Job Description for

CONSULTANT IN EMERGENCY MEDICINE

North West Anglia NHS Foundation Trust
At Hinchingbrooke Hospital, Huntingdon
June 2017
Job Description

Job Title: Consultant in Emergency Medicine

Grade: Consultant

Based: Hinchingbrooke Hospital

Reports to: Clinical Lead for Emergency Medicine

Responsible to: Medical Director

Responsible for: Junior and Middle grade doctors who work in the Emergency Department

Liaises with: Clinical Lead for Acute Medicine, Divisional Head of Nursing, Operations Manager, Clinical Unit Co-ordinator, Consultants in Emergency Medicine, & other specialties

Job Summary

This is an exciting opportunity for a forward-thinking consultant to play a major role in leading the development of a novel system of integrated emergency care.

Duties include:

- Providing clinical assessment, appropriate treatment (including resuscitation) and supervision of all types of patients attending the Emergency Department until onward referral or discharge (including ED patients in ambulatory care or on the Acute Assessment Unit (AAU))
- Provide clinical leadership and line management for junior medical staff within the department.

This post requires someone who is dynamic and interested in a hospital that is a national leader, and who is able to demonstrate extraordinary visibility and opportunity.

Background

Hinchingbrooke Hospital Emergency Department was the top performing hospital in the region and in the top five in the country for the year 2012 - 2013, consistently achieving the ED four-hour standard. This is a turnaround from prior to February 2012 when it was consistently near the bottom for the region.

We are now focusing on improving our services even further and need to recruit new consultants to achieve this. As part of the re-development work at Hinchingbrooke, the Trust is working with its commissioners to invest heavily in building up senior knowledge and skills in the ED and AAU.

Duties and responsibilities of the post
Strategy and Organisation

The Consultants are required to provide clinical leadership and to be available for opinion and advice on any patient within the Emergency Department when in the hospital.

The appointee will be a team player with the ability to cope under pressure.

The appointee will be required to supervise junior ED medical staff and provide guidance to nursing staff of all grades.

The appointee will liaise with colleagues to ensure a consistent flow of information and updates across the speciality.

The appointee will promote a positive image of the Trust with appropriate professional groups and organisations as well as the local health economy.

The appointee will promote a positive and supportive atmosphere which encourages staff to innovate and go beyond the call of duty in order to achieve key objectives. At the same time the appointee will ensure that staff that give exceptional service will be recognised and rewarded.

The appointee will help develop and promote departmental clinical guidelines in line with evidence-based best practice.

Resources

The appointee will:
- work to provide patients with the best care in terms of quality and costs through a culture of continuous improvement.
- demonstrate flexibility in approach and will be adaptable when the organisation is facing unforeseeable circumstances.
- Compensation and Benefits
- Consultants are remunerated according to nationally agreed NHS pay scales and terms and conditions.
- Temporary changes in programmed activity will be accommodated wherever possible by negotiation locally.
- Training and Development
- The appointee will...
- work with consultant colleagues to plan, design, develop, implement and deliver skills training programmes for junior and middle grade doctors and monitor to demonstrate their effectiveness.
- promote the use of 360 degree appraisal amongst medical staff.
- help colleagues to achieve revalidation.
- ensure compliance with equality and diversity issues and legislation.
- ensure that medical staff attend mandatory training.

Team Management

The appointee will lead and manage juniors within the Clinical Unit to ensure that excellence is achieved in service delivery.

Disclaimer
This job description is intended only as a guide to the range of duties involved. The appointee will be expected to be flexible and adaptable in order to respond to the changes and developments within the Trust.

**General**

This appointment, , demonstrates the Trust's commitment to ensure the Emergency Department of the hospital is staffed with sufficiently experienced doctors of high calibre.

Consultants work in the Emergency Department when rostered for direct clinical care programmed activities (PAs) in line with RCEM recommendations. They provide clinical assessment, resuscitation, and supervision of all types of patients attending the Emergency Department until onward referral or discharge.

The consultants are required to provide clinical leadership and to be available for opinion and advice on any acutely unwell patient within the Emergency Department at any time when at the hospital.

The appointee will be a team player with the ability to cope under pressure.

The appointee will be required to provide guidance to nursing staff of all grades.

The appointee will be required to take an active role in the running of the Trust, for example by participating in meetings, management and audit to ensure best use of resources for our patients.

Consultants are required to produce, maintain and update departmental clinical management guidelines, in line with evidence based best practice.

Consultants will be involved in the management of trauma in line with the trauma network and contribute to Major and CBRN Incident preparation and management in the event of an incident.

During the week, there is one-in-five on site clinical commitment until 2100 hrs and thereafter from home and one-in-five weekends, working eight hours on-site during the day on Saturday and Sunday and then on call from home at other times.

