

Welcome to **UHNM**

Training Fellow Job Pack



We love our values



Tracy Bullock

Chief Executive



I am delighted that you are interested in UHNM and as the new Chief Executive I know you have made a good choice of Employer

It is my ambition that your future career with us is happy and successful and that we are able to provide the best possible care and experience for our patients and their families. Regardless of the role in which you work, it is our collective efforts that make the difference.

You would be joining the NHS at a particularly challenging time but our people are what will get us through this and ensure we remain focussed on our improvement journey. That is why you and your development are at the heart of our organisation and why we wish to ensure you would settle quickly into your new role.

At UHNM we already have exceptional people working with us, I never cease to be humbled by the level of commitment, expertise and professionalism shown by our staff, and we want to build on this strong foundation to prepare us for the years ahead.

I wish you the best of luck and hope that this is the start of a long and happy career with UHNM.

Tracy

Welcome

Thank you for choosing to apply to University Hospitals of North Midlands NHS Trust. We're really looking forward to working with you as a new member of our family.

Before you apply you may have lots of questions, so we've pulled together this booklet to give you a taste of what's to come. This includes:

- A welcome message from our Chief Executive, Tracy Bullock
- An overview of our Trust and our ambitious future
- Some information about our people and why our UHNM family is so special
- Some handy information about the Training Fellow role



Trust Profile

We are one of the largest and most modern hospital Trusts in the country with a workforce of 11,000 people.

Each year we care for over 900,000 people who come to us for emergency treatment, planned operations and medical care. We are a teaching hospital in partnership with Keele University and we have a patient-centred clinical research facility providing state-of-the-art facilities. Our £370m hospital became fully operational in 2015.

University Hospitals of North Midlands has two sites: Royal Stoke University Hospital, located in Stoke-on-Trent, and County Hospital, located in Stafford. From these hospitals we provide a full range of general acute hospital services for people living in and around Staffordshire and beyond. The Trust also provides specialised services for three million people in a wider area, including neighbouring counties and North Wales.

Our specialised services include cancer diagnosis and treatment, cardiothoracic surgery, neurosurgery, renal and dialysis services, neonatal intensive care and paediatric intensive care. We are recognised for our particular expertise in trauma, respiratory conditions, spinal surgery, upper gastro-intestinal surgery, complex orthopaedic surgery, laparoscopic surgery and the management of liver conditions. The Trust has some of the most modern operating theatres in Europe. We also have one of the busiest emergency departments in the country, with more than 169,000 patients attending our Accident and Emergency departments in 2017/18.

Our Hospitals

Royal Stoke University Hospital

Royal Stoke University Hospital is a large acute teaching hospital on the border of Stoke-on-Trent and Newcastle-under-Lyme in Staffordshire. Part of a Private Finance Initiative (PFI), Royal Stoke University Hospital is a new and modern hospital. As part of the development, new and modern clinical buildings have opened over recent years, such as our Maternity Centre, Cancer Centre, Main Building, Kidney Unit and Renal Unit.

Royal Stoke is a great place to work, learn and research. The hospital campus holds 80% of the Trust's services, including the Major Trauma Centre and Emergency Centre. Many emergency patients are brought to us

from a wide area by both helicopter and land ambulance because of our Major Trauma Centre status.

Royal Stoke really is a hospital for everyone. To ensure it is a great place to work, there are lots of facilities for all staff. The hospital has a bright and airy atrium with a Costa Coffee and WHSmith, and a full restaurant on the mezzanine. In addition, a bespoke fruit and vegetable stall is located at the entrance, run by a local company.

Elsewhere there are numerous small Costa Coffee outlets across the site and a Subway selling fresh sandwiches.



County Hospital, Stafford

Built in 1983, County Hospital is a vibrant modern local hospital.

