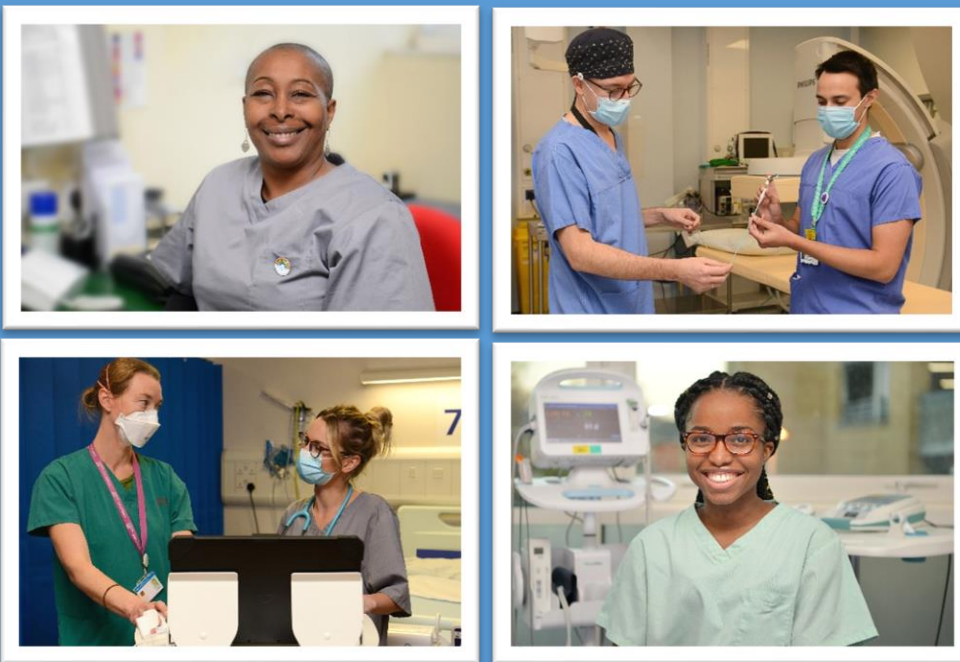


Job Information Pack

For GPSI in Neurology (Parkinson's)



Working Together to Provide Outstanding Care for Our Community

Recruitment Advisor:

Name
Telephone
Email

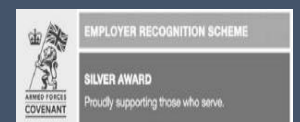
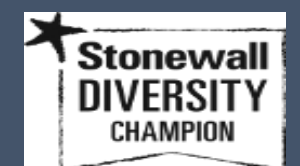
Speciality Lead:

Name: Dr Andrew Weir – Consultant Neurologist
Email: Andrew.weir@royalberkshire.nhs.uk

Informal Discussions Contacts:

Name: Dr Marko Bogdanovic – Consultant Neurologist (Neurology Lead for Parkinson's)
Email: marko.bogdanovic@royalberkshire.nhs.uk

Name: Carrie James – Nurse Consultant (Parkinson's CNS)
E-mail: carrie.james@royalberkshire.nhs.uk



Job Information Pack: Contents

Thank you for considering the Royal Berkshire NHS Foundation Trust (RBFT) as your next place of work. We look forward to welcoming you during the recruitment process and hopefully into our friendly and enthusiastic organisation.

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Section 1: Departmental Information

Departmental Welcome

This is an exciting opportunity for a local GP with a special interest (GPSI) in Parkinson's disease to join our integrated and dynamic neurological long-term conditions team.

About The Department

We are recognised as an innovative department with 5 neurology consultants, 2 consultants in neurological rehabilitation and a nurse consultant specializing in Parkinson's disease who leads a large team of clinical nurse specialists (CNSs) for neurological long-term conditions. We have close links (through shared consultant appointments) with the neuroscience centre at the John Radcliffe hospital in Oxford where advanced therapies such as deep brain stimulation for Parkinson's are available.