**Special Interest**

The appointee will be encouraged to develop a special interest relevant to the specialty of Emergency Medicine e.g. ultrasound, paediatrics, elderly care, ambulatory care and critical care.
Job Plan

The 10 PA job plan will consist of up to 2.5 PA of Supporting Professional Activity to be agreed at individual job planning. There will be an opportunity to expand the SPA allocation by taking on specific responsibility.

The job plan will be worked out by calculating annualised hours to allow a flexible rota. The proposed working pattern is as follows:

There are 5 ED consultants on the rota
Weekday clinical shifts to be filled are
0800 – 1600
1500 – 2100 + on call
Weekend shifts are 12:00 – 20:00 and are worked 1:5
This will be augmented and confirmed according to the changing needs of the emergency department.

General Conditions of Employment

The appointee will enjoy terms based on the nationally agreed Terms and Conditions of Service for Consultants (England) 2003.

The successful candidate will be required to live within 20 miles of Hinchingbrooke NHS Trust or 30 minutes travelling time when on-call.

The appointee will be expected to cover for colleagues’ absence from duty on the basis of mutually agreed arrangements with the Department and with the Employing Trust. This is arranged by mutual agreement of consultant colleagues and approval of the Clinical Lead, in accordance with standard Trust and NHS regulations. It is essential that six weeks notice is given to allow for proper planning and prevent cancellations of patients’ appointments/surgery. This includes all forms of leave. Leave is granted in line with Trust Policy and Specialty protocol.

The Trust requires the successful candidate to have and maintain full registration with the General Medical and to fulfil the duties and responsibilities of a doctor as set down by the General Medical Council.

All appointments are subject to satisfactory Occupational Health Clearance being obtained and a satisfactory Criminal Records Bureau check.

The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies.

Subject to the provisions of the Terms and Conditions of Services, the appointee is expected to observe the Trust’s agreed policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the Trust.
In particular, where the appointee manages employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures. The appointee will be expected to make sure that there are adequate
arrangements for hospital staff involved in the care of patients, to be able to contact them when necessary, and to observe the current local arrangements for advising details of leave.

**Teaching, Research & Clinical Quality**

**Teaching Programme**

There is a strong commitment to education from a departmental and organizational level, and the appointee will be expected to undertake teaching. There is an active Medical Education Centre with seminar rooms and a lecture theatre, and an on-going programme for senior and junior medical staff organised by the Clinical Tutor and the Medical Education Department.

**Continuing Professional Development**

There is strong support for CPD within the Trust, under the direction of the Medical Director, Clinical Tutor and Specialty Tutors. All non-training grade medical staff are required to undertake CPD to fulfil the requirements of revalidation. Senior medical staff have an entitlement to study leave of 30 days in a 3-year period and the current study leave budget allowance is £700 per annum per person.

**Clinical Library**

The Trust has its own clinical library on-site. The Library Services Manager and assistants can support medical staff in carrying out literature searches via MEDLINE and accessing books and journals.

**Research and Development**

The Trust has a number of Research projects underway within various clinical specialties. The Medical Director is strengthening the Trust's approach to R&D and is currently developing our R&D strategy in conjunction with the local network. Research, especially operational, is encouraged.

**Clinical Quality Assurance**

The appointee will take an active part in Clinical Audit and Clinical Governance. The appointee will ensure that they are up to date with mandatory and statutory training requirements as required by the Trust and or external organisations. There is a wide-ranging clinical audit programme across many specialties within the Trust supported by specialist staff.

The appointee will ensure data collection and processing undertaken is consistently accurate and timely and complies with the Trust Data Quality Policy and Information Governance procedures. The Trust is developing a number of Acute Care Pathways, and is working towards a system of integrated care, and the appointee will be expected to contribute to and support these.

**Other**
To comply with the roles and responsibilities as defined in the Trust’s Health & Safety Policy.

To be responsible for safeguarding and promoting the welfare of children and adults by undertaking the appropriate level of training in accordance with the safeguarding policy training strategy and being aware of and working within the Trust’s safeguarding policies.

Ensure all data collection and processing undertaken is consistently accurate and timely and complies with the Trust Data Quality Policy and local procedures.

Undertake any other similar duties in line with the key purpose of the job.