The hospital provides a range of services, including A&E, maternity, critical care and cancer services, across its 200 beds including:

- Accident and Emergency and Acute Medicine
- Women's Health Centre
- Renal Dialysis
- Bariatric Surgery
- Endoscopy
- MRI diagnostics
- Outpatients

The hospital was completely refurbished between 2014-17 as part of a £52m project to regenerate the facilities, including:

- £2.1m Chemotherapy, Oncology and Haematology Unit

- £3.1m Renal Unit with 12 dialysis stations
- £2.7m A&E Unit
- £12m on four new wards, each with 50% single rooms
- Three Laminar Flow Theatres, making six theatres in total
- MRI Unit with two scanners

This is an exciting time for patients and staff as we begin to see these developments provide world class facilities. This programme of improvements is integral to achieving our 2025 Vision to become one of the top hospital Trusts in the UK.

County Hospital has many facilities for staff, including the Nightingales Restaurant on the first floor and in the Main Entrance there is a WH Smith and La Patisserie which sells an extensive selection of readymade and made to order sandwiches and baked goods.



Our Vision

We have a 2025 Vision which sets out our goal to be a world-class centre of clinical and academic achievement, where staff work together to ensure patients receive the highest standards of care and the best people want to come to learn, work and research.

To achieve the 2025 Vision we must respond to the changing requirements of the NHS as they emerge and as we move into ever more challenging times for the service. This requires us to think further than the here and now and look beyond the boundaries of our organisation for inspiration. We will then move towards our

vision and become the sustainable healthcare provider of hospital services we want to be into the next decade.

Our full 2025 Vision is available via our website: www.uhnm.nhs.uk

A review of the year can be found [here](#)



Our Values

At UHNM we have a unique set of values and promises which were developed by staff, patients and carers.

Our values are:

- Together
- Compassion
- Safe
- Improving



Launched at the Trust AGM in October 2017, our Values and Promises underpin everything we do and help us to achieve our vision.

Values Recognition Scheme

We love our Values and we've created a 'Values Recognition Scheme' to help to show appreciation to all our staff who show that they love and live them too.

If someone has done something big or small which has made a real difference to a patient, family member, carer, visitor or colleague, you can say thank you by nominating them for a values award.

Each and every staff member who is nominated will be sent a 'thank you' card with a message and badge representing the value they've demonstrated. When someone has received separate nominations for all four values, they will then automatically receive

a 'thank you' from the Trust Chief Executive and a special heart-shaped badge featuring all four values.

To nominate a colleague please visit the main page of the Trust intranet under Quicklinks at the bottom of the page

We love our values



Our People

Excellent and safe patient care requires commitment, compassion and competence.

Colleagues throughout UHNM have these attributes in abundance. Our friendly staff will guarantee you a warm welcome.

We never cease to be amazed by the level of commitment, expertise and professionalism

shown by so many of our staff, and we want to build on this strong foundation to prepare us for the years ahead. We hope that you will enjoy being part of our UHNM family and proud to make your contribution to help make UHNM a great and successful place to work.

"It's an expanding Trust. In the last 5-10 years I have seen this Trust grow and develop and it still continues to do so. I am proud to be a part of UHNM and everything it stands for this Trust delivers."

Rebecca Ferneyhough - Practice Development Nurse
Theatres and PACU



"As a Head and Neck Surgeon, I'm always looking to develop in complex surgery which means working across specialities. Working at the Trust allows me to do this, which makes it truly unique. It provides huge potential for anyone wanting to develop a speciality, something that is really important to me."

Mr Ajith George - Consultant Head and Neck Surgeon



"The staff here are absolutely fantastic. Everyone is so welcoming, dedicated and passionate about the work that they do. Their enthusiasm can be infectious. UHNM is a large, busy hospital – a real hub of activity – that nonetheless maintains a really friendly atmosphere."

Sonya Lockett - Senior Cardiac Physiotherapist



Job Description

Division:	General medicine
Job Title:	Training Fellow
Band:	Junior
Location:	University Hospitals of North Midlands
Hours of Duty:	40 hours per week
Managerially accountable to:	Clinical Director
Professionally accountable to:	Medical Director
Key Relationships:	Clinical Director
	Consultant Colleagues
	Specialist Registrar Colleagues
	Nursing colleagues
	Directorate Manager and members of the Management Team

Role Summary

Applications are 2 year posts, depending on experience, grade and preference of specialty. Appointments would be at a level equivalent to junior, senior or advanced medics depending on the level of previous training. Posts are available in the majority of our specialties.

