1. Job Details 156-MS-990

<table>
<thead>
<tr>
<th>Title:</th>
<th>Consultant in Community Paediatrics (0.8 FTE) – South East Cornwall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>The Clinical Director.</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>The Medical Director.</td>
</tr>
<tr>
<td>Reporting Location:</td>
<td>The Royal Cornwall Hospital and any associated hospitals with RCHT responsibilities.</td>
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<tr>
<td>Remuneration</td>
<td>£76,761 - £103,490 per annum</td>
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2. Job Purpose

- Maintenance of the highest clinical standards in the management of Community patients.
- To share with colleagues responsibility for the day to day management of the Community Paediatric department.
- Teaching and training of junior staff and medical students where applicable.
- To have responsibility for ensuring active participation in continuing medical education (CME).
- To actively participate in both departmental and Trust matters concerning Clinical Governance and Audit.
- To attend meetings as appropriate.
- Fulfill duties of weekly timetable including any out-of-hours responsibilities.

3. Dimensions

The Royal Cornwall Hospitals’ NHS Trust

The Royal Cornwall Hospital is situated in the Cathedral city of Truro in the centre of the Cornish Peninsula. The surrounding countryside is renowned for its spectacular rural and coastal scenery. Cornwall is well known for its surfing beaches, coastal and inland sailing waters, as well as equestrian opportunities. The strong heritage of Cornwall has been further enhanced with the opening of the Eden Project and the National Maritime Museum. Over recent years there has been an unprecedented growth in high quality restaurants and family orientated leisure facilities. The main road links to the rest of the country have been further enhanced by major improvements to the A30. Local rail links to London include regular daytime and sleeper services, and there are regular daily flights to London from Newquay Airport, as well as to other national and international destinations.
The Royal Cornwall Hospitals’ NHS Trust (RCHT) is part of the Cornwall Healthcare Community, working in partnership with other local trusts to deliver high quality healthcare services across the county. The Trust has close links to medical specialist services in the South West Peninsula and beyond. Serving a widespread local population, as well as thousands of visitors to Cornwall each year, poses a number of unique healthcare challenges. The Trust delivers acute medical and surgical services to a population of approximately 400,000, and has a higher proportion of elderly people than the national average. The population more than doubles during the busy holiday periods. RCHT comprises three main hospitals: The Royal Cornwall Hospital, Truro; West Cornwall Hospital, Penzance, and St. Michael’s in Hayle. Outpatient and other services are also provided at a large number of community-based NHS locations around the county and a number of corporate support services are located away from the main hospital sites.

Further information on the Trust can be viewed on the Internet at [www.cornwall.nhs.uk/RCHT](http://www.cornwall.nhs.uk/RCHT) and [www.cornwall.nhs.uk](http://www.cornwall.nhs.uk)

### 3.1 Staffing

**Specialty Management Team**

- **Clinical Director - Paediatrics**: Dr. Matt Thorpe
- **Associate Director Women, Children’s and SH**: Mr David Smith
- **Clinical Lead for Community Paediatrics**: Dr Jo Lewis
- **Matron and Children’s Lead**: Ms Mary Baulch
- **Specialty Service Manager**: Ms Sam Probets
- **Divisional Nurse/Head of Midwifery**: Ms Jan Walters

Paediatrics is part of the Women and Children’s Health Division along with Obstetrics, Gynaecology and Sexual Health.

**Medical Staff**

Community Paediatric Team (alphabetical):

**Consultants**

- Gina Clarke: North East Cornwall Consultant / Current Public Health Lead
- This Vacancy: South East Cornwall Consultant / Neurodisability Lead
- Julia Harvey: Mid Cornwall Consultant
- Roger Jenkins: Designated Doctor for Child Protection
- Jo Lewis: Early Years consultant and Designated Medical Officer for SEN
- Eleanor McCartney: Designated Doctor LAC / Adoption Advisor
- Vacancy: West Cornwall Consultant/ Public Health

**Associate Specialists and Specialty doctor:**

- Jyothi Gundabolu: Mid Cornwall
- Murty, Malla: Mid Cornwall
- Rachel Pegg: West Cornwall
- Melinda Pyne: South East Cornwall
Acute Paediatric Consultants (alphabetically) and their special interests:

Simon Bedwani  
Allergy

Alan Cade  
Respiratory

Andrew Collinson  
Neonatology

Ola Elmasry  
General Paediatrics

Shama Goyal  
Oncology

Sian Harris  
Neurology/Epilepsy

Yadlapalli Kumar  
Neonatology

Katie Mallam  
Diabetes

Paul Munyard  
Neonatology

Sam Padmanabhan  
Cardiac

Ann Prendiville  
Respiratory/CF

Simon Robertson  
Diabetes and Respiratory

Raj Srikantaiah  
Respiratory

Matt Thorpe  
Gastroenterology

Chris Williams  
Renal

In addition, the acute medical team comprises one Associate Specialist in Paediatric Oncology and three Specialty Doctors, seven specialist registrars plus other junior training doctors.

