



Croydon Health Services
NHS Trust

Candidate Information Pack
Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced district nursing teams, Allied Health Professionals and community matrons look after for people of all ages across Croydon and our Children's Hospital at Home cares for children with long-term conditions without them having to come to hospital.

We are a very close-knit and friendly organisation where every one of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning
- Make time for training and development and support research so people always receive the highest standards of care.





JOB DESCRIPTION

JOB TITLE	Consultant in Acute Medicine with Specialty Interest (with or without specialty interest)
DIRECTORATE	Integrated Adult Care
DEPARTMENT	Acute Medical Unit
GRADE	Consultant
RESPONSIBLE TO	Clinical Business Unit Lead/Head of Service
ACCOUNTABLE TO	Clinical Director

DEPARTMENT DESCRIPTION

1. INTRODUCTION

In parallel with acute medical services across the UK, it has been recognised that the provision of acute medical care in Croydon will need to adapt and change. Recommendations from bodies such as the Royal College of Physicians, NCEPOD and the Nuffield Institute encourage provision of care centred on principles such as early consultant level input into decisions making, from consultants without other commitments. In addition to these central pressures, the merger of primary and secondary care Trusts within Croydon, took place last year further strengthening the model of acute care within the borough.

The AMU at Croydon University Hospital has a vision and has developed and revolutionized the delivery of Acute Care Services and Ambulatory Services.

In order to enhance existing services, the Trust has a 42 bedded ACUTE MEDICAL UNIT (AMU), where acutely unwell medical patients admitted either directly from their GP's care, or from the Emergency Department, are assessed and have their initial treatment provided, before being smoothly and rapidly transferred to a specialist medical "zoned" ward elsewhere in the hospital for appropriate specialist medical care.



In addition to this “assess, treat and route” function, the AMU has an ambulatory unit for patients with conditions such that they can be managed as a day case without the need for an overnight hospital admission.

The unit also consists of dedicated X-ray facilities, pharmacy, ambulatory clinic consultation rooms, and a MDT/Teaching area.

Management of the AMU is provided at consultant level, by a group of 9 Consultant Acute Physicians (7 existing substantive Acute Physicians and existing two vacant posts). The trainee grades supporting AMU consist of 2 FY1, 4 SHO grades and Physician Associates supporting the running of the unit.

This dedicated AMU team will be responsible for the initial assessment and management of acute medical patients from 0800 until 2000 during the working week. The appointed post holders will be expected to lead the team of junior doctors within the unit, provide consultant level decision making into the management of acutely unwell patients, aid with streaming of such patients to appropriate specialist zoned beds, and facilitate the early discharge of patients not requiring in-patient care. As part of the latter function, consultant delivered discharge clinics will be held within the ambulatory unit.

Outside normal working hours cover for the AMU is provided by the current body of Acute Physicians from 0800 to 1400 on Saturdays and Sundays, and it is anticipated that the post holders will participate in the General Medical Consultant rota at weekends (12-hours each Saturday and Sunday), which will be approximately 1 in 54 basis.

Speciality Medicine

The current 9 consultants out of which 7 are substantive positions with whom have interests in Cardiology, Renal, Acute Medicine, Respiratory, and Clinical Pharmacology (Endocrinology and Hypertension)

Consultant list-

Dr Reza Motazed-
 Dr Sri Akunuri
 Dr Manu Prakash
 Dr Hisham Nizar
 Dr Elena Karnovitch
 Dr Sajid Chaudhry
 Dr Suzannah Wilson
 Dr Kirthika Jeyaraman
 Dr Taha Othmane

2. TEACHING AND TRAINING

MEDICAL STUDENT TEACHING

Croydon University Hospital NHS Trust, as a teaching hospital, works in partnership with St Georges University of London to provide the highest possible quality of medical education. The mutual interest of the Trust and School is to produce good quality medical education.



All consultants are expected to be committed to teaching and to play their part in the delivery of the undergraduate curriculum. These activities would include the planning and review of teaching, and the assessment of students which could, where properly structured, include ward rounds and outpatient clinics.

Of necessity, the requirements of the medical curriculum change over time and it is not always possible to identify specific teaching commitments in job plans – when this is the case the general requirement for teaching time should be made clear.

