



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

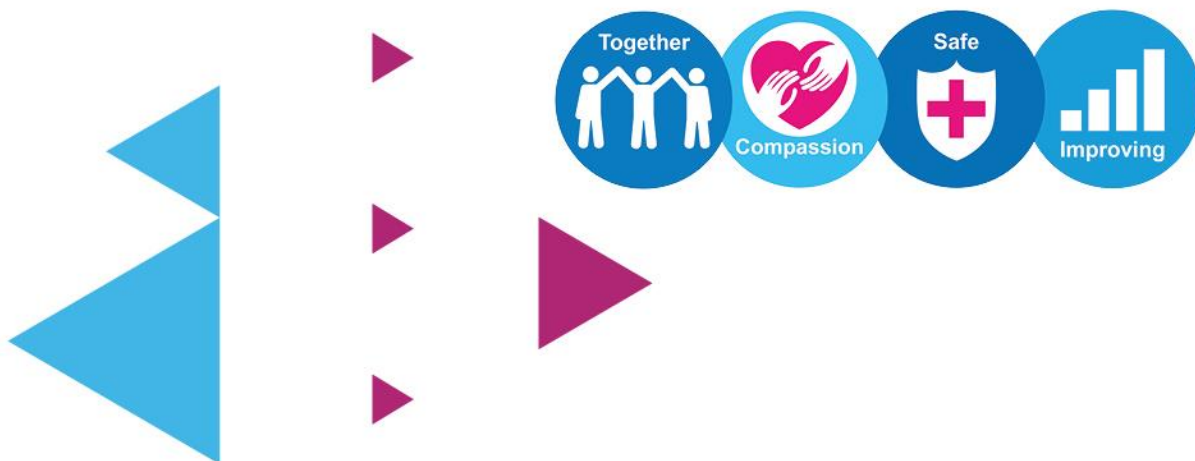
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Medicine

Job Title: Locum Consultant in Elderly Care

Band: Locum Consultant

Location:

Hours: 10 Programmed activities

Managerially accountable to: Clinical Director

Professionally accountable to: Medical Director

Role Summary

This is an exciting time to join an excellent team to further develop frail elderly care services at University Hospitals of North Midlands NHS Trust. This is a fixed term appointment initially for 12 months but can be extended after mutual agreement. Applicants with any subspecialty interests are welcome. We would like welcome applicants interested in joint posts with acute medicine.

You will be expected to work with other members of the Elderly Care Team, to provide first class clinical care and will be involved in the further development and provision of services. The Department has a Frail elderly Assessment unit (FEAU) started in 2009 and one of the first of its kind in the country. In addition there is also a frailty front of house service and Falls response service, delivered by ANP and therapist which has proven to be successful in reducing acute hospital admission. The department is also in the process of developing further services, such as Community rapid intervention service in partnership with community Trust and has set up multidisciplinary staying well clinics in Stafford; which is also first of its kind in the region and there are plans to start similar clinics in the north of the county.

Royal Stoke University Hospital is the main teaching hospital for Keele university Medical school, which has been rated as one of the best in the country and the post holder will be actively involved in medical school teaching. There will be opportunities to get more involved in academic activities at the university.

You will provide clinical leadership, including all aspects of the elderly care service and you will be expected to supervise and teach junior medical staff and nurse practitioners/clinical nurse specialists.

Your role will include regular commitment to outpatient clinics. You will rotate with the consultant team to provide in-patient care in elderly care wards and FEAU.

There is office accommodation for all consultants in a shared room adjacent to the main department. Consultants have their own workstation and computer with secretarial support provided.

Key Areas/Tasks

University Hospitals of North Midlands NHS Trust has 2 sites - Royal Stoke University Hospital and County Hospital. Currently The Royal Stoke site has 8 substantive Consultant Geriatricians and County Hospital has 1 substantive Geriatrician. Although this post will be mainly based at Royal Stoke site, there will be opportunities to rotate to County Hospital / doing clinics at County for interested applicants. There are also plans to appoint another substantive consultant mainly based at County Hospital.

- Provision of cover to your base acute elderly care ward in conjunction with another geriatrician, attendance at daily board rounds.
- Cover for FEAU as per rota. 1:8, 8-5 and 1:8 weekends, 9-3pm and bank holidays, 1:8, 9-3 pm.
- Participation in rapid access clinics, which offer GPs fast track assessments of older people and access to rapid tests.
- Provide cover for an agreed complement of wards for a specialist opinion on older patients.
- In addition, you will be part of consultant rota for Acute Medicine on a 1:16 providing overnight advice over the phone during week days and doing short stay unit ward rounds on weekends (9am-1pm). The exact details of the frequency of the rota can be discussed with applicants.
- Take ongoing responsibility for patients under his/her care.
- Participate in the development of the Elderly Care protocols and guidelines and take lead / contribute to the development of services.
- Develop and maintain collaborative relationships with colleagues in other specialities and participate in regular clinical meetings and other postgraduate activities.
- Take an appropriate share of responsibility for the professional supervision and development of trainee doctors within the speciality, to include appraisal.
- Develop and maintain good communications with General Practitioners and appropriate external agencies.
- Demonstrate a firm involvement in Clinical Governance, Risk Management and Clinical Audit. This will include the development and maintenance of appropriate systems and practices to ensure continued safe clinical practice.
- Ensure own practice is up-to-date. This will involve taking responsibility for own Clinical Professional Development and participating in the Trust's Performance and Annual Review system.
- Share responsibility for data protection arising out of the use of computers.
- Comply with all relevant Trust Policies and Procedures.
- Take responsibility for improving and complying with infection control practices.
- Ensure that all Trust-wide standards are maintained to improve the quality of total care to all who come in to contact with services provided by University Hospitals of North Midlands NHS Trust.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____

