

JOB DESCRIPTION

Surgery Health Care Group

POST:	Trust F2 in Trauma & Orthopaedic Surgery
PAY BAND:	£31,422.00 (Medical and Dental)
RESPONSIBLE TO:	Clinical Lead
ACCOUNTABLE TO :	Medical Director Surgery HCG
BASE:	Castle Hill Hospital / Hull Royal Infirmary

INTRODUCTION

An exciting opportunity has arisen in Trauma & Orthopaedic Surgery at the Hull and East Yorkshire Hospitals NHS Trust. We require junior doctors at Foundation Level which, although the posts are not formally recognised for training, will allow doctors to obtain their foundation competences (if required) in an acute specialty and gain experience rotating through acute orthopaedics (adult and paediatric), elective orthopaedic surgery (adult and paediatric), and the Major Trauma Centre. Overnight care of plastic surgical trauma patients forms an interesting additional part of the job. Significant practical experience and training in the management of acute medical conditions will also be an integral part of the job. You will be supervised by a resident registrar 24/7 on the acute site.

Successful candidates will be allocated an educational supervisor to help guide their career aspirations, access to study leave and training funds, and access to an e-portfolio.

The two hospitals in the Trust are Hull Royal Infirmary and Castle Hill Hospital and serve a population of more than one million for certain services such as Radiotherapy, Neurosurgery, Cardio-thoracic Surgery and Renal Dialysis. All acute orthopaedic and trauma admissions go to Hull Royal Infirmary, which is a designated Major Trauma Centre; Castle Hill Hospital is the elective site.

The Hull University Teaching Hospitals NHS Trust has an annual budget of circa £481 million, employs over 8,000 staff and serves an extended population of 1.2 million. The Hospital is a Teaching Hospital linked to Hull York Medical School

The Trust has been the base for the Postgraduate Medical School since 1994 with extensive opportunity for research. It accepted its first intake of undergraduate medical students into the Hull York Medical School (HYMS) in September 2003. Post-holders would be encouraged to use the facilities on offer to improve their portfolios with a view to applying for a training post.

Candidates should have achieved F1 competencies or equivalent certification. ALS certification is desirable, but training will be available if required. Candidates should have a licence to practice from the General Medical Council. It is desirable that applicants have some experience of working in the UK but previous applicants have used this as their first UK post. Communication skills (in English) are an essential part of the job.

The Trust is situated in an area of the country where the cost of living is very reasonable. It has excellent access to other parts of the UK and overseas, including quiet roads, direct rail links to London (2 ½ hours), Manchester (2 hours), ferry services to the continent, and flights to the international hub of Schiphol from Humberside airport.

Hull has been selected as the UK City of Culture 2017 and is undergoing a massive transformation with many exciting events happening and planned. It is a thriving university city with excellent shopping and leisure facilities including concert halls, theatres and the largest aquarium in Europe. It is surrounded by attractive villages and countryside with the Minster town of Beverley only 8 miles from HRI and 4 miles from CHH. It is within easy reach of the Yorkshire Moors and Dales and the East Coast.

STAFFING

Trauma & Orthopaedics (both sites)

Consultant x 26
Associate Specialist
Specialty Doctor
StR 3-8 x 15
Orthopaedics Core Trainees x 3
Trust Grade (CT1 level) x 1
F2 x 12

DUTIES OF THE POSTS

The posts will be at Foundation doctor (F2 level) and these duties are outlined below. All posts will rotate through Hull Royal Infirmary (acute wards), Hull Royal Infirmary (Major Trauma Unit) and Castle Hill Hospital (elective wards).

- a. To be based in the Trauma & Orthopaedic Department at Hull Royal Infirmary

The duties of the post include examining and writing up out-patient and in-patient emergency cases with responsibility for special investigation and obtaining blood and other samples and transfusions in conjunction with the phlebotomy service. The postholder will be responsible for performing a risk assessment for Venous Thrombo- Embolism for all inpatients and for prescribing appropriate prophylaxis. The postholder will also be responsible for writing up inpatient medications and take home drugs. The duties also include assisting and performing minor and some other operations under supervision, with emergency duties. There is also active encouragement for producing clinical papers. Although not recognised for training, post holders will be expected to attend teaching and department meetings. When on-call this post will cover acute Trauma & Orthopaedics, with plastic surgery cover overnight. There is 24/7 resident registrar support.

- b. To be based in the Major Trauma Centre at Hull Royal Infirmary

The duties of the post include daily care for Major Trauma inpatients under the supervision of the Major Trauma Consultants. This includes examining and writing up out-patient and in-patient elective and emergency cases with responsibility for special investigation and obtaining blood and other samples and transfusions in conjunction with the phlebotomy service. The postholder will be responsible for performing a risk assessment for Venous Thrombo-Embolism for all inpatients and for prescribing appropriate prophylaxis. The postholder will also be responsible for writing up inpatient medications and take home drugs. There is no on-call element to this part of the post.

