

# Royal Cornwall Hospital



## Job Description

### Consultant Physician in Acute Medicine



## 1. Job Details

Title:	Consultant Physician in Acute Medicine,
Reports to:	Care Group Manager/Clinical Director /Specialty Lead for Acute Medicine
Accountable to:	The Medical Director.
Reporting Location:	The Acute Medical Unit, Royal Cornwall Hospital and associated sites.
Remuneration:	<b>In accordance with NHS pay scales</b>

## 2. Job Purpose

- Maintaining the highest clinical standards in the management of unselected acute medical emergencies.
- To share with colleagues responsibility for the day-to-day management of the Acute Medical Unit, Same Day Assessment Unit and the medical demands of the Emergency Department at RCHT.
- Teaching and training of junior staff, medical students and specific commitments to the Medical School.
- To actively participate in both departmental and Trust matters concerning Clinical Governance and Audit.
- To have responsibility for ensuring active participation in continuing medical education (CME).

## 3. Dimensions

This post is focused on supporting the Acute Medical Unit, Same Day Assessment Unit, Emergency Department, and UEMS teaching at the Royal Cornwall Hospital, Truro.

The appointee will join a team of Consultants, Associate Specialist and Specialty doctors providing senior management of the acute medical admissions activity for Cornwall.

The new Kernow clinical commissioning group is very keen to look at innovations in unscheduled care in the county and has been encouraging efforts in this direction.



## **The Royal Cornwall Hospitals' NHS Trust**

The Royal Cornwall Hospital is situated in the Cathedral city of Truro in the centre of the Cornish Peninsula. The surrounding countryside is renowned for its spectacular rural and coastal scenery. Cornwall is well known for its surfing beaches, coastal and inland sailing waters, as well as equestrian opportunities.

The strong heritage of Cornwall has been further enhanced with the opening of the Eden Project and the National Maritime Museum. Over recent years there has been an unprecedented growth in high quality restaurants and family orientated leisure facilities. The main road links to the rest of the country have been further enhanced by major improvements to the A30. Local rail links to London include regular daytime and sleeper services, and there are regular daily flights to London from Newquay Airport, as well as to other national and international destinations.

The Royal Cornwall Hospitals' NHS Trust (RCHT) is part of the Cornwall Healthcare Community, working in partnership with other local trusts to deliver high quality healthcare services across the county. The Trust has close links to medical specialist services in the South West Peninsula and beyond. Serving a widespread local population, as well as thousands of visitors to Cornwall each year, poses a number of unique healthcare challenges. The Trust delivers acute medical and surgical services to a population of approximately 400,000, and has a higher proportion of elderly people than the national average. The population in Cornwall increases by more than double during the busy holiday periods. RCHT comprises three main hospitals: The Royal Cornwall Hospital, Truro; West Cornwall Hospital, Penzance, and St. Michael's Hospital in Hayle. Outpatient and other services are also provided at a large number of community-based NHS locations around the county and a number of corporate support services are located away from the main hospital sites.

## **Medical Admissions – Royal Cornwall Hospital (RCH), Truro**

The Royal Cornwall Hospital admits medical patients through an Acute Medical Unit (AMU) and also through the Emergency Department (ED), and via the Same Day Medical Assessment unit (SDMA) when appropriate. Acute and Emergency medicine has undergone a major rebuild in order to support the concept of an emergency floor and increased capacity for ambulatory care. The AMU and ED have been working closely and will continue to do so in future. An average take is 75 patients over a 24 hour period.

The 534-bedded AMU has several distinct functions:

- 08.00 to 20h00 there is a shop floor AMU consultant continually reviewing patients with junior colleagues.
- Patients may remain within the AMU especially when it is expected that they will be discharged within 24 to 48 hours.



- There is 14 bedded OPAL unit
- There is Specialty Ownership on AMU 7/7
- We work closely with our Acute GP colleagues to deliver an integrate Primary and secondary care service

Postgrad and Undergraduate teaching is a large part of our roles and we have now been rated as the best trust in the best region for Postgraduate teaching.

This role will also provide support to the Emergency Department, SDMA and AMU supporting its activities and delivery against the four hour emergency care target.

