

# **APPOINTMENT OF A SPECIALTY DOCTOR IN UPPER GI AND GENERAL SURGERY**

## **JOB DESCRIPTION**

**OCTOBER 2021**

## **INTRODUCTION**

We welcome applications for a Specialty Doctor within our busy Upper Gastrointestinal Surgery team.

### **THE POST**

The Department of Upper GI Surgery provides an integrated service to Shropshire and North Powys with outpatient, day case and in-patient facilities at Royal Shrewsbury Hospital and day case and outpatient facilities at The Princess Royal Hospital, Telford.

The unit has a special interest in the minimally invasive management of obesity and the metabolic syndrome, GORD, oesophageal disorders, gallstone disease, and laparoscopic hernia repair.

There are currently four all day theatre lists in a dedicated bariatric theatre, with state of the art equipment. In addition Upper GI and Bariatric out-patient clinics are held at both RSH and PRH.

The principal role of the post holder will be to contribute to the delivery of a first class Upper GI and Bariatric service, as part of the multidisciplinary team.

It is desirable that you will possess some laparoscopic skill, but it is anticipated that he/she will have ample opportunity to acquire advanced laparoscopic skills.

It is expected that you will adopt a flexible approach to the training opportunities available in order to maximise the experience available to them.

The Department will provide advice and training in subjects including; management principles and skills, communication skills, computer skills and writing papers.

### **SURGICAL STAFF**

The Surgical Centre is staffed as follows:

#### **PRH**

- 3 General Breast Surgeons
- 1 Oncoplastic Breast Surgeon
- 7 Breast Speciality Doctors

#### **RSH**

- 11 Colorectal Consultants
- 5 Vascular Consultants
- 6 Upper GI/Bariatric Consultants
- 2 Upper GI Surgery Specialty Doctors
- 1 Upper GI Post CCT fellow
- 1 Colorectal Specialty Doctor
- 3 Vascular Surgery Specialty Doctors
- 2 Upper GI Associate Specialists
- 3 CT Doctors
- 4 Trust Doctors
- 1 Clinical Fellow Colorectal Surgery
- 9 Specialist Registrars
- 4 ST2
- 2 FY2
- 11 FY1s

## **RESPONSIBILITIES OF POST**

This is a full-time appointment subject to satisfactory assessment after 6 months.

The supervision of the Speciality Doctor is shared between the Consultants on the firm. The work is similar to Specialist Registrars acting as an intermediary between the Consultant and the House staff. You will help in the management of in-patient and outpatient care for all consultants. You will be expected to cross-cover your colleagues as per operational needs of the service. It is a requirement of employment to be prepared to work at any additional or different location owned or served by the Trust, either on an on-going or temporary basis according to the demands of the service.

Attendance on ward rounds, operating sessions and outpatient clinics are essential parts of the post. The amount and type of operating will depend on the skills you have already acquired and will be decided by the Consultant. Communication with General Practitioners is an essential part of the work and this will include prompt preparation of discharge summaries, letters and correspondence should be in line with the Upper GI Department and Surgical Centre standards.

## **TEACHING**

Study leave may be granted (at the discretion of the Clinical Lead and Operational Manager (Surgical Centre) for approved courses. Apart from training received in the course of the post, attendance at surgical meetings within the hospital is expected and you will be involved with case presentations and critical reviews as part of these.

You are expected to attend and participate in Clinical Governance meetings every month. There is one formal appraisal session each year. You will be given encouragement and advice in the submission of papers for publication and there may be possibilities to partake in the preparation of research projects.

There is an active Post Graduate Medical Centre with library facilities, seminar rooms and lecture theatre within a combined Education Centre. The library holds over 10,000 books and 70 current journal titles. It has a CD-ROM (MEDLINE, CINAHL and Cochran), facilities for literature searches, National Research Register. There is an Internet Computer Room for use by all hospital staff.

## **CONSULTANT COVER**

You will be responsible to the Supervising Consultant. You will be encouraged to develop his/her own special interest such as to complement those of the existing Consultant staff and further his/her position as an independently valuable member of the team.

Annual leave and other planned periods of absence must be planned with the other doctors providing intermediate prospective cover and is approved subject to Upper GI team operational needs and local leave policy with 6 weeks' notice.