- c. To be based in the Trauma & Orthopaedic Department at Castle Hill Hospital

The duties of the post include preparing elective admissions for theatre, examining and writing up out-patient and in-patient elective and emergency cases, with responsibility for special investigation and obtaining blood and other samples and transfusions in conjunction with the phlebotomy service. The postholder will be responsible for performing a risk assessment for Venous Thrombo-Embolicism for all inpatients and for prescribing appropriate prophylaxis. The postholder will also be responsible for writing up inpatient medications and take home drugs. Although not recognised for training, post holders will be expected to attend teaching and department meetings. When on-call this post will cover the elective orthopaedic and spinal neurosurgical wards. Overnight on-call involves looking after the elective inpatients on the surgical corridor (includes General Surgery /Urology /ENT /Orthopaedics / Neurosurgery /Plastic Surgery) with the support of another junior doctor, the Hospital at Night team and the surgical registrars and consultants.

Documentation

It is essential to appropriately document history taking, examination, investigations requested with results and a plan of action to discharge after treatment or admit (document time of action for every step).

d. Immediate Discharge Letters (IDL)

The postholder will be trained in the techniques of composing discharge letters which should be completed electronically before discharge and sent promptly to the General Practitioners.

e. Cardiac Arrest

The postholder will form part of the Cardiac Arrest team and will be required to undergo resuscitation training.

f. Trauma Team

The postholder will form part of the Trauma team on the Hull Roayl Infirmary site and will be given training in this role.

g. Rota

The posts are on a full-shift rota, and are fully compliant with the EWTD / New Deal and the 2016 junior doctor contract.

The middle-grade doctors in the department work a full-shift rota, and the Consultants work an on-call rota.

A weekly duty rota will be published for the senior members of the department and circulated by email. You will be given access to the Trust's electronic rostering system to view your own duty rota and make leave requests.

Doctors should not leave the hospital when on duty without permission from the Consultant or his / her Deputy.

The Trust has a robust absence management policy which must be followed e.g. if calling in sick. Absence is always followed up with a return to work interview to ensure that support is in place.

h. Supervision/Training

Trust Grade doctors will have a named clinical and educational supervisor, and will be supervised in addition by consultants, registrars and senior nursing staff as appropriate.

Consultants, Associate Specialists and Registrars are available on the shop floor to provide supervision and opinions for patient management.

Trust Grade doctors are expected to attend departmental teaching, audit and department meetings and to participate actively. Although this post is not recognised for training, Trust Grade doctors are expected to apply for study leave and attend appropriate courses.

i. Unforeseen Duties

In exceptional circumstances, eg colleagues' sickness, the post holder may be required to undertake duties more frequently than anticipated, but in such circumstances every effort will be made to contract locums. If it is necessary to cover colleagues' duties, internal locum rates will be paid. It has been agreed between the professions and the department that while juniors accept that they will perform such duties, the Secretary of State stresses that additional commitments arising under this subsection are exceptional and, in particular, that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.

j. Policies/Protocols

Postholders are expected to acquaint themselves with relevant policies which may be changed from time to time. Current policies are available on the intranet.

k. Audit

You may be required to attend the departmental audit sessions and become involved in this process

l. Educational Objectives of the posts

- To build upon undergraduate and early postgraduate education
- To obtain successful sign-off of Foundation competences if not already obtained
- To gain experience and familiarity in dealing with a wide variety of medical conditions
- To develop the skills of history taking, physical examination, appropriate investigation and rational prescribing
- To master several basic medical and surgical techniques
- To improve communication skills with patients, relatives and colleagues
- To develop skills in managing time and conflicting priorities.

MEDICAL EDUCATION CENTRE

The Medical Education Centre, based at Hull Royal Infirmary, is the home of medical training, teaching, support and leadership for Hull and East Yorkshire Hospitals NHS Trust. The team, led by the Director of Medical Education, provides a wide range of services to support the delivery of all medical education training.

The centre has a state of the art lecture theatre and three seminar rooms that are all fully equipped with the latest educational presentation technology.

There is a lecture theatre at Castle Hill Hospital which is video-linked to the Medical Education Centre in Hull.

HULL INSTITUTE FOR SIMULATION AND LEARNING

This state of the art simulation facility is based at Hull Royal Infirmary. Facilities include:

- 3 Seminar Rooms
- 2 Simulated 4 bedded wards
- Operating Theatre and Control Room
- 2 additional multifunctional suites
- Resuscitation Training Room
- Dental and Simulation Training Suite
- A foyer area large enough for buffets, exhibition stands and registration
- An in built camera system in simulation rooms for monitoring training and providing feedback

- Videoconferencing facilities (mobile videoconferencing unit)
- State of the art simulators

KNOWLEDGE SERVICES

This consists of superb library and study facilities on each site, together with innovative electronic and organisational tools which help to facilitate access to the evidence base supporting the process of clinical governance and patient care. There is a full range of books and journals and access to electronic sources of information via the Internet or CD – Rom.

