

QUEENS HOSPITAL BURTON

DIVISION OF MEDICINE

Junior Clinical Fellow (F3)

In

Specialist Medicine

Job Description and Person Specification

Date: January 2023

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SECTION 1 - General Details of the post

Title:	Junior Clinical Fellow (Trust Doctor, F3 equivalent)
Location:	Queens Hospital Burton
New or Replacement Post:	Replacement
Prime responsibility:	Provision of Acute and General Internal Medical Care to patients within Specialist Medicine
Accountable to:	<ul style="list-style-type: none"> Clinical Directors – Drs Nitin Kolhe and Dr Damian Kelly
Reports to:	Assistant Clinical Director of each Specialty as applicable
Key tasks: Example	<ul style="list-style-type: none"> Provision of junior support to the Specialist Medicine services To provide daily care and management of general internal medical patients on respective wards Administrative tasks for these services Shared role in delivery of teaching and training Active participation in quality improvement, audit and research activities of these services Keeping up to date and participating in continuing professional development Participation in annual appraisals
Tenure of Appointment	12 months (2/8/23-6/8/24)

Not sure what to do in August 2023?

Not ready to commit to a medical training programme?

Would you like to consider the option of 4 months to travel yet be secure in your income for the next 12 months?

Would you like more time and training with a friendly team that is interested in your development as a doctor before you decide on the next step of your career?

University Hospitals of Derby and Burton (UHDB) NHS Foundation Trust is looking for dynamic, enthusiastic, motivated doctors to join their Trust. A busy, progressive, friendly, forward - thinking hospital, we welcome you to consider joining our consultants and teams working in Specialist Medicine.

You may also realise that Burton and Staffordshire have excellent facilities to support your life outside Medicine, fast transport links for visiting family and friends and the beautiful countryside and recreational opportunities of the Staffordshire Moorland and Derbyshire Dales are only a short drive away.

These Junior Clinical Fellows (JCFs) posts are full-time, fixed-term service appointments for 12 months although applications for less than full-time working patterns are very welcome. Based at Queens Hospital Burton, the appointees will undertake duties for the Specialist Medicine Business Unit (SMBU) within the Medical Services Division.

JCFs will work Monday to Friday, rostered between 0900hrs and 1700hrs (option of 0800-1600 available). As part of a ward multi-disciplinary team, the JCFs will review patients daily and support consultant ward rounds to enable efficient senior decision-making and effective management of patients on their respective wards. In addition, there are daily 'board rounds' with the opportunity to discuss the management of the ward patients with a senior clinician.

The post holder will rotate through 3 attachments of 4 month duration. There will be a variety of available posts within Specialist Medicine (Respiratory, Cardiology, Gastroenterology, Diabetes & Endocrinology, Geriatrics and Stroke). The 12 months will include a contribution to General Medicine/winter and/or the Department of Medicine for the Elderly.

Numerous training opportunities are available in all teams and you will be actively encouraged to access these options throughout your 12 months.

- The out-of-hours commitment for the Queens Hospital Burton site will involve a 1 in 4 weekend daytime covering acute medicine working on ward 5/SSU (0800-1600). Nights are NOT a component of this post
- Applicants must hold MBBS or an equivalent medical qualification and have 2 years post qualification experience including experience in Acute Medicine/ Medical specialities. Experience and confidence of NHS systems and practices is essential.
- Full registration with a licence to practice with the GMC at the time of application is essential. Applicants must also be eligible to work in the UK and have excellent skills in written and spoken

English, sufficiently adequate to enable highly effective communication about medical topics with patients and colleagues.

