



**Royal United Hospitals Bath**  
NHS Foundation Trust

## **Job Description**

**For**

**Specialty Doctor/ General Practitioner  
in Older Persons' Unit**

## The RUH, where you matter

At the RUH we're proud to put people at the heart of what we do, striving to create an environment where everyone matters. Everyone means the people we care for, the people we work with and the people in our community.

We provide a [wide range of services](#) including medicine and surgery, services for women and children, accident and emergency services, and diagnostic and clinical support services.

We also provide specialist services for rheumatology, chronic pain and chronic fatigue syndrome/ME via the Royal National Hospital for Rheumatic Diseases.

We work closely with other health and care organisations as members of the Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board. We strive to improve the health and wellbeing of the people in our community by working together build one of the healthiest places to live and work.

## Management Structure

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The Trust has a divisional structure. There are three clinical divisions, Medicine, Surgery and Family and Specialist Services, supported by two additional divisions, Corporate Services and Estates & Facilities. Each Clinical Division is led by a senior management team, consisting of a Divisional Director, Divisional Director of Operations and a Divisional Director of Nursing. Each also has a Clinical Governance Lead in the senior divisional team. Anaesthesia, ICM and pain services sit within the division of surgery.

The senior management team meets with other divisional colleagues to discuss both operational and strategic issues for the specialities within the division.

Operational management decisions are made by the Management Board which consists of the executive directors and representatives from the three divisions.

The hospital is managed by a Trust board, which consists of a chair, six non-executive directors and eight executive directors. The day-to-day management of the hospital is the responsibility of the chief executive assisted by the executive directors, and supported by the three clinical divisions.

**Executive directors:** Chief Executive; Chief Operating Officer; Director of Finance; Chief Nurse; Chief Medical Officer, Director of People & Culture, Strategy Director and Director of Estates & Facilities.

# Specialty Doctor in Specialty Doctor or General Practitioner in Older Persons Unit

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## JOB OUTLINE

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### Appointment

Permanent contract for a Specialty Doctor or General Practitioner to support the Older Persons' Unit (OPU). The Specialty Doctor or General Practitioner will work under the supervision of a Consultant geriatrician in conjunction with the junior medical team. Flexibility in the job plan will be required. The role is flexible and could include being based partly in a OPU specialist ward, and/or partly in a ward dedicated to the management of patients awaiting community provision before discharge, and also seeing patients presenting in the Emergency Department or referred directly to the Older Persons' Assessment Unit. You will be providing clinical assessment and management of patients, supporting the multidisciplinary team to progress Comprehensive Geriatric Assessment, and promoting safe and efficient discharge by liaison with the MDT, patients and relatives.

## THE POST

### Details of the Post

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There are different possible roles depending on the skills, experience and preference of the candidate. Examples include (could be combined):

- 'Front door' work, seeing acute admissions and discharging where appropriate,
- Complex care ward work, in conjunction with consultant, with major focus on family liaison and discharge planning but also taking responsibility for more acute patient investigation and management.
- Discharge ward work, for cohorted patients awaiting community services. Major focus on progressing discharge, adapting plans where progression to altered care need, completing outstanding Comprehensive Geriatric Assessment with the MDT and ensuring families' understanding.

**Management Duties:** You will be expected to work with professional colleagues in the efficient running of services and will share with colleagues in the medical contribution to management.

Clinicians are required to undertake the administrative duties associated with the care of patients and the running of clinical areas where they work.

**General Requirements:** Subject to the provisions of the 2021 Specialty Doctor Terms and Conditions of Service, you will be expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the standing orders, financial instructions and code of expectations of the Trust.

There is no on call commitment attached to this post.

The management responsibility of the post holder will be to Dr Veronica Lyell (Clinical Lead, OPU).

## On call Commitment

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There is no on-call commitment attached to this post

## Proposed Job Plan

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Total PAs / WTE to be agreed upon appointment, ideally 6 PAs / 0.6 WTE, including 0.5 SPA time can be flexible within the timetable.

## COMMENCEMENT OF DUTIES

The appointee will be required to take up the post as soon as possible. If you consider it is unlikely that you will be able to take up the appointment within such a period, you are advised to highlight this at the time of your application.

## Office and Secretarial Facilities

Shared secretarial support will be provided and shared office space is available.

## Accountability

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The Chief Executive is managerially responsible for the services provided by the Trust and the Lead Clinicians for OPU are responsible for the provision of the service. The post holder will be responsible for the discharge of their contractual duties through the Lead Clinicians for OPU to the Chief Executive.

The Royal United Hospital Bath NHS Trust will take direct responsibility for costs and damages arising from medical negligence in the treatment of NHS patients, where they (as employers) are vicariously liable for the acts and omissions of their medical and dental staff. However, it is strongly advised that the person appointed maintains defence body membership in order to cover any work, which does not fall within the scope of the hospital policy.