A team of nurses deliver an acute care at home program. This service allows early discharge of patients as well as preventing admission.

These functions all require senior medical supervision.

#### Daily Requirements (Consultant and Associate Specialist)

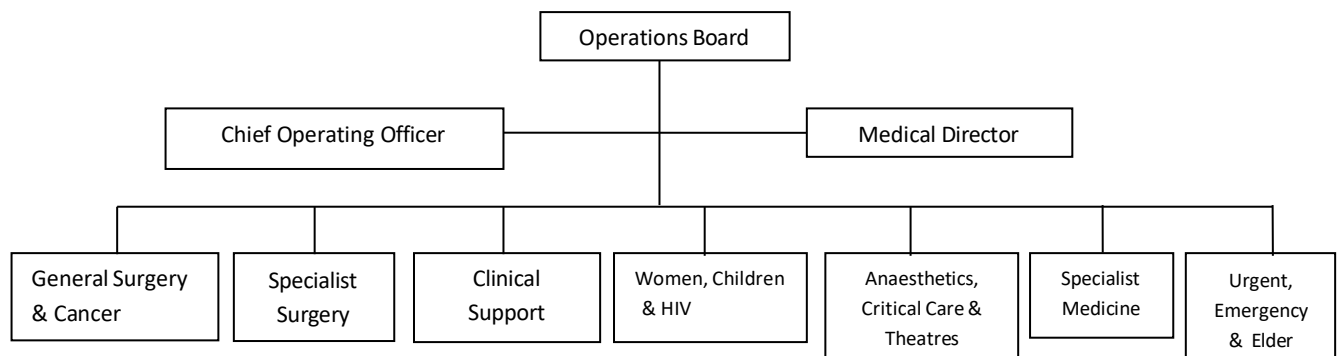
- Morning rounds of overnight admissions and all other patients remaining within the AMU
- Daily shop-floor presence on AMU and SDMA and in ED to give early senior medical opinion.
- Daytime supervision of the junior staff dealing with the medical take.
- Weekend ward round of patients within AMU and shop-floor presence in AMU and ED.
- The dictation of all discharge summaries and review of all late results.

The appointee will be responsible for organising and running the administration of results, discharge summaries, etc, across both wards and for organising post graduate education of the junior staff.

Further information on the Trust can be viewed on the Internet at [www.cornwall.nhs.uk/RCHT](http://www.cornwall.nhs.uk/RCHT) and [www.cornwall.nhs.uk](http://www.cornwall.nhs.uk)



#### 4. Organisation Chart



#### 5. Principal Accountabilities

##### 5.1 General Duties and Responsibilities of the Post

- Provision with Consultant colleagues of a service to the Royal Cornwall Hospitals' NHS Trust, with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department.
- Out-of-hours responsibilities, including participation in the Consultant where applicable.
- Cover for colleagues' annual leave and other authorised absences.
- Any responsibility that relates to a special interest.
- Professional supervision of other junior medical staff.
- Responsibilities for carrying out teaching.
- Participating in medical audit, the Trust's Clinical Governance processes, and in Continuing Professional Development (CPD).
- Involvement in research (where applicable).
- Managerial, including budgetary responsibilities where appropriate.
- Where it is agreed between the parties, work on behalf of the Royal Cornwall Hospitals' NHS Trust such as domiciliary consultations, or services provided by the Trust for other agencies, for example, the prison service. (This excludes work undertaken under direct arrangements between an individual doctor and a third party, e.g. Category Two).
- A willingness to undertake additional professional responsibilities at local, regional or national levels.
- The post-holder must at all times carry out their duties with due regard to the Trust's Equal Opportunities Policy. A responsibility to ensure that all colleagues and patients receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability.
- A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient care.



- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post-holder is required to comply with the appropriate Health and Safety Policies as may be in force.
- A responsibility to decline to undertake duties for which the post-holder has not been trained, or for which the post-holder does not believe they will be able to undertake safely.
- It is the responsibility of the post-holder to ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.
- All staff who have access to, or transfer data, are responsible for that data and must respect confidentiality and comply with the requirements of the Data Protection Act 1998, in line with the Trust's policies. Such information should not be released without the consent of the patient, client, or staff member concerned unless required by a court order.
- The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
- The post-holder will be required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust policy.
- The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment) including declaration of hours worked and breaks taken by undertaking monitoring exercises when required, and reporting any instances where the pattern of working hours may constitute a health and safety risk to the post-holder, patients, public and other Trust employees. The post-holder will not be subjected to any unlawful detriment by reporting any concerns under the Regulations.
- The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.
- The post-holder will be required to participate in the annual appraisal process.
- The post-holder will be required to complete annual updates in mandatory training.
- Travel as necessary between hospitals/clinics will be required but a planned and cost effective approach will be expected.
- Any other duties that may be required from time to time.
- The post-holder must comply with all aspects of confidentiality, professional codes of conduct, the Royal Cornwall Hospitals' Trust's Staff Charter and the NHS Managers' Code of Conduct.

## 5.2 Expectations of the Post-holder

The post-holder can expect:

- An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- An appropriate agreed job plan that may be changed by mutual agreement between the doctor and the Divisional/Specialty Director/Divisional Manager in accordance with the agreed procedure for the review of job plans and any recommendations following appraisal.



- An adequate time allocation for administration, education, audit and teaching commitments, etc, (the precise amount will depend on the requirements of the particular post and the Trust will give due regard to the recommendations of the appropriate Royal College, etc).
- Receive appropriate consultant supervision and mentoring.
- Adequate support and time allocation to allow doctors to fully participate in the Trust's appraisal process and the necessary CPD and study leave requirements which are a natural consequence of appraisal.

### 5.3 Objectives and How They Will Be Met

The post-holder will be required to deliver elective and emergency medical / surgical services within Cornwall, in close collaboration with consultant colleagues and within commissioned performance targets.

### 5.4 Teaching and Training

The post-holder is expected to participate in the teaching and training of junior staff, medical students and other clinical staff groups. The post-holder will also have supervision responsibilities for junior medical staff within the specialty.

### 5.5 Study and Training

The post-holder is expected to participate in professional continuing medical education; study leave is provided for this purpose, and the post-holder will be entitled to apply to the Trust's Study Leave Committee for a contribution to funding of this activity.

### 5.6 Research

Members of the Division are encouraged to pursue approved topics of research. There are funds available within the hospital for approved studies. The use of commercial funds for ethically approved trials is encouraged and projects can be supported by the Trust's Audit Department.

### 5.7 University of Exeter Medical School (UEMS)

The University of Exeter Medical School is the newest College of the University of Exeter and has already developed strong partnerships between the five acute trusts of the Peninsula, the Partnership Trusts and the CCGs. The first medical school in the South West was the Peninsula College of Medicine and Dentistry (PCMD), which first hosted students in Cornwall in 2004

In January 2012, the Universities of Exeter and Plymouth began the process of disaggregation Of PCMD, with the subsequent development of two separate medical schools. RCHT hosts students and research from UEMS, with the first cohort of Year 3 students hosted in the academic year 2015-16. The partnership with a Russell Group university, ranked 8<sup>th</sup> in the 2015 Times Good University Guide, with the ambition to develop world class research, is a truly exciting relationship.



The innovative undergraduate curriculum, combining both the science and the art of medicine, is integrated from the outset, incorporating basic science and clinical teaching in community and secondary care settings, mainly in small groups, using enquiry-based learning. NHS (SIFT) funding supports teaching and learning in the clinical environment. A robust system of Service Level Agreements (SLAs) is in place to ensure that the vast majority of teaching activity is captured in job plans and funded appropriately. All clinicians involved receive staff development appropriate to their involvement, e.g. academic mentoring, direct clinical teaching or assessment.

A substantial building - the Knowledge Spa - accommodates the academic and educational needs of the medical students. There is a substantial library for health professionals, and the public, as well as research space and incubation units for health-related businesses.

The European Centre for Environment and Human Health, part of UEMS, is located within the extension to the Knowledge Spa.

Together with the undergraduate medical programme and postgraduate taught programmes, the Centre makes up the Truro Campus of the University of Exeter. This world leader in environment and health research also has laboratory space at the Penryn Campus of the University.