These posts would suit doctors from the UK or abroad that may be at various stages of their career and would include:

- Doctors who have completed their basic medical degree (MBBS) and the Foundation Programme or equivalent (currently holding full GMC registration), or 3 years of overseas continuous clinical experience post-qualification meeting the requirements on the Medical Training Initiative (MTI) scheme as per the Academy of Medical Royal Colleges (AoMRC) / post Professional Linguistic Assessment Board (PLAB) test passed with General Medical Council (GMC) registration (more junior resident)
- Doctors who have completed a recognised post-graduate qualification in General Medicine or allied specialties and are seeking further specialization or qualification or both (more senior resident) as well as UK NHS experience
- Doctors who have attained specialist status in any of the medical specialties and seek further specific experience and research opportunities (established practitioner)

The programme is standard for both UK and Overseas doctors, there being no differentiation or discrimination.

We are looking for the highest calibre and quality doctors. Such doctors are seeking to gain further experience, skills escalation, career progression and higher qualifications. Currently we are focused on Medicine and its subspecialties but opportunities in other Medical specialties, Surgical specialties, Paediatrics, Obstetrics and Gynaecology are also available for the suitable candidate with appropriate experience.

The terms and conditions of employment will be exactly equivalent to a UK NHS doctor of the same grade. The NHS will pay their salary and their remuneration will be exactly the same as an equivalent UK doctor.

Key Areas/Tasks

The post holder will be working with a team of Consultants, Specialty Doctors, Trust Doctors, Specialty Trainees, Core Trainees and Foundation Trainees. Each post has a generic clinical component in the relevant area. In addition the post holder will have an agreed experience in the specialty of their choice including outpatient clinics, ward cover, specialist in-patient reviews and procedures, audit and research. It is prudent to be a team player with excellent inter-personal skills.

The precise role within each team and the proportion of clinical time spent between the two components would depend on previous clinical experience and qualifications of the candidate and the specialty chosen. For candidates with more than 3 years of post-qualification experience, MRCP or equivalent qualifications, Senior Fellowship position can be offered depending on assessment at interview as well as knowledge, skills and aptitude as well as previous competencies achieved in the specialty.

General Requirements

To agree, a contract of employment.

To comply with all GMC regulations as laid out in "Good Medical Practice"

To observe the Trust's agreed policies and procedures, in particular in relation to managing staff, and to follow the Trust's Standing Orders and Standing Financial Instructions. These policies and procedures have been drawn up in consultation with the profession on clinical matters.

To take responsibility for your own Health & Safety complying with any safe working arrangements, policies and procedures which are in place.

To comply with all Trust requirements of appraisal, assessment and of the proposed medical training programme as stipulated by the programme leads.

To complete Trust general and local induction

To work appropriately and effectively within your clinical team within the limits of your competency under clinical and educational supervision.

In conjunction with Consultant and Senior colleagues, and commensurate with your grade, to play a full part in the supervision and support of other members of your team including more junior medical staff.

In conjunction with colleagues, to take responsibility for the best use of departmental staffing and other resources to ensure the maximum efficiency of the department.

In conjunction with colleagues, to ensure that the requirements of clinical governance are met and to take part in medical audit and research as appropriate.

To accept a duty to other staff and patients to ensure that any risks, incidents and hazards are reported and managed appropriately.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Standards of Behaviour

We have four core values and promises we advocate as an organisation.

To work together

To work as a team helping achieve our goals and support others to make positive changes.

To be appreciative acknowledge and thank people for their efforts and contributions.

To be Inclusive open and honest, welcome people's views and opinions and involve people in decisions that affect them.