The need for flexibility is acknowledged by the Trust and, for example, within a service department it is possible that the overall teaching commitment to be unevenly allocated between staff to achieve optimal teaching and service quality.

The appointed physician will participate in teaching medical students, post-graduate doctors and other groups at Croydon Health Services.

POST-GRADUATE TEACHING

The Trust has around 300 training posts in virtually all specialties. The postholder will be expected to participate in teaching and training postgraduate doctors, which in addition to direct clinical supervision is likely to include acting as an ‘educational supervisor’ to one or more individuals, providing them with regular appraisal and support. Consultants that undertake educational supervision will be provided with appropriate training in accordance with national requirements and accredited by the Director of Medical Education.

3. RESEARCH AND DEVELOPMENT

Involvement in high quality research & development is strongly encouraged at Croydon Health Services NHS Trust, as this supports both the delivery of high quality clinical care.

Research at Croydon Health Services NHS Trust

An important aspect of NHS care is research into human subjects to help develop innovative approaches that would benefit both the patients as well as the wider NHS agenda. Towards this end, there is an expectation that clinicians would be willing to take on clinical research, supported by the R&D department. We would expect all divisions to have a balanced portfolio of research activity, including CLRN studies, commercial studies and health service research. MDT involvement in research is strongly encouraged.

Research and Job Planning

The undertaking of research within a job plan should be discussed during appraisal and as part of job planning activities. All staff should be aware of the research being undertaken within their Division and in the Trust, and actively support recruitment into relevant open studies, whether or not they have a primary research component to their Job Plan. All individuals undertaking research are expected to have



a good working knowledge of Research Governance standards, and are required to undertake GCP training.

4. CLINICAL GOVERNANCE

The postholder will be expected to contribute and participate in the Department's ongoing clinical audit programme, and will carry out all necessary administrative duties associated with the care of their patients. The postholder also has a general duty of care for the health, safety and well-being of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.

5. STUDY AND ANNUAL LEAVE

The postholder will be expected to comply with the CME requirements of the relevant Royal College. Study leave may be requested in accordance with the Trust's Policy for Continuing Medical Education. Annual leave may be taken in accordance with the Trust's Guidelines on Leave Arrangements for Medical and Dental Staff. To ensure the smooth running of the service the postholder will ensure that, in conjunction with colleagues, adequate arrangements are made to cover planned absences.

6. TERMS AND CONDITIONS

The post is covered by the current Terms and Conditions - Consultants (England) 2003, the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) and Trust Policies and Procedures where relevant. Appointment is conditional upon a satisfactory medical assessment, which may include an examination along with pre-employment clearances in line with NHS Employment Standards Checks.

7. APPRAISAL AND REVALIDATION

Appraisal is an important aspect of your development as a doctor and forms a key part of your assessment for revalidation by the GMC. Useful information with regards to appraisal and revalidation can be found at the following link:

<http://intranet.mayday.nhs.uk/Projects/revalidation/Pages/home.aspx>

At the trust we currently utilise an electronic revalidation management system- SARD (Strengthened Appraisal and Revalidation Database). This is relatively simple to navigate.

8. MENTORSHIP

CUH offers newly appointed Consultants 4 free coaching/mentoring sessions. This is in line with the GMC's recommendations for Good Medical Practice. The success of coaching and mentoring is aimed at



establishing effective relationships with mentors based upon mutual respect, honesty and understanding, combined with structured questioning to enable the mentee to find their own solutions.

You can get all current information on Mentorship with in the trust is available on <http://intranet.mayday.nhs.uk/TeamCentre/Corporate/MentoringDoctors/Pages/home.aspx>.



CONSULTANT IN ACUTE MEDICINE

10 Programmed Activities

JOB DESCRIPTION AND OUTLINE JOB PLAN

GENERAL

This is a replacement post.

The remit of the postholder will be to work within the multi-disciplinary team providing and further developing care of AMU patients, and to provide and develop AMU services to Croydon Health Services patients. In addition, the individual will be required to play an active role in the general workload of the department while having a significant commitment to teaching and training of junior staff.

It is envisaged that the appointee will contribute to the development and delivery of inpatient, outpatient and emergency work.