- Your leave will be 27 days in addition to bank holidays (adjusted for employment break if applicable), which must be booked 6 weeks in advance. Your leave can be taken throughout the 12 months, subject to approval and your employment break. Annual leave would not be accrued during any period of unpaid employment break. *Career breaks cannot be guaranteed but we will endeavour to accommodate your requests. Please note that the earlier the request (upon confirmation of appointment), the more likely it is to be approved.*

Section 3 - TRUST PROFILE

To find out more information about the University Hospitals of Derby and Burton NHS Foundation Trust please visit: <https://uhdb.nhs.uk/>

Section 4 – QHB MEDICINE DIVISION

Introduction

The Trust offers a high standard of care, across a number of Medical Specialities for the population of Burton and surrounding towns with dedicated nursing and therapy staff. Specialist Medicine consists of the following specialities: Respiratory Medicine, Gastroenterology, Diabetes & Endocrinology, Rheumatology, Cardiology, Dermatology, Stroke Medicine and Care of the Elderly. In addition, Neurology and Renal services are based at our Royal Derby Hospital site and provide inreach to the QHB site.

Our Trust recognises that investment in the training opportunities that are necessary for your development as a doctor is vital for both our patients and our Trust.

We would like to offer you opportunities

- to increase your out-patient experience
- build upon the skills you already have
- learn new procedures
- participate in Internal medicine teaching sessions
- work in our friendly departments and be part of our progressive teams.

There are opportunities to teach, perform Quality Improvement Projects and be part of our innovative teams. We have strong links with the Simulation/Resuscitation and Clinical Skills team in the hospital and you will be encouraged to participate in procedural sessions and urgent medical care scenarios.

You will have the opportunity to have protected time to learn, be trained and develop your career. Although not formal training posts and these are not accredited by Health Education England, we believe we can offer you good training in a busy general hospital.

The present consultant medical staff establishment at QHB comprises:

Speciality	Training opportunities
Cardiology	<ul style="list-style-type: none">• Interventional Cardiology (observational)• Coronary Care Unit care• Bedside echocardiography
Gastroenterology	<ul style="list-style-type: none">• Extensive endoscopic procedures• Inflammatory bowel disease clinics• Ascitic drains

Respiratory	<ul style="list-style-type: none"> • Pleural disease, thoracic ultrasound, chest drainage and medical thoracoscopy • Lung cancer through attendance at MDT and clinics • Bronchoscopy – share of rota with respiratory middle grades • Airways disease through attendance at respiratory clinics and in-patient reviews • Infectious disease through TB clinics /MDTs • Respiratory failure, non-invasive ventilation, tracheostomy care, high flow nasal oxygen for inpatients • Sleep medicine through Sleep clinics and MDT • ILD through clinics and MDT
Care of the Elderly	<ul style="list-style-type: none"> • Falls service • Community Geriatrics interface • MDT approach to care • Frailty
Stroke	<ul style="list-style-type: none"> • Acute stroke management care
Diabetes/Endocrine	<ul style="list-style-type: none"> • Access to foot clinic • Diabetes clinics including antenatal clinics • Multiple MDT subspecialty clinics
Rheumatology	<ul style="list-style-type: none"> • Early Rheumatoid arthritis 2WW service • Connective tissue disease clinics • Osteoporosis Clinics • Management of rheumatological emergencies • Daycase administration of chemotherapy and biologic therapies • Musculoskeletal ultrasound • Joint injection and aspiration • Nerve blocks, soft tissue injections and muscle biopsies

Duties & Responsibilities for Specialist Medicine

- The post holder will support the Specialist Medicine Business Unit, specifically within Specialist / General internal medicine.
- Whilst on duty the post holder will be clinically and professionally responsible for their patients.

You will be expected to:

- communicate with patients (and/or their carers if appropriate) about their condition;
 - involve patients (and/or their carers if appropriate) in decision making about their treatment;
 - maintain professional standards and obligations as set out from time to time by the General Medical Council (GMC) and comply in particular with the GMC's guidance on 'Good Medical Practice' as amended or substituted from time to time;
 - carry out any work related to, and reasonably incidental to, the duties set out in their schedule of duties, e.g. keeping of records and provision of reports, proper delegation of tasks, maintaining skills and knowledge.
- The post holder will be expected to be flexible and to co-operate with all reasonable requests to cover for their colleagues' absences where they are safe and competent and where it is practicable to do so. Where the post holder undertakes duties in accordance with this paragraph and such duties take place outside of their contracted hours they will receive either an equivalent off duty period or remuneration. Where this adversely impacts on the schedule of duties and/or opportunities for individual doctors a temporary schedule of duties will be agreed for the period of cover. Where covering is not practicable, the Trust will be responsible for the engagement of a locum tenens, but the post holder will have the responsibility of bringing the need to the notice of the Trust

- The post holder will be expected to contribute to graduate and continuing medical education activity locally as appropriate and to participate in clinical audit under local arrangements (in light of relevant departmental guidance).