To have compassion

To be supportive by being empathetic and reassuring and supporting people when they need it

To be respectful and treat people fairly, with respect and dignity, protect their privacy and help them feel comfortable

To be friendly by being welcoming and approachable, making eye contact, saying hello and introducing yourself

To ensure safety

We communicate well and explain clearly, share relevant and timely information and keep people updated

We are organised and plan ahead, manage time and be prompt in what we do

We speak up and contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

To continuously improve

By listening and welcoming people's views and ideas, invite people to ask questions and share their opinions and respond to what we hear by learning and sharing best practice, celebrating good performance and supporting others to use their skills, learn and grow. By taking responsibility and a positive attitude, to act and encourage people to take the initiative and make improvements

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Policies and Procedures

To observe the Trust's agreed policies and procedures and to follow the Trust's Standing Orders and Standing Financial Instructions. These policies and procedures have been drawn up to consultation with the profession on clinical matters

Confidentiality

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected

Equality and Diversity

- To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust has the following responsibilities:

- **Trust Dress Code**
 - Trust approved uniform/dress code must be adhered to
 - When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
 - No personal bags to be worn during clinical duties
- **Hand Hygiene**
 - Decontaminate your hands as the per 'The five moments of hand hygiene'
- **Own Practice**
 - Lead by example
 - Encourage and praise good practice
 - Be prepared to accept advice about your own practice
- **Decontamination**
 - Ensure that equipment you have been using or about to use has been decontaminated effectively
 - Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works
- **Trust Policies**

Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet.

Safeguarding Children, Young People and Vulnerable Adults

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines. All health professionals who come into contact with children, parents and carers in the course of their work have a responsibility to safeguard and promote the welfare of children and young people up to the age of 18 years of age as directed by the Children's Act 1989/2004. Health professionals also have a responsibility even when the health professional does not work directly with a child but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trusts intranet, or alternatively copies can be obtained from the Human Resources Directorate.

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Person Specification

Essential	Desirable
Qualifications MBBS or equivalent Eligible for full GMC Registration via the PLAB test or MTI route (AoMRC) or completed all parts (1, 2 & PACES) of the Federation of Royal College of Physicians MRCP (UK) examinations with IELTS (UKVI Academic) requirements of GMC if relevant and EPIC verification of qualifications for international doctors depending on primary medical qualifications.	Awards/distinctions whilst studying for 1 st degree Academic and extracurricular achievements ALS certification
Clinical Experience Foundation -competencies or equivalent for those with full GMC registration 3 years continuous post-qualification experience in the relevant specialty meeting the pre-requisites of the Medical Training Initiative programme of the Academy of Medical Royal Colleges.	Presented evidence of experience to date supported by references Attainment of the UK Foundation Programme or an equivalent level of experience. Senior Fellows will have appropriate skills & experience to demonstrate in the chosen specialty minimum equivalent to ST3.
Skills Proven ability to work as a member of -a team is prudent and the ability to organise and prioritise busy workloads effectively and cope under pressure is crucial Ability to communicate effectively with patients, senior medical staff and other health professionals is vital Proficient and efficient handling of medical problems with evidence of safe sound practical procedures	
Personal Characteristics Evidence of continuing professional updating Highly motivated individual Demonstrates a clear reason for wanting this rotation Commitment to pursuing career in general medicine or related specialties.	Certificate of Good Standing from current medical council and references from institutional email Id of referees will be required.

Grade Details

Grade	UK Equivalent Grade	Previous qualifications & experience	Experience/qualifications during the post
Training Fellow	ST1-ST2	MBBS >1 years of general medical experience UK graduates will have attained the Foundation programme.	Further general/acute medical experience Broad specialty experience May wish to sit Royal College exams and attain a Postgraduate Certificate in Clinical Medicine
Senior Training Fellow	ST3+	MBBS >3 years of general medical experience Some specialty experience May have a post graduate medical qualification	Further general/acute medical experience Greater specialty exposure May wish to sit Royal College exams and attain Specialty Certificate Examination (SCE) in relevant sub-specialist area.
Advanced Training Fellow	Senior Specialist Trainee (Has experience commiserate with UK CCT or short of a year or two)	Has substantial previous general and specialty experience	Wishes to attain further sub specialization or specific skills. May wish to attain Certificate of Eligibility for Specialist Registration (CESR)

MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to Trust local terms and conditions (TCS) for Training Fellows, as may be amended from time to time.