Currently we have a GPSI in headache in the team and following the success of this appointment, we look forward to introducing a new role to support the care of people with Parkinson's.

The successful candidate will work as an integrated member of the team to deliver 1-2 specialist clinics a week and to support the Parkinson's CNSs. Administrative time will be allocated to cover each clinic worked as part of the job plan. Specialist training will be offered in-house under the supervision of the consultant neurologists and participation in external training will be encouraged.

We run a number of relevant specialist clinics at the Royal Berkshire hospital and the local community hospitals (for example, the multi-disciplinary elderly care Parkinson's clinic, and Parkinson's Plus clinics). There will be opportunities to attend these other clinics as part of initial training and continuing professional development (CPD).

Speciality Management and Team

Role (where applicable)	Name
Care Group Director Networked Care (& Gastroenterologist)	Dr Alex Evans
Clinical Director Networked Care and lead for Parkinson's in elderly care	Dr Apurba Chatterjee
Clinical Lead Neurology	Dr Andrew Weir
Lead for Parkinson's in Neurology	Dr Marko Bogdanovic
Nurse consultant, lead CNS	Carrie James
Directorate Manager Networked Care	Kevin Clark
Matron, Specialist Medicine	Lisa Moyles
AHP lead, Specialist Medicine	Alice Lockhart
Lead Nurse, Specialist Medicine	Tanya Demonne
Service Manager, Specialist Medicine	Jill Bridges and Bethany Riding

Section 2: Job Summary

This is a new 2 PA post for a local GP with an interest in Neurology (Parkinson's) at the Royal Berkshire NHS Foundation Trust.

Job Title:	GPSI in Neurology (Parkinson's)
Clinical Speciality / Sub-Speciality:	Neurology
Care Group/Clinical Directorate:	Networked Care
Reports To:	Clinical Lead for Neurology
Accountable To:	Chief Medical Officer (CMO)
Nominal Base:	RBH
Hours:	Part Time: 2 Programme Activities (PA)*
Contract Type:	12 month Fixed-Term

Salary:	£62,268 - £93,965
New or Replacement Post:	New
On-Call Rota Requirements:	NONE
Pension:	NHS Contributory Scheme

*1 PA = 4 hours

Section 3: Role Description

Job Summary

The post holder will share clinical responsibilities for the care of Parkinson's patients under the RBH with the present consultants and Parkinson's CNSs. **Full training will be offered in post and prior specialist experience is not required.** Secretarial and administrative support will be provided.

Main Duties & Responsibilities

Clinical Responsibilities:

1. To help deliver, as part of our team, high-quality responsive care for people with Parkinson's in the West Berkshire / South Oxfordshire area.
2. To ensure excellent communication with colleagues in primary care leading to an effective and collaborative approach to long term condition management.

Management Responsibilities:

1. To help develop the service to respond to innovations and challenges in Parkinson's care.
2. Participation in two-monthly departmental clinical governance meetings.

Section 4: Person Specification

Criteria	Essential (E) Desirable (D)		Assessment Method			
	E	D	A	I	S	R
Education and Qualifications						
Full registration with the GMC/eligible for registration	✓		✓			
Membership of the Royal College of General Practitioners of the United Kingdom or equivalent	✓		✓			
Clinical Experience, Knowledge & Skills						
Experience of patient care within general practice	✓		✓	✓		✓
Previous experience in care of people with Parkinson's		✓	✓	✓		✓
Audit Management & IT						
Ability to work within clinical governance guidelines	✓		✓	✓		✓
Experience of undertaking clinical audits and presenting data	✓		✓	✓		✓
Good IT skills, experience of using EPR systems/patient databases	✓		✓	✓		✓
Research, Teaching Skill & Experience						
Experience of providing teaching and supervision to trainees and/or ancillary healthcare professionals	✓		✓	✓		✓
Patient Experience						
Contributes to improving patients experience	✓		✓	✓		✓
See patients as individuals and involve them in decisions about their care	✓		✓	✓		✓
Ability to work in partnership to deliver a patient centred service	✓		✓	✓		✓
Demonstrate an understanding and willingness to embrace user involvement	✓		✓	✓		✓
Personal Qualities						
Able to abide by the Trust CARE Values; Compassionate, Aspirational, Respectful and Excellence	✓		✓	✓	✓	✓
Ability to communicate with clarity and intelligence in both written and spoken English	✓			✓		✓
Willingness to take responsibility, and exert appropriate authority	✓			✓		✓
Excellent interpersonal skills	✓			✓		✓
Work collaboratively with multi-disciplinary team, understanding each member's unique role	✓			✓		✓