A formal schedule of duties will be agreed between the post holder and the Assistant Clinical Director/clinical supervisor for the respective area of Specialist Medicine Business Unit on appointment. It will be a prospective agreement that sets out the post holder's duties, responsibilities and objectives for the coming rotation out of the 3 within the 1 year period. It will cover all aspects of the post holder's professional practice including clinical work, administration, audit, teaching and CPD responsibilities. It will provide a clear schedule of commitments, both internal and external. In addition, it will include personal objectives, including details of the post holder's link to wider service objectives, and details of the support required by the post holder to meet the timetabled duties and their objectives.

The post holder will be expected to work as part of a team with responsibility for maintaining the highest standards of clinical care, for teaching of junior staff and medical students and for actively participating in continuing medical education, quality improvement, clinical governance and audit.

- You will receive mentoring and supervision and be encouraged to join the established Internal Medicine teaching programme on a Wednesday afternoon
- Subject to individual requirements, there may be scope to facilitate attendance at Advanced Life Support (ALS) or IMPACT courses
- We will perform your annual appraisal
- You will have access to an eportfolio (paid by the Trust) and a 'College Tutor' equivalent who will oversee your training and progress throughout your 12 months.
- 5 days study leave pro rata
- £500 study leave budget pro rata

Although not formally recognised as training posts, we believe that we can offer excellent training opportunities with senior supervision to enable you to make progress as a doctor

For those international medical graduates considering an application, the Trust would act as a sponsor for your visa requirements where applicable.

Section 5 - GENERAL EMPLOYMENT INFORMATION

The appointee will be employed on Local terms and conditions. The salary will mirror the NHS Doctors and Dentist in Training (England) 2016.

Teaching & Training:

The Trust supports an active, post-graduate and undergraduate medical education programme. NHS Library facilities are available at the Royal Derby Hospital / Queens Hospital Burton whilst the Graduate Entry Medical school library (Royal Derby Hospital) is directly linked to the Greenfield Library in Nottingham.

Leicester & Nottingham medical students attend the Trust for clinical attachments in medicine and surgery, obstetrics and gynaecology and paediatrics, as well as for BMedSci project work.

Occupational Health Clearance:

All appointments are subject to satisfactory Occupational Health Clearance being obtained.

Criminal Records Disclosure and Check:

The position is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales). It is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected

(or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

Where relevant to the role, the organisation may also ask you to provide any information about any investigations and/or formal action taken against you by a regulatory or licencing body which may have had an impact on your professional registration and/or fitness to practise in your chosen profession. Any information you declare when completing this form will be verified by undertaking a follow-up check with the relevant body. It will also include carrying out an enhanced disclosure through the Disclosure and Barring Services (known as a DBS check).

Enhanced disclosures may also include other non-conviction information which may be held on central police databases, where this is regarded as relevant to the position you are applying for. If the position has, in addition, been identified as a 'regulated activity' under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), the enhanced disclosure will also include any information that may be held about you on the children's and/or adults barred list(s). 9

Failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential & will be considered in relation to an application for positions to which the Order applies.

GMC Registration and Revalidation:

The Trust requires the appointee to have & maintain full registration with the General Medical Council (GMC), with a license to practice, & to fulfil the duties & responsibilities of a doctor as set down by the GMC Good Medical Practice. It is the responsibility of all medical and dental staff to ensure that this registration is maintained.

All medical practitioners are required to participate in the Trust Revalidation and Appraisal processes.

Identity and Right to Work:

All employees are required to provide original photographic evidence of identity at appointment and have the necessary documentation to demonstrate they have the right to reside and work in the UK

Cover:

The appointee will be expected to cover for colleagues' absence from duty on the basis of mutually agreed arrangements with both Divisions and the Trust. This is arranged by mutual agreement of consultant colleagues and approval of the Clinical Director, in accordance with standard Trust and NHS regulations. It is essential that six weeks' notice of leave is given to allow for proper planning and prevent cancellations of patients' appointments/procedures. This includes all forms of leave.