Tenure

The appointment is a fixed term, whole time position which is fixed term from start date for 24 months. The notice period is one/three months on either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

Salary

The basic salary is as per the Training Fellow Terms & Conditions of Service. The current basic pay nodal points are as follows:

Grade	Point	Salary (2017)
Training Fellow - Standard (ST1-2 equivalent)	MT03	£ 40,257
Training Fellow - Higher (ST3+ equivalent)	MT04	£ 51,017

Travelling allowances are paid for official visits to peripheral hospitals. The possession of transport is essential and the post carries recognition of "standard users" status is subject to application.

Single accommodation may be available, if required. It may be possible to obtain family/dual accommodation, but this is allocated on a "points" system. A charge is made for all accommodation.

Annual Leave

The annual leave entitlement for a full-time doctor is as follows, based on a standard working week of five days:

- a. On first appointment to the NHS: 27 days
- b. After five years' completed NHS service: 32 days.

Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK:

UK Passport

- UK Birth Certificate (if passport is unavailable)
- National Insurance evidence (P60 / recent payslip / P45)
- EEA (European Economic Area) Passport
- Residence permit issued by the Home Office or UKBA
- Driving Licence (ID card + counterpart)
- 2 addressed bills or statements (Bank / utility bill / phone bill)

Note: if you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence

Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information you provide and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

References

It is a condition of employment that references are provided which are acceptable to the Trust.

Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

Applications process

Formal applications should be made through our website www.jobs.nhs.uk

If there are any problems / queries please contact the Medical Staffing department: medical.staffing@uhnms.nhs.uk

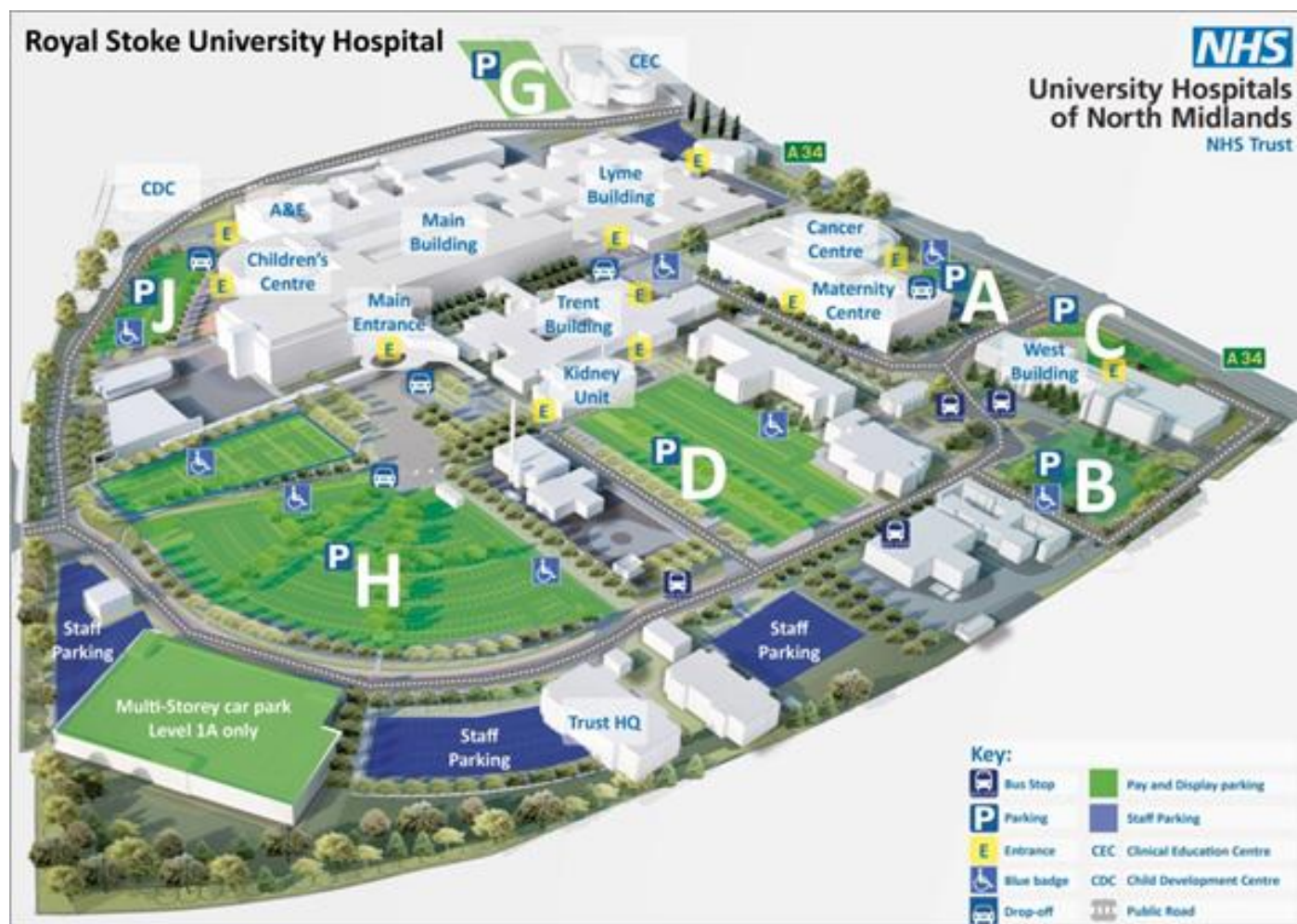
Further information and visiting the Trust