3.2 Facilities
The Children’s Acute unit has 29 inpatient beds including 3 HDU beds and an admissions unit plus an 8 bedded surgical day-case unit. There is a 20 cot level 2 NNU which is due for relocation.

Community paediatrics ‘base’ is currently at Pendragon House on the RCHT site. The administrative teams are co-located here along with the therapy lead, safeguarding teams and Children in Care teams, which allows good inter team working.

3.3 Services
RCHT offers comprehensive general Paediatrics which treats approximately 1000 elective and 6000 emergency admissions per year and a level 2 Neonatal service, including full care for infants >27 weeks gestation and therapeutic hypothermia. A range of sub-specialist clinics are offered in conjunction with the visiting tertiary specialists from Bristol Children’s Hospital.

The Community team currently hosts the positions of Designated Doctors for Child Protection, Children in Care and Adoption Advisor, Medical Officer for Special Educational Needs and also the Named Doctor for Child Death Review. Community paediatrics covers the whole of Cornwall and the Isles of Scilly. Several of the paediatric team support the local children’s hospice, Little Harbour in St Austell.
3.4  **Links with the Primary Care Trust (PCT)**
An enthusiastic commitment to partnership working with Cornwall’s Primary Care Trust and the Local Authority is expected

3.5  **Inpatient work**
Liaison with general colleagues to support in patients is desirable. However, there is no onus of care for in patients, who are under the care of the general Paediatric team.

4.  **Organisation Chart**

5.  **Principal Accountabilities**

5.1  **General Duties and Responsibilities of the Post**
- Provision with consultant colleagues of a service to the Royal Cornwall Hospitals’ NHS Trust, with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department.
- Out-of-hours responsibilities - participation in the extended hours consultant rota for safeguarding
- Cover for colleagues’ annual leave and other authorised absences.
- Any responsibility that relates to a special interest.
- Professional supervision of other junior medical staff.
- Responsibilities for carrying out teaching.
- Participating in medical audit, the Trust’s Clinical Governance processes, and in Continuing Professional Development (CPD).
- Involvement in research (where applicable).
- Managerial, including budgetary responsibilities where appropriate.
- Where it is agreed between the parties, work on behalf of the Royal Cornwall Hospitals’ NHS Trust such as domiciliary consultations, or services provided by the Trust for other agencies, for example, the prison service. (This excludes work undertaken under direct arrangements between an individual doctor and a third party, e.g. Category Two).
• A willingness to undertake additional professional responsibilities at local, regional or national levels.
• The post-holder must at all times carry out their duties with due regard to the Trust’s Equal Opportunities Policy. A responsibility to ensure that all colleagues and patients receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability.
• A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient care.
• It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post-holder is required to comply with the appropriate Health and Safety Policies as may be in force.
• A responsibility to decline to undertake duties for which the post-holder has not been trained, or for which the post-holder does not believe they will be able to undertake safely.
• It is the responsibility of the post-holder to ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.
• All staff who have access to, or transfer data, are responsible for that data and must respect confidentiality and comply with the requirements of the Data Protection Act 1998, in line with the Trust’s policies. Such information should not be released without the consent of the patient, client, or staff member concerned unless required by a court order.
• The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust’s activities.
• The post-holder will be required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust policy.
• The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment) including declaration of hours worked and breaks taken by undertaking monitoring exercises when required, and reporting any instances where the pattern of working hours may constitute a health and safety risk to the post-holder, patients, public and other Trust employees. The post-holder will not be subjected to any unlawful detriment by reporting any concerns under the Regulations.
• The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.
• The post-holder will be required to participate in the annual appraisal process.
• The post-holder will be required to complete annual updates in mandatory training.
• Travel as necessary between hospitals/clinics will be required but a planned and cost effective approach will be expected.
• Any other duties that may be required from time to time.
• The post-holder must comply with all aspects of confidentiality, professional codes of conduct, the Royal Cornwall Hospitals’ Trust’s Staff Charter and the NHS Managers’ Code of Conduct.
5.2 Expectations of the Post-holder
The post-holder can expect:

- An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- An appropriate agreed job plan that may be changed by mutual agreement between the doctor and the Divisional/Specialty Director/Divisional Manager in accordance with the agreed procedure for the review of job plans and any recommendations following appraisal.
- An adequate time allocation for administration, education, audit and teaching commitments, etc, (the precise amount will depend on the requirements of the particular post and the Trust will give due regard to the recommendations of the appropriate Royal College, etc).
- Receive appropriate consultant supervision and mentoring.
- Adequate support and time allocation to allow doctors to fully participate in the Trust’s appraisal process and the necessary CPD and study leave requirements which are a natural consequence of appraisal.

