

JOB DESCRIPTION FOR THE POST OF SPECIALTY DOCTOR IN BURNHAM COMMUNITY HOSPITAL

JOB DETAILS:

Job Title:	Specialist Grade / GP with Special Interest – Community Hospital
Band:	Specialist Grade / GPWSI
Directorate:	Neighborhoods and Primary Care
Location:	Burnham Community Hospital (occasional cover to other sites)
Accountable to:	Associate Medical Director (Via Clinical Director)
Responsible for:	Inpatient medical assessment, rehabilitation, and community hand over
Responsible to:	Associate Medical Director (Via Clinical Director)

Job Summary:

The post of Specialist Grade Doctor at Burnham Community Hospital will be fixed term for two years, is full time, with no out of hours working. The successful candidate will be expected to attend on all five days, Monday to Friday but there can be flexibility in start and finish times. The successful candidate will provide medical cover for the inpatient bed base at the hospital (currently 16 patients though can accommodate up to 20 patients during winter escalation). They will also be working alongside and offering support to a Trainee Advanced Clinical Practitioner.

S/he will also work as part of a triumvirate offering support to the neighboring Bridgwater Community Hospital covering occasional sickness/annual leave episodes for their ward doctor or advanced clinical practitioner and on rare occasions may be asked to provide remote support/cover for other community hospital sites within the Trust.

Patients at Burnham Hospital may be undergoing rehabilitation, undergoing complex discharge planning and some may be receiving care at the end of their lives.

There is no on call or weekend commitment within this role.

Clinical support from a Care of the Older Person Consultant is available on request via the consultant connect service. All patients will need a detailed Treatment Escalation Plan that carefully reflects their individual wishes alongside their clinical situation. The post holder will work with patients and those important to them to ensure the TEP is completed, practicing patient centred care in an environment which is supportive and allows facilitated independence in decision making and the art of medicine.

TRUST DETAILS:

See Appendix 1.

RESOURCES

- Own workspace within a shared clinical office
- Mentoring, coaching and development support available
- CPD defined budget with study leave (10 days per annum)
- Laptop and trust mobile phone

COMMUNITY HOSPITALS

MDT Composition: The community hospitals in Somerset help people with rehabilitation and care as they move either back home or to set up a new home in a new setting such as nursing or residential care. The MDT on wards includes a vibrant mix of allied health professionals, nursing, administration, social care. All are keen to support each other and the people they care for with a focus on suitable, safe and sustainable discharge planning from the point of admission.

RELATIONSHIPS WITH ACUTE HOSPITAL AND COMMUNITY SERVICES

There are 2 main acute hospitals in Somerset providing care for physical health; Musgrove Park Hospital, Taunton (part of Somerset Foundation Trust) and Yeovil District Hospital (soon to merge with SFT). The Weston General hospital also has a footprint into the area with referrals to the community hospitals regularly. Admissions are planned and agreed during working hours. You will assist clerking and ensure safe care within a proactive parallel plan for discharge and rehabilitation.

As people are ready for discharge you will use existing technology to create a clear discharge summary and share information on medication and medical needs as part of a community MDT hand over. A Frailty community nurse is available in the area who can enhance such discharge arrangements and ensure people go home safely and sustainably.

KEY RESPONSIBILITIES:

The post-holder's role and responsibilities:

CLINICAL

- Provide assessments and give advice on the medical (acute and chronic) treatment of people.
- Liaise with other members of the multidisciplinary team to complete comprehensive geriatric assessments in patients as appropriate.
- Support the MDT by interpreting observations, blood results and other investigations.
- Liaise with a wide range of professions, disciplines, medical specialties, and primary care to ensure seamless admission, transfer and discharge of patients through various parts of their care pathway.
- Support (supervise as appropriate) the advance clinical practice roles
- Participate in annual appraisal and job plan reviews.

MANAGEMENT

- Contribute to the development of community practice in line with the best practice and nationally accredited standards.
- Collaborative work with other services and agencies including the Local Authority (social care), Safeguarding and the voluntary sector.
- Understand and participate in the maintenance, monitoring and evaluation of service specific performance indicators and targets.
- Provide cross-cover for planned leave with the Bridgwater team.
- Comply with all Trust policies.
- Work within the financial and other constraints decided upon by the Trust; additional resources will not be committed without the authorisation of the appropriate manager/budget holder.