The division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:

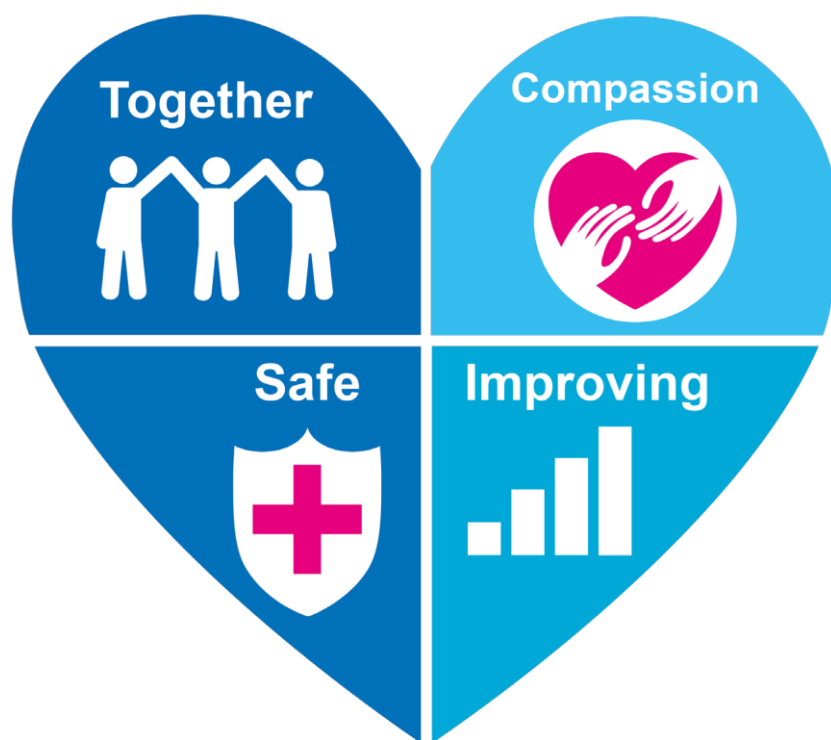
Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Site Maps



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If you require any further information please contact the

Medical Staffing Team:

Email: medical.staffing@uhnm.nhs.uk



**PROUD
TO
CARE**