



Job Title:
Consultant in Specialty

1. WE CARE FOR YOU

We care because:

- **We** always put the patient first.
- Everyone counts – we treat each other with courtesy, honesty, respect and dignity.
- **Committed** to quality and continuously improving patient experience.
- **Always** caring and compassionate.
- **Responsible** and accountable for our actions – taking pride in our work.
- **Encouraging** and valuing our diverse staff and rewarding ability and innovation

2. JOB IDENTIFICATION

Job Title: Consultant in Specialty

Grade: Consultant Payscale (April 2017)
YC72 £76,761 - £103,490 pa pro rata

Tenure of post: Permanent/Fixed term (length of contract)

Department(s): Department

Responsible to: Name

Accountable to: Lead Name

JD Ref No: (for A4C office use)

3. JOB PURPOSE

Insert information here about the post



4. MAIN DUTIES/RESPONSIBILITIES

Clinical:

Insert Information here about the role and responsibility including any on-call commitment

Education and Development:

- There is a wide teaching role within the post, to train medical students, nurses and junior doctors, as they rotate through the department.
- It is expected that the post-holder will be a clinical/educational supervisor to some of the training doctors on rotation, as well as taking part in their regular weekly teaching timetable. 1hr/week SPA time is afforded for this role.
- There is a monthly all staff teaching session which the post holder will be expected to attend and contribute to. This includes a regular audit meeting, where again, consultant contribution is expected.
- The study leave allowance is 30 days/3 years pro-rata. It is expected that these will be used, in addition to SPA time, for CPD towards revalidation as per the recommendations of the Royal College and the various specialty bodies. The trust is fully committed to supporting and assuring revalidation, by way of a dedicated support team and IT infrastructure package.
- The trust has a programme of mandatory training which all consultants are expected to undertake.
- For appointees new to the consultant role, or who may have had a career break, the department strongly encourages mentorship support, which can be accessed via BASHH. (www.bashh.org/bashh-groups/mentoring-group/)

Clinical Governance:

- Attendance at the monthly specialty clinical governance group is expected.
- Further contribution to clinical governance activities in the form of local, regional and national audit participation, guideline writing/updating, and undertaking other relevant projects would also be expected.

Management and Leadership:

- There will be an expectation to take on management roles, such as STI Foundation training co-ordinator, education lead or clinical governance lead. For any of these roles, additional SPA time would be granted.



Research:

- Participation in research is encouraged. This may be the form of personal local projects, or collaboration in regional or national projects, such as the current PrEP IMPACT study.

Support:

- The post holder will have a dedicated office space and secretarial support, shared with the other consultants. In addition to the department's electronic patient record 'lilie', the trust has comprehensive IT services, which ably support all aspects of the role.

Annual Leave:

- The annual leave entitlement is 32 working days per annum rising to 34 days on completion of 7 years consultant service. In addition, there is an entitlement to 8 days Public Holiday per annum. Personal leave years will run from the anniversary of commencement date. At least six weeks' notice is required before taking annual leave.

Study Leave:

- Study Leave entitlement is at the rate of 30 days over a 3-year period. At least six weeks' notice is required before taking study leave.

Mandatory Training (SET training):

- All staff are required to abide by all Trust Policies and Procedures, details of which can be accessed via the Trust Intranet, and are required to comply with Mandatory Training requirements. In particular, medical staff should be aware of, and comply with, infection control and safeguarding requirements

5. SCOPE AND RANGE

Insert information here about where the post is based

Job Plan

Provisional Weekly Job Plan

Below is an example of a provisional job plan for the post but this can be subject to change depending on the specialist interest of the applicants



Job Plan Suggested format

	AM	Lunchtime	PM
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Direct Clinical Care (DCC)			
Supporting Professional Activities (SPA)			
On-call			
TOTAL PA		10 Programmed Activities	

Under the terms of the new consultant contract (2004) the basic full-time Job Plan contains ten Programmed Activities (PAs) of 4 hours each, including an average 7.5 PAs for Patient Related Care (including predictable out-of-hours commitments) and 2.5 PAs for Supporting Activities (SPA), although the actual ratio may vary and will depend on the specific, identifiable and agreed contributions in various areas (see below).

There is recognition and remuneration for out-of-hours availability as per the national terms and conditions and for any mutually agreed additional activity, if applicable. Any appointee wishing to undertake Private Practice will be required to offer the Trust an 11th PA, which the Trust may or may not wish to take up. The Trust may also independently wish to offer an optional 11th PA to the appointee, irrespective of any anticipated involvement in Private Practice.