Special interests can be developed through discussion and agreement in job plan review meetings.

JOB PLAN: The Service is based within the Neighbourhoods and Primary Care Directorate. The Associate Medical Director is Dr Charlie Davis who can agree a specific plan once in post. The post-holder is expected to fulfil the duties of the weekly timetable. The following is a sample timetable with detail to be negotiated during job planning with Charlie and the local Matron, Peter Harvey.

Day	Activity a.m.	Activity p.m.
Monday	Ward round as required	Review of patients as guided by nursing staff, complete outstanding tasks. Clerk in any new patients
Tuesday	Review of patients as guided by nursing staff, complete outstanding tasks. Clerk in any new patients	Review of patients as guided by nursing staff, complete outstanding tasks. Clerk in any new patients.
Wednesday	Attend Discharge planning meeting 10:30hrs – 11:30hrs	Review of patients as guided by nursing staff, complete outstanding tasks. Clerk in any new patients
Thursday	Review of patients as guided by nursing staff, complete outstanding tasks. Clerk in any new patients	Review of patients as guided by nursing staff, complete outstanding tasks. Clerk in any new patients
Friday	Review of patients as guided by nursing staff, complete outstanding tasks. Clerk in any new patients	Clerk in any new patients, Assess and implement weekend plans across the ward

From time to time, additional opportunities in management, teaching and other roles are disseminated. These roles often attract additional PA's, and the post holder would be encouraged to apply. If successful, additional activities would either attract additional

renumeration or would be incorporated into the post holders job plan by mutual agreement. In the unlikely event of a disagreement, there is a process in place to escalate this to the Medical Director.

External activities can also be included by mutual negotiation.

STUDY, TRAINING AND EDUCATION:

The Trust is supportive of Continuing Professional Development and will expect the post-holder to take part in CPD relevant to their specialty, to maintain good standing for CPD.

The Trust is setting up a community hospital peer group for clinical teams and specialty doctors in line with good CPD practice. Peer groups approve CPD plans together and also provide an opportunity for Case-Based Discussions and peer clinical supervision.

There is no core/trainee attached to this service currently.

Study leave entitlement, subject to the approval of the supervising clinical lead, is up to 10 days per year or 30 days in any three-year period. Study leave will be granted to meet identified learning objectives agreed through the peer group.

The post holder will also be supported by the SAS tutor. The trust is also committed to support SAS doctors wishes to pursue CESR and has some doctors in the trust who have pursued this route.

There are medical libraries at the Wellsprings Hospital site and at Musgrove Park Hospital in Taunton, with extensive journals, information technology and dedicated library staff.

APPRAISAL / REVALIDATION ARRANGEMENTS:

The Trust has appointed a group of trained medical appraisers (who are all consultant and specialty doctor medical staff working within the Trust) that undertake annual appraisal reviews with all doctors. This is separate from line management arrangements. The process is supported by an electronic appraisal system provided by Allocate Software, which includes functionality for 360 multisource feed-back.

Dr Matthew Hayman is the Responsible Officer for revalidation in Somerset Partnership NHS Foundation Trust.

JOB PLANNING ARRANGEMENTS:

This job description will form a composite part of a job plan/timetable, which will be subject to periodic review jointly between the post-holder and Clinical Director. Job plans are routinely, bilaterally reviewed on an annual basis and at times of proposed change.

CLINICAL GOVERNANCE AND AUDIT:

The post-holder will be expected to comply with the Trust Clinical Governance requirements and participate in related initiatives where appropriate. This will include participation in clinical audit and review of outcomes working towards achievement of National and local performance management targets, complying with risk management policies and participating in the appraisal process for medical staff. Audit of one's own practice is a requirement for medical appraisal and the post-holder will be supported in achieving this.

Medical audit meetings are held quarterly. There are also a range of Best Practice Groups that promote evidence-based practice. These report to their Divisional Governance meetings.

