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Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Job Description and Information Pack

April 2024

Elderly Care Medicine,
Primary Care & Community Services Division

Appointment of Full Time Specialty Doctor in Community Care of the Elderly

Based at the Royal Gwent Hospital, Cardiff Road, Newport NP20 2UB, South-East Wales

Job Reference: 040-SD280

Anticipated Start Date: As soon as possible

DIVISIONAL CONTACT FOR ENQUIRIES ABOUT THIS POST

Dr Naeem Aziz, Clinical Director, Community Hospitals, Tel ☎ 01495 363398
Email: Naeem.Aziz@wales.nhs.uk

Links to Additional Information

[Aneurin Bevan Homepage](#)
[Aneurin Bevan Values and Behaviours Framework](#)
[Aneurin Bevan Demography Profile](#)
[Medical Training/Careers in Wales](#)
[Visit Wales](#)
[Train Work Live](#)



Medical Resourcing Department, Ground Floor Portacabins, Llanfrechfa Grange, Cwmbran, NP44 8YN
Email ✉ medicalresourcing.abb@wales.nhs.uk Tel ☎ 01633623935

Job Description

Title: Speciality Doctor in Community Care of the Elderly

Professionally accountable to: Medical Director via the Divisional Director

Managerially accountable to: Chief Executive via the Divisional Director

Base: The Royal Gwent Hospital and other sites as per requirements

Other hospitals at which duties are performed: In view of the fact that the organisation 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.

The Clinical Strategy of the Health Board is under constant development and the job holder may be required to undertake different duties agreed at the time of appointment.

Purpose of the Post and General Responsibilities

There has never been a more exciting time to join our clinical teams as we pioneer new ways of delivering health services across the Gwent area. Our innovative Clinical Futures programme bridges all aspects of primary, community and secondary care and you could be a part of its plans to deliver the best to our patients and communities.

Clinical Futures is extending Aneurin Bevan University Health Board's successful implementation of its Care Closer to Home initiatives; strengthening and promoting its services in the community as well as centralising care of the most critically ill patients in the brand new, state-of-the art Grange University Hospital which is supported by a network of enhanced local general hospitals providing centres of excellence. Facilities have opened at Ysbyty Aneurin Bevan in Ebbw Vale and Ysbyty Ystrad Fawr in Ystrad Mynach, the first 100 per cent single-room hospitals in the UK.

The main responsibilities of the post are effective and appropriate medical care of patients in the community including acute assessments and participation in community-based rehabilitation. The post holder will be part of a large medical and multidisciplinary team working under the direct supervision of Consultants who are well established trainers. The Consultants in the Royal Gwent Hospital will provide supervision to the appointee.

The post holder will also be required to provide prospective cover for colleagues during their annual and study leave for on-calls and day-time cover.

All clinical staff are accountable and responsible for their own clinical competencies and should limit their actions to those for which are deemed competent. Clinical staff are also required to comply with the requirements of their professional organisations regarding supervision.

All qualified staff have a responsibility to supervise unqualified/more junior staff and students on a day-to-day basis to ensure that patients receive appropriate care and that any untoward action is addressed.

- Responsibility for inpatient admission, day-to-day management, co-ordination of inpatient management under the supervision of the Consultant and/or in close liaison with community teams.
- Key role in discharge planning and co-ordinating approaches with relatives and other agencies.
- Liaison with patients and relatives/carers and members of the multi-disciplinary team to ensure the patients receive a high-quality service and are all kept informed of progress as appropriate.
- Responsibility for contemporaneous record keeping, identifying progress and plans in patients' case notes.
- Participation in Consultant rounds and facilitating multidisciplinary meetings.

- The completion of accurate and timely discharge summaries, progress reports ensuring General Practitioners are informed of any impending discharges, changes of medication and death.
- To assist Consultants in the development of inpatient, outpatient and community-based services.
- The completion of e-discharge summaries on a timely basis via the Clinical Workstation system.
- To actively participate in multi-disciplinary audit, clinical effectiveness/health gain initiatives and clinical governance, taking a lead in local clinical audit activities and developing research projects, as appropriate.

All leave arrangements must be co-ordinated with colleagues to ensure a minimum, safe and appropriate cover and agreed with the Directorate Manager and Clinical Director for Community COTE.

