best practice</li> <li>• Understanding of the Clinical Governance Process</li> <li>• Competent in basic information technology</li> <li>• Clinical and sub-specialty experience/qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Further skills in information technology</li> </ul>
<b>Teaching/ Educational Experience</b>	<ul style="list-style-type: none"> <li>• Commitment to continuing medical education</li> <li>• Ability to organise and participate in and evidence of teaching and training undergraduate and postgraduate students</li> <li>• Experience in demonstrating clinical procedures and techniques to other health care professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Formal teaching or instructing qualification</li> </ul>
<b>Clinical Governance</b>	<ul style="list-style-type: none"> <li>• To be able to undertake complete audit cycle</li> <li>• Ability to undertake multi-disciplinary audit</li> <li>• Participated in completed clinical research projects</li> <li>• Knowledge of clinical governance issues</li> <li>• Interest and awareness of research methodology</li> </ul>	<ul style="list-style-type: none"> <li>• Undertaken recent research activity</li> <li>• Published articles in peer review journals</li> </ul>
<b>Management and Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to lead, communicate, liaise and negotiate with others</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in service development</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to advise on efficient and smooth running of specialist service</li> <li>• Ability to motivate, innovate and support staff of all disciplines</li> <li>• Ability to manage and lead clinical team</li> <li>• Ability to supervise, appraise, coach and mentor trainee and other doctors</li> <li>• Awareness of health service reforms and issues across all healthcare economy</li> </ul>	•
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commitment to own continuing medical education and professional development</li> </ul>	•
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Caring attitude to patients</li> <li>• Enquiring, critical approach to work</li> <li>• Excellent inter-personal qualities</li> <li>• Credible and persuasive presence both amongst clinical and management colleagues</li> <li>• Ability to communicate effectively (written, public, speaking and presentational) at all levels</li> <li>• Ability to work within a multidisciplinary team</li> </ul>	•
<b>Commitment to Trust Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Must be able to demonstrate behaviours consistent with the Trust's values. (As detailed in UHCW's Values in Action document below).</li> <li>• Applicants applying for job roles with managerial responsibility will be required to demonstrate evidence of promoting equal opportunities through work experience.</li> </ul>	

## Contractual Responsibilities

- **Private Practice:** All consultants should adhere to the national Code of Conduct for Private Practice. Private Practice should as far as possible, be undertaken within UHCW facilities, always ensuring that the needs of the practitioner can be met. In this way income generated can be used to further develop patient care within the Trust. The appointee must follow Trust agreed procedures when seeking to commence private practice. Any private practice commitments must not prejudice the basic service requirements contained in the job plan.
- **Confidentiality:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
- **Health and Safety:** All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.
- **Risk Management:** All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks they encounter in their area of work.
- **Equality and Diversity:** Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.
- **Infection Control and Prevention:** The Trust is committed to minimising risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.
- **Safeguarding Vulnerable Adults and Children:** The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate.
- **Conflict of Interest:** The Trust is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
- **Working Time Regulations:** The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1,248 hours. Employees may choose to opt out by providing written notification as appropriate.

**The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.**

## Our values in action

We live our values in action in our work with patients, visitors, and colleagues.

- ✓ Being polite and introducing ourselves to everyone we meet.
- ✓ Treating everybody as individuals and respecting their needs.
- ✓ Being approachable, caring and helpful at all times.
- ✓ Communicating with patients, visitors and colleagues, respecting confidentiality and privacy.
- ✓ Taking the time to actively listen and understand individual needs.
- ✓ Being open and honest.
- ✓ Acknowledging that we don't always get it right.
- ✓ Speaking out when we see things aren't right and supporting others to do the same.
- ✓ Giving praise and saying thank you for a job well done.
- ✓ Celebrating and recognising personal, team and organisational achievements.
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services.
- ✓ Actively working with patients and visitors to improve services.
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW.
- ✓ Taking personal responsibility for our own learning.
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