Infection Prevention is of paramount importance to the safety and wellbeing of our patients at Hinchingbrooke Hospital. The Infection Prevention and Control Team use national and local guidance and policy to formulate Infection Prevention Policy and Procedure documents. It is the responsibility of all Hinchingbrooke Hospital employees, to comply with the Infection Prevention and Control Policy and Procedure documents. Compliance with the relevant documents will be assessed during appraisal.
**Person Specification**

**Job Title:** Consultant Physician in Emergency Medicine  
**Directorate:** Acute/Medicine Clinical Unit  
**Reports To:** Clinical Lead

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<thead>
<tr>
<th>Criteria</th>
<th>Essential or Desirable Criteria</th>
<th>Assessment Method</th>
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<tr>
<td><strong>Education and Qualifications</strong></td>
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<tr>
<td>MBBS (or equivalent)</td>
<td>E</td>
<td>X</td>
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<td>FCEM or equivalent</td>
<td>E</td>
<td>X</td>
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<tr>
<td>CCT and/or eligibility for inclusion on the Specialist Register of GMC Emergency Medicine or within six months at the time of the Appointments Advisory Committee</td>
<td>E</td>
<td>X</td>
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<td>ATLS, ALS and APLS provider</td>
<td>E</td>
<td>X</td>
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<td>Full GMC Registration</td>
<td>E</td>
<td>X</td>
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<tr>
<td>Sub-specialty experience e.g. paediatrics, ultrasound</td>
<td>D</td>
<td>X</td>
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<tr>
<td><strong>Experience &amp; Knowledge</strong></td>
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<td>Thorough and broad based training in UK Emergency Medicine</td>
<td>E</td>
<td>X</td>
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<td>Teaching at postgraduate and undergraduate levels</td>
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<td>X</td>
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<td>Willingness to teach undergraduates</td>
<td>E</td>
<td>X</td>
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<td>Knowledge of vulnerable adult and child protection issues</td>
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<td>X</td>
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<td><strong>Academic Achievements</strong></td>
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<td>Able to demonstrate successful participation in clinical governance</td>
<td>E</td>
<td>X</td>
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<td>Evidence of completed and published research</td>
<td>D</td>
<td>X</td>
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<tr>
<td>Instigated, designed and completed audit projects and protocols</td>
<td>D</td>
<td>X</td>
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<td><strong>Key Skills</strong></td>
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<tr>
<td>Effective written (including record keeping) and verbal communication skills</td>
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<td>X</td>
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<tr>
<td>Excellent interpersonal skills with ability to use tact, diplomacy, negotiation and persuasion as well as authority</td>
<td>E</td>
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<td>Ability to be a flexible team member</td>
<td>E</td>
<td>X</td>
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<td>Ability to motivate and manage staff</td>
<td>E</td>
<td>X</td>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td>Fluent in verbal and written English</td>
<td>E</td>
<td>X</td>
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<td>Awareness and respect for colleagues, patients and relatives’ dignity, privacy, integrity, cultural and religious beliefs</td>
<td>E</td>
<td>X</td>
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<td>Ability to remain calm and work effectively in pressured situations</td>
<td>E</td>
<td>X</td>
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<td>Good previous attendance record</td>
<td>E</td>
<td>X</td>
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<tr>
<td>Satisfactory Criminal Records Bureau Disclosure and/or Certificate of Good Conduct (Police Check) from country of residence</td>
<td>E</td>
<td>Police/DfES/DoH</td>
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Assessment Criteria:  A = Application, I = Interview, T = Test, R = References
Hinchingbrooke Health Care NHS Trust provides acute services to the 160,000 population of the Huntingdonshire area. The hospital is in Huntingdon, which is midway between Cambridge and Peterborough.

It is a modern, purpose built hospital, which opened in 1983 and enjoys a high level of support from the local community.

It has over 212 beds plus 28 specifically for day cases, 47 for 23-hr stays in the Treatment Centre.

The treatment centre opened in October 2005 and accommodates state of the art operating theatres, procedure unit for day case and short stay patients and outpatient clinics. The Trust has 5 Intensive Care and 4 Coronary Care beds and 21 beds in the Acute Assessment Unit. The Trust also offers a limited range of private services.

There are a number of joint appointments with Addenbrookes, Papworth and Peterborough hospitals in other specialties, and a growing number of referrals are now coming from GP's in areas which traditionally have been referred elsewhere. The main purchaser of the Trust's services is the NHS Cambridgeshire together with new working relationships with local GP clusters.

It is the largest employer in the Huntingdon area.

The Trust currently achieves excellent operational performance in both emergency and elective waiting times. The trust is the first in the country to move through a franchise process to be run by another operator. This will not affect the NHS terms and conditions of staff, nor the scope and range of services to be offered.

**WORK OF THE EMERGENCY DEPARTMENT**

The department was designed and built in one of the 'Best Buy' hospitals which were popular in the East Anglian region in the early 80’s. In recent years the Emergency Department has undergone major refurbishment and has been upgraded. including one Paediatric Resuscitation Bay, and a separate room for bereaved relatives.

The appointee will have a shared office with the other Consultants with his/her own internet enabled computer. The department has its own Seminar Room and designated office housing the departmental secretary and administrative support.