## **PROVISIONAL JOB PLAN**

	MON	TUES	WED	THUR	FRI
A M	Wards	Wards	Theatre or clinic (PRH)	Theatre RSH	Theatre RSH
P M	SPA/Flexible	Clinic (RSH)	Clinic (RSH)	Theatre RSH	Admin/Theatre RSH

Direct Clinical Care 9.0 PAs on average per week  
(clinical activity, clinically related activity, predictable and unpredictable emergency work)

Supporting Professional Activities 1.0 PAs on average per week  
(includes CPD, audit, teaching, research)

On-Call commitments  
The post holder will be part of a 1 in 6 on call rota if appointed to Princess Royal Hospital, Telford

## **RESEARCH**

It is usual for the Trust to be participating in many research projects at any time. Every effort would be made to accommodate a particular research interest of the successful applicant, particularly if trainee members of the department could be incorporated in the methodological and practical stages.

## **AUDIT**

Great importance is placed upon audit and you will be expected to contribute to this as part of your role; the Trust has a fully staffed Audit Department on both sites with well-organised teams.

## **APPRAISAL, REVALIDATION AND MENTORSHIP**

The Trust has the required arrangements in place, as laid down by the Royal College of Surgeons, to ensure that all Doctors have an annual appraisal with a trained appraiser and supports all Doctors going through the revalidation process.

The Trust supports the Royal College of Surgeons guidance on provision of mentors for new Specialty Doctors, in line with GMC recommendations. This will be provided within the Trust.

A formal review of the job plan will be performed at least annually. Appropriate educational and training needs will be supported by the Trust in, as agreed with the LNC (for example, the approval and funding of study leave).

An annual job plan review at individual and departmental level is being introduced. You will be expected to participate in this exercise.

We will require to register SaTH as your designated body via the GMC to ensure that you are set up on the Equiniti revalidation system; we will complete this as soon as possible upon your commencement with the Trust.

The Trust also supports the requirements for continuing professional development as laid down by the Royal College of Surgeons and is committed to providing time and financial support for these activities.

## **TERMS AND CONDITIONS OF SERVICE**

The appointment is full-time / part-time and the successful candidate will be appointed on the Terms & Conditions of Service for Specialty Doctors – England (2021).

The salary scale is based on the Specialty Doctor scale (MC75):

Salary Scale: £45,124 - £77,519 per annum for 10 Programmed Activities (as of February 2021)

The postholder will:

- be expected to work with local managers and professional colleagues in the employing Trust in the efficient running of the service.
- subject to the provisions of the Terms and Conditions of Service, be required to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the local and national employment and personnel policies and procedures.
- not be permitted to commence employment until a full medical examination has been completed with a satisfactory result or the Occupational Health Physician has satisfied himself that a full examination is not necessary. The completion of a satisfactory health questionnaire is a condition of employment.
- not be permitted to commence employment until full clearance has been received from the disclosure barring service.
- participate in the Continuous Professional Development and the Trust's appraisal scheme.
- be in possession of a recognised medical qualification and full registration with the General Medical Council is a condition of appointment and continue to hold a licence to practice.
- is advised to be a member of a recognised medical defence society or suitably insured. Trust insurance does not cover work undertaken outside the Trust other than caring for patients and work of the Trust.
- have read and be conversant with the Health & Safety at work recommendations.

The Trust operates a no smoking policy.

The Trust values its diverse workforce and is committed to taking all necessary steps to ensure that individuals are treated equally and fairly and to taking positive action to promote equal opportunities.

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## **ACCOMMODATION**

The Trust offers single residential accommodation for medical staff depending on availability. The Trust only provides single accommodation so private rental would need to be arranged for family accommodation.

## **OTHER FACILITIES**

There is an active Doctors Mess run by the Junior Doctors Mess Committee which organise social events, parties, outings etc. There are on-site fitness centres (a membership fee is payable) available to all members of staff.

## **STAFF BENEFITS**

There are a number of staff benefits schemes which attract tax reductions if joined. This includes a discount on the staff car parking charge, staff gym membership, on-site crèche/childcare provision and access to NHS Discounts schemes.

## **VISITING**

Appointments to visit the Trust should be arranged with:

Mr J Rink

Clinical Director for General Surgery

Mr. G. Kirby

Clinical Lead for Upper GI surgery

01743 261000 Ext: 2417

## TRUST STATEMENTS

### Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

### Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

### Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

### Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and



- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

### **Safeguarding Children and Vulnerable Adults**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
  - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
  - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **Social Responsibility**

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.