5.3 Objectives and How They Will Be Met
The post-holder will be required to deliver elective and emergency medical services within Cornwall, in close collaboration with consultant colleagues and within commissioned performance targets.

5.4 Teaching and Training
The post-holder is expected to participate in the teaching and training of junior staff, medical students and other clinical staff groups. The post-holder will also have supervision responsibilities for junior medical staff within the specialty.

5.5 Study and Training
The post-holder is expected to participate in professional continuing medical education; study leave is provided for this purpose, and the post-holder will be entitled to apply to the Trust’s Study Leave Committee for a contribution to funding of this activity.

5.6 Research
Members of the Division are encouraged to pursue approved topics of research. There are funds available within the hospital for approved studies. The use of commercial funds for ethically approved trials is encouraged and projects can be supported by the Trust’s Audit Department.

5.7 University of Exeter Medical School (UEMS)

The University of Exeter Medical School is the newest College of the University of Exeter and has already developed strong partnerships between the five acute trusts of the Peninsula, the Partnership Trusts and the CCGs.

The first medical school in the South West was the Peninsula College of Medicine and Dentistry (PCMD), which first hosted students in Cornwall in 2004.

In January 2012, the Universities of Exeter and Plymouth began the process of disaggregation Of PCMD, with the subsequent development of two separate medical schools. RCHT hosts students and research from UEMS, with the first cohort of Year 3 students hosted in the academic year 2015-16. The partnership with a Russell Group university, ranked 8th in the 2015 Times Good University Guide, with the ambition to develop world class research, is a truly exciting relationship.
The innovative undergraduate curriculum, combining both the science and the art of medicine, is integrated from the outset, incorporating basic science and clinical teaching in community and secondary care settings, mainly in small groups, using enquiry-based learning. NHS (SIFT) funding supports teaching and learning in the clinical environment. A robust system of Service Level Agreements (SLAs) is in place to ensure that the vast majority of teaching activity is captured in job plans and funded appropriately. All clinicians involved receive staff development appropriate to their involvement, e.g. academic mentoring, direct clinical teaching or assessment.

A substantial building - the Knowledge Spa - accommodates the academic and educational needs of the medical students. There is a substantial library for health professionals, and the public, as well as research space and incubation units for health-related businesses. The European Centre for Environment and Human Health, part of UEMS, is located within the extension to the Knowledge Spa. Together with the undergraduate medical programme and postgraduate taught programmes, the Centre makes up the Truro Campus of the University of Exeter. This world leader in environment and health research also has laboratory space at the Penryn Campus of the University.

The Medical School’s locality team, supported by administrative and clinical academic staff includes:

Dr. Nicki Saulsbury  Associate Dean for Cornwall / College Academic Director of International Education (HIV /GU Physician)
Dr. Julie Thacker  Hospital Sub-Dean (Associate Specialist) , CFS Service
Dr. Ian Fussell  Community Sub-Dean (GP)
Mrs. Angela Lait  Senior Clinical Skills Tutor
Mrs. Viv Woodard  Programmes Manager

Consideration will be given to a suitable applicant being awarded a senior honorary academic title with UEMS. Subject to academic and/or educational performance, a joint academic / clinical appointment may arise, in line with the UEMS REF and TEF strategy.

The Directorate has a significant teaching commitment to the Medical School. It is anticipated that the post-holders will contribute towards this, the exact nature and timing of which to be agreed with the Speciality Director.

For further information and discussion relating to UEMS, please contact Dr. Nicki Saulsbury, Associate Dean for Cornwall on 01872 256453 or via email on n.saulsbury@exeter.ac.uk

5.8 Job Plan
A formal job plan will be agreed between the appointee and the Divisional Director, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Chief Executive and will be effective from the commencement date of the appointment.

The job plan for the first three months will be based on the provisional timetable included with this job description.
The Job Plan will then be reviewed annually, following the appraisal meeting. The Job Plan will be a prospective agreement that sets out a consultant’s duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant’s professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfill the job plan and objectives.