Library staff are on hand to either mediate literature searches, or offer training regarding information retrieval skills using electronic databases such as MEDLINE and the Cochrane Library.

Excellent inter-library-loan facilities are in place to ensure that information can be acquired from outside sources.

INDUCTION

A mandatory Trust induction programme is arranged for new starters at the beginning of their employment during which they have no other duties. Departmental Inductions also take place at the beginning of each rotation.

STUDY AND TRAINING

- a) This post is not recognised for Post Graduate Training by the Royal College of Surgeons.
- b) Study leave (with a small study leave budget) will be available to attend specific courses. It is encouraged where appropriate in accordance with Conditions of Service and is supported by the Consultant and Clinical Director.
- c) There are library facilities on site and a Post Graduate Medical Education Centre.
- d) Department teaching sessions are held regularly.

CLINICAL GOVERNANCE

The Trust has appointed the Chief Medical Officer as the clinical lead for Clinical Governance. Arrangements have been put in place to support evidence based practice and the activities of clinical audit, complaints management and clinical risk management are co-ordinated across the Trust.

INFORMATION GOVERNANCE

All hospital employees are expected to undertake annual information governance training as part of their mandatory training.

As this post requires you to obtain, process and/or use information held on a computer, then this must be undertaken in accordance with the Data Protection Act 1998. This Act requires that you should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. In accordance with Trust and Departmental policy you should only disclose data to an authorised person(s) or organisation. Changing data when unauthorised to do so is forbidden.

Breaches of confidence and/or security in relation to data or information will normally result in disciplinary action, which may lead to dismissal.

PERSONAL RESPONSIBILITIES

As well as the departmental rules and procedures, which you are required to observe and follow, the Trust has developed a number of general policies and procedures, which apply to your employment.

This Trust aims towards maintaining the goodwill and confidence of its own staff and the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner, treating everyone with dignity and respect.

Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of these policies, procedures and standards. You should familiarise yourself with these, and ensure that you understand and adhere to them.

Particular attention is drawn to:

a) Fire Procedure

The postholder must adhere to the Trust's Fire Policy, including training attendance.

b) Equal Opportunities

The Trust has policies covering Equal Opportunities and Harassment. The aim is to ensure that no colleagues, potential employees, patients/clients are harassed or receive less favourable treatment on the grounds of academic or vocational qualifications, accent, caring responsibilities, ethnic origin, gender, physical and mental abilities, disability, or impairment, marital status, religion, sexual orientation, irrelevant criminal convictions, trade union or non trade union membership or HIV status. Each member of staff is individually responsible for ensuring they do not discriminate in any way, and that they follow the Trust's policies and procedures at all times.

c) Working Time Directive

You are required to comply with Trust Policy on implementation of the Working Time Regulations, including declaration of hours worked and breaks taken, completing written records if required, and reporting any instances where your pattern of working hours may constitute a health and safety risk to yourself, patients, the public and other Trust employees. You have the right not to be subjected to any unlawful detriment by reporting any concerns under the regulations.

It is the responsibility of employees to ensure that they are not placed in a position which risks, or appears to risk, conflict between their private interests and their Trust duties. In accordance with the requirements of the Working Time Regulations and Trust rules employees wishing to undertake any other employment, whether paid or unpaid, must disclose this and obtain the written consent of the relevant Senior Manager or Director. Such consent will not be unreasonably withheld providing that this does not conflict with the interests of the organisation, performance of your normal contractual duties, or with the requirement of the Working Time Regulations.

MAIN CONDITIONS OF SERVICE

Your pay and terms and conditions of these posts are determined by the Medical and Dental Whitley Council as follows:

a) Pay and Allowances

The current basic pay and rota enhancements as per 2016 T&C are applicable.

b) Rota/Hours

The Trust Grades currently work a full shift system. Prospective cover for annual leave and lieu days is in operation.

c) Annual Leave

In order that leave can be co-ordinated in a way which is fair to all, close co-operation is necessary between colleagues.

Leave should be requested at least 6 weeks in advance. Should leave not be taken within the contracted period, it will be lost as it cannot be carried forward or payment made for untaken leave.

CONDITIONS OF APPOINTMENT

- a) The post holder must be fully registered with the GMC with a Licence to Practise. This post is subject to GMC registration. Should a practitioner be erased from the GMC list because of non-payment of the annual retention fee they will be suspended from duty without pay (or on annual leave) so that they can take whatever action is required in order to be restored to the register. Non-registration within one week and the subsequent lack of a current Certificate of Registration will be regarded as a breach of contract and the doctor will be at risk of summary dismissal.
- b) Health Clearance by the Trust's Occupational Health Department will be required before appointment.
- c) You will be expected to have completed a resuscitation training course and, if not, to complete one within your first few weeks of employment.

Please note: This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances, following consultation with the post holder.

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager or your Assistant Divisional Director. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Hull University Teaching Hospitals NHS Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to

the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.