

Job Description

For

Clinical Fellow (ST3 +)
General Internal Medicine
Endocrinology and Diabetes

GENERAL INFORMATION

The RUH provides hospital and community health services for a population of 500,000 within Somerset, Wiltshire and South Gloucestershire. There are 9 hospitals in the district with services centred at the Royal United Hospital, which is the major District General Hospital.

The Royal United Hospital

The Trust occupies a 52-acre site about 1½ miles from Bath city centre and provides 759 beds and a comprehensive range of acute services including medicine and surgery, paediatrics, accident and emergency services, and diagnostic and clinical support services. The Trust employs approximately 5,850 staff, some of who also provide outpatient, diagnostic and some day case surgery services at community hospitals in Chippenham, Devizes and Melksham, Paulton, Shepton Mallet, Trowbridge and Westbury. This fulfils part of the Trust's aim to provide high quality care to people in their local communities. Maternity facilities are provided on site by Wiltshire PCT.

The hospital provides healthcare to the population served by three primary care trusts (PCTs), Wiltshire PCT, Mendip PCT and South Gloucestershire PCT as well as one Social Enterprise, Sirona (previously Bath & North East Somerset PCT). The hospital has 16 theatres - eight main theatres, one of which is a 24-hour emergency theatre, four-day surgery theatre, one eye theatre, one oral surgery theatre and three obstetric/gynaecology/urology theatres. The diagnostic facilities include CT and MRI scanners. Oncology services have access to a PET scan, 2 linacs, new simulator, chemotherapy suite, on-site ITU, full gynaecology diagnostic suites and specialist nurses.

Management Structure

The Trust has adopted a divisional structure. There are three clinical divisions, Medicine, Surgery and Family and Specialist Services, supported by two Directorates, Corporate Services and Estates & Facilities. Each Clinical Division is managed by a senior management team, consisting of a Divisional Director, Divisional Director of Operations and Divisional Director of Nursing.

Operational management decisions are made by the Management Board which consists of the executive directors and representatives from the three divisions.

The senior management team meets with other divisional colleagues to discuss both operational and strategic issues for the specialities within the division. The hospital is managed by a Trust board, which consists of a chairman, seven non-

executive directors and eight executive directors. The day-to-day management of the hospital is the responsibility of the Chief Executive assisted by the executive directors.

Executive directors: Chief Executive; Chief Nurse, Chief Operating Officer; Director of Finance; Strategy Director, Medical Director & Director for People, Director of Estates & Facilities.

JOB OUTLINE

This post is a Clinical Fellow post in General Internal Medicine, Diabetes and Endocrinology which is available from August 2024 to August 2025.

Appointment

This is a full time (Monday – Friday 0800 -1700), 12 month fixed-term post.

The post

The post holder will provide registrar level support to the diabetes and endocrine ward (28 beds) and medical patients under the team on outlier wards, with support from the consultant. You will lead a morning ward round 4 days per week and be available for advice / support / procedures in the afternoons. There is no on-call or out of hours work.

There will be opportunity to do Diabetes and Endocrine clinics at the RUH and to support endocrine testing. You will also share the endocrine inpatient referral work with the specialist trainees, with consultant support. There will also be opportunities to attend specialist / multidisciplinary clinics and diabetes virtual clinics in primary care in a supernumerary capacity for further experience. The post will also have protected project time to undertake non-clinical activities appropriate to your training (1/2 day per week).

This post is based on the diabetes and endocrinology ward (currently Parry ward) at the Royal United Hospital, Bath. The post can be tailored to someone looking to explore Speciality (Post Core Training) level training in Diabetes and Endocrinology. MRCP part 2 or equivalent is essential. Previous experience in service improvement / quality improvement and diabetes and endocrinology clinical experience is preferable.

