

**DIVISION OF UNSCHEDULED CARE
DIRECTORATE OF EMERGENCY SERVICES**

**APPOINTMENT OF LOCUM CONSULTANT PHYSICIANS IN
ACUTE MEDICINE**

10 Programmed Activities

JOB DESCRIPTION

NOVEMBER 2021

Dear Candidate,

Welcome to the Shrewsbury and Telford Hospitals NHS Trust.

INTRODUCTION: OUR SERVICES

The Shrewsbury and Telford Hospital NHS Trust is the main provider of district general hospital services for nearly half a million people in Shropshire, Telford & Wrekin and mid-Wales. Our main service locations are the Princess Royal Hospital (PRH) in Telford and the Royal Shrewsbury Hospital (RSH), which together provide 99% of our activity.

The Joint Committee of Shropshire and Telford & Wrekin Clinical Commissioning Groups has approved plans for the NHS Future Fit. Funding has been approved to develop Acute Medical services and modernise facilities with RSH becoming a centre for Specialist Emergency Care and PRH becoming a dedicated Planned Care site.

On both sites we have a dedicated Acute Medical Unit (20 beds at RSH and 17 on PRH) and SDEC (chairs & trolley spaces in PRH) and by December 2020; similar facilities on the RSH site. RSH also has a 26 bed Medical Short Stay Ward (26 beds).

Profile of the post

These are full-time posts for Locum Consultants in the Department of Acute Medicine and the successful applicants will join our expanding team of motivated Consultants working across both sites. Candidates with Acute Internal Medicine training and/or GIM training wishing to do hybrid posts are encouraged to apply. We are also keen to support colleague's professional clinical areas of interest (e.g. Rheumatology or Respiratory to name a few) and are open to negotiations on your individual job plan. This is a very exciting time to join the team the department that has recently been allocated a substantive investment for expansion and improvement and we are looking for highly motivated Consultants who are passionate about optimal front door medicine and want to work with us to grow and improve the department and Trust.

7.5 DCC sessions are allocated to this role as part of a 10 PA job plan. One of these DCC sessions (in a 10PA job plan) is available to be devoted to subspecialist interest. Further additional subspecialty sessions may be available subject to discussions arising out of job planning and agreement with the Medical Director for Unscheduled Care. There is an additional optional 1.5PA for out of hours work. Consideration will be given for time off in lieu where appropriate (for example weekend work undertaken as part of your job plan).

You will be supported by a team of junior doctors (of training and non-training grades), advanced practitioners, nurses, therapists, and in reach of specialists across the hospital. Our aspiration is to provide evidence based acute medical care, 24 hours every day, 7 days a week that is patient centric in an environment that is rich with educational opportunities for the entire team and a happy and valued team.

Duties will include:

Managing Medical Admissions (TAKE)

- Supervising the medical admissions ensuring timely junior team assessment and Consultant post

take review of ALL new patients referred to acute medicine in the acute footprint

- Supporting organisation of the acute medical TAKE including attendance of the patient handover
- Ensuring national and hospital target of care and assessment of patients are complied with
- Provide advice and when appropriate review of patients when requested by the medical and nursing staff of the acute medical and ED space
- Support liaising with supporting subspecialties such as ITU/Cardiology/Renal (to name a few) in the care management of unwell acute medical admissions
- Support prompt identification of patients who are medically fit and do not require admission to hospital

Same Day Emergency (Medical) care

- Prompt assessment of patients seen in this area including early senior reviews to initiate investigations required for rapid turnaround of these patients
- Support the work of our junior medical team and nurses in this clinical space
- Admission avoidance where clinically safe and appropriate
- Liaise with other specialties as required
- Good communication with Primary Care Colleagues to ensure smooth transition of care of patients once discharged
- Supporting the acute medical team on the management of patients on the virtual board of the department

Admitting Medical Unit (AMU)

