

**CARDIFF AND VALE UNIVERSITY
HEALTH BOARD**

Caring for People, Keeping People Well

JOB DESCRIPTION

**Senior Clinical Fellow
In Inflammatory Bowel Disease**

Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board.
Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Caerdydd a'r Fro.

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

JOB DESCRIPTION

Clinical Fellow IN GASTROENTEROLOGY

1. THE HEALTH BOARD

Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 475,000 people living in Cardiff and the Vale of Glamorgan, the provision of local primary care services, running of health centres, community health teams, hospitals – providing treatment and care when health and well-being isn't the best it could be.

We are increasingly focusing the planning and delivery of our care based on neighbourhoods and localities to help ensure people receive care as close to home as possible where it is safe and effective to do so. We also provide specialist services for people across South Wales and in some cases the whole of Wales.

The Health Board also serves a wider population of 2.5 million people across South and Mid Wales and manages a number of services of a regional and sub-regional nature namely cardiology, cardiac surgery, PICU, neurology, neurosurgery, medical genetics, bone marrow transplantation, renal transplant and toxicology. On-site services include 24/7 PCI, stroke thrombolysis, ophthalmology, maxillo-facial, trauma, general medicine, general surgery, urology and paediatrics.

Cardiff and Vale University Health Board's hospital sites include: Barry Hospital, Cardiff Royal Infirmary, Children's Hospital for Wales, University Hospital Llandough, Rookwood Hospital, St. David's Hospital, University Dental Hospital, and University Hospital of Wales.

Phase II of the Children's Hospital for Wales was completed in 2015 and has seen re-development and consolidation of all paediatric specialities into a dedicated Children's hospital with five theatres, PICU, Medical and Surgical Wards OPD, Radiology and an admission and assessment unit.

We are also a teaching Health Board with close links to Cardiff University which boasts a high profile teaching, research and development role within the UK and abroad; and enjoy strengthened links with the University of South Wales and Cardiff Metropolitan University. Together, we are training the next generation of clinical professionals.

1.1 Values & Behaviours

In 2012, Cardiff and Vale University Health Board undertook a listening exercise entitled 'Picture the Future' in which staff were invited to provide feedback about working within the Health Board. As a result of this feedback, a plan of action was devised - named 'Organising for Excellence' - which aims to secure the kind of future we want to offer to the people we serve.

'Picture the Future' also identified key Values and Behaviours which should underpin the work of its staff in order to achieve success for the organisation. These can also be closely aligned with the principles of 'Good Medical Practice' standards as published by the General Medical Council.

Our Values

- **Care** about the people we serve and the people we work with.
- Act with **kindness** – because it costs nothing, and makes all the difference in the world.
- Show **trust** – because our staff have been trained to do their jobs and we work at our best when we feel we are being trusted.
- Take and expect **personal responsibility** – because everyone has a job to do and we are all responsible for doing our jobs as well as we can.
- Be **respectful** – because this is what we want for ourselves.
- Always act with **integrity** – because we build trust and respect if we keep our promises, do what we say we will do, and work as colleagues together.

Our Behaviours

How these values become part of our everyday behaviour:-

- Being enthusiastic and taking responsibility for what we do.
- Doing what we say we will do and being honest with ourselves and others
- Treating people as we would like to be treated, and always with compassion
- Thanking people, celebrating success and, when things go wrong, asking “what can we learn?”
- Looking for feedback on how we’re doing and always striving for better ways of doing things
- Never letting structures get in the way of doing the right thing

The Health Board needs to be sure that the staff they employ have values and behaviours that are aligned with those of the organisation thereby ensuring that appointees will be able to make an ongoing contribution to the positive culture of the organisation and meet the required standards of behaviour to patients, carers and the public and to one another.

It is therefore likely that interviewees will be asked questions which encourage them to talk about themselves and provide insight into their personal values and behaviours.