Diabetes & Endocrinology

The Department is based in the Diabetes centre at the RUH, but practices an integrated approach to Diabetes care across the District by taking services into

the community. This is facilitated by the SystmOne diabetes database which is now available in all the local hospitals. There are five Diabetes Specialist Nurses in the community and 5 RUH-based Diabetes Liaison Nurses who have responsibility for inpatients with diabetes. We have a dedicated dietician with expertise in diabetes. General Endocrine, Thyroid and Gynaecological / Endocrine outpatient services are provided at the RUH usually in the form of multi-disciplinary clinics. A Neurosurgeon attends for a combined Pituitary Clinic and Metabolic and Lipid services are also provided. There are currently 7 consultants supporting this service.

The department has a track record of delivering innovative service redevelopment and can offer training and experience in:

- Service development
- QI training and projects
- Publishing and attending meetings to promote research and development
- Specialist Multidisciplinary Endocrine & Diabetes Clinics
- Mentorship from Clinical Leads and Leadership skills

There is a weekly departmental educational meeting, radiology meeting, a grand round programme & weekly consultant-led clinical meetings. The post holder will also have the opportunity to attend the registrar teaching programme. There are many opportunities for clinic based learning and all other learning opportunities offered to our specialist trainees locally

Conditions of Service

- The successful candidate will be employed by the Royal United Hospitals Bath NHS Foundation Trust.
- The person appointed will be a medical practitioner with full registration with the General Medical Council and a licence to practice.
- This is a full time appointment (Monday – Friday 0800 -1700)
- The salary scale for this post is £55,329 per annum.
- The appointment will be terminable by one months' notice in writing on either side.
- The duties to be performed will be determined by the Trust in consultation with such Consultants as may be concerned.
- You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in

certain circumstances (especially in services for which you receive a separate fee) you may not be covered by the indemnity. You are therefore advised that you maintain membership of your Medical Defence Organisation.

- Charges will be payable for services, e.g. board, residence, etc. provided by the Trust.
- The appointment will be governed by the Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) for the National Health Service. The National Health Service Superannuation Scheme is voluntary. You will become a member of the Scheme and pay the appropriate contributions unless you complete Form SD502 to opt out.
- A doctor must accept that he/she will perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant in consultation, where practicable, with his/her colleagues both senior and junior. It has been agreed between the professions and the Department that while juniors accept they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptional and, in particular, the doctor should not be required to undertake work of this kind for prolonged periods or on a regular basis.
- There is no peripheral allowance payable in respect of this post.
- Owing to the vulnerability of people receiving health care, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Details of any criminal convictions you may have had must be disclosed. Failure to do so could result in dismissal.

Annual leave

Specialist Registrars or equivalent are entitled to leave at the rate of 27 days pro rata per annum. After 5 years' completed NHS service this will increase to 32 days.

Requests should be submitted at least six weeks before leave is required. Requests for annual leave over three weeks should be submitted three months before leave is required. Short term cover sickness cover for colleagues is expected.

Employment checks

An offer of employment will be subject to completion of the following pre-employment checks in line with the NHS Guide for Safer Recruitment which forms part of outcome 13 for the Care Quality Commission.

- Identity
- Right to work
- Professional registration and qualifications
- Employment history and references
- Criminal record and barring
- Work health assessments

Clinical Governance

The NHS Executive has defined Clinical Governance as:

“A framework through which NHS organisations are accountable for continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which excellence in clinical care will flourish”

In line with Government requirements, the Trust has established a clinical governance committee. The Chief Executive is the accountable officer and the lead is the Director of Nursing, who is responsible for ensuring that systems for clinical governance are in place and monitoring their continued effectiveness.

As part of the requirements of clinical governance, the Trust's Committee is ensuring that all hospital doctors participate in audit programmes, including, where appropriate, specialty and sub-specialty national audit programmes endorsed by the Commission for Health Improvement.

Procedures are in place for all professional groups to identify and remedy poor performance, including critical incident reporting, professional performance and supporting staff to report any concerns they may have about colleagues' professional conduct and performance.

Academic Facilities

The Royal United Hospital has two centres for academic support. The Post Graduate Medical Centre has excellent lecture and meeting facilities and a simulation suite. The Bath Academy Education Centre houses an excellent medical library, clinical simulation suite, resuscitation training and again has extensive meeting facilities.