Provide strong visible presence across the organisation, be a role model of good leadership and effective communication at individual, team, directorate and whole organisation level

The post will be based at Croydon University Hospital, Croydon Health Services and other work locations including off site working may be agreed in your Job Plan where appropriate.

The proposed Job Plan is attached. There will be an average of 8 to 8.5 Programmed Activities of Direct Clinical Care, with the remainder being allocated for Supporting Professional and/or other Activities.

Please note that job plans are subject to review by your Clinical Head of Service and Clinical Director.

As a senior employee of the Trust you will work in close co-operation with, and support other clinical, medical professional and managerial colleagues in providing high quality healthcare to the Trust's patients. Integral to these responsibilities is the following: -

- The provision of a first class clinical service
- Effective leadership to all staff engaged in the specialty
- Sustaining and developing teaching and research in conjunction with Croydon Health Services
- Undertaking all work in accordance with the Trust's procedures and operating policies
- Conducting clinical practice in accordance with contractual requirements and within the parameters of the Trust's service plans
- Maintaining the confidence of business plans and development strategies formulated for the specialty, the Care Group or the Trust

The purpose of these posts is to provide clinical and leadership consultant level input to the Trust's



AMU/Ambulatory service. As a senior employee of the Trust the post-holder will work in close co-operation with, and support other clinical, medical professional and managerial colleagues in providing high quality healthcare to the Trust's patients.

Central requirements and responsibilities of the posts are:

- To show dynamism, enthusiasm and flexibility in participating in the reshaping of acute medical services in Croydon.
- To help provide a first class clinical service to all Trust patients.
- To provide high quality leadership and support to medical staff, allied health care professionals, and Trust management and support staff in both the AMU, and associated medical speciality areas.
- To support and sustain teaching and research where possible in relevant clinical areas.
- To work within the framework of applicable Trust policies, procedures, and clinical governance framework.
- To work within contractual requirements, and in support of applicable Trust clinical development frameworks, business plans, and development strategies.

PURPOSE OF JOB

Clinical

- To share in the organisation and provision of high quality clinical care for acute medical patients within the Trust.
- To work to provide smooth, timely and appropriate transfer of such patients to appropriate speciality beds within the Trust.
- To assess and review patients within the setting of the AMU and ambulatory clinic, including performing appropriate clinical procedures in this setting.
- To facilitate the early discharge of acute medical patients, including where necessary, by early review in an AMU review clinic, where clinically appropriate.
- To provide senior support and input into clinical decisions taken by junior medical staff within the AMU.
- To ensure the provision of accurate and timely communication between the AMU and other units within the Trust (including Critical Care), and indeed in primary or intermediate care settings.
- To participate in the development and implementation of care pathways for common medical emergency presentations.



- To participate in the weekend review of AMU patients on an 1 in 9 rota
- To participate in the out of hours medical on-call rota at weekends on an approximately 1 in 48 basis, such on-call including assuming clinical responsibility for the care of all medical patients within the Trust (including those outside of the AMU)
- If agreed with the Head of Service, to contribute to a sub-specialty service in the form of clinics or procedural lists.
- The current rota ensures adequate follow up of clinical activities during DCC/ SPA (equating to 8 DCC and 2 SPA activities) over 9 weeks.

Note 2 specialist PA's are dedicated for speciality clinics and if no clinic this will be covered with other DCC activities.

Management

- To provide expert input into the on-going development of AMU structures and function.
- To provide on-going input into meetings and development processes requiring the expertise of senior medical staff at departmental, divisional, Trust, regional or national level as required within the framework of an agreed Job Plan.
- The rota provides opportunities to engage in management activities during non-clinical admin time

KEY DUTIES AND RESPONSIBILITIES

1. To provide Acute Medical services and this includes all aspects of treatment and relevant management duties for the proper functioning of the department.
2. Responsible for covering colleagues' periods of annual leave and short-term sickness.
3. Clinical supervision of junior medical staff as a shared responsibility with other consultant colleagues.
4. Responsible for carrying out teaching, examination and accreditation duties as required and contributing to Continuing Medical Education and clinical governance initiatives.
5. Responsible for out-patient clinic commitments in peripheral hospitals as agreed by Croydon Health Services
6. To contribute to departmental research interests in accordance with the Trust's R&D framework.
7. To contribute to the 4.