STAFF WELLBEING

Somerset Foundation Trust takes the wellbeing of its staff seriously. There are a range of measures in place to actively support wellbeing and resilience including:

- Occupational Health provided by Optima, physically located in Taunton and offering self-referral and manager referral options.
- The Employee Assistance Programme
- Somerset Emotional Support Colleague Helpline
- Dedicated Wellbeing Team
- Senior Doctor Wellbeing Support
- Coaching and Mentoring provision
- Access to the Recovery College (a wide variety of patient and staff self-management courses including resilience and mindfulness, currently offering a significant virtual/remote element)

Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential	Desirable
<p><u>BEHAVIOURS ALIGNED WITH TRUST VALUES</u></p> <ul style="list-style-type: none"> • Outstanding care • Listening and leading • Working together 	<p>E E E</p>	<p>Interview & Application form</p>
<p><u>QUALIFICATIONS & TRAINING</u> <u>Evidence of Qualifications required</u></p>	<p>MB BS or equivalent medical qualification</p>	<p>MRCP passed or progress discussed</p> <p>Accredited for the training of junior doctors</p>
<p><u>KNOWLEDGE/ EXPERIENCE</u></p>	<p>Experience of working in older persons care</p> <p>Ability to offer good clinical care of patients</p>	<p>3 years supervised training in an appropriate ST1-3 or equivalent training/experience programme</p>
<p><u>SKILLS & ABILITIES</u></p>	<p>Compassionate - good interpersonal skills with the</p>	<p>Experience of teaching basic</p>

	<p>ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic</p> <p>Listens to others' views respecting and valuing individual patient needs</p> <p>Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members</p> <p>Good organisational skills, ability to manage own time and plan timed activities for staff and patients</p> <p>Ability to recognise and manage challenging situations in a calm and professional manner</p> <p>Able to take instruction and direction and work effectively as part of a team</p> <p>Ability to record and retrieve information on charts/paper and electronic patient records</p> <p>High standards of written communication skills with the ability to use email and internet</p> <p>Ability to advise on efficient and smooth running of a department</p> <p>Ability to organize, manage and lead</p> <p>Experience of audit management</p> <p>Ability and willingness to work within the Trust and NHS performance framework and targets</p>	<p>clinical skills to undergraduates</p> <p>Publications in peer-reviewed journals</p>
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<p>PERSONAL QUALITIES</p>	<p>Commitment to continuing medical education and the requirements of Clinical Governance and Audit</p> <p>Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect</p> <p>Intuitive and caring nature</p> <p>Able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion</p> <p>Flexible and adaptable to meet the needs of the patients</p> <p>Ability to inspire hope, support recovery and make a difference</p> <p>Act in ways that support equality and diversity</p>	
<p>OTHER</p> <ul style="list-style-type: none"> Willingness to use technology to improve standards of care and support to our patients 	<p>E</p> <p>Must be a car driver with a valid driving licence or have access to transport with appropriate business insurance in order to travel throughout the Trust, to meet the needs of the service.</p>	
<p>SUPPORTING BEHAVIOURS</p> <p>To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values/standards and reflect these as their behaviours:</p> <p><u>Outstanding Care:</u></p> <ul style="list-style-type: none"> We treat everyone with dignity, kindness and respect. We involve patients, relatives, carers and colleagues in decision-making. 		

- I ensure that my actions contribute to outstanding care regardless of my role.
- I admit mistakes, apologise and learn from them.
- I champion the health, safety and wellbeing of patients, relatives, carers and colleagues.
- I speak up when others cannot.

Listening and Leading:

- I lead with empathy, taking responsibility for how my emotions and actions affect others.
- I inspire others to embrace change, encouraging them to see their part in the bigger picture.
- I strive to be the best I can be.
- I value the opinions and contributions of colleagues, patients and others.
- I encourage innovation and am open to new ideas.
- I listen with interest and take action if I am able.

Working Together:

- I collaborate with others to achieve shared goals.
- I communicate clearly and appropriately.
- We work together to overcome challenges.
- I ask for help and always assist those in need.
- I thank colleagues for their contributions and celebrate shared successes.
- I use resources effectively, treating every £ as if it were my own.