Specific Responsibilities of the Post

The post holder has a general duty of care for their own health, safety and wellbeing and that of work colleagues, visitors and patients within the hospital. This statutory duty is in addition to any specific risk management or clinical governance accountabilities associated with the post.

Finally, the post holder is expected to:

- Observe the rules, policies, procedures and standards of Aneurin Bevan Local Health Board together with all relevant statutory and professional obligations
- Observe and maintain strict confidentiality of personal information relating to patients and staff
- Be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues

Location

The principal place of work for this post is currently the Royal Gwent Hospital, Newport. The post holder will generally be expected to undertake their programmed activities at the principal place of work or other locations agreed in the Job Plan. Exceptions will include travelling between work sites and attending official meetings away from the workplace. A planned and cost-effective approach is expected, and is included in the DCC sessional allocation. The post holder may be required to work at any site within the Health Board, including new sites.

This job description will be regularly reviewed. It is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

Provisional Job Plan

(As required under Schedule 4 of the Terms and Conditions of Service Specialty Doctor (Wales) Contract)

Day	Time	Location	Work	Category	No. of PAs
Monday	AM	RGH	Ward round	DCC	1
	PM	RGH	Family Meetings/Clinical Admin	DCC	1
Tuesday	AM	RGH	Weekly Consultant Ward Round	DCC	1
	PM	RGH	SPA	SPA	1
Wednesday	AM	RGH	Ward work	DCC	1
	PM	RGH	SPA/Service development	SPA	1
Thursday	AM	RGH	Clinical Admin (potential for Special Interest clinic)	DCC	1
	PM	RGH	Ward work	DCC	1
Friday	AM	RGH	Ward round	DCC	1
	PM	RGH	Weekend Plans and CHC meetings	DCC	1
Total Sessions					10.00

The role encompasses a 1:6 evening/weekend rota commitment which attracts an additional two sessions. This can be discussed with the successful candidate. A 5% on-call supplement may be applicable.

Programmed Activity	No. of PAs
Direct Clinical Care (including unpredictable on-call)	10
Supporting Professional Activities	2
Other NHS Responsibilities	
External Duties	
TOTAL Programmed Activities	12.00

In line with the terms and conditions, the final job plan is subject to the agreement of the Health Board through the Clinical Director and the appointee.

The duties and responsibilities of the Specialty Doctor will be appropriate to the grade and specialty with appropriate Consultant supervision. The Specialty Doctor will be responsible for their duties to the Consultant Physicians with an interest in Care of the Elderly and managerially accountable to the Clinical Director in Care of the Elderly.

*** Please note that the successful candidate will have a shared office, appropriate IT facilities and access to an administrator/secretary for necessary administrative duties such as typing etc.**

The Health Board is committed to CPD/CME and staff are actively encouraged to participate.

Management

The Specialty Doctor will be expected to take an active interest and co-operate with the Senior Leadership Team in the Division.

Audit

The post holder will be required to participate in medical audit in ways which are acceptable to the Health Board.

Appraisal

The post holder will be expected to participate in a formal annual professional appraisal process.

The Specialty

Details for Visiting

Those wishing to discuss the post informally in the first instance, or visit the department are encouraged to contact:

Dr Naeem Aziz
Clinical Director for Community Hospitals
Aneurin Bevan University Health Board
Royal Gwent Hospital
Cardiff Road
Newport
NP20 2UB

Tel: 01495 363398 (leave message with job reference and your contact number)
E-mail: Naeem.Aziz@wales.nhs.uk

Person Specification

Specialty Doctor in Community Care of the Elderly

Job Reference:

Key:

A....Application form

HS .Pre employment check and health screening

IInterview

PPortfolio

C.....Other documented evidence e.g. certificate, exam

R.....References

Entry Criteria	Essential	Desirable	Assess by
Qualifications	MBBS or equivalent medical qualification		A
Eligibility	<p>Eligible for full registration with the GMC and holding a licence to practice at time of appointment.</p> <p>Evidence of achievement of Foundation competencies by time of appointment in line with GMC standards in <i>Good Medical Practice</i> including:</p> <ul style="list-style-type: none"> • Good clinical care • Maintaining good medical practice • Good relationships and communication with patients • Good working relationships with colleagues • Good teaching and training • Professional behaviour and probity • Delivery of good acute clinical care <p>4 years' full-time postgraduate training (or part-time equivalent), at least 2 of which will be in a specialty training programme in a relevant specialty OR as fixed-term specialty trainee in a relevant specialty OR equivalent experience/competencies</p> <p>Eligibility to work in the UK</p>		A, HS
Fitness To Practise	Applicant's knowledge is up to date and fit to practice safely.		A, R, HS
Language Skills	<p>All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues, which could be demonstrated by one of the following:</p> <ul style="list-style-type: none"> • Applicants have undertaken undergraduate medical training in English • Applicants have scores in the academic International English Language Testing System (IELTS) or equivalent equal to those required for recruitment to MMC specialty training programmes. <p>If applicants believe that they have adequate communication skills but do not fit into one of the examples they need to provide evidence.</p>		A