8. To take an active role in the formulation, implementation and monitoring of the Trusts Objectives. This may include assisting with discussions regarding service plans and developments with both internal and external agencies.
9. To conduct all activities within the contracted level of service and operating plan for the Department.
10. To exercise professional leadership for all staff working in the specialty. This will include fostering and developing projects focused towards these ends and ensuring that the momentum of post qualification professional education and other appropriate training is maintained.
11. To work in conjunction with clinical and professional colleagues to ensure that the productivity of staff within the specialty is maintained and their job satisfaction is enhanced. This may include involvement in the appraisal process for junior colleagues.
12. To undertake management duties as agreed with the Clinical Director and Head of Service.
13. To be aware of, and comply with, all Trust infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.
14. To be accountable for implementation of the Code of Practice within own department/area of responsibility.
15. To prepare for and undertake the protective interventions that you are responsible for in a manner that is consistent with evidence based practice and maintaining patient safety.
16. You have a general duty of care for the health, safety and well-being of yourself, work colleagues, visitors and patients within the hospital in addition to any specific risk management or clinical governance accountabilities associated with this post.
17. You are required to observe the rules, policies, procedures and standards of Croydon Health Services together with all relevant statutory and professional obligations.
18. You are required to observe and maintain strict confidentiality of personal information relating to patients and staff.
19. You are required to be responsible, with management support, for your own personal development and to actively contribute to the development of colleagues.
20. The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role. These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.



21. All employees responsible for transferring Personal Identifiable Data (PID) must ensure that this is sent from and to NHS.net email accounts. If the information is being sent to an organisation outside the NHS (Social Service for example), it should be sent to the secured email account of that organisation. Under no circumstances should PID be sent, using the normal Trust email account to an external email address.
22. This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holders.

THE ABOVE REPRESENTS AN OUTLINE OF THE DUTIES OF THE POST AND WILL, TOGETHER WITH THE JOB PLAN, BE REVIEWED ON AN ANNUAL BASIS IN ACCORDANCE WITH THE TRUST'S PERFORMANCE REVIEW SCHEME FOR CONSULTANTS

GENERAL

1. To work in accordance with the Trust's Here for You standards to consistently demonstrate the behaviours required to fulfil the promises we have made to the people of Croydon. These promises, developed with our patients, carers and staff help us deliver the pledges in the NHS Constitution and our own corporate objectives.

The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.

2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.



7. All clinical staff holds responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

9. To work within the General Medical Council Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.



You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff “Hello my name is”

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can’t help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Date:

Line Manager:

Date



PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications	<p>Membership of the Royal College of Physicians or equivalent Inclusion in the specialist register for Acute Medicine (and Specialty if appropriate) or equivalent, and within 6 months of CCT at time of interview Inclusion on the Specialist Register on date of taking appointment GMC registration and a licence to practice</p> <p>MRCP (UK) or equivalent Current ALS certificate</p>	<p>Higher medical degree: MD or PhD</p> <p>Experience of working at consultant level in an acute medical setting</p> <p>Publications in peer-reviewed journals</p>
Experience & Ability	At least 2 years substantive previous NHS or equivalent experience at SpR level or above	
Teaching	Willingness to participate in the teaching and training activities of the department. Teaching medical students, nurses, paramedics and doctors	Demonstrated interest in medical teaching / teaching qualification
Management	<p>Able to demonstrate leadership capability within multi-disciplinary teams</p> <p>Ability to organise and manage workload</p> <p>Understanding of the principles of clinical governance</p> <p>Budget Holders are responsible for adherence to Standing Financial Instructions</p> <p>Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget</p>	Attendance at NHS management training course



