JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Consultant Paediatrician (Community Child Health)</th>
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</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>Consultant – 10 Programmed Activities</td>
</tr>
<tr>
<td></td>
<td>Applications from those able to work less than full time will be considered</td>
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<tr>
<td>Directorate:</td>
<td>Operations Directorate</td>
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<tr>
<td>Division:</td>
<td>Children and Wellbeing Services</td>
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<tr>
<td>Service:</td>
<td>Chichester Child Development Team</td>
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1. Sussex Community NHS Trust’s Values

At Sussex Community NHS Foundation Trust (SCFT) we believe in excellent care at the heart of the community. We encourage and expect all staff to actively promote and adhere to the Trust’s values in every aspect of their work.

- **Compassionate Care** - Caring for people in ways we would want for our loved ones
- **Achieving Ambitions** - For our users, for our staff, for our teams, for our organisation
- **Working Together** - As a team forging strong links with our patients, the wider public and our health and care partners, so we can rise to the challenges we face together
- **Delivering Excellence** - Because our patients and partners deserve nothing less

2. Job Summary

a) The post holder will join a well-established child development team working in a multidisciplinary setting based at the Westhampnett Child Development Centre in Chichester.

b) The post holder will have the opportunity to take on a local or countywide lead role depending on interest and experience.
3. **Service Details**

a) This post is based at the Westhampnett Centre in Chichester. The Centre provides comprehensive multidisciplinary child development and disability services across the western part of West Sussex (including Chichester, Arundel, Bognor Regis and Midhurst). The Centre is the base for therapists, specialist nurses, admin as well as the paediatric team. Staff work proactively to provide effective and integrated care for children with a range of complex needs.

b) The department is closely linked with acute paediatric services at St Richard’s Hospital (provided by Western Sussex Hospitals NHS Foundation Trust).

c) There are also close links with CAMHS (provided by Sussex Partnership Foundation Trust), with a joint pathway for school aged Autism Spectrum Conditions assessments.

d) The post holder will join a team of 2 (1.6 WTE) Consultant Community Paediatricians, and one specialty doctor and a specialist nurse. Additionally, there is one paediatric trainee at ST4/5 level (employed by Western Sussex Hospitals NHSFT). The team works closely with consultant colleagues across the trust, in W Sussex, Brighton, and at Chailey Heritage Clinical Services.

e) Good practice is shared through joint education sessions and clinical governance arrangements across the Child Development Teams.

f) SCFT is one of the top rated community trusts for research output in the UK. SCFT child development teams are actively involved in delivering research, and the post holder will be offered the opportunity to participate in or develop their own research interests.

4. **Responsibilities / Duties of the Post**

4.1 **Lead for an area of service priority**

a) The post holder will be encouraged and supported in developing an area of special interest for an aspect of community paediatrics/ neurodisability (to be agreed.). Whilst the individual W Sussex CDCs provide local clinical services, the lead roles are being reviewed/ developed across the county. The applicant will be supported and encouraged to undertake further training when in post if needed.

4.2 **Child Development / Neurodisability**
4.3 Children with Special Educational Needs and Disability (SEND)

a) The post holder will comply with statutory SEND legislation, and provide guidance for children with special educational needs and disability and will collaborate with multiagency planning for children with complex needs.

4.4 Looked After Children

The team assesses children who are looked after, or being considered for adoption. Depending on interest, the post holder will have the opportunity to take a lead role in this area. The looked after Children Nurse team are co-located at the Westhampnett Centre offering opportunities for joint assessments where appropriate.

4.4 Clinical Role in Safeguarding and Child Protection

a) Community Paediatricians within the department provide assessment of children who are undergoing a Child Protection investigation for suspected physical abuse during office hours, with cover provided by St Richard’s Hospital for out of hours assessments.

The service for Child Sexual Abuse examination is provided by the Sussex Wide Children’s SARC based in Brighton. There is an opportunity for the post holder to participate in the SARC rota; however this is not a requirement of the role.

5. Management Responsibilities

a) Administer clear standards and encourage high quality health care.

b) Work with other consultants and managers to ensure appropriate standards of clinical governance.

c) To participate in relevant committee work, both within the organisation and between agencies.
6. **Resources available to the post holder**

a) There will be shared office and secretarial support for the post holder. IT, fax and e-mail facilities are provided.

7. **On-Call**

a) No out of hours on call responsibilities for this post, unless the post holder joins the SARC rota (covering day time at weekends and bank holidays, approximately 1 in 6 weekends with 2 doctors).