The ED sees over 45,000 patients per year.
ABOUT THE AREA

Huntingdon enjoys excellent communication links, straddling the A1 (the historic Great North Road) and the main London-Edinburgh Intercity railway line. The M11 London to Cambridge motorway is under 25 minutes by car, with Cambridge less than 30 minutes to the southeast. The cathedral city of Peterborough is a similar distance to the north. The main East Coast M1 link road bypasses Huntingdon. London Heathrow is around 75 minutes away by rail, while Stansted Airport is just an hour’s drive away. The centre of London is only 50 minutes by rail.

Population Growth
The district’s population of around 160,000 is centred on Huntingdon, St Ives, Ramsey and St Neots. All are market towns, Huntingdon being the largest with around 18,000 people. Although still essentially a rural community, the area has experienced rapid growth and a rising population over the last 30 years.

Town development schemes and nearby science and technology parks (Cambridge) have all served to generate the expansion, which has brought with it improvements in housing, education, employment opportunities and leisure facilities.

Housing
There is a diverse range of new and period properties available in and around Huntingdon and its surrounding towns and villages (all served by an excellent network of local roads). All centres have estate agents’ offices and building society branches on hand to help with house purchase or property rental. Temporary accommodation within the grounds of the hospital (both single and married) may be available.

Education
The area is well served for all age groups, with a range of highly regarded state schools, nursery schools and sixth-form colleges. Public schools at Cambridge, Oundle, Uppingham, Oakham, and Kimbolton are all within easy reach (many offering day and boarding facilities). Hinchingbrooke School close to the hospital is modern and well equipped; it has a fine academic record with excellent sporting facilities and a superb new performing arts centre. For the youngest there is a weekday nursery within the hospital complex which also runs a summer holiday play scheme.

Employment Opportunities
Other employment opportunities are plentiful in Huntingdon, particularly in light industry and pharmaceutical research. There is a business park adjacent to the hospital and, with the first-class road and rail links, commuting is straightforward.

The region is acquiring a reputation as a fertile environment for the growth of private medical facilities and research; examples of the former are the Cromwell Clinic in Huntingdon, Evelyn Nursing Home in Cambridge and Bupa Cambridge Lea Hospital, whilst Papworth Hospital is world renowned for its pioneering development work in transplant techniques. Such activity is creating a demand for specialised skills at all levels.

Shopping
To shoppers, the flourishing market towns of Huntingdon, St Ives, Ramsey and St Neots offer convenience, diversity and generous parking. The selection of retail outlets is improving all the time, while for big stores, Cambridge, Peterborough, Milton Keynes and London are all within easy reach.
Leisure
The region has much to offer with activities like boating (numerous riverside marinas), water sports, sailing and freshwater fishing. Hikers and ramblers will find nearly 1,000km of public walks to explore. There is horse racing at Brampton, challenging golf courses, excellent cricket, football, squash, tennis, rugby clubs and fitness facilities.

There are local galleries, cinemas, concert halls, theatres and nightspots. There are some superb local country restaurants, good beer and delightful country pubs to explore.

Historical Notes
Huntingdon is perhaps best known as the birthplace of Oliver Cromwell, former Lord Protector of England and Roundhead vanquisher of King Charles I and the Royalist Cavaliers. The Falcon Inn in the Market Square is where he made his Civil War headquarters. Attending the same grammar school as Cromwell (now the Cromwell Museum in Huntingdon) was noted diarist Samuel Pepys. Catherine of Aragon, placed under house arrest by Henry VIII, lived briefly at Buckden Palace, near Huntingdon.

Northamptonshire poet William Cowper spent two years in the town and Capability Brown – probably the most famous landscape gardener of them all – lived and subsequently died at nearby Fenstanton.

Places of Historical Interest
Historic houses include Buckden Palace – former residence of the Bishops of Lincoln – with its superb, 15th century gatehouse, the stately 300-year-old Elton Hall and Hinchingbrooke House – medieval nunnery, home of Cromwell and now a school.

There is Kimbolton Castle, today a public school, Island Hall at Godmanchester and historic Ramsey Abbey. There are World War II British and American airfields, picturesque villages and churches, ancient bridges (notably at St Ives), windmills and museums to visit.

In Cambridge there is the spectacular beauty of the colleges and ‘Backs’, the prestigious Fitzwilliam Museum and the ancient magic of the Gog Magog Hills and Wandlebury Ring.

How to Apply
Applicants who are unable, for personal reasons, to work full-time, will be eligible to be considered for the post. Job share applicants are also welcomed.

For an informal discussion please contact Dr. Shashank Ranjan, ED Consultant or Dr Suzanne Hamilton, Associate Medical Director - Medicine

To visit the department please contact Olwen Rugen, A&E secretary on (01480) 416416 extension 8992.