Research	Thorough understanding of principles of medical audit. Must have undertaken and completed audit projects which resulted in change of clinical practice	
Disposition	<p>Effective communicator, able to work in a multidisciplinary team and co-operate with all medical and paramedical staff</p> <p>Flexible, able to cover colleagues' absence</p> <p>Professional attitude towards work, reliability, good record of attendance and tidy personal appearance</p> <p>Able to demonstrate an understanding of Croydon Health Services Values</p> <p>Excellent organisational skills</p> <p>Compassionate honest approach to patient care</p> <p>Vigilance in all aspects of patient safety</p> <p>Prepared to stand up for high quality and good practice Embracing change to work practices and service delivery</p> <p>Able to demonstrate an understanding of Croydon Health Services Values</p> <p>Commitment to uphold Croydon Health Services Values</p>	<p>Evidence of service improvement in a previous post</p> <p>Evidence of previous experience in an Acute Medical Unit within the NHS</p>



CONSULTANT JOB PLAN

NAME: Consultant in Acute Medicine	SPECIALTY: AMU	YEAR: 2020
COMMENCEMENT DATE OF JOB PLAN: TBC	REVIEW DATE: 2020/21	

WEEKLY TIMETABLE OF COMMITMENTS (including Trust and non-Trust activity carried out off-site, and commitments relating to private work)

This is a provisional job plan, which will be mutually agreed with the Head of Service/Clinical Lead for Acute Medicine. This will be discussed in detail with the post holder on appointment. The job plan for AMU is annualized over 9-week cycle Rota. This means that each consultant has equal exposure to AMU ward cover, ambulatory clinic, long (on call) day and dedicated SPA days. The tables below will highlight the consultant activities over 9-week period:

Acute Physicians on the AMU-3 Consultants at a time covering the 46 bedded unit.

Consultants do twice daily ward rounds on the unit except when they have an afternoon clinic.

Below is their work schedule for the week while on the ward

	AM	PM
Monday	AMU Ward Round (08-11:30) MDTM (11:30 – 12:00)	DCC admin (13:30-15:30) AMU Review Round (15:30-17:00)
Tuesday	AMU Ward Round (08-11:30) MDTM (11:30 – 12:00)	AMU Business Meeting (13:00-14:00) Non clinical admin (14:00-15:30) AMU Review Round (15:30-17:00)
Wednesday	AMU Ward Round (08-11:30) MDTM (11:30 – 12:00)	Postgraduate Teaching (13:00-14:00) DCC admin (14:00-15:30) AMU Review Round (15:30-17:00)
Thursday	AMU Ward Round (08-11:30) MDTM (11:30 – 12:00)	AMU Educational Teaching (13:00 – 14:00) Non clinical admin (14:00-15:30) AMU Review Round (15:30-17:00)
Friday	AMU Ward Round (08-11:30)	DCC admin (13:30-15:30)



	MDTM (11:30 – 12:00)	AMU Review Round (15:30-17:00)
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Rest of the Acute Physicians are either – On Call, Ambulatory Emergency Care Unit (AECU) , ‘Cover’ Consultant or have SPA activity. Their work schedule is as below.

	AM	PM
Monday	On call (09:00 – 21:00)	On call (09:00 – 21:00)
Tuesday	SPA/ educational/ Clinical supervisor activity	SPA/ educational/ Clinical supervisor activity AMU Business Meeting (13:00-14:00)
Wednesday	Cover Consultant (Prospective cover for leave) The cover consultant covers consultants on annual/study leave	Cover consultant (Prospective cover for leave) Postgraduate Teaching (13:00-14:00)
Thursday	Ambulatory clinic-AECU (09:00 – 18:00)	Ambulatory care -AECU (09:00 – 18:00) AMU Educational Teaching (13:00 – 14:00)
Friday	No clinical Activity	No clinical activity

	AM	PM
Monday	No clinical Activity	SPA/ educational/ Clinical supervisor activity
Tuesday	AECU (09:00 – 18:00)	AECU (09:00 – 18:00) AMU Business Meeting (13:00-14:00)
	SPA/ educational/ Clinical	No clinical Activity



Wednesday	supervisor activity	Postgraduate Teaching (13:00-14:00)
Thursday	On call (09:00 – 21:00)	On call (09:00 – 21:00) AMU Educational Teaching (13:00 – 14:00)
Friday	SPA/ educational/ Clinical supervisor activity	No clinical Activity

