

## Job description

<b>Position</b>	Specialty Associate Speciality- Gastroenterology (SAS)
<b>Grade</b>	SAS
<b>Location</b>	Princess Alexandra Hospital, Harlow
<b>Hours</b>	40 hours per week
<b>Responsible to</b>	Clinical Lead for Gastroenterology
<b>Accountable to</b>	Associate Medical Director for Surgery

## Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

## Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

**Patient at heart** – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

**Everyday excellence** – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

**Creative collaboration** – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.



## Job summary

We are looking for a dynamic and enthusiastic individual to provide a General Gastroenterology and Hepatology (G&H) Service with sub-specialty skills that will complement those of the existing Gastroenterologists. The post holder will work alongside and in conjunction with the Consultant Gastroenterologists and wider multidisciplinary team. This post is a permanent 10 PA contract.

The post holder will be expected to fulfil the capabilities for this speciality grade doctor post as described in the Generic Capabilities Framework for the new Speciality Grade document (SAS contract reform 2021).

## Scope and Range

- Maintenance of the highest clinical standards in the management of patients with gastroenterological and liver disease.
- To share with colleague's responsibility for the day-to-day management of outpatients attending PAH and outlying clinics at SMH and HEH
- Participate in the GI bleed on call Rota
- Support with the Gastroenterologist of the Week rota
- Providing a safe and high-quality endoscopy service. Diagnostic and therapeutic Upper GI endoscopy and colonoscopy skills are essential and JAG accreditation for these. ERCP skills are not essential however candidates with this interest would be welcome to pursue this role.
- Actively participating in both Departmental and Trust matters concerning Clinical Governance and Audit.
- Responsibility for ensuring active participation in continuing medical education (CME).
- Participation in MDT and other departmental meetings.
- Research or quality improvement activity, which may be tailored to the needs of the applicant

## Duties and responsibilities

- a) Provision, with Consultant colleagues, of a G&H service to PAH with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the Department.
- b) Provision of a gastroenterology service which works to recognised guidance (such as NICE and British Society of Gastroenterology) and to targets (e.g. Cancer Waiting Time and New:FU ratio). The aforesaid would be supported by a 5 new and 7 follow-up outpatient clinic template



- c) Provision of endoscopy service which meets JAG requirements and KPIs (key performance indicators). The endoscopy session templates are based on booking 12 points per list.
- d) Provision of G&H outpatient service at PAH, SMH and HEH. The clinic templates are based on the Royal College of Physicians Working for Patients Specialist Clinic recommendations, with a template of 5 new and 7 follow up for consultants/Associate Specialist (reduced by 50% for SpRs)
- e) Work in multidisciplinary teams (Upper GI Cancer, IBD, Harvey ward).
- f) Ensure excellent verbal and written communication with all patients and their carer's, students and all members of staff directly or indirectly involved with the department
- g) Participating in medical audit, the Trusts' Clinical Governance processes and in CPD.
- h) Engagement in departmental meeting timetable (Wed am) – Cancer MDT, IBD MDT, audit, Morbidity and Mortality (M&M), Clinical Advisory Group, Endoscopy Users group etc.
- i) A willingness to undertake additional professional responsibilities at local, regional or national levels.
- j) The post holder must at all times carry out his/her duties with due regard to the Trust's Equal Opportunities Policy.
- k) It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- l) It is the responsibility of the post holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality and performance initiatives within the area of work.
- m) All staff that have access to or transfer data are responsible for that data and must respect confidentiality. From 25 May 2018, all health organisations and arm's-length bodies will need to demonstrate compliance with new General Data Protection Requirements (GDPR).
- n) The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
- o) Staff are required to comply with the requirements of the Freedom of information Act 2000 in line with Trust Policy.
- p) Any other duties which may be required from time to time e.g. cover for aspects of colleagues' annual leave and other authorised absences.