EXPECTATIONS OF THE POST-HOLDER

CHANGES TO THE JOB

This post may be subject to changes/review as the needs of the service/department /unit change. Any changes will be made following consultation with the individual before the changes are made.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of this post. Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by the Somerset NHS Foundation Trust, which might include dismissal. Data Protection applies even after staff have left their employment with the Trust. It is the responsibility of each member of staff to be aware of and to comply with, the Confidentiality and Data Protection Policy, which highlights your responsibilities in respect of service user (patient) confidentiality. Staff who are governed by a professional Code of Conduct are expected to uphold their professional body's provisions relating to confidentiality.

INFORMATION GOVERNANCE

All staff must keep up to date with Trust requirements and changes in this area. Your attention is drawn specifically to: *Information Technology*: correct, professional and safe use of computers and digital data storage solutions. *Data Protection*: Confidentiality of service user and staff information either verbally or in writing and including IT solutions, e.g. secure e-mails, paper records and other media. *Freedom of Information*: All NHS staff may receive

an FOI request and must be aware of who to contact. Senior Managers will be responsible for ensuring information governance is complied with by staff they are responsible for. Each Head of Service or Senior Manager will report any performance issues in relation to information governance to the Director they are accountable to.

Employees are individually responsible for the quality of data, which they input to Trust systems and documents.

FREEDOM OF INFORMATION

Staff must also be aware of the Freedom of Information Policy because they may be asked for confidential personal and/or corporate information under the Freedom of Information Act, which can only be disclosed if approved. Failure to adhere to this policy may result in dismissal.

HEALTH AND SAFETY

All staff have a responsibility and duty of care to operate safe working practices to prevent injury to themselves and others affected by their acts or omissions whilst undertaking duties and activities for the Trust. Individuals may find themselves liable to action if they fail to report health and safety/risk issues. All staff are required to make themselves aware of and comply with the Health and Safety policy.

Smoking is prohibited on all Trust sites.

FITNESS TO PRACTISE & TO UNDERTAKE JOB ROLE

The Trust has an obligation to ensure that employees do not start work without careful examination of their fitness to undertake the post for which they applied.

Employees should also be honest and trustworthy, always acting with integrity. In order to demonstrate that they are fit to practise, employees should: -

- act quickly to protect the safety of patients if you have reason to believe that you or a colleague may not be fit to undertake the duties within their job role.
- take effective action if they have concerns about the honesty of others.
- be honest and trustworthy when writing reports, completing and signing forms and using the RiO electronic patient record system.
- be honest and trustworthy in any financial dealings, especially if you are managing finances, and make sure that any funds are used for the purpose they were intended for.
- co-operate with any formal inquiry by your professional body or the Trust into your health, behaviour or performance, or that of anybody else.
- comply with the regulations of your professional body and all Trust policies and procedures.
- All members of staff are required to undertake the level of mandatory training and personal safety training appropriate to their role and work area, and to keep this training up to date.

APPRAISAL

Employees are entitled to an annual appraisal identifying learning needs and reflecting on performance. Each employee should agree a personal development plan and ensure that they access mandatory training on an annual basis.

This job description is designed to identify principal responsibilities only. The post-holder is required to be flexible in developing the role in accordance with changes in the Trust's organisational objectives and priorities.

INFECTION CONTROL

The Trust regards infection control as an essential requirement in the provision of a safe service to all its patients. All members of staff will be expected to follow the Trust policies in relation to infection control and staff have a duty to make themselves aware of the policies and how they affect them. Decontamination of hands is regarded as an integral part of the provision of the service and in particular staff in clinical areas who are in patient contact must decontaminate their hands following all examinations or treatment and before dealing with another patient. Similarly, ensuring the cleanliness of equipment is the responsibility of all staff, with staff in clinical areas expected to decontaminate equipment in line with Trust policy. Staff who are observed not complying with any infection control policy should be expected to be challenged and action may be taken in line with the Trust's Disciplinary, Capability and Grievance policies.

EMERGENCY STAFFING

The trust reserves the right to move staff between units within a (25-mile radius) to cover emergency staffing situations or to facilitate improved quality of care or skill mix for the benefit of its patients. The trust does not deem a short-term change of base, for example to cover a shift, as a material change in contract or terms of employment and the banding of the post will not change.

If a longer-term change is required, this arrangement will be made by mutual agreement.