- To review patients allocated to this area as part of a morning ward round and provide leadership and education to junior Doctors and nursing staff
- Undertake the daily on-going care and supervision of those patients who remain on the assessment area until transferred into the appropriate specialty ward or discharged
- To arrange prompt discharge and identify alternative routes of care for patient
- To participate in the department routine of huddles (example board rounds) to ensure timely patient care ensuring all work is undertaken by the entire team in a timely manner
- To review patients as directed by nursing staff
- Ensure accurate and speedy communication with Primary Care once patients re discharged

Short Stay Ward

- To review patients allocated to this area as part of the morning ward round, providing leadership and education to junior doctors and nursing staff
- To participate in the department routine of huddles (example board rounds) to ensure timely patient care ensuring all work is undertaken by the entire team in a timely manner
- To arrange prompt discharge and identify alternative routes of care for patients
- To review patients as directed by nursing staff
- Ensure accurate and speedy communication with Primary Care once patients are discharged

Other duties:

- Supervising junior medical team (Doctors & ACPs) to ensure that a discharge summary is completed for all patients discharged home from our service.
- Collaborate with our coordinating nurses in providing telephone advice to general practitioners and other system partners referring into the service.

- Accessing the various support services available within the hospital and in the community for care delivery at a patient's home (e.g. Home IV service)
- Support Education and Training of the entire MDT in their teaching schedules and bed site teaching
- The post-holder together with the rest of the team will participate in teaching and training of junior doctors, advanced care practitioners and medical students from Keele University
- Successful applicants who wish to take a formal role in undergraduate or postgraduate education will be encouraged to do so.

Clinical Governance

- Participate in the handover of patients within the service and when leaving the service
- The post-holder will be expected to participate in our monthly morbidity and mortality meetings, departmental and directorate meetings including preparation of cases for review in these governance settings
- Participate in audit and quality improvement work that is ongoing in the department
- Participate in mortality review process
 - Research interests within Acute Medicine will be encouraged
 - Participate in Appraisal and Revalidation
 - Ensure their mandatory training is kept up to date

PROPOSED JOB PLAN

Week		Monday	Tuesday	Wednesday	Thursday	Friday
1	9.00 to 13.00	DCC - AMU (1.0)	DCC - AMU (1.0)	DCC - AMU (1.0)	SPA (1.0)	DCC - SDEC (1.0)
	13.00 to 15.00	CPD/SPA (0.5)	DCC - Admin (1.0)	DCC - SPA (1.0)	DCC - ED/TAKE (1.0)	DCC - SDEC (1.0)
	15.00 to 17.00	DCC (0.5)				

Direct Clinical Care 7.5 PAS on average per week (*clinical activity, clinically related activity – one*) Clinical DCC encompasses – AMU/Short stay ward rounds, Post take of new patient in the SDEC/ED or AMU area. One DCC is allocated for clinical admin work.

Of this an average morning AMU ward round/Short stay ward round may have approximately 10-12 patients per ward round. In an acute medical take the average intake of patient per hospital site ranges from 40 to 60 patients per 24hr with approximately 10-12 patient requiring post take reviews per four hour shift and approximately 20 to 30 patients (new & follow up) will be expected to be managed per day when the new SDEC opens. These patient numbers managed with the support of an appropriate junior workforce.

Supporting Professional Activities

2.5 PA on average per week (*includes CPD, audit, Teaching and research*). Please note that 1.0 SPA will be corporate in nature and what this constitutes will be agreed at the time of appointment. The successful candidate is expected to participate in audit, quality improvement services, governance activities, team management and development of acute medical services.

Special Interest – 1PA of a 10PA job plan is available for speciality interest or alternative sub-speciality work.

Out of Hours Activity There is the opportunity to take part in an on call rota (1 in 13 PRH, 1 in 14 RSH). This consists of supporting consultant reviews in the week from 5pm to 9pm with overnight on call over the phone and a post take ward round the next day of patients not in the acute footprint. For weekends, this will require on site input on Saturday and Sunday mornings, as well as an on call from home for emergencies at other times. This activity constitutes 1.5 PAs.