1.2 NHS Wales Core Principles

The NHS is about people, working with people, to care for people. NHS Wales values all its staff – from Wales, the UK, EU and non-EU foreign nationals. As part of NHS Wales’ ongoing commitment to strengthen the values and behaviours of Health Boards and Trusts, the following Core Principles have been developed which further help staff respond better to the demands for its services:-

- ✓ We put our patients and users of our services first
- ✓ We seek to improve our care
- ✓ We focus on wellbeing and prevention
- ✓ We reflect on our experiences and learn
- ✓ We work in partnership and as a team
- ✓ We value all who work for the NHS

These Core Principles describe how everyone within NHS Wales is expected to behave and help us all to achieve the highest quality in everything we do.

2. THE JOB ITSELF

Title of the Post: Clinical fellow in IBD/Gastroenterology

Base: UHW

Other Locations at which duties to be performed: UHL

In view of the fact that the Health Board is currently undertaking a review of its services and the locations at which they are undertaken, it is important to be aware that work patterns may change and the place(s) of duties modified.

Responsible to: Clinical Director

2.1 Names of Senior and Consultant members of the Department

Dr Clare Tibbatts - IBD Lead/Clinical Director
Dr Dharmaraj Durai (IBD consultant)
Dr Achini Withanachichi (IBD consultant)

2.2 Other Medical Staff in the Department

Dr Badr Abdalla (SA)
Dr Rhys Hewett (Luminal consultant)

The review of services and the implementation of Government initiatives may result in revision to junior staffing levels and support.

2.3 Other Relevant Staff

Helen Ludlow IBD nurse lead
Rachael Evans CNS
Rachel Godfrey CNS
Kate Datta CNS

3. THE WORK OF THE DEPARTMENT

We currently have up to 34 inpatient beds based on A7 (1 day case bed, 6 protected beds) covering a range of gastroenterology and GIM patients. We also perform daily endoscopy lists across 2 rooms at UHW and we are also starting a hot clinic in MAU. There is an expectation to provide gastroenterology consultations and reviews for inpatients.

4. CONTINUING EDUCATION

It is important for the appointee to keep abreast of current knowledge/legislation and developments regarding his or her particular speciality. In addition, the appointee would be expected to participate fully in CME/CPD and to pursue specific goals

There is also the opportunity to participate fully in the postgraduate activities within the University of Wales School Of Medicine.

There is a very active postgraduate training department, which organises medical and dental education led by the Dean of Postgraduate Medical and Dental Education, at Cardiff University.

Time off for study leave may be granted for education purposes to attend courses at the discretion of the Clinical Director and in accordance with the UHB Policy. This will be subject to the leave being planned well in advance and provided the clinical service is covered. At least six weeks notice is required. A Study Leave Approval Form must be completed and authorised by the Consultant and Clinical Director.

5. TEACHING

The appointee will be expected to help in teaching aspects of diagnosis, treatment and management of diseases to junior medical staff and nursing staff.

6. RESEARCH

Personal clinical research will be encouraged in addition to participating in current programmes. In particular, participation in the research activities linked to community psychiatry will be encouraged.

7. ADMINISTRATIVE

- 7.1** You will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.
- 7.2** All Employees have an individual responsibility to adhere to the Infection Control Policy and to protect themselves, the patient, visitors and colleagues from the risk of infection. The individual responsibility will include the requirement to attend training at intervals determined by the Health Board and understand Infection Control issues as they pertain to their workplace. They will report any identified infection risk and take necessary precautions/actions to prevent transmission.
- 7.3** Under the provisions of the Data Protection Act 1998 it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the Health Board's Data Protection Policy (available via UHB intranet) regarding their responsibilities'
- 7.4** Travel as necessary between hospitals/clinics will be required but a planned and cost effective approach will be expected.
- 7.5** You will be required to participate and contribute to Clinical Audit in line with the Health Board's policy on the implementation of Clinical Governance.
- 7.6** The successful candidate will be encouraged to attend departmental meetings.

