

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DETAILS

JOB TITLE: Clinical Fellow in CESS (Children's Epilepsy Surgery Service) & Complex Epilepsies
BAND: Non Training Post equivalent to ST3+ level
LOCATION: Birmingham Children's Hospital, Steelhouse Lane, Birmingham, B4 6NH
DEPARTMENT: Paediatric Neurology
HOURS OF WORK: 40 hours per week
ON CALL/OUT OF HOURS: NO
RESPONSIBLE TO: Consultant
DIRECTORATE: Paediatric Surgery

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

Our vision:

To be a world-leading team providing world-leading care.

Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

Our values:

- Ambitious
- Brave
- Compassionate

JOB PURPOSE

This is a full time post intended to support the current clinical work within the CESS program.

JOB INFORMATION

The postholder will be working in the CESS program within the Neurology which sits within Surgery Division, based at Birmingham Children's Hospital on Steele House Lane. The CESS Specialist Team is made up of Neurologists, Neurosurgeons, Radiologists, Neurophysiologists, Neuropsychiatrists, Physiotherapists, Speech and Language Therapist, Occupational Therapists and Nurses. The team works together to help investigate complex epilepsies to support patients and families in order to find the best possible treatment options available including epilepsy surgery, ketogenic diet (KD) and VNS along with the pharmacotherapy.

CORE KEY RESPONSIBILITIES

PROFESSIONAL

The postholder will support the current Clinical work within the CESS program and will be involved in all aspects of the running and delivering CESS and Complex Epilepsy Service and in particular, will be expected to contribute to up to three weekly Outpatient Clinics, mainly in the areas of CESS, KD and TS. There will be time available to maintain CPD and opportunities to develop an area of particular interest. There will be an opportunity and an expectation to cross-cover the Paediatric Neurology Service in an uncommon event of shortage of Postgraduate Doctors in training. The latter should not be a regular occurrence.

There are ample research and educational opportunities embedded within the post. Further training in SEEG and special aspects of advanced CESS could be arranged formally.

What Professional duties will this person undertake and at what level?

Will the person practice autonomously?

Is professional practice supervised? To what level?

What financial responsibility will this person have (e.g. stock control, budget holder, equipment responsibility?)

What research and development responsibilities (e.g. surveys/audits, clinical trials, research programmes? To what level?

What responsibility will the person have for policy and service development? To what level?

CLINICAL:

What Clinical duties will this person undertake and at what level?

Will the person practice autonomously?

Is clinical practice supervised? To what level?

PEOPLE MANAGEMENT

Not applicable.

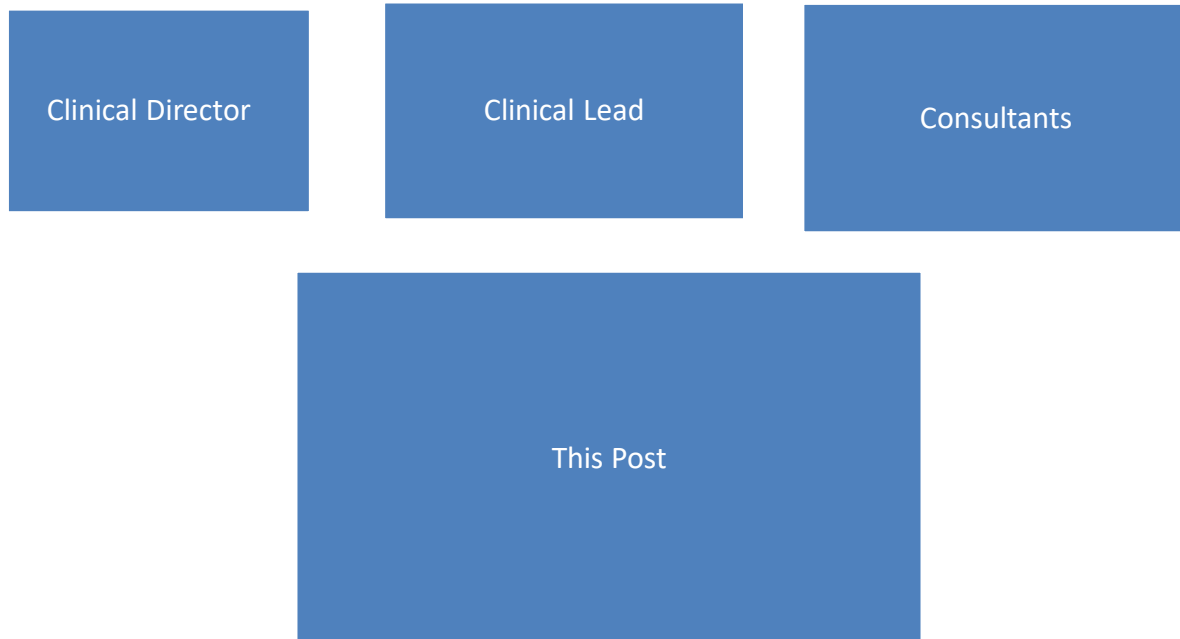
JOB PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 09:00 – 13:00	CESS Ward Round and MDT preparation	08:45 – 09:30 – teaching 09:30 – 12:30 – Grandround for Paediatric Neurology	09:00 – 10:00 – Radiology meeting 10:00 – 13:00 – National MDT/TS Clinic, CBD Clinic	Ketogenic Clinic (OPD)	CESS OPD
Afternoon 13:00 – 17:00	CESS MDT	Admin	CESS Ward Round, Admin	OPD	Admin, CESS preparation