Print _____

Date _____



Locum Consultant in Elderly Care

Person Specification

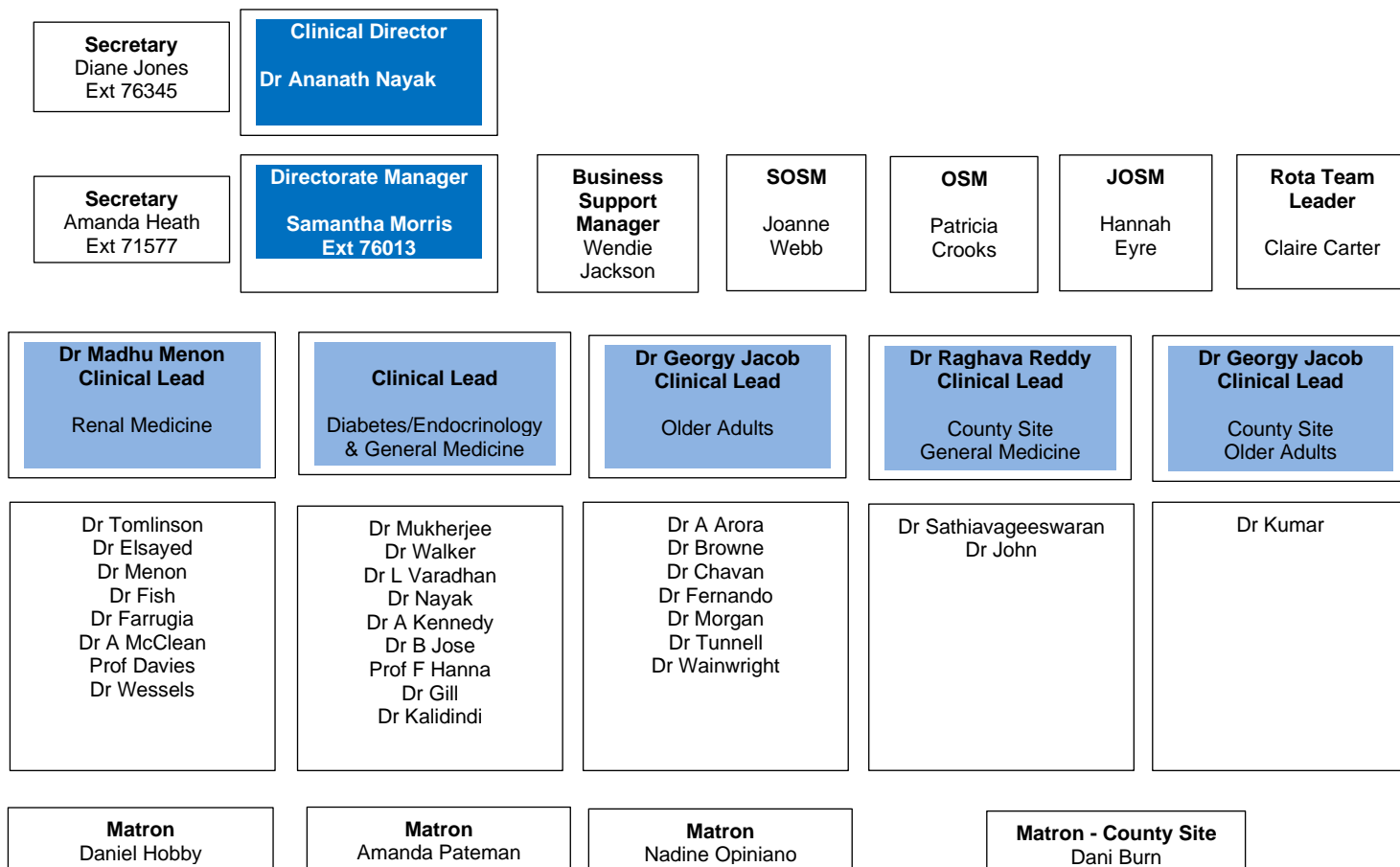
CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE ADDITIONAL REQUIREMENTS
Qualifications:	MRCP or equivalent. Full GMC Registration. Experience in Geriatric Medicine (UK) at consultant level (Locum) or minimum 5rs at Registrar level	Entry on the GMC Specialist Register for Geriatric Medicine and General Internal medicine via either: a) Certificate of Completion of Training (CCT) or b) CESR SCE in Geriatric Medicine
Clinical Experience & Training:	Clinical training and experience equivalent to that required for gaining (UK) CCST in Geriatric Medicine and GIM. Ability to offer expert clinical opinion in a range of problems within the specialty. Ability to take full and independent responsibility for the care of patients	Interest / experience in front door frailty / surgical liaison / community geriatrics
Professional and Multidisciplinary Team Working:	Ability to work effectively with colleagues and within a team.	
Academic Achievements, Research, Publications:	Ability to apply research outcomes to clinical problems. An awareness of current specialty specific developments, initiatives and issues. Evidence of training in research methodology	Evidence of having undertaken original research Publications in relevant peer-reviewed journals in the last five years. Research experience
Management and Administrative Experience:	Ability to organize and prioritise workload effectively. Ability to plan strategically and to exercise sound judgments when faced with conflicting pressures. Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives.	
Personal Attributes:	Energy and enthusiasm and the ability to work under pressure and be flexible. An enquiring and critical approach to work. Caring attitude to patients. Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other staff and agencies. Commitment to Continuing Medical Education and Professional Development.	