The Trust has an interim agreement that 1.5 SPAs should be set aside to meet the requirements of proof of fitness to practice including personal internal CPD including participation in clinical meetings, private study and document review, audit and clinical governance issues (clinical incident reports, risk management, complaint responses etc) as well as preparation for, and full engagement in, personal appraisal, assessment and job planning. Attendance at mandatory meetings (e.g. Resuscitation and Fire lectures, Equal opportunity training) is included under this heading. Time for attendance at other general Trust and Directorate meetings (eg Hospital



Medical Committee and Consultants communication meetings) would also be included here. The list is not intended to be exclusive. Assessment of satisfactory engagement in these areas forms part of the annual appraisal process.

It is recognised that the time spent in other Supporting Activities will depend on individual involvement and specific circumstances and may vary significantly both between individuals and over time. Time spent on these activities will need to be accounted for as part of the annual appraisal and job planning process, and the Trust reserves the right to modify the Job Plan accordingly in discussion with the appointee. There may be circumstances where additional SPA time (above the average 2.5) is required to fulfil all the agreed additional commitments, which may necessitate an agreed reduction in clinical time. Equally there may be circumstances where an agreed reduction in SPA time (below the average 2.5) is appropriate, with the potential for additional clinical involvement within the overall PA allocation. Any altered commitments under this section will need to be agreed in advance with the Clinical Director and General Manager so as not to disadvantage clinical activity within the Care Group. 1 PA will be achieved by delivering a lead role, e.g. Audit, Governance etc. This agreement is subject to review and may increase SPA's to 2.5 without a lead role.

Categories under this heading include:

- Formal teaching of undergraduates / postgraduates, training preparation and delivery
- Junior staff supervision and appraisal
- Agreed formal Trust and external committee involvement (eg Clinical Management Teams, Local Negotiating Committee, Clinical Governance committees, Drug and Therapeutics Committee, Cancer Steering Group, Specialty subgroups etc)
- Audit lead
- Clinical Governance Lead
- Lead clinicians (cancer etc)
- Designated managerial responsibilities

Some appointed positions (e.g. Director of Postgraduate Education, Specialty Tutors, Programme Directors, some Lead Clinician roles) carry additional remuneration and are not included in this category.

The duties of the post may be changed with the agreement of the post holder.

As per the Royal College of Physicians after wide consultation the Trust is



committed to providing a mentoring opportunity for all newly appointed consultant posts.

The total number of PAs is 6.5 PAs.

An annual review of duties will take place with the Care Group Director as part of the Job Plan process.

6. OUR SERVICE

Insert information here about where the post is based, working arrangements, service provision

7. OUR TEAM

Insert information here about the leadership and the team

Care Group Director:

Care Group General Manager:

Deputy General Manager:

8. TERMS AND CONDITIONS

The appointment will be subject to the Terms and Conditions of Service (England 2003) for the new consultant contract agreed with the Trust.

The job description and the weekly timetable will form an initial job plan as outlined by the terms and conditions of service (England 2003) for the new consultant contract. This will be subject to an annual review by the Chief Executive or his/her nominee. The post is offered on a part-time basis.

The salary scale is currently £76,761 per annum rising to £103,490 per annum (effective April 2017). Your basic salary will increase with the provisions of Section 20.2 and Schedule 15 of the Terms and Conditions.

Annual leave entitlement is as per national Terms and Conditions of Service for Consultants. Arrangement to take annual leave must be made with clinical colleagues. The Care Group Director/Clinical Lead and the local Rota coordinator should be notified accordingly.

HEALTH CLEARANCE & MEDICAL EXAMINATION

This appointment is subject to medical fitness and the appointee may be required to undergo a medical examination and chest X-ray.



Potential applicants should be aware of the Department of Health and GMC/GDC requirements with regard to HIV/AIDS, Tuberculosis, Hepatitis B and Hepatitis C viruses.

The successful candidate must be immune to Hepatitis 'B' and Tuberculosis. They will be required to provide, in advance of appointment, evidence of immunity or have a local blood test (as deemed appropriate by the Occupational Health Department).