	AM	PM
Monday	Cover Consultant (Prospective cover for leave)	Cover Consultant (Prospective cover for leave)
Tuesday	On call (09:00 – 21:00)	On call (09:00 – 21:00) AMU Business Meeting (13:00-14:00)
Wednesday	AECU (09:00 – 18:00)	AECU (09:00 – 18:00) Postgraduate Teaching (13:00-14:00)
Thursday	SPA/ Educational / Clinical supervisor activity	No clinical Activity AMU Educational Teaching (13:00 – 14:00)
Friday	Cover the Consultant (Prospective cover for leave)	Cover the Consultant (Prospective cover for leave)

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	AM	PM
Monday	AECU (09:00 – 18:00)	AECU (09:00 – 18:00)
Tuesday	No clinical Activity	No clinical Activity AMU Business Meeting (13:00-14:00)
Wednesday	SPA/ educational/ Clinical supervisor activity	SPA/ educational/ Clinical supervisor activity Postgraduate Teaching (13:00-14:00)
Thursday	Cover Consultant (Prospective cover for leave)	Cover Consultant (Prospective cover for leave) AMU Educational Teaching (13:00 – 14:00)
Friday	On call (09:00 – 21:00)	On call (09:00 – 21:00)

	AM	PM
Monday	No clinical Activity	No clinical Activity
Tuesday	Cover Consultant (Prospective cover for leave)	Cover Consultant (Prospective cover for leave) AMU Business Meeting (13:00-14:00)
Wednesday	On call (09:00 – 21:00)	On call (09:00 – 21:00) Postgraduate Teaching (13:00-14:00)
	SPA/ educational/ Clinical supervisor activity	SPA/ educational/ Clinical supervisor activity



Thursday		AMU Educational Teaching (13:00 – 14:00)
Friday	AECU (09:00 – 18:00)	AECU (09:00 – 18:00)

Any consultant doing specialist clinic while doing AMU clinical activities will be covered by fourth consultant.

Summary of PAs

Direct Clinical Care (DCC) - AMU / Clinics	8
Supporting Professional Activities (SPA)	2 PAs (0.5PA for those wanting to be an educational supervisor for trainees)
Total	10.0

Job plans will be reviewed annually, following an appraisal meeting. The job plan will be a prospective agreement that sets out a Consultants typical working pattern, duties, objectives and responsibilities for the coming year. It will cover all aspects of a Consultants professional practice including clinical work, teaching, research, education, managerial responsibilities and external commitments.

On appointment of the post holder, the Head of Service/Clinical Director will commence discussions to finalize the job plan which will become operational on appointment. The job plan is an indicative plan of the duties the post holder is likely to be asked to undertake.

Additional programmed activities may be offered to the post holder. Any offer of additional programmed activities will be based on the needs of the service and in line with the Trust objectives and will be reviewed on an annual basis.

On Call Arrangements (weekend)

AMU Proposed on call commitments: 8 weeks rolling rota

- 1 in 9 weekend cover for AMU (08:00 – 14:00)
- 1 in 54 weekends on call for General Medicine (12 hours each day).
- 5 days in 9 weeks on call (09:00 – 21:00)
- 5 days in 9 weeks are for ambulatory care(09:00-18.00)

The post holder will provide on call for Acute Medicine.

ON-CALL AVAILABILITY SUPPLEMENT

Agreed On-Call Rota (eg. 1 in 5):

As above



Agreed Category (indicate A or B):

A

On-Call Supplement % (e.g. 5% - see chart below)

3%

Frequency of rota commitment	Value of supplement as a percentage of full-time basic salary	
	Category A	Category B
High Frequency: 1 in 1 to 1 in 4	8%	3%
Medium Frequency: 1 in 5 to 1 in 8	5%	2%
Low Frequency: 1 in 9 or less frequent	3%	1%

Private Practice

The post holder should ensure that any private practice commitments are discussed with your Clinical Director and entered into the prospective job plan. Any change to these will need to be discussed between the post holder and the Clinical Director and recorded in an amended job plan. Consultants will be required to ensure that they meet the code of conduct for private practice at all times.

Informal enquiries/visits to the Trust

If you would like to discuss the post informally or arrange a visit to the Trust, please contact:

Dr Reza Motazed Clinical Director for Integrated Adult Care

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