

Trust Registrar in Acute Medicine

Candidates Application Pack

2020



Introduction

An exciting opportunity for a highly skilled and motivated individual has arisen at the George Eliot Hospital NHS Trust to join the Acute Medicine Department as a Trust Registrar. The successful candidate will play a key role in supporting the Department of Acute Medicine, the Division of Medicine and the wider organisation as the Trust strives to continue to improve the services available to our local community through the engagement of high quality clinical leadership.

The Department of Acute Medicine is being reconfigured with the aim of offering seven day service in order that our patients are provided with high quality clinical care at the front door and beyond, in partnership with our Accident and Emergency Department team. We are supported in this by our Divisional Managers, with whom we have excellent working relationships. Applicants should see this opening as an opportunity to be part of the George Eliot Hospital NHS Trust's drive to innovate for the development of improved services for the benefit of our local community.

Main Purpose of the Post

- To provide inpatient and outpatient support to the clinical speciality team.
- Attend ward rounds as timetabled
- Perform clinical procedures
- Clinical supervision of juniors
- Participate in Clinical Audits and support Departmental Research
- Attend multi-disciplinary ward meetings.
- Assist in-patient management.
- Assessment of patients in the Emergency Department.
- Participate in departmental Education and Training sessions

This post is not recognised by the Royal College of Physicians for general professional training. However this post offers an exciting opportunity to expand and consolidate the post-holder's current medical knowledge. The successful applicant will receive training in Acute Medicine and General Medicine and depending on the individual's interest an arrangement can be made for participation in sub-specialty clinics. The post-holder will have a valuable opportunity to participate in further development of services, which forms an important part of higher medical training. Applicants must have MRCP (UK) or the equivalent.

General Duties and Responsibilities of the Post

- Provision with colleagues of a service to the George Eliot Hospital NHS Trust, with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department.
- Cover for colleagues' annual leave and other authorised absences.
- Any responsibility that relates to a special interest.
- Professional supervision of other junior medical staff.
- Responsibilities for carrying out teaching.
- Participating in medical audit, the Trust's Clinical Governance processes and in continuing Professional Development.
- Involvement in research (where applicable).
- A willingness to undertake additional professional responsibilities at local, regional or national levels.
- The post-holder must at all times carry out their duties with due regard to the Trust's Equal Opportunities Policy. A responsibility to ensure that all colleagues and patients

receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability.

- A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient care.
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post-holder is required to comply with the appropriate Health and Safety Policies as may be in force.
- A responsibility to decline to undertake duties for which the post-holder has not been trained, or for which the post-holder does not believe they will be able to undertake safely.
- It is the responsibility of the post-holder to ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.
- All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies. Such information should not be released without the consent of the patient, client, staff member concerned unless required by a court order.
- The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
- The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment) including declaration of hours worked and breaks taken by undertaking monitoring exercises when required, and reporting any instances where the pattern of working hours may constitute a health and safety risk to the post-holder, patients, public and other Trust employees. The post-holder will not be subjected to any unlawful detriment by reporting any concerns under the Regulations.
- The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.
- The post-holder will be required to participate in the annual appraisal process.
- The post-holder will be required to complete annual updates in mandatory training.
- Any other duties that may be required from time to time. Expectations of the Post-holder
- An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- Adequate support and time allocation to allow doctors to fully participate in the Trust's appraisal process and the necessary Continued Professional Development and study leave requirements which are a natural consequence of appraisal.
- An adequate time allocation for administration, education, audit and teaching commitments, etc. (the precise amount will depend on the requirements of the particular post and the Trust will give due regard to the recommendations of the appropriate Royal College, etc.).
- Receive appropriate consultant supervision and mentoring.

The Department of Acute Medicine

The Division of Medicine consists of the following medical specialities

- Acute Medicine Unit (AMU) including Same Day emergency Care (SDEC)
- Respiratory Medicine
- Diabetes & Endocrinology
- Cardiology
- Gastroenterology
- Care of Elderly

The successful candidates will be given an opportunity to rotate between specialities between 4-6 months

Relationships

- All Medical Staff
- All Allied Healthcare Professionals
- All Management / Admin staff

The George Eliot Training & Education Centre (GETEC)

GETEC which opened in October 2006 was developed to accommodate a comprehensive range of education and training events for undergraduates, postgraduate professionals and support staff to help drive forward the Trust's vision to encourage life-long learning in the NHS. GETEC meets this by providing access to a tiered lecture theatre (seating 111, or 161 when used with two adjacent seminar rooms; the two Seminar Rooms adjacent to the Lecture Theatre each seat 25), a series of seminar style teaching and clinical skills teaching rooms, as well as a well-stocked highly accredited library.