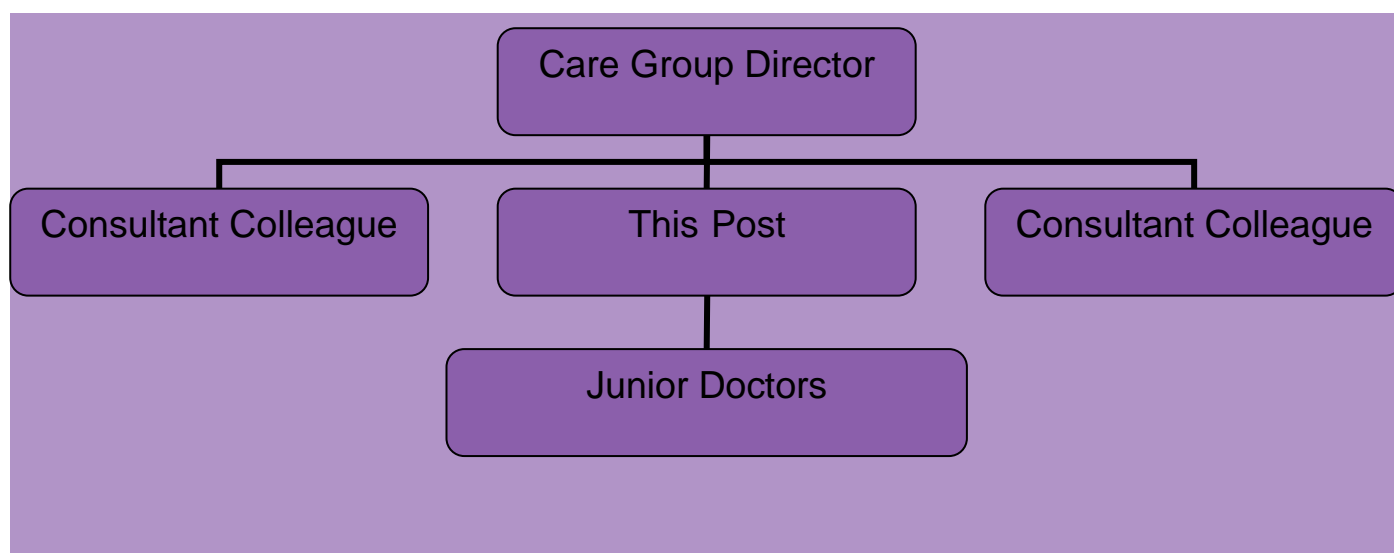
DBS CLEARANCE

This appointment is subject to an enhanced Disclosure & Barring Service (DBS) clearance. Please note that all charges associated with this check will be passed on to the applicant.

9. VISITING AND FURTHER INFORMATION

For further information, informal visits and discussions, please contact **insert contact details here**

10. ORGANISATIONAL POSITION





11. PERSONAL ATTRIBUTES

A. Core Attributes

Provide The Safest Most Effective Care Possible

- Demonstrate an understanding of the importance of quality of care
- Be accountable for own actions and those of their team

Develop Responsibly, Delivering the Right Services with the Right Staff

- Have an ability to work efficiently, effectively and professionally in a multidisciplinary team
- Demonstrate that everyone's contribution is valued

Control and Reduce the Cost Of Healthcare

- Work to ensure the care group/directorate improves efficiency and reduces waste
- Demonstrate that you will be open to improving everything that you do

Focus on Innovation for Improvement

- Have an ability to consider and implement new solutions
- Displays networking skills

B. Values Based Behaviours for Leaders

The following characteristics are expected for senior leaders in the organisation:

Strategic Approach

(be clear on objectives and clear on expectations)

- Will always plan and take initiative in the best interest of the patient
- Will make decisions based on the strategic direction of the organisation
- Can make success criteria clear to others and focuses them on what matters most
- Avoid major problems by anticipation and contingency planning

Relationship Building

(can communicate effectively, be open and willing to help, courteous)



- Able to consistently understand and meet the needs and interests of patients
- Can develop joint solutions by use of open questions and listening to others
- Can involve key stakeholder and staff in planning organisational change

Personal credibility

(Is visible, approachable, confident, good role model, resilient and honest)

- Can articulate a compelling vision
- Will consistently deliver on promises and champions DBHs values
- Displays sensitivity to the needs and feelings of others
- Will have a zero tolerance to bad behaviour and actively manage poor performance

Passion To Succeed

(Is patient centered, positive attitude, takes responsibility, aspires to excellence)

- Will motivate others with enthusiasm and a positive attitude
- Can maintain optimism and sense of humour in stressful situations
- Can infuse pride and joy in work
- Always leads by example by taking responsibility, being compassionate and aspiring to excellence

Harness Performance Through Teams

(Able to develop staff, actively listen and value contribution, give feedback, empower staff and respect diversity, champion positive change, creating a culture without fear of retribution)

- Able to take proactive steps to develop team members using a variety of approaches
- Will involve team members in planning and delivering change
- Matches the needs of activity to available resources
- Seeks out and listens to team members and stakeholders, welcoming warnings or problems.