SAFEGUARDING

It is a requirement that all staff undertake both the mandatory Level 1 Children and Adults Safeguarding training. These are combined for all staff and form part of the Trust's induction programme. The Trust has clearly defined structures for Safeguarding Adults and Children; these are underpinned with policies, procedures and additional training where appropriate depending on individual roles. Each team has a Lead for Safeguarding who will receive additional role specific guidance and training from the Safeguarding Lead and Named Nurse. The Trust's Safeguarding intranet pages provide all staff with up-to-date policies, procedures and guidance that must be adhered to as well as other useful information and contact details for the Safeguarding Team.

SAFEGUARDING ADULTS AT RISK

All staff must have an understanding of their roles and responsibilities in relation to Safeguarding Adults at Risk. Staff must be familiar with the specific policies and associated procedures and understand the responsibility relevant to their position within the organisation.

Staff must be familiar with and understand the correct safeguarding reporting process.

SUSTAINABILITY/CARBON FOOTPRINT

The Trust, as one of the largest public organisations in the county, is committed to promoting sustainable development and reducing the harmful effects of its activities on the environment. Staff are expected to promote and embrace the principles of sustainable development in their daily duties; specifically, to ensure that they use energy and other natural resources as efficiently as possible to minimise their carbon footprint.

We are committed to being an Equal Opportunities Employer and operate a Job Share Policy.

We welcome applications from people who have personal experience of mental health difficulties.

This document is available in other formats, including easy read summary versions and other languages upon request. Should you require this please contact the Information and Records Officer on 01278 43200

Appendix 1

BACKGROUND INFORMATION AND DESCRIPTION OF HEALTH SERVICES

GENERAL DESCRIPTION OF THE AREA

Somerset is a largely rural county of 3452 km² with a GP registered population of approximately 525,000. Whilst tourism and agriculture are important, the county has a number of industrial concerns and Army and Naval bases.

It is a picturesque county with a long northern coastline from Burnham in the East to near Lynmouth in the West, and inland has a wide range of attractive scenery with the Mendip and Quantock Hills and the grandeur of Exmoor contrasting with the flat wetlands and peat areas of the Somerset levels.

The county town is Taunton, a popular 'up and coming' conurbation, which has an estimated population of 88,000 and is primarily an administrative centre and market town. The other main towns are Bridgwater in the Northwest and Yeovil in the East of the county. Bristol is within easy reach by road and there is a fast train service to London from Castle Cary and Taunton.

Somerset has ready access to the M5 and easy access to the A303 / M3 route to London.

The Trust runs seven minor injury units and dental access centres in Somerset, the Isle of Wight and in Dorset. More than 400,000 patient contacts are made each year. People are seen in Trust community team bases, GP surgeries and local clinics, in a range of non-NHS community settings and at home

The Trust has specialist old age psychiatry services for the over 65's, both for functional and organic illness. There are acute assessment units for older people in Taunton, and a wide range of day and community services across the Trust, including specialist memory clinics.

MUSGROVE PARK HOSPITAL

725 beds – providing general surgery, general medicine, orthopaedic surgery, ophthalmology, younger chronic disabled, ENT, oral surgery, gynaecology, obstetrics, pathology, paediatrics, intensive therapy unit, major accident centre, post-graduate centre, cardiology, rheumatology, endocrinology, neurology and neurophysiology and diagnostic imaging with appropriate access to CT and MRI scanning.

YEOVIL DISTRICT HOSPITAL FOUNDATION TRUST (YDH)

334 beds – opened in 1973 and provides general surgery and general medicine, orthopaedic surgery, gynaecology, obstetrics, geriatrics, pathology, paediatrics, intensive therapy, major accident centre, post-graduate centre, rheumatology, EEG and access to CT and MRI scanning. There are also visiting consultants in a number of other specialities.

OTHER KEY STAFF

Chair

Colin Drummond

Chief Executive

Peter Lewis

Chief Operating Officer

Andrew Heron

Chief Medical Officer

Dr Charles Davis

Responsible Officer and Deputy CMO

Dr Matthew Hayman

Medical Director of Mental Health

Dr Lucy Knight

Associate Medical Director

Dr Fatin Hussein

Director of Finance

Pippa Moger

Chief Nurse

Hayley Peters

Director of Governance and Corporate Development

Phil Brice

Director of People and Organisational Development

Isobel Clements