SPECIFIC KEY RESPONSIBILITIES

Day-to-day running of CESS service and delivering patient-care at the highest level possible. The clinical fellow would act as a conduit between various specialties within CESS to enable better communication which leads to better patient care. You would be expected to be running autonomous ward rounds with complex epilepsies patients and supervised (and some autonomous) outpatient clinics.

ORGANISATIONAL CHART



Do not add names and bands.

COMMUNICATION AND WORKING RELATIONSHIPS

The fellow would be expected to be fluent in written and spoken English.

ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

PLANNING AND ORGANISATIONAL SKILLS

The fellow would be expected to have excellent planning and organisational skills to coordinate patient care at a high standard.

TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

PERSON SPECIFICATION

JOB TITLE: Clinical Fellow in CESS (Children's Epilepsy Surgery Service) & Complex Epilepsies

BAND: Non training post equivalent to ST7+ level

LOCATION: Neurology Specialty, Birmingham Children's Hospital, Steelehouse Lane, B4 6NH

QUALIFICATIONS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Eligible for GMC registration	Essential	CV, GMC check, Specialist Registrar check, qualifications certificates
MRCPCH or equivalent	Essential	CV, GMC check, Specialist Registrar check, qualifications certificates
Higher Degree or further qualifications	Desirable	CV, GMC check, Specialist Registrar check, qualifications certificates

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Previous training in Paediatric Neurology	Essential	CV, Interview, References
Appropriate progression of career to date	Essential	CV, Interview, References
Appropriate training in the field of child protection	Essential	CV, Interview, References
Experience in Clinical teaching	Desirable	CV, Interview, References

ANALYTICAL AND JUDGEMENT SKILLS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Excellent communication skills	Essential	CV, Interview, References
Willingness to seek and offer advice appropriately	Essential	CV, Interview, References
Perseverance and effectiveness in problem-solving	Essential	CV, Interview, References
Capacity to assess and manage undifferentiated clinical problems	Essential	CV, Interview, References
Core skills in the assessment and management of child protection issues	Desirable	CV, Interview, References

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
What level of professional/managerial/specialist Knowledge is required? Which subject is this in?		
How will it be evidenced?		
What level of IT skills will be required?		
Commitment to continuing professional development	Essential	CV, Interview
PERSONAL SKILLS / ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Capacity to build strong and effective relationships with parents, families and colleagues	Essential	CV, Interview, References
Capacity to gain confidence and trust from others	Essential	CV, Interview, References
Ability to respond to and cope with change	Essential	CV, Interview, References
Ability to cope with pressure from unexpected or urgent clinical situations	Essential	CV, Interview, References
Ability to lead a professional team	Essential	CV, Interview, References
Ability to organize workload and prioritise competing demands	Essential	CV, Interview, References
Honesty and integrity	Essential	CV, Interview, References
IT Literacy	Desirable	CV, Interview, References