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12. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date:



APPENDIX 1 – PERSON SPECIFICATION

PERSON SPECIFICATION CONSULTANT IN SPECIALTY REQUIREMENTS	ESSENTIAL OR DESIRABLE	Application	Interview	Reference
Qualifications				
MRCP/MRCS/MRCOG (DELETE OR CHANGE AS APPROPRIATES) or equivalent	E	✓		
You must be on the specialist register for geriatric medicine or within 6 months of being admitted to the register for trainees, if currently in a training programme in the UK. In accordance with the regulations, all other categories of Doctors must be on the GMC specialist register to be considered for a consultant appointment by the Advisory Appointments Committee	E	✓		
Applicants must continue to hold a Licence to Practise	D	✓		
Relevant higher degree	E	✓		
Experience and Achievements				
Must be able to demonstrate a high level of clinical experience and competence in all aspects of SPECIALTY	E	✓	✓	✓
Ability to offer expert clinical opinions on range of problems within the specialty	E	✓	✓	✓
Wide based experience in general internal medicine	D	✓	✓	✓
Understanding current issues within geriatric medicine and the future direction of the specialty	D		✓	
Understanding current issues within the wider NHS	D		✓	
Attendance at a recognised management course	D	✓	✓	✓
Shows ability to work with and lead others across professions	D	✓	✓	✓
Teaching and training				
Experience of and enthusiasm for clinical teaching of postgraduate doctors and non-medical staff.	E	✓	✓	✓
Academic achievements/evidence of familiarity with research methods which have resulted in publications	D	✓	✓	✓
Training in clinical and educational supervision	D	✓	✓	✓
Attendance at a teaching course	D	✓	✓	✓
Formal qualification in teaching/education	D	✓	✓	✓
Audit and Research				
Critical Appraisal Skills	D	✓	✓	
Knowledge of Audit principles and evidence of participation in and completion of audit projects and the implementation of outcomes	E	✓	✓	✓
Evidence of knowledge of research methodology	D	✓	✓	
Disposition-Adjustment/Attitude/Commitment				
Good communication and empathy skills with patients	E		✓	✓
Evidence of willingness to participate in a multi-disciplinary team environment to provide an integrated service	E		✓	✓
Ability to work as a member of a team, both through communication and sharing workload	E		✓	✓
Ability to manage high pressure situations e.g. clinical crisis	E		✓	✓
Ability to prioritise and organise workload and co-ordinate staff	E		✓	✓
Ability to integrate the care of a patient by many and various other clinical staff	E		✓	✓
Willingness to work flexibly to deliver clinically effective and cost effective healthcare	E		✓	✓
Respect Diversity - Seeks to develop an understanding of different groups and individuals and ensures equitable and appropriate treatment for all	D		✓	✓
Practical/Intellectual Skills/Personal Qualities				
Evidence of continual learning and development	D	✓	✓	✓
Understands self (strengths and weaknesses) and impact of behaviour on others	D	✓	✓	✓



Evidence of innovation	D	√	√	√
Ability to use a word processor, spreadsheet, presentation software and internet browser	D	√	√	√
Access to own transport	D	√	√	√
GENERAL				
Eligibility to work in the UK	E	√		
Ability to work in various locations throughout the network of services provided by Doncaster and Bassetlaw Teaching NHS Foundation Trust	E	√	√	
For areas requiring EPP Clearance (Exposure Prone Procedures), this will also be a requirement of the health screening	E			
An enhanced DBS disclosure will be required with the Disclosure and Barring Service	E	√		

APPENDIX 2 - SPECIFIC TERMS

- All staff and volunteers working within the trust have a duty to be aware of their own and the organisation's roles and responsibilities for safeguarding and protecting children and young people, and vulnerable adults. You must be competent to recognise abuse, respond appropriately and contribute to the processes for safeguarding, accessing training and supervision as appropriate to your role. The prevention and control of infection is an integral part of the role of all health care personnel. Staff members, in conjunction with all relevant professionals will contribute to the prevention and control of infection through standard infection control practices and compliance with the Trust's infection control policies in order to ensure the highest quality of care to patients. If your normal duties are directly or indirectly concerned with patient care you must ensure you receive sufficient training, information and supervision on the measures required to prevent and control risks of infection.
- You must be aware of and adhere to Health and Safety legislation, policies and procedures, to ensure your own safety and that of colleagues, patients, visitors and any other person who may be affected by your actions at work. You are reminded of your duty under the Health & Safety at Work Act 1974 to take reasonable care to avoid injury to yourself and others; to officially report all incidents, accidents and hazards using the Critical Incident Reporting Procedure; to use safety equipment provided for your protection at all times and to co-operate with management in meeting statutory requirements.
- Maintaining confidentiality of information related to individual patients or members of staff is a very important aspect of your work within the Trust. Failure to maintain confidentiality of such information may constitute a serious disciplinary offence. Staff should also bear in mind the importance of sharing essential information with carers and others, with the consent of each patient. There will also be circumstances where critical risk information will need to be shared with partner agencies, subject to guidance and advice available from your manager.



**Doncaster and Bassetlaw
Teaching Hospitals**
NHS Foundation Trust

You should remember that your duty, to respect the confidentiality of the information to which you have access in the course of your employment with the Trust, continues even when you are no longer an employee.

- This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post. It may be amended at a future time after discussion to take account of changing patterns of service and management.