In addition to these facilities the Wolfson Centre houses a number of departments that are linked to Bath University with whom the hospital has excellent links. Bath University has a School for Health where academics collaborate actively with hospital staff over a wide range of disciplines. The hospital is also closely linked with Bristol University Medical School.

Undergraduate and post graduate training is undertaken on site. Many consultants have honorary appointments at Bath and Bristol Universities. There are strong links with several other universities and several members of staff have honorary chairs. There is a long tradition of research and education at the hospital and a regular supply of undergraduate students. All consultants are expected to take part in these teaching activities.

There is an active research and development department which fosters and facilitates research in all medical disciplines.

Formal medical audit in the Department is in operation.

General Responsibilities

Policies and Procedures

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

Confidentiality and Data Protection

The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) at all times. The post holder must comply with all Trust Information and Data Protection policies at all times. The work of an NHS Trust is of a confidential nature and any information gained by the post

holder in their role must not be communicated to other persons except where required in the recognised course of duty. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and any subsequent relevant legislation and must follow these in full at all times including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and staff. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

Healthcare Associated Infections (HCAIs)

All Trust staff have a responsibility to act and follow all instructions to protect patients, staff and others from HCAIs. All staff are required to follow the NHS Hygiene Code and all Trust policies and procedures related to it and the Health Act 2006. Failure to comply with any of these may result in disciplinary action up to and including dismissal.

Equality and Diversity

The Trust has adopted a Managing Staff Diversity Strategy & Policy covering all of its staff and it is the responsibility of all Trust staff to comply with these requirements at all times. The key responsibilities for staff under this Strategy and Policy are set out in the Trust Code of Expectations for Employees. Failure to comply with these policies may result in disciplinary action up to and including dismissal.

Our Values and Behaviours

All staff are required to adopt and follow the Trust values and behaviours at all times. Our values and behaviours are:

Everyone
Working Matters
Together
Making a
Difference

Safeguarding Children & Adults

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

Patient and carer experience

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH; the 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience

Flexibility

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

Conflict of Interest

All Trust staff are required to identify and report any potential conflict of interest in line with the Trust Code of Expectations of Employees and other Trust policies.

Health and Wellbeing

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

Other Facilities

- a) There is a gym (the Oasis), tennis courts and swimming pool all on the site.
- b) There are a number of car parks scattered throughout the hospital site and a limited amount of garage accommodation for renting.
- c) The hospital is situated on the edge of the World Heritage City of Bath. There are good social and cultural facilities with the larger centre of Bristol being only 12 miles away. Bath has good transport links to the rest of the country and Bristol International Airport is only half an hour's drive away. Education in Bath is of a high standard and local schools consistently perform above the national average.

Person Specification

Clinical Fellow (ST3+) in General Internal Medicine

Diabetes and Endocrinology

| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|--|---|--|
| Qualification Basic Postgraduate Experience | MB BS or equivalent Completed/completing internal medicine stage 1 training programme & competencies (or equivalent outside UK). MRCP Part 2 (or equivalent) Full GMC with licence to practice Valid ALS (advanced life support) Certificate | Previous Diabetes and Endocrine experience Previous experience/interest in service improvement or quality improvement |
| Ability Knowledge Clinical Skills and Technical Skills | Ability and willingness to learn from all sources. Knowledge of own limitations. Sound basic clinical skills. Competent in history taking and examination skills. Competent in assessing acutely ill patients. Achievement of Internal Medicine Stage 1 competencies (or equivalent) | Understanding of complexities of medical treatment for patients with multi system conditions |
| Personal Attributes | 1. Ability to establish good working relationships with other members of the multidisciplinary team 2. Excellent oral and written communication skills. 3. Caring attitude to patients 4. Ability to function calmly and effectively under pressure 5. Willing to seek help from colleagues when appropriate 6. Flexibility, enthusiasm, probity 7. Commitment to continuing personal development | Ability to be self-motivated and work on own initiative |
| Audit | Understands principles of Medical Audit. | Previous audit projects completed. |
| Research/QI | | Involvement in previous research/QI projects |

