

Consultant: Job Description

Post Title:	<i>Locum Consultant Paediatrician in Sleep Medicine</i>
Directorate/Department:	<i>Child Health</i>
	<i>Division C</i>
Grade	<i>Consultant</i>
PAs Per Week:	<i>8 PA job</i>
Accountable to:	Dr Freya Pearson, Divisional Clinical Director - Women and Children
Main Purpose:	The Trust is looking for a versatile, talented clinician to join the Paediatric Sleep Medicine team at Southampton General Hospital for a locum 6-month post
Key Working Relationships:	Close working relationships with other consultants, neuro-sleep MDT and junior doctors. Engage with the Care Group, Divisional and Hospital managerial teams to develop the service
General Duties:	<p>The consultant will be an integral part of the paediatric sleep medicine service</p> <p>Sleep Medicine (neuro)</p> <p>The consultant will contribute to the provision of out-patient clinical care of children with non-respiratory sleep disorders and consultant leadership of the neuro-sleep diagnostic service (comprising 5 sleep physiologists delivering in-patient and outpatient sleep studies).</p> <p>Other aspects of general duties</p> <p>There is no on call</p> <p>Other duties</p> <p>The post holder would be expected to:</p> <ul style="list-style-type: none"> • Assist the senior consultants with supervision of the MDT • Assist the senior consultants with supervision of clinical fellow in sleep medicine • Deliver teaching to medical students and multi-professional participants in Southampton Sleep Training courses. • Participate in research and be involved in governance issues for example, to be involved in audit, outcome measures etc.
Departmental Working Relationships	Close working relationships with other consultants, junior doctors and multidisciplinary team. Engage with the Care Group, Divisional and Hospital managerial teams to develop the service.
Departmental Staffing Structure	<p>Care Group Clinical Lead</p> <ul style="list-style-type: none"> • Charlie Keys <p>Care Group Manager</p> <ul style="list-style-type: none"> • Jo Ward

	Lead for Neuro Sleep Medicine <ul style="list-style-type: none"> Cathy Hill
Management Duties	<p>Southampton University Hospitals has a Clinical Divisional system; Paediatric services mostly sit in the Child Health Care Group within the Women and Children's Division. All staff in each care group is managerially accountable to the Clinical Director, who has overall responsibility for the services within the Care Group. All consultants come within the Divisional system and are expected to participate in the medical contribution to management for the Division.</p>
Review	<p>This job description and job plan will be reviewed each year by the post-holder and the Care Group Clinical Lead (or nominee). Local mediation and appeal procedures will be followed in the event of any disagreement over proposed changes to the job plan.</p> <p>In accordance with Schedule 3 of the Terms and Conditions of Service for Hospital Medical and Dental Staff, the Job Plan includes a schedule of Programmed Activities setting out how, when and where the post holders duties and responsibilities will be delivered.</p> <p>A standard full-time Job Plan will contain 10 Programmed Activities subject to the provisions for recognising emergency work arising from on-call rotas and the provisions in Paragraph 7.6 to agree up to two extra Programmed Activities. Subject to the provisions for recognising work done in Premium Time, a Programmed Activity has a timetable value of four hours. Each Programmed Activity may include a combination of duties.</p> <p>It is recognised that the work programme for any new consultant taking up post will take time to settle into a regular pattern. Therefore the job plan will be reviewed in discussion with your Care Group Clinical Lead after 3 months. This will be completed as part of the Job Plan review for all existing consultants related to this post to allow integration of job plans across the Care Group.</p>
Other Duties	<p>From time to time if may be necessary for the post holder to carry out such other duties as may be assigned, with agreement, by the Trust. It is expected that the post holder will not unreasonably withhold agreement to any proposed changes.</p>

PROPOSED JOB PLAN FOR CONSULTANT *(insert job title)*

JOB PLAN FOR CONSULTANT

Weekly Timetable

Day	AM	PM	Evening
Monday	Outpatient clinic	Sleep study reporting	
Tuesday	Clinical admin	SPA	
Wednesday	Outpatient clinic	Clinical supervision	
Thursday	Clinical admin	SPA/Sleep studies	
Friday	Non- working day	Non- working day	
Saturday	Non- working day	Non- working day	
Sunday	Non- working day	Non- working day	

Weekly Programmed Activities

Programme <i>(examples shown)</i>	Time (hrs)	Activity (PAs)
OPD Clinics	8	2
Patient Admin	8	2
Sleep study reporting	6	1.5
Clinical Supervision	2	0.5
Teaching	1	0.25
Management	1	0.25
CPD/Appraisal	4	1
Audit/Clinical Governance	1	0.25
Research	1	0.25
TOTAL	32.00	8.00

Direct Clinical Care: 6.0 PAs

Supporting Professional Activities: 2.0 PAs

JOB DESCRIPTION

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

Duty of Care	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
NHS Standards of Business Conduct and Professional registration	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All Medical and Dental staff must work within the guidelines of the "General Medical Council Guide - Good Medical Practice".</p> <p>This post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff.</p> <p>Postholders must hold appropriate registration with the General Medical Council.</p>
Living our values every day	<p>All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
General Provisions	<p>Subject to the provision of the Terms and Conditions of Service, the post holder will be expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the professional and clinical managers, and to follow the standing orders and financial instructions of the Trust.</p> <p>In particular, where the post holder manages employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures. The post holder will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of his/her patients, to be able to contact him/her when necessary.</p>

	<p>All medical and dental staff employed by the Trust is expected to comply with its Health and Safety policy and procedures.</p> <p>The post holder will be responsible for the training and supervision of Junior Medical staff that work with him/her and will devote time to this activity on a regular basis. The appropriate post holder will be named in the contract of Doctors in Training Grades as the person responsible for overseeing their training, and as the initial source of advice to such doctors on their careers.</p>
Residence	The post-holder should be able travel to meet the needs of the post and his/her private residence must be maintained in contact with the public telephone service.
Secretarial Support and Office Accommodation	Both secretarial support and office accommodation will be available and you will be provided with an individual personal computer with internet access via the internal server.
Information Systems	<p>Access to hospital information systems including Pathology and Radiology results, will only be granted after attendance on a training course.</p> <p>Attendance on the Ward Results Training course is mandatory before access to the system can be granted. Staff who login to hospital information systems where there is no authority to do so will face disciplinary action.</p>
Health and Safety:	Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare
Infection Prevention and Decontamination of Equipment:	All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.
Child Protection/Safeguarding	All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.
Confidentiality	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
Mental Capacity Act 2005	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of

	<p>training required will be specified to members of staff and is dependent on their role.</p> <p>It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first</p>
Sustainability	<p>Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.</p>
Last Updated	20 June 2022