Research:

The Trust comprises research-active Teaching Hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation according to their subspecialty interests.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to those who win research funding and assume the role of Chief Investigator for multi-centre trials and studies.

Although not formally recognised as training posts, we believe that we can offer excellent training opportunities with senior supervision to enable you to make progress as a doctor

For those international medical graduates considering an application, the Trust would act as a sponsor for your visa requirements where applicable.

Clinical Governance

All members of staff have a responsibility to abide by all clinical governance policies, practices and codes provided by the Trust and have an equal responsibility with management for developing and maintaining appropriate systems and practice for maintaining safe working practices. The post holder is expected to demonstrate a firm commitment to the principles of clinical governance, including:

- Co-operating and liaising with clinical governance committees and leads as appropriate and developing a programme of personal continuing professional education and development, within available resources and within the workload and priorities of the service.
- Attending and contributing to the Trust's Clinical Governance Programme, including the Trust's Clinical Incident Reporting systems, Adverse Incident Policy and other umbrella policies.
- Encouraging and promoting an open climate within the Trust to enable training grade staff to participate fully in Trust wide programmes.

Copies of Trust wide clinical governance policies are available on the Trust intranet site. The post holder will participate in clinical governance activities, including clinical audit, clinical effectiveness, risk management and quality improvement activities as required by the Trust and external accrediting bodies.

Section 6 – ABOUT BURTON AND STAFFORDSHIRE

Burton:

Burton is located in central England and is a medium sized town straddling the River Trent in East Staffordshire. Burton, best known for its 'Brewing' heritage, has an estimated population of 64,000 and lies within the heart of the 'National Forest'.

Burton is served well by trunk roads and motorways. The A50 and A38 provide links to the M1, M5, M6, M40, M42 which are all within 30-60 minutes away. The town also has a Railway Station and provides rapid services to Birmingham, London, The North and Southwest. East Midlands and Birmingham Airports are equally accessible. The railway station is only approximately 1 mile away from the hospital itself.

Burton is a developing town with a variety of attractive housing in the town and surrounding villages, including recently developed modern apartments so there is plenty of opportunity to rent/buy within a few minutes of the hospital and close to leisure/shopping facilities. The Copper's Square Shopping Centre hosts a wide range of shops, modern bars and restaurants and has recently been extended to include a multiplex cinema and shopping park which includes a gymnasium.

We are fortunate to have one of Britain's best loved landscapes the 'Peak District National Park' only 30 minutes away

Derby:

Derby is an historic city, which lies at the heart of some of England's most magnificent countryside. The Derbyshire Dales and Peak District National Park are only a short drive away, with the spa towns of Ashbourne, Matlock and Buxton within easy reach.

Southern Derbyshire has a population of approximately 600,000 and is well served by rail and road within easy travelling distance of the M1, M5, M6 and M42. The Nottingham East Midlands Airport is close by.

The city offers a wide range of recreational amenities. Other nightlife centres around two multi-screen cinemas, various nightclubs, several traditional public houses and excellent restaurants in the city centre and throughout the county. There are various social and cultural facilities, museums, stately homes,

castles, gardens and numerous places of historical and archaeological interest. There are first class facilities for sport enthusiasts within Southern Derbyshire including Derbyshire Count Cricket Club and Derby county Football Club.

Housing is both plentiful and reasonably priced, with a choice of country village settings and modern hustle and bustle of city life, with the larger cities of Nottingham and Leicester within easy access. There are many good schools, primary and secondary, both state and private.

Trust:

The University Hospitals of Derby and Burton NHS Foundation Trust is one of the largest employers in the region with more than 12,000 staff and treats in excess of a million patients each year.

Our aim is to bring together the expertise of our staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our VISION is to deliver exceptional care together.



Our PRIDE objectives are about putting patients first, making sure we get it right first time, investing our resources wisely, developing our people and ensuring value through partnerships.