8. PROVISIONAL WORK PROGRAMME

PROPOSED WEEKLY TIMETABLE OF PROGRAMMED DUTIES (i.e. regular scheduled NHS activities). The duties described here are provisional and will be the subject of annual review and will form a composite part of the JOB PLAN which will be agreed between the post holder and the Chief Executive or a nominated deputy.

		Sessions	Hours	Hospital / Location	Type of work
Monday	AM	Endoscopy		UHW	
	PM	Audit/research		UHW	
Tuesday	AM	Infusion room/hot clinic UHL		UHW	
	PM	Biologics clinic UHL		UHW	
Wednesday	AM	IBD Clinic		UHW	
	PM	IBD MDT		UHW	
Thursday	AM	IBD IP reviews Biologics MDT		UHW	
	PM	IBD clinic		UHW	
Friday	AM	IBD IP reviews		UHW	
	PM	Audit/research		UHW	
Weekend					
On-call					

Notes: This post is aimed at a post-CCT/senior registrar level with solid background in gastroenterology, looking to get specialist experience in IBD. We have just been recognised as a BSG endorsed IBD fellowship post and full details are on their website. We have a full range of specialist IBD clinics from intestinal failure, joint surgical, paediatric transition and complex/biologics, that the successful candidate can attend alongside twice weekly MDTs. The first is a joint IBD MDT with surgeons, radiology and pathology and the second is for gastroenterology team to discuss biologics patients.

We also have dedicated training lists for chromoendoscopy and IBD/PSC surveillance and detection of dysplastic lesions, depending on the candidate's level of endoscopic experience.

We run 'hot clinics' on both hospital sites and have a dedicated IBD biologics infusion room with acute assessment area at UHL. The successful candidate would also be expected to provide urgent IP consultations to patients presenting with acute severe colitis and liaise with our IBD surgeons to ensure appropriate inpatient management.

Dr Durai is also research lead for many significant IBD research projects, giving rise to the opportunity to participate in many studies and publications and we have an IBD support service with a clinical pharmacist, administrators, specialist associate and senior CNSs, with whom the successful candidate would be expected to undertake mandated audits with, alongside service improvement projects.

A full-time work programme will normally comprise ten sessions per week and it is anticipated that the post holder will have a combination of DCCs and SPAs.

All posts in the Health Board are compliant with the European Working Time Directive.

Direct clinical care covers:-

- Emergency duties (including emergency work carried out during or arising from on-call)
- Operating sessions including pre and post-operative care
- Ward rounds
- Outpatient clinics
- Clinical diagnostic work
- Other patient treatment
- Public health duties
- Multi-disciplinary meetings about direct patient care
- Administration directly related to patient care e.g. referrals, notes etc.

Supporting professional activities covers:-

- Training
- Continuing professional development
- Teaching
- Audit
- Job planning
- Appraisal
- Research

- Clinical management
- Local clinical governance activities

9. JOB LIMITATION

At no time should you work at a level exceeding your competence. All medical staff therefore have a responsibility to inform those supervising their duties if they have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

10. REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS

This job description will form a composite part of a Job Plan which will include your main duties, responsibilities and expected outcomes. The Job Plan will be agreed on an annual basis between you and your Clinical Director and confirmed by the Clinical Board Director. In cases where it is not possible to agree a Job Plan, either initially or at an annual review, the appeal mechanism will be as laid out in the Terms and Conditions of Service.

Annual job plan reviews will also be supported by the appraisal system which reviews a Specialty Doctor's work and performance and identifies development needs as subsequently reflected in a personal development plan.

11. MAIN CONDITIONS OF SERVICE

- 11.1** This post is covered by the National Health Service Terms & Conditions of Service - Specialty Doctor (Wales). Details of these may be obtained from the Medical Workforce Department.
- 11.2** Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the Health Board drawn up in consultation with the profession where they involve clinical matters.
- 11.3** The post is pensionable, unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health and Social Security regulations.
- 11.4** The post holder will be managerially accountable, through the Clinical Director, to the Clinical Board Director, and professionally accountable to the Medical Director.
- 11.5** The salary applicable is on the Specialist Associate Doctor pay scale and will be specified in the Contract.
- 11.6** The appointee will be required to maintain his/her private residence in contact with the public telephone service.
- 11.7** There must be no conflict of interest between NHS work and private work. All Specialty Doctors undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.