8. **Maintaining Good Medical Practice**

a) All doctors are expected to participate in continuing professional development as required by the Royal College of Paediatrics and Child Health, to participate in annual appraisal and revalidation and to join appropriate supervision and PDP groups for the role and to remain up to date on professional developments as required by their professional body.

b) Doctors are actively encouraged to take their study leave entitlement in line with Royal College Guidelines and to support the development needs identified in their PDP, Peer Group reviews and appraisal. Registration with the RCPCH for CPD is required.

c) There is a dedicated study leave budget and a process for approval which considers the individual personal development plan. The post-holder would be entitled to 30 days study leave over a 3 year period.

9. **Relationships with others**

The post holder will assume a continuing responsibility for the care of patients in his / her care and in maintaining the smooth running of the Department and:

a) Will work in partnership so that parents/carers and children and young people are fully involved in and empowered to make decisions about their treatment and care.

b) Will work constructively with clinical managers and clinical colleagues to maintain effective team working and service improvement.

c) Establish good communication and effective working relationships with all relevant agencies in relation to individual patients and service development.

10. **Teaching and Training**
a) The post holder will provide guidance and support to immediate medical and multi-disciplinary team colleagues and the wider service where appropriate.

b) Medical students placed at St Richard’s hospital spend part of their placement in the CDC and there are opportunities to contribute to formal and informal undergraduate teaching.

c) There is one training post (ST4 +) for trainees from Health Education Kent, Surrey and Sussex (employed by Western Sussex Hospitals NHSFT). The post holder will undertake clinical supervision of trainees and will have the opportunity to act as an educational supervisor, with appropriate training.

d) The post holder will participate in the training of nurses, therapists and other health staff.

e) The post holder will participate in multiagency training including education, social services and voluntary agencies to promote an understanding of children’s health and welfare.

11. Audit and Clinical Governance

a) The post holder will be expected to participate in clinical governance activities, including clinical audit, risk management, clinical leadership and such quality improvement activities deemed necessary by either the Trust or an external accrediting bodies.

12. Timetable (provisional)

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<tr>
<th>PA’s</th>
<th>Duties</th>
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<tbody>
<tr>
<td>3.5</td>
<td>Direct Clinical Care</td>
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<tr>
<td>3.5</td>
<td>Clinical Admin</td>
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<tr>
<td>0.5 -1</td>
<td>Lead role</td>
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<tr>
<td>2 – 2.5</td>
<td>SPA</td>
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<td>Total</td>
<td>10.00</td>
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The timetable is indicative only. Adjustments will be made if the post holder joins the SARC rota. A formal job plan will be agreed between the post-holder and Clinical Director 3 months after commencing the post and at least annually thereafter.

Services are undergoing change and there may be a need to redefine individual’s working responsibilities, including any on-call arrangements, at a future date and this would be done in consultation with the post-holder. It is expected that the post
holder will not withhold agreement to any reasonable proposed changes which the Trust might make.

13. Organisation Chart

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<th>Medical Director</th>
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<tr>
<td>Area Clinical Director</td>
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<td>↓</td>
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<tr>
<td>Medical Lead for W Sussex</td>
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<tr>
<td>Postholder</td>
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14. Flexibility

a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their grade and competence.

15. Policies and Procedures

a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

16. Confidentiality and Data Protection

a) 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 (1998) at all times.

b) The post holder must comply with all Trust information and data protection policies at all times. The work of a 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.

17. Health and Safety

a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) 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 colleagues.

18. Equality and Diversity
a) Sussex Community NHS Foundation Trust has policies relating to the equality of opportunity in employment and service delivery. All staff are expected to comply with these policies.

19. **Use of Technology**

a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and co-ordination of services, and to enable faster and more certain communication within the Trust. Necessary training will be provided.

20. **No Smoking Policy**

a) Sussex Community NHS Trust operates a no-smoking policy, in line with Government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.

b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

21. **Professional Registration**

a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

22. **Infection Prevention and Control**

a) Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Trust's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections.

23. **Safeguarding Children, Young People and Vulnerable Adults**

a) Sussex Community NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

24. **Quality**
Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care and patient-centred care.

<table>
<thead>
<tr>
<th>Author’s name:</th>
<th>Dr Michelle Bond</th>
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<tbody>
<tr>
<td>Version number:</td>
<td>V01</td>
</tr>
<tr>
<td>Reason for change:</td>
<td>Recruitment to vacancy following relocation of previous post holder</td>
</tr>
<tr>
<td>Date:</td>
<td>11/7/2017</td>
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**Informal enquiries**

For further information, visits or discussions, please contact:

Dr Dr Adeyemi Osiyemi  
Lead Consultant  
Tel: 01243 793652  
Email: adeymei.osiyemi@nhs.net

Dr Michelle Bond  
Area Clinical Director:  
Email: michellebond@nhs.net  
Tel: 01273 696011 ext 2311