This job description may be subject to change according to varying needs of the service. Such changes will be made after discussion between the post holder and the manager. All duties must be carried out under supervision or within Trust policy and procedure



## Provisional Job Plan

A formal job plan will be agreed on appointment to the post and reviewed annually as part of appraisal. The job plan below is provisional subject to review on appointment. The days on which the different sessions occur will vary. The service is a 7-day service and as such the job plan will cover 7 days.

This will be a 10 PA post. The service is moving towards seven day working and thus Saturdays and Sundays will be incorporated into all rotas (maximum expected 1 per month, to be confirmed). Time will be given off in lieu as part of the job planning for weekend days worked. Clinical sessions detailed in the job plan below will vary between outpatient clinics and Endoscopy sessions according to service needs and backfill requirements. For outpatient clinics the site may vary between Princess Alexandra Hospital (PAH), St Margaret's Hospital (SMH) and Herts & Essex Hospital (HEH) according to service need and candidate preferences. If there is a requirement to travel to an alternative site during the working day outside of that stated in the job plan, the clinic will be reduced by 30 mins to allow for travel time.

The programmed activities are organised to provide flexibility of commitments. This will ensure that the post holder can adapt to any change in clinical need. Total remuneration will be 10PAs. Remuneration may be adjusted through annual job planning with the Clinical Director and General Manager with additional SPA payments offered for education supervision and additional sessions

In the provisional timetable set out below the following abbreviations have been used:

- DCC is Direct Clinical Care
- SPA is Supporting Professional Activities (study/professional development)

	AM		PM	
<b>Monday</b>	Admin	DCC	SPA	SPA
<b>Tuesday</b>	Endoscopy	DCC	Admin	DCC
<b>Wednesday</b>	Departmental Meetings/Admin	SPA	OPA Clinic	DCC
<b>Thursday</b>	Endoscopy	DCC	Endoscopy	DCC
<b>Friday</b>	OPA Clinic	DCC	OPA Clinic	DCC
<b>Saturday</b>	Day off		Day Off	
<b>Sunday</b>	Day off		Day off	

	AM		PM	
<b>Monday</b>	Admin	DCC	SPA	SPA
<b>Tuesday</b>	Endoscopy	DCC	Admin	DCC
<b>Wednesday</b>	Departmental Meetings/Admin	SPA	OPA Clinic	DCC
<b>Thursday</b>	Day off		Day Off	
<b>Friday</b>	Day Off		Day off	
<b>Saturday</b>	Endoscopy	DCC	Endoscopy	DCC
<b>Sunday</b>	OPA Clinic	DCC	Admin	DCC



## Person specification

<b>Position</b>	Specialist in Gastroenterology
<b>Grade</b>	SAS

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

Trust values	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

Education and qualifications	
A valid Licence to Practice with the General Medical Council	E
Working towards full specialty registration	D
MRCPCH or MRCP or show evidence of equivalent training and experience	E

Experience	
Comprehensive clinical experience of gastroenterology & Hepatology	E
Must be able to demonstrate that they have achieved the BSG endoscopy quality standards relating to diagnostic and therapeutic Upper GI Endoscopy and Colonoscopy. E.g., JAG accreditation or equivalent for these procedures.	E
Satisfactory completion of previous posts providing professional training in Gastroenterology and Hepatology	E
Attendance at appropriate professional meetings and courses	E
Author or Co-Author of publications of research articles, demonstrating understanding of research methodology and commitments	D



Skills and knowledge	
Practises with the professional values and behaviours and expected of all doctors as set out in GC Good Medical Practice and the Generic Professional Capabilities Framework	E
Ability to work in a team with professional colleagues both medical and from other disciplines	E
Excellent verbal and written communication skills	E
Ability to communicate and liaise effectively with patients, their parents and other relatives and with colleagues and staff in all disciplines.	E
Evidence of participation in research	D
Familiarity with evidence-based practice	E
Excellent IT skills	E

Personal qualities	
Ability to cope with change	E
Interest and willingness to support teaching medical students and other health care professionals.	E
Clear commitment to lifelong learning	E