11.8 The appointee is entitled to 5 weeks' annual leave rising to 6 weeks after two years in the grade. Applications for annual leave must be submitted in writing at least six weeks before the leave is taken. It must also be requested having first taken into account your colleagues leave so as to enable adequate clinical cover to be maintained.

11.9 Appraisal / Revalidation

All licensed doctors / dentists who are registered with the General Medical Council are required to 'revalidate' every five years in order to maintain their licence to practise. To inform this process, it is important that GMC licensed doctors / dentists participate in the UHB's annual appraisal reviews which are based on the General Medical Council's 'Good Medical Practice' principles and include a Patient and Peer Multi-Source Feedback process. The post holder will be expected to use the Medical Appraisal & Revalidation System (MARS).

12. CONDITIONS OF APPOINTMENT

12.1 You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.

12.2 The UHB will require the successful candidate to have, and maintain, full registration with a Licence to Practice with the General Medical Council throughout the duration of the contract.

12.3 As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale University Health Board, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the UHB, and for private activity within the UHB.

12.4 The Ionising Radiation (Medical Exposure) Regulations 2000

The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on Health Boards for all staff who refer patients for medical radiation exposure such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

13. DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO PATIENTS

It is the policy of this UHB that, in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Disclosure & Barring Service is authorised to disclose, in confidence to the UHB, details of any criminal record, including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a DBS Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

14. GENERAL INFORMATION FOR APPLICANTS

- 14.1** Applicants who are related to any member or senior office holder of the Cardiff and Vale UHB should clearly indicate in their application, the name of the member or officer to whom they are related and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.
- 14.2** An offer of appointment will be subject to the receipt of three satisfactory references.
- 14.3** The nature of the work of this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the UHB. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.
- 14.4** Travelling expenses will be reimbursed for only one pre-interview visit, and only then to those candidates selected for an interview. Shortlisted candidates who visit the UHB on a second occasion, say on the evening prior to the interview, or at the specific request of management, will be granted travel and appropriate subsistence expenses on that occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom.
- 14.5** Reimbursement of removal and associated expenses will only be offered in exceptional circumstances following consideration and agreement by the Medical Director and in accordance with the criteria as laid out in the Health Board Policy.

15. CARDIFF AND THE VALE OF GLAMORGAN GENERAL INFORMATION

Demography

The county of South Glamorgan has a population of 404,100 distributed between Cardiff and the Vale of Glamorgan: 72% of the population are resident within the Cardiff area; 16% of the population are of school age; 5% under school age; and 18% over working age.

Cardiff

Cardiff, the City and the Capital of Wales, has a typical air of a cosmopolitan city, being the administrative, business, cultural and education centre for Wales.

Cardiff is a city of contrasts. A castle with 1900 years of history stands alongside a modern shopping centre and a spectacular Civic Centre. The development of some 2,700 acres of Cardiff Bay has created a 500 acre lake, 8 miles of waterfront and new commercial and leisure environments.

Westwards the scene changes as you approach the pastoral Vale of Glamorgan, a rich farming area.

The country's 25 mile long coastline contrasts the hustle and bustle of the docks at Cardiff and Barry with the holiday atmosphere of Barry Island and Penarth.

Shopping

Many of Britain's finest department stores fill the pedestrianised Cardiff City centre along with numerous specialty shops. Four excellent shopping malls and seven superb Victorian and Edwardian arcades provide a comfortable shopping environment all year round.