Entry Criteria	Essential	Desirable	Assess by
Health	Meets professional health requirements (in line with GMC standards in <i>Good Medical Practice</i>)		A, P, HS
Application Completion	ALL sections of application form FULLY completed		A
Clinical Skills	<p>Acute care safe: <i>up-to-date ALS. Hospital at night team working / experience.</i> Out of hours experience relevant to the job.</p> <p>Relevant specialty clinical knowledge: capacity to apply sound clinical knowledge relevant to the job, <i>specialty knowledge exam.</i></p> <p>Clinical judgement: experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need.</p> <p>Practical skills: shows aptitude for practical skills, required in the job.</p> <p>Proven ability to work effectively in different clinical settings required in the job.</p>	<p><i>ALS Instructor's Certificate</i></p> <p><i>Specialty knowledge exam</i></p>	A, P, C, I, R
Specialty specific skills related to the post	<p>Knowledge and experience of comprehensive geriatric assessments, management of common problems related to elderly care i.e. incontinence, delirium, falls, poor mobility.</p> <p>Experience of working within a multidisciplinary team</p>	Experience in Parkinsons disease, stroke and syncope.	A, P, C, I, R
Commitment to clinical governance/ improving quality of patient care	<p>Clinical governance: Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Track record of engaging in clinical governance: reporting errors, learning from errors.</p> <p>Audit: evidence of active participation in audit.</p>	Research Skills: <i>demonstrates understanding of the principles of research, evidence of relevant academic and research achievements.</i>	A, I
Communication skills	<p>Effective communication skills: demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation.</p> <p>Empathy and sensitivity: capacity to listen and take in others' perspectives.</p> <p>Works in partnership with patients: always considers patients preferences when discussing treatment options.</p> <p>Always considers the full impact of clinical decisions on the patients, Practice shared decision making.</p> <p>Directs and supports patients to access the information they need to support decision making.</p>	<p><i>360° feedback</i></p> <p><i>Patient survey feedback and reflections</i></p> <p>Ability to speak Welsh or willingness to learn</p>	A, I, P
Personal skills	<p>Team working: demonstrated experience working in a team, values the input of other professionals in the team.</p> <p>Managing others & team involvement: capacity to work co-operatively with others and demonstrate leadership when</p>	<p>Leadership skills: <i>experience in leadership</i></p> <p><i>Demonstrates skills needed for effective delegation</i></p>	A, I, R

Entry Criteria	Essential	Desirable	Assess by
	<p>appropriate. Capacity to work effectively in multi-professional teams.</p> <p>Coping with pressure: capacity to operate under pressure. Demonstrates initiative and resilience to cope with setbacks & adapt to rapidly changing circumstances.</p> <p>Problem solving & decision making: capacity to use logical/lateral thinking to solve problems & make decisions.</p> <p>Organisation & planning: capacity to organise oneself and prioritise own work. Demonstrates punctuality, preparation and self-discipline. Understands importance of information technology.</p> <p>Flexible approach to work: able to adapt and work with employers to deliver improved patient care.</p> <p>Equality and diversity: promotes equality and values diversity</p>	<p><i>within the team: 360° feedback</i></p> <p>Ability to fulfil all duties of post, including on-call commitments and travel to meet requirements of the post</p>	
Probity	<p>Professional integrity and respect for others: capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others. Displays honesty, integrity, awareness of confidentiality and ethical issues.</p>		A, I, R
Commitment to ongoing professional development	<p>Learning and personal development: demonstrates interest in the specialty required for the job. Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job.</p> <p>Demonstrates a willingness to fully engage in appraisal. Self-awareness and ability to accept and learn from feedback.</p>	<p><i>Extracurricular activities/ achievements relevant to the job</i></p> <p><i>Specialty exams</i></p>	A, I, P