Wards

RSH AMU 20 beds

RSH SDEC currently 2 clinical consulting areas and waiting room – (Dec 2020 – new building to be completed with SDEC space including 4 treatment chairs, 6 trolleys and waiting room area)

RSH SSW 26 beds

PRH AMU 17 beds

PRH SDEC 9 chairs, 3 trolleys and 1 clinical consulting area (social distancing measures apply)

Consultant Team

Dr Aruna Maharaj	Consultant in Acute Internal Medicine with Interest in Cardiology & CD for Acute Medicine
Dr Ian Tanswell	Consultant Physician & Gastroenterologist
Dr Anna Szczbinska	Consultant Physician in General Internal Medicine
Dr Razi Khan	Consultant Physician & Respiratory Physician
Dr Anna Green	Consultant Physician & Endocrinologist
Dr Shakawan Ismaeel	Consultant in Acute Internal Medicine
Dr Anuja Sagdeo	Consultant Physician with Interest in Diabetes
Dr Ahmed Mohamed	Consultant in Acute Medicine with Interest in Interventional Cardiology

Supporting junior staff

The AMU team includes at least one junior Doctor (either an ACCS (Acute Common Care Stem) trainee, a WAST (Widening Access to Specialty Training) trainee or a Trust Grade junior Doctor supporting each consultant.

In SSW there are at least two junior Doctors supporting the consultant.

In SDEC there is at least one junior member of the team and a GP overseeing patients (staffing review ongoing in line with new SDEC area).

For new admissions there is an on call team that includes a medical SpR, SHOs, ACPs and a FY1 Doctor.

EDUCATIONAL ACTIVITIES

Postgraduate activities are based in the Education Centre at the Princess Royal Hospital, which has a Medical library, a lecture theatre and a number of seminar rooms and in the Shropshire Education Conference Centre (SECC) at The Royal Shrewsbury Hospital. Regular Clinical presentations and Clinical audit meetings are held and there is a busy programme of activities for General Practitioners and Hospital Staff.

OFFICE AND SECRETARIAL SUPPORT

You will have an office with a full range of facilities including desktop PC. You will be supported by a full time secretary, and additional administrative staff supporting the existing Physicians.

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 you may have, particularly if trainee members of the Department could be incorporated in the methodological and practical stages.

AUDIT

Great importance is placed upon audit within the Shrewsbury and Telford Hospital NHS Trust and you will be expected to contribute to this as part of your role; the Trust has a fully staffed Audit Department at both Hospitals with extremely well-organised teams.

APPRAISAL, REVALIDATION AND MENTORSHIP

The Trust has the required arrangements in place, as laid down by the Royal College of Physicians, 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 Physicians guidance on provision of mentors for new Consultants, 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 Physicians 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 Consultants (England) 2003.

Salary Scale (MC72): £84,559 - £114,003 per annum for 10 Programmed Activities .

The post holder:

- Will be in possession of a recognised medical / dental qualification and full registration with the General Medical Council and continue hold a licence to practise.
- Is advised to be a member of a recognised medical defence society or be suitably insured. Trust insurance does not cover work undertaken outside the Trust other than caring for patients and work of the Trust.
- Will be expected to make sure that there are adequate arrangements for hospital staff involved in patient care to be able to contact him / her when necessary.
- Will be expected to reside within 30 minutes or 10 miles by road of the base hospital whilst on call.
- Will 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.
- Will not be permitted to commence employment until full clearance has been received from the Disclosure Barring Service.

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.

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 Saskia Jones-Perrott, Divisional Medical Director for Medicine and Emergency Care (saskia.jones-perrott@nhs.net), 01743 261000 ext 1240 or Dr Aruna Maharaj, Clinical Director for Acute Medicine (amaharaj@nhs.net), 01743 261000 ext 2598.

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 on-going 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.