Live Entertainment

There are several theatre groups and Cardiff welcomes many touring companies to the New Theatre, the Sherman Theatres and the Chapter Arts Centre. Concerts and exhibitions are well served by St David's Hall, Cardiff International Arena (CIA) and the Millennium Centre. There are also more than a dozen art galleries and a number of cinemas.

Night Life

Restaurants in Cardiff are excellent and there is a wide choice of night clubs, discos, a jazz centre and pubs.

Sports and Leisure

For sports enthusiasts there is a multitude of facilities available. Cardiff is the home of the National Sports Centre for Wales, which is located in Sophia Gardens. Nearby is the Millennium Stadium, home of the Welsh Rugby team and Ninian Park, Cardiff City Football Club's base. Extensive new facilities have been developed within the new international Sports Village located in Cardiff Bay. There are eight golf courses in and around Cardiff and facilities for tennis, bowls, rowing, a ski slope and an equestrian centre.

Cardiff also offers peace and relaxation in its magnificent city parks. Bute Gardens alongside the Castle features beautiful formal gardens and lawns stretching out as far as the eye can see – perfect for a picnic or a quiet walk.

Accommodation

Housing to buy and rent is in good supply and there is a wide variety on the market. Prices are generally average for the UK excluding the south east of England. There are a number of new housing estates being built within Cardiff and there are numerous established villages a short journey away.

Education

Both Primary and Secondary schools are excellent. There are 27 well established comprehensive schools in the country, most of which have sixth forms that obtain good examination results. These include 4 Catholic Schools and 2 Church of Wales High Schools. There are also a number of independent schools in the area.

Communications

By Road

Cardiff is linked directly to the National Motorway System. The M4 passes to the north of the city. London is a comfortable drive away. From the north of England, Scotland and the Midlands, the M5 and M50 link with the M4. From the south of England and the south west the M25 and the M5 link with the M4.

Access from Ireland, West Wales and the ferry ports is via the A48 and M4.

By Rail

Cardiff is less than 2 hours from London by Inter-City Service. British Rail operates high speed trains between most main cities connecting with ferry ports and Cardiff. The new Sprinter Service runs from Birmingham, Manchester, Liverpool, Bristol, Southampton and Portsmouth.

By Air

Cardiff has an International Airport with direct scheduled flights from Amsterdam, Paris, Dusseldorf, the Channel Islands, Isle of Man, Dublin, Glasgow and Belfast, with charter flights from Florida, Toronto and European destinations during the summer months. Cardiff (Wales) Airport is located 10 miles to the south west of the City.

16. DATE February 2024

17. DETAILS FOR VISITING

Candidates wishing to visit the hospital can make arrangements by contacting:-
Dr Clare Tibbatts 029218 26363.

CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

PERSON SPECIFICATION FORM FOR SPECIALTY DOCTOR IN

REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">➤ Eligible for Full GMC Registration with a Licence to Practice➤ MB BS or recognised equivalent	<ul style="list-style-type: none">➤ MRCP completed

EXPERIENCE	<ul style="list-style-type: none"> ➤ Post-CCT or towards end of specialist training in gastroenterology 	<ul style="list-style-type: none"> ➤ JAG accreditation for colonoscopy
SKILLS KNOWLEDGE ABILITY	<ul style="list-style-type: none"> ➤ Commitment to team approach and multi-disciplinary working ➤ Counselling and communication skills ➤ Understanding of clinical risk management and clinical governance ➤ Up to date with current practices in ➤ Ability to take independent clinical decisions when necessary and to seek advice from senior doctors as appropriate 	<ul style="list-style-type: none"> ➤ Computing skills ➤ Audit ➤ Research interests relevant to specialty ➤ Teaching
PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues ➤ Evidence of ability to work both in a team and alone ➤ Flexible approach ➤ Motivated and efficient ➤ Commitment to working as part of a multidisciplinary team 	<ul style="list-style-type: none"> ➤ Ability to speak Welsh
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ➤ Satisfactory Immigration Status ➤ Satisfactory Health Clearance ➤ Satisfactory Disclosure Check 	