A medical professional indemnity scheme is available to cover compensation (including claimants' costs and expenses) arising from medical negligence in the treatment of private patients at the Royal United Hospital. It is a condition of this policy that all employed and non-employed consultants involved in the business of the Royal United Hospital shall be a member of a Medical Defence Organisation.

## HEALTH AND SAFETY

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

### Healthcare Associated Infections (HCAIs)

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All Trust staff have a responsibility to act and follow all instructions to protect patients, staff and others from HCAIs. All staff are required to follow the NHS Hygiene Code and all Trust policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

### Medical Examination / Screening

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At any stage of your employment you may be required to undergo a medical examination to confirm your fitness to undertake your duties. All medical and dental practitioners are appointed subject to medical screening. Vaccinations and immunisations except Yellow Fever may be obtained by contacting the Occupational Health Department at the Royal United Hospital on Extension 4064.

If this post has been identified as one involved with exposure prone procedures, satisfactory Hepatitis B status will be a condition of your employment with this Trust. You will be required to either undergo the immunisation process or produce written evidence of satisfactory Hepatitis B status prior to taking up this appointment.

As this appointment will provide substantial access to children, an enhanced Criminal Records Bureau check on convictions will also be necessary.

## ACADEMIC FACILITIES

The Royal United Hospital has two centres for academic support. The Post Graduate Medical Centre has excellent lecture and meeting facilities including a surgical simulation suite. The Bath Academy Education Centre houses an excellent medical library, clinical simulation suite, resuscitation training and again has extensive meeting facilities.

In addition to these facilities the Wolfson Centre houses a number of departments that are linked to Bath University with whom the hospital has excellent links. Bath University has a School for Health where academics collaborate actively with hospital staff over a wide range of disciplines. The hospital is also closely linked with Bristol University Medical School.

Undergraduate and post graduate training is undertaken on site. Many consultants have honorary appointments at Bath and Bristol Universities. There are strong links with several other universities and several members of staff have honorary chairs. There is a long tradition of research and education at the hospital and a regular supply of undergraduate students. All consultants are expected to take part in these teaching activities.

There is an active research and development department which fosters and facilitates research in all medical disciplines.

## CLINICAL GOVERNANCE

The NHS Executive has defined Clinical Governance as:

“A framework through which NHS organisations are accountable for continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish”

In line with Government requirements, the Trust has established a clinical governance committee. The Chief Executive is the accountable officer and the lead is the Director of Nursing, who is responsible for ensuring that systems for clinical governance are in place and monitoring their continued effectiveness.

As part of the requirements of clinical governance, the Trust's Committee is ensuring that all hospital doctors participate in audit programmes, including, where appropriate, specialty and sub-specialty national audit programmes endorsed by the Commission for Health Improvement.

Procedures are in place for all professional groups to identify and remedy poor performance, including critical incident reporting, professional performance and supporting staff to report any concerns they may have about colleagues' professional conduct and performance.

## TERMS AND CONDITIONS OF SERVICE

The post is covered by the Terms and Conditions of Service - Specialty Doctor - England (2021)

1 a) The successful candidate will be employed by the Royal United Hospital Bath NHS Foundation Trust, whose address is Royal United Hospital, Combe Park, Bath BA1 3NG.

b) The person appointed will be a medical practitioner with full registration with the General Medical Council.

c) The appointment will be terminable by three months' notice in writing on either side.

d) The duties to be performed will be determined by the Royal United Hospital Bath NHS Trust in consultation with such consultants as may be concerned.

e) You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances (especially in services for which you receive a separate fee) you may not be covered by the indemnity. You are therefore advised that you maintain your Medical Defence Organisation membership.

f) Charges will be payable for services, e.g. board, residence, etc. provided by the Royal United Hospital Bath NHS Trust, on such scales as the Department of Health may from time to time determine.

g) The appointment will be governed by the Terms and Conditions of Service of Specialty Doctors - England (2021) for the National Health Service. The National Health Service Superannuation Scheme is voluntary. You will become a member of the scheme and pay the appropriate contributions unless you complete Form SD502 to opt out.

2) This is a part-time appointment (24 hours) for a period of 3-12 months.

3) The salary scale of this post is: £45,124 to £77,519 per annum. A specialty doctor must accept that he/she will perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant in consultation, where practicable, with his/her colleagues both senior and junior. It has been agreed between the professions and the Department of Health that while specialty doctors accept they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptional and, in particular, the specialty doctor should not be required to undertake work of this kind for prolonged periods or on a regular basis.

4) There is no peripheral allowance payable in respect of this post.

5) Owing to the vulnerability of people receiving health care, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Details of any criminal convictions you may have had must be disclosed. Failure to do so could result in dismissal.

## Annual Leave

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Upon first appointment to the Specialty Doctor grade, doctors shall be entitled to five weeks and two days annual leave per year. Doctors who have completed a minimum of two years' service in the specialty doctor and/or in equivalent grades or who have had an entitlement to six weeks and two days annual leave a year or more in their immediately previous appointments shall be entitled to annual leave at the rate of six weeks and two days a year. Doctors who have completed a minimum of seven years in the Specialty Doctor grade shall receive six weeks and three days annual leave per year.