The Medical School's locality team, supported by administrative and clinical academic staff includes:

Prof. Nicki Saulsbury	Associate Dean for Cornwall / College Academic Director of International Education (HIV /GU Physician)
Dr. Julie Thacker	Hospital Sub-Dean (Associate Specialist) , CFS Service
Dr. Ian Fussell	Community Sub-Dean (GP)
Mrs. Angela Lait	Senior Clinical Skills Tutor
Mrs. Viv Woodard	Programmes Manager

Consideration will be given to a suitable applicant being awarded a senior honorary academic title with UEMS. Subject to academic and/or educational performance, a joint academic / clinical appointment may arise, in line with the UEMS REF and TEF strategy.

The Directorate has a significant teaching commitment to the Medical School. It is anticipated that the post-holders will contribute towards this, the exact nature and timing of which to be agreed with the Speciality Director.

**For further information and discussion relating to UEMS, please contact Prof. Nicki Saulsbury, Associate Dean for Cornwall on 01872 256453 or via email on [n.saulsbury@exeter.ac.uk](mailto:n.saulsbury@exeter.ac.uk)**



## 5.8 Job Plan

A formal job plan will be agreed between the appointee and the Divisional Director, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Chief Executive and will be effective from the commencement date of the appointment.

The job plan for the first three months will be based on the provisional timetable included with this job description.

The Job Plan will then be reviewed annually, following the appraisal meeting. The Job Plan will be a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant's professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfill the job plan and objectives.

**The post is remunerated at 10 PAs per annum which includes 2.5 PAs of SPA time for the first year for new consultants.**

## 5.9 Provisional Timetable Timetables

Timetables vary considerably to cover the above work. As a team, all the Consultants and Associate Specialists have to show a large degree of flexibility to cover the service and individual specialties depending on workload and colleague availability. There is an expectation that timetables support the delivery of care at times of highest need such that patient flow is not compromised. The balance of activity in each job plan will be as follows:

This post will be paid at 10 PAs. 2.5 SPA non-timetabled activity during year one of appointment. After the first-year consultants at RCHT are entitled to 1.5 SPA and an additional 1.0PA SPA is negotiable for specific activities and interests. DCC 8.5 PAs ward work, admin, and PMS teaching.

The balance of activity is agreed between colleagues with rotas set every three to four months.



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### Weekend ward round and shop floor on MAU and ED

1:8, Saturday and Sunday, 08.00 to 17.00

1:9, Saturday and Sunday, 08.00 to 12h00

Job Plan:

Day	PREMIUM TIME 19:00-07:00 & WEEKEND			NORMAL TIME 07:00-19:00 weekday			FREQUENCY			Category of Work	Type of Work	Frequency Adjusted PA
	Start	Finish	Time hh:mm	Start	Finish	Time hh:mm	x wks	in	y wks			
MON			00:00	08:00 AM	12:00 PM	04:00	42	in	42	DCC	Service Week / Day	1.00
TUE			00:00	08:00 AM	12:00 PM	04:00	42	in	42	DCC	Service Week / Day	1.00
TUE			00:00	12:00	16:00	04:00	42	in	42	Alternates PMS teaching and DCC 1:3	PMS teaching/ Service Week Day	1.00
WED			00:00	02:30 PM	03:15 PM	00:45	42	in	42	DCC	Board Rounds	0.19
THUR	07:00 PM	07:45 PM	00:45	12:00 PM	20:00 PM	07:00	42	in	42	DCC	Service Week / Day	2.00
SAT/SUN	08:00 AM	05:00 PM	09:00			00:00	1	in	6	DCC	Ward Rounds	0.43
SAT/SUN	08:00 AM	05:00 PM	09:00			00:00	1	in	6	DCC	Ward Rounds	0.43
											Total	6.36
			06:00							DCC	Admin associated with clinical care	1.50
			10:00							SPA	Core - Inc. CPD/Mandatory Training etc.	2.50
										TOTALS (PA to nearest 0.25)		10.