OTHER REQUIREMENTS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Evidence of audit projects having been completed and some evidence of basic management training	Essential	CV, Interview, References
Supportive attitude	Essential	CV, Interview, References
Willing collaborator	Essential	CV, Interview, References
Previous personal research experience	Desirable	CV, Interview, References
Peer review research and/or clinical publications	Desirable	CV, Interview, References

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager			

Date of JD/Person Specification:

Date of Review:

Version:

TERMS & CONDITIONS OF SERVICE

Health and Safety

Staff have a legal responsibility not to endanger themselves, their fellow employees or others by their individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued by the Trust in respect of minimising the risk of injury or disease.

Equality and Dignity

The post holders will be expected to adhere strictly to principles of fairness and equality in carrying out the role. At all times the post holders will be required to show respect for and maintain the dignity of patients, the public and work colleagues. The Trust will not tolerate any form of bullying or harassment, violence or aggression against its employees.

Communication

An integral part of the role of any manager or person with leadership responsibilities is to communicate effectively with their staff and colleagues. It is an expectation of this role that resources and time will be allocated to communicate fully with staff and involve them in the decisions affecting them.

Arrangements should be made to ensure that local and Trustwide matters are communicated and discussed via appropriate means, ie team meetings, written briefings etc.

Induction

It is the responsibility of every employee to participate fully in Induction. A Trustwide induction course is held on the first and third Monday of each month and a local induction will be provided within your own place of work. In addition, a formal Consultant induction process will be arranged by the Clinical Lead/Clinical Director and a Consultant mentor will be appointed.

Appraisal and Performance Management

All staff will be expected to fully participate in the Appraisal and Performance Management process. This obligation will include the preparation for and attendance at appraisal and performance management interviews and completion of the associated documentation.

For Consultant Medical Staff an annual appraisal and review of the Job Plan is a contractual requirement. Failure to participate in any stage of the process will render the process 'incomplete'. As part of the Job Planning process, Consultants will jointly agree a number of performance objectives.

Working Time Directive

The Working Time Regulations 1998 require that not more than an average of 48 hours be worked each week, i.e., in a 17-week period no more than 816 hours or 1248 hours in a 26 week period. To work more, the Clinical Director's authorisation must be obtained and an opt-out agreement must be signed, stating the post-holder has chosen to work more. Should more than one job with the Trust be held, or a job with another employer, the total hours worked in all jobs should not exceed the average of 48 hours as above. The post holder will therefore be required to inform the manager if they continue to work elsewhere and the number of hours they work, or if they take up work elsewhere during their employment with the Trust.

Infection Prevention and Control

The Trust is committed to minimising any risks of healthcare associated with infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work and must attend Infection Control training commensurate to their role.

Confidentiality

Attention is drawn to the confidential nature of the information collected within the NHS. The unauthorized use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information, could result in prosecution or action for civil damage under the Data Protection Act 1998. It is a condition of your employment that, should you come into possession of information relating to the treatment of patients or the personal details of an employee, you should regard this information as confidential and not divulge it to anyone who does not have the right to such information.

The Trust fully upholds the Caldicott Report principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information.

Safeguarding

As a Trust employee you are required to comply with all legislation and guidance relating to safeguarding children and promoting their health and welfare. If you are being investigated regarding child protection concerns, or become subject to such investigations, appropriate steps may have to be taken such as redeployment, increased supervision etc. and, depending on the outcome of the investigation, there may be implications for your continued employment. You are required to inform the Head of Child Protection Support Service if your own children are/become subject to child protection procedures. This information will be treated in a confidential manner.

Major Incidents

In the event of a Major Incident or pandemic you may be asked to carry out other duties as requested. Such requests would be in your scope of competence, reasonable and with staff side agreement. You would also be reasonably expected to participate in training for these infrequent events.

TRUST VAULES

Mission

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.



Our vision

A world-leading team providing world-leading care.

Our goal

The best place to work and be cared for, where research and innovation thrives, creating a global impact.

Our values

Ambitious, Brave and Compassionate.



Enabled by

Sustainable workforce, digital revolution, new buildings and effective use of resources.