Organisational Chart

Management Structure – Directorate of General Medicine – Royal Stoke & County Hospitals

Clinical Director
 Directorate Manager
 Business Support Manager
 Senior Operational Support Manager
 Operational Services Manager
 Junior Operational Services Manager
 Clinical Lead

Dr Dominic de Takats
 Mrs Samantha Morris
 Mrs Wendie Jackson
 Mrs Joanne Webb
 Mrs Patricia Crooks
 Mrs Hannah Eyre
 Dr Georgy Jacob



Job Plan

Consultant of the week model sharing an acute elderly care ward (25 beds) with 2 Geriatricians
(sample time table 26 week/year)

Day and Session		Activity	Category/Location	Number of Programmed Activities
Monday	AM 9:00 – 13:00	Ward Round (25 beds)	Ward DCC	1
	PM 13:00 – 17:00	Ward Round (27 beds)/ meeting patient's relatives	Ward DCC	1
Tuesday	AM 9:00 – 13:00	Ward Round	Ward DCC	1
	PM 13:00 – 17:00	Ward referrals 1p- 3pm. Bed side teaching (Medical students)	Ward DCC SPA	0,5 0.5
Wednesday	AM 9:00 – 13:00	Ward round	Ward DCC	1
	PM 13:00 – 17:00	Ward round	Ward dcc	1
Thursday	AM 9:00 – 13:00	Outpatient clinic	Royal stoke DCC	1
	PM 13:00 – 17:00	CPD FEAU evening 1:8 (5-8pm)	Office SPA FEAU DCC	1 0.12
Friday	AM 9:00 – 13:00	Ward Rounds	Ward DCC	1
	PM 13:00 – 17:00	Consultant meeting / Grand Round (SPA) Ward review FEAU evening 1:8 (5-8pm)	Office SPA Ward DCC FEAU DCC	0.5 0.5 0.12
Saturday				
Sunday				
Predictable Emergency Work		FEAU weekends 1:8 8am- 3pm (includes responsibility to cover FEAU (including full post-take review of any new admissions, supported by middle grades and junior doctors.)	DCC - FEAU Royal Stoke	0.7
Unpredictable Emergency Work				
On-call Arrangements & Category				
		Total	DCC 8.94 SPA 2.0 TOTAL 10.94	

MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to national terms and conditions as per the Consultant Contract 2003 as amended from time to time. Any changes to national terms and conditions determined at a local level are subject to the Trust's collective bargaining arrangements which include the Trust's Local Negotiating Committee for medical staffing issues.

Tenure

The appointment is a substantive, whole time position which, unless terminated, will be held until retirement. The notice period is three months on either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

Salary

The salary scale is as per the Terms & Conditions of Service as set out in the Consultant Contract 2003. The current scale is £ 93,666 rising to £126,281 per annum. Any agreed extra programmed activities, and on-call requirement will be paid in addition to the basic salary.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of the Terms and Conditions.

Starting salary will be determined according to the terms and conditions as per the Consultant Contract 2003. Where a candidate has service in or outside the NHS which they feels should be taken into account in determining the starting salary, this will be considered following the offer of appointment by the AAC.

Annual Leave

Your annual leave entitlement is as per Schedule 18 of the Terms and Conditions. At least six weeks' notice is required before taking annual leave.

Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

Registration

You will be required to have full and specialist registration with a licence to practise with the GMC and to provide a valid certificate annually.

Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK:

- UK Passport
- UK Birth Certificate (if passport is unavailable)
- National Insurance evidence (P60 / recent payslip / P45)
- EEA (European Economic Area) Passport
- Residence permit issued by the Home Office or UKBA
- Driving Licence (ID card + counterpart)
- 2 addressed bills or statements (Bank / utility bill / phone bill)

Note: if you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence

Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information you provide and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

References

It is a condition of employment that references are provided which are acceptable to the Trust.

Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

Applications process

Formal applications should be made through our website or via NHS Jobs.

If there are any problems / queries please contact the Medical Staffing Department on: 01782 671697 or email medical.staffing@uhnm.nhs.uk

Further information and visiting the Trust

The division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:

Name Dr Jacob

Contact Details: 01782 675096

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____