## 6. Communications and Working Relationships

### Senior Medical Staff – AMU Consultants:

Dr David Friedericksen – Specialty Lead Dr  
Dr Sanjeev Gupta  
Dr Hugh Bakere  
Dr Katie Wallace – SDMA and Governance Lead  
Dr Kathy Woolson  
Dr Nandini Banerjee  
Dr Ollie Lloyd – Infectious Disease Lead  
Dr Saria Shabli  
Dr Bernd Franke

### Other Medical Staff

### Associate Specialists:

Dr. Jurg Ehmann  
Dr John Breslin  
Dr Ahmed Meni  
Dr Manzoor  
Dr Raju  
Dr Quddus  
Dr Quinell





**IT and Secretarial Support**

The appointees will be provided with shared office space and a personal computer. The department has two secretaries shared between consultant and associate specialist staff. One secretary will act as secretary to the appointee.

**Revalidation and CBD**

RCHT supports both revalidation and CBD for all doctors within the Trust. GMC Revalidation requires a recommendation from your designated body (RCHT) that there are no concerns regarding your practice. In order to support this recommendation the trust requires you to provide it with a copy of your full appraisal & Multi-Source Feedback history.

**Mentoring and Coaching service**

RCHT has a mentoring and coaching service in place for all consultants working at the Trust.

**Organisations in the Local Health Community**

We work with the local GP's and an acute GP service, to reduce the number of hospital admissions. There is liaison between the services and we are working towards single point of access as a united front with primary care. The Medical Admissions unit enjoys good relationships with Primary Care, ED and the medical specialties. We have developed a handover process to improve access to specialty opinion.

**Health and Safety and Risk Management**

In carrying out their duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Specialty/Division/Trust's Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

**Hospital Policies**

The Royal Cornwall Hospitals' NHS Trust is a dynamic organisation and therefore changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflects these. In keeping with the Trust's Standards of Business Conduct for Employees and the Equal Opportunities Policy, the post-holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

The post-holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence.



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The Royal Cornwall Hospitals' NHS Trust is a regulated organisation and as such, all post-holders must have their criminal record checked. You will be asked at interview if you have any criminal convictions and a police check on the existence of a criminal record will be made if you are the preferred candidate for appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the terms and conditions of service of the Royal Cornwall Hospitals' NHS Trust.

**Please note:****Rehabilitation of Offenders Act**

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

If this post requires participation in exposure prone procedures, you will be required to undergo blood borne virus screening as appropriate.



# Person Specification

**Post:** Consultant Physician in Medical Admissions.

**Care Group:** Urgent, Emergency and Eldercare

ATTRIBUTES	REQUIREMENTS		METHOD OF ASSESSMENT
	ESSENTIAL	DESIRABLE	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>GMC Registration with a licence to practice</li> <li>GMC Specialist Register or within six months of obtaining CCT (or equivalent) at time of interview.</li> </ul>		Pre-employment checking procedure.
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working in an Acute Medical Admissions Unit.</li> <li>Teaching (Medical students, peers, MDT).</li> <li>Experienced in Clinical Audit and Clinical Governance and the benefits of how this improves the quality of care provided to patients and ensuring this is embedded in clinical practice.</li> </ul>	Experience supporting Emergency Department.	CV and interview.
<b>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</b>	<ul style="list-style-type: none"> <li>Strong clinical and personal credibility.</li> <li>Excellent communication and interpersonal skills; adapts style depending on audience.</li> </ul>		CV, interview and references.



	<ul style="list-style-type: none"> <li>• Excellent IT skills.</li> <li>• Conceptual and analytical skills.</li> <li>• Speak fluent English.</li> </ul>		
<b>DISPOSITION/ ADJUSTMENT/ ATTITUDE</b>	<ul style="list-style-type: none"> <li>• Flexible in approach and able to adapt quickly to changing priorities. which will include shift working.</li> <li>• Able to operate as a change agent and ability to work collaboratively with peers, MDT.</li> <li>• Attention to detail in all professional tasks.</li> </ul>		CV, interview and references.
<b>ADDITIONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• A Disclosure and Barring Service check satisfactory to the organisation.</li> <li>• Current and valid visa to allow work in the UK.</li> <li>• OH clearance</li> <li>• Receipt of three satisfactory references.</li> <li>• To live no more than 30 minutes travel from hospital if an on-call rota is category A.</li> </ul>		Pre-employment checks.

Prepared by:  
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