Annual leave requests should be submitted at least 6 weeks before annual leave is required and approved by the Clinical Lead. Requests for annual leave over three weeks should be submitted three months before leave is required. Up to 5 annual leave days may be carried over from one leave year to the next with the agreement of the Lead Clinician(s).

## Canvassing

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Candidates should note that canvassing any member of the Advisory Appointments Committee or the RUH NHS Trust will result in their being disqualified (see Statutory Instrument 1983 No 276 para 8,1,b).

## Policies and Procedures

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The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

## Confidentiality and Data Protection

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The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (1998) at all times. The post holder must comply with all Trust Information and Data Protection policies at all times. The work of an NHS acute Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

## No Smoking

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The Royal United Hospital, Bath NHS Trust is a Smoke Free hospital and site and all Trust staff are not permitted to smoke on any part of the site at any time. Failure to comply with this policy is likely to result in disciplinary action up to and including dismissal.

## Equality and Diversity

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The Trust has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all Trust staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Trust Code of Expectations for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

## Safeguarding Children

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All Trust staff have a responsibility to safeguard children. All staff must be familiar with, and adhere to, the trust child protection procedures and guidelines, in conjunction with the Local Safeguarding children's board (LSCB) policies and procedures.

It is the responsibility of the postholder to be familiar with their role and responsibility around safeguarding children and to ensure that they have completed training at a level commensurate to their role.

## Conflict of Interest

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All Trust staff are required to identify and report any potential conflict of interest in line with the Trust Code of Expectations of Employees and other Trust policies.

## Person Specification

### Specialty Doctor in Paediatric Dentistry

REQUIREMENTS	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b></p> <p><b>Postgraduate</b></p>	<p>MBBS or equivalent medical qualification</p> <p>Must able to demonstrate working at specialty reg level and above or a general practitioner.</p> <p>Demonstrate experience in a OPU specialty</p> <p>Primary Care or Medical specialty</p>	<p>Postgraduate medical exam: MRCP or MRCPGP</p> <p>Diploma in Geriatric Medicine</p> <p>Evidence of experience in Geriatrics inpatient care</p>
<p><b>Clinical Experience</b></p>	<p>Knowledge of own limitations</p> <p>Ability to offer expert clinical opinion on range of problems both emergency and elective within speciality</p> <p>Appropriate knowledge base and ability to apply sound clinical judgement to problems</p> <p>Able to work without direct supervision where appropriate</p> <p>Able to prioritise clinical need</p> <p>Able to maximise safety and minimise risk</p>	<p>Evidence of relevant academic and research achievements, and involvement in a formal research project</p> <p>Evidence of relevant academic publications</p> <p>Evidence of involvement in an audit project, a quality improvement project, formal research project or other activity</p> <p>Evidence of involvement in teaching students, postgraduates and other professionals</p> <p>Evidence of participation in a teaching course</p>

<b>Management and Administrative</b>	<p>Sets realistic goals and deadlines.</p> <p>Good organisation, time and management skills</p>	<p>Evidence of involvement in management commensurate with experience</p> <p>Evidence of effective multidisciplinary team working and leadership, supported by multi-source feedback or other workplace based assessments</p> <p>Evidence of effective leadership in and outside medicine</p>
<b>Research and Teaching</b>	<p>Demonstrates understanding of research, including awareness of ethical issues</p> <p>Demonstrates understanding of the basic principles of audit, clinical risk management, evidence based practice, patient safety and clinical quality improvement initiatives</p> <p>Demonstrates knowledge of evidence informed practice</p> <p>Demonstrates an understanding of clinical governance</p> <p>Evidence of teaching experience and/or training in teaching</p>	<p>Evidence of relevant academic and research achievements, and involvement in a formal research project</p> <p>Evidence of relevant academic publications</p> <p>Evidence of involvement in an audit project, a quality improvement project, formal research project or other activity</p> <p>Evidence of involvement in teaching students, postgraduates and other professionals</p> <p>Evidence of participation in a teaching course</p>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Caring attitude to patients.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Honesty and reliability.</li> <li>• Ability to work well with colleagues from all professions and other Trust staff.</li> <li>• Understand limitations of Clinical</li> <li>• Skills and experience.</li> </ul>	<ul style="list-style-type: none"> <li>• IT literacy.</li> <li>• Evidence of working within a team environment.</li> <li>• <b>Leadership skills:</b> experience in leadership.</li> <li>• Demonstrates skills needed for effective delegation within the team: 360° feedback.</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"><li>• <b>Effective communication skills:</b> demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation.</li><li>• <b>Empathy and sensitivity:</b> capacity to listen and take in others' perspectives.</li><li>• <b>Works in partnership with patients:</b> always considers patients preferences when discussing treatment options.</li><li>• Always considers the full impact of clinical decisions on the patients, Practice shared decision making.</li><li>• Directs and supports patients to access the information they need to support decision making.</li></ul>	
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