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulations; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and on-going continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke Free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Trust Policies and Procedures

All employees are expected to comply with appropriate Trust policies and procedures, to attend the Trust Induction Programme and to comply with mandatory training in relation to these policies and procedures.

Further Information

To find out more about the Trust, please visit www.uhdb.nhs.uk

To find out more about Derbyshire or Staffordshire please visit <https://www.uhdb.nhs.uk/living-in-derbyshire-and-staffordshire/> www.derby.gov.uk or www.enjoystaffordshire.com

Section 7: PERSON SPECIFICATION – Junior Clinical Fellow (Fixed Term) SMBU, Medical Division

Entry criteria	Essential	Desirable	Assess by
Qualifications	<ul style="list-style-type: none"> • MBBS or equivalent medical qualification • Basic Life Support certification 	<ul style="list-style-type: none"> • Advanced Life Support certification 	A
Eligibility	<ul style="list-style-type: none"> • Full GMC Registration with a licence to practice at time of application • Eligibility to work in the UK • A minimum 2 years post qualification medical experience in the UK or abroad at the time of appointment start, including experience in Acute Medicine/ Medical specialities • Minimum 6 months experience in NHS hospitals within the last 2 years (includes shadowing or clinical attachment) 		A, HS
Language skills	<ul style="list-style-type: none"> • All applicants to have demonstrable skills in written and spoken English that are adequate to enable highly effective communication about medical topics with patients and colleagues 		A, I
Health	<ul style="list-style-type: none"> • Meets professional health requirements (in line with GMC standards in Good Medical Practice) 		A,P,HS
Clinical knowledge and skills	<ul style="list-style-type: none"> • Applicant's knowledge is up to date and is safe to practice • Capacity to apply sound clinical knowledge relevant to the job • Experience in making clinical decisions and managing risk. • Knows when to seek help, able to prioritise clinical need • Ability to perform practical procedures for medical graduates GMC 2015 • Proven ability to work effectively in different clinical settings required in the job 		A,P,C,I,R
Specialty specific skills	<ul style="list-style-type: none"> • Demonstrable experience of the "Top 20" acute medical presentations and their management • 		A,P,C,I,R
Clinical governance and improving quality of patient care	<ul style="list-style-type: none"> • Capacity to be alert to dangers or problems. • Demonstrates awareness of good decision making. • Aware of own limitations. 	<ul style="list-style-type: none"> • Participation in audit. • Familiarity with clinical governance systems 	A,I

Entry criteria	Essential	Desirable	Assess by
Communication skills	<ul style="list-style-type: none"> • Demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation • Capacity to listen and take in others' perspectives • Always considers patients preferences when discussing treatment options • Always considers the full impact of clinical decisions on the patients • Practice shared decision making • Directs and supports patients to access the information they need to support decision making • Excellent communication skills • Demonstrable influencing and team working skills in a multi-professional environment. 	<ul style="list-style-type: none"> • 360 degree feedback • Patient survey feedback and reflections • Ability to provide constructive feedback 	A,I
Personal skills	<ul style="list-style-type: none"> • Demonstrated experience working in a team, values the input of other professionals in the team • Capacity to work co-operatively with others and demonstrate leadership when appropriate. • Demonstrates punctuality, preparation and self-discipline. • Able to adapt and work with the Trust to deliver improved patient care • Promotes equality and diversity 	<ul style="list-style-type: none"> • Capacity to use logical/lateral thinking to solve problems & make decisions • Capacity to organise oneself and prioritise own work 	A,I,R
Probity	<ul style="list-style-type: none"> • Capacity to take responsibility for own actions and demonstrate a non-judgemental approach towards others. • Displays honesty, integrity, awareness of confidentiality and ethical issues 		A,I,R
Commitment to on-going CPD	<ul style="list-style-type: none"> • Demonstrates a willingness to fully engage in appraisal • Self-awareness and ability to accept and learn from feedback 		A,I

Key

A = application form

HS = pre-employment & health screening

I = interview

P = portfolio

C = other documented evidence e.g. certificate, exam

R = references