Assessment Criteria Key: A= Application, I= Interview, S= Simulation, R= References

Section 5: Job Plan Information

This is a part time post with a minimum of 2 PAs. Time will be allocated within the job plan for completion of clinical administration tasks. A final job plan will be agreed upon appointment, ensuring both individual and Trust / departmental objectives align. Job planning commences annually with the Clinical Lead and Directorate Manager, in September, to compliment the departmental business planning process and concludes in December, following sign-off by the CMO.

Sample Job Plan

Day	a.m.	p.m.
One Weekday	Parkinson’s f2f follow-up clinic (RBH / community hospital in rotation)	Urgent remote follow-ups Liaison with PD nurse specialists Clinical admin
Wednesday week 1 monthly meeting	09.00 – 10.00 Remote PD/PD+ team meeting Ad-hoc participation in urgent patient reviews with lead consultant neurologist and CNSs	

Direct Clinical Care (DCC)	2
On-call	n/a
Other Activities (ANR / ED)	n/a
Total weekly programmed activities	2

Section 6: Term & Conditions of Employment

The Appointee

The appointee will have an overriding duty of care to patients and are expected to comply fully with best practice standards. The appointee will have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

The appointee will be expected to adhere to local policies and procedures and to take note of the standing orders and financial instructions of the Trust. In particular, where the Consultant manages employees of the Trust, they will be expected to observe and apply the Human Resources policies and procedures of the Trust.

Continuing Professional Development

The appointee will be expected to participate in personal appraisals annually and will also be expected to actively take part in a CPD program.

The responsible officer for the post is currently the Medical Director and there is a revalidation officer to provide administrative support and advice for medical staff maintaining their credentials for revalidation.

Clinical Governance

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. This will include participating 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 consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes as required within GMC Good Medical Practice (GMP) and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the Data Protection Act.

Conflict of Interest

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

Health and Safety at Work Act

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Provide leadership on Health & Safety risk issues across the organisation.
2. Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work.
3. Participate in mandatory training updates.
4. Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager.

Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

1. Provide clinical leadership which instils a culture of zero tolerance on HCAI (healthcare associated infection) across the organisation.
2. Following consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique.
3. Being aware of and follow all Trust infection control guidelines and procedures relevant to their work.
4. Participating in annual mandatory training updates.
5. Challenging colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager.
6. Review compliance with national policy to ensure high reliability in reducing HCAI's and ensure results are used to inform action e.g. audit of antibiotic use to amend prescribing practice.

Safeguarding Children and Adults

The Royal Berkshire NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:-

1. Attending mandatory training on Safeguarding Children and Adults.
2. Being familiar with the individual and Trust requirements under relevant legislation.

3. Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
4. Reporting any concerns to the appropriate manager or authority.

Service Commitment

The Royal Berkshire NHS Foundation Trust expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times and to adhere to our Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.

Teaching, Research & Audit

The Trust has an excellent reputation for education, as measured by its PMETB report and regular responses from trainees and medical students. It has a recently upgraded medical library and an active clinical librarian service, a clinical skills unit and a state-of-the-art simulation centre opened in 2009. The department has an active and well-received educational programme.