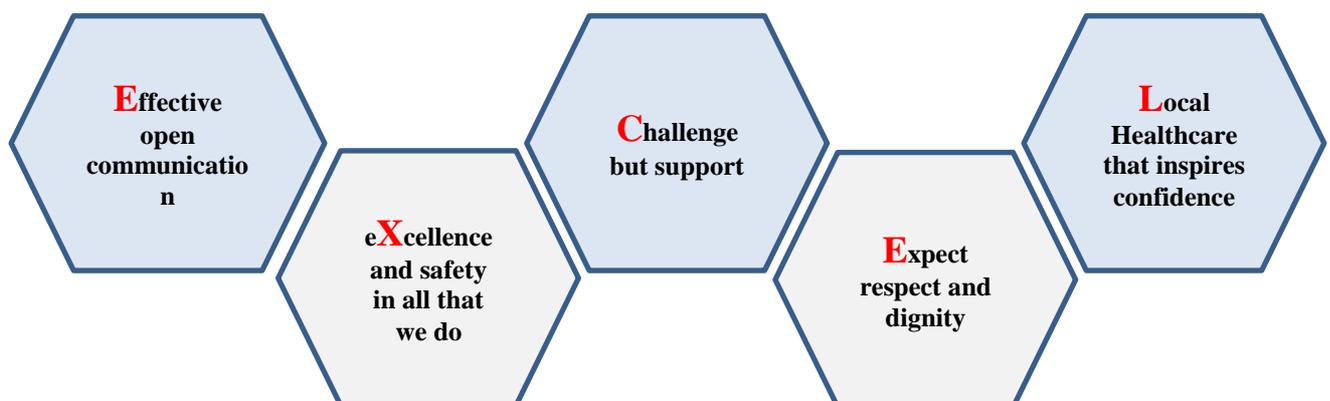
The Clinical Skills facilities, however, are what sets this centre apart from all other local centres and will allow the Trust to provide superior teaching and training facilities. Teaching commitments (postgraduate and undergraduate) outside the University environment will mostly take place within the George Eliot Hospital and the George Eliot Training and Education Centre (GETEC)

On Call Duties

The post-holder is expected to take part in the Acute Medical on call rota one day a week currently; however this is expected to change once the 7 day service commences. Additional information

Trust EXCEL Values and 'Compact'

The George Eliot Hospital NHS Trust is a value led organisation and as such we expect that all employees will be accountable for upholding the Trust's values and be responsible for your own attitude and behaviour:



The Trust has launched its own staff 'Compact' that will help embed our Values and set out the behaviour and standards that we expect from you and you can expect from everyone else. It applies to everyone, regardless of work area, specialty or seniority.

It is not a set of rules. It is a set of expected behaviours drawn up in consultation and ratified by our staff-side representatives and is a 'two-way' approach which aims to give staff the

confidence to challenge inappropriate behaviours if they experience it from colleagues, managers or staff. It is based on our own EXCEL values and expresses those behaviours that reflect our values which were developed by our own workforce.

It will be signed by all staff joining the Trust and be part of existing employees' appraisals.
Sustainable Development

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

Criminal Records

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Confidentiality and Data Quality

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g. Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance. In particular, ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All staff have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

Records Management

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trusts Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

Health and Safety & Fire Safety

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programmes as required.

Risk Management

Staff have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken;
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks;
- Attend training in risk management as appropriate to their grade;
- Promote an open and honest “fair blame” culture;
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this;
- Attend relevant risk management training to ensure that they are able to undertake their risk management and health and safety responsibilities in line with legal requirements;
- Ensure that external standards such as NHSLA Risk Management Standards, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service delivery;
- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust;
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

Safeguarding Children, Young People and Vulnerable Adults

The Trust has a clear commitment to safeguarding children, young people and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people and vulnerable adults with whom they have contact with.

To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

Infection Prevention and Control

The jobholder must comply at all times with the George Eliot Hospital NHS Trust Infection Control policies, in particular, by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

Equality, Diversity & Human Rights

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation or trade union membership.

Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it 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 Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

No Smoking

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Staff can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All staff have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any members of staff who wish to give up smoking.

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.

Terms and Conditions of Employment

The Senior Trust Specialist will be appointed by the George Eliot Hospital NHS Trust and the Terms & Conditions will be in accordance with Trust agreed conditions of service. The post-holder is required to act in accordance with local Policies & Procedures agreed by the Trust and the Local Negotiating Committee.

Method of Application

To apply please go to www.jobs.nhs.uk

Candidates are welcome to visit the Department and initial contact should be made with either of the following:

Dr Winston Crasto (Clinical Director) via secretary: 02476 865329

Dr Hadiza Gachi (Clinical Lead) via secretary: on 02476 865586