The post is remunerated at 8 PAs per annum

5.9 Provisional Timetable

The following provides scheduling details of the clinical activity and clinically related activity components of the job plan that occur at regular times in the week. Agreement should be reached between the appointee and their Divisional Director with regard to the scheduling of all other activities, including the Supporting Professional Activities. Whilst the job plan is for 8 programmed activities there may be opportunity to take on further clinical sessions once appointed.

This job plan is for 8 programmed activities which are outlined more fully in appendix.

The timetable shows fixed commitments with the majority of work being delivered flexibly on an annualised commitment.

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<tr>
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<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>AM</td>
<td>Doubletrees</td>
<td>Liskeard NP clinic (monthly)</td>
<td>Liskeard NP clinic (actual day to be determined)</td>
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<tr>
<td></td>
<td>Special school clinic (monthly)</td>
<td>0.34</td>
<td>monthly 0.34</td>
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<tr>
<td></td>
<td>(0.33 with travel)</td>
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<tr>
<td>PM</td>
<td>Liskeard FU clinic bi monthly (0.1)</td>
<td>Liskeard FU clinic (actual day to be determined) (0.21)</td>
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Other Activity

- Clinical Admin 1.00 PA
- Protected admin Special school 0.25 PA
- Duty Safeguarding work 0.6 PA
- Safeguarding peer review 0.12
- MDT/TAC/ASD meetings 0.5 PA
- Excess travel 1 PA
- UEMS teaching 0.19 PA
- SPA 1.5 PA
- Neuromuscular clinics, admin and liaison 0.5 PA

- Neurodisability Lead 1 PA

- Liskeard NP clinic (monthly) 0.34
- Liskeard FU clinic (actual day to be determined) (0.21)
5.10 On call availability
The post holder will participate, with the other consultants, in the day time duty rota for safeguarding and the out of hours extended rota (5pm – 9pm Mondays to Fridays; 9am - 1pm weekends and bank holidays). This is a category B on call. There are often registrars available to take ‘first on’ calls during the day. When the community Paediatricians are not available then safeguarding calls devolve to the general on call team.

5.11 Teaching and Training
The post-holder may be expected to contribute to the teaching and training of junior staff, medical students and other clinical staff groups.

5.12 Study and Training
The post-holder is expected to participate in professional continuing medical education; study leave is provided for this purpose, and the post-holder will be entitled to apply to the Trust’s Study Leave Committee for a contribution to funding of this activity.

5.13 Administrative Support
Office facilities, IT and secretarial support will be made available for the Post-holder.

6. Communications and Working Relationships

Internal Working Relationships
- Chief Executive.
- Medical Director.
- Team working with Divisional/Specialty Managers and administrative staff.
- Specialty Directors, Divisional Directors and Divisional Managers.
- Clinical leads of site specific multi-disciplinary teams.
- All doctors and multi-disciplinary teams throughout the Trust.

External / Other Working Relationships
- Organisations in the Local Health Community [Commissioners and Providers].
- Royal Colleges.
- Peninsula Medical and Dental School.

7. Job Description Agreement

<table>
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<tr>
<th>Signature</th>
<th>Date</th>
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<tr>
<td>Post-holder</td>
<td></td>
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<tr>
<td>Divisional Director</td>
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<tr>
<td>Chief Executive</td>
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</table>
Health and Safety and Risk Management
In carrying out their duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Specialty/Division/Trust's Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

Hospital Policies
The Royal Cornwall Hospitals' NHS Trust is a dynamic organisation and therefore changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflects these. In keeping with the Trust’s Standards of Business Conduct for Employees and the Equal Opportunities Policy, the post-holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

The post-holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence.

The Royal Cornwall Hospitals' NHS Trust is a regulated organisation and as such, all post-holders must have their criminal record checked. You will be asked at interview if you have any criminal convictions and a police check on the existence of a criminal record will be made if you are the preferred candidate for appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the terms and conditions of service of the Royal Cornwall Hospitals’ NHS Trust.

Please note:
Rehabilitation of Offenders Act
This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

If this post requires participation in exposure prone procedures, you will be required to undergo blood borne virus screening as appropriate.
Person Specification

Post: Community Paediatric Consultant
Specialty/Division: Community Paediatrics, Women, Children and Sexual Health Division

<table>
<thead>
<tr>
<th>ATTRIBUTES</th>
<th>REQUIREMENTS</th>
<th>METHOD OF ASSESSMENT</th>
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<tbody>
<tr>
<td>ESSENTIAL</td>
<td>DESIRABLE</td>
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<tr>
<td>QUALIFICATIONS</td>
<td>Full GMC Registration. Entry on the GMC Specialist Register via CCT (proposed CCT date must be within six months of interview).</td>
<td>Pre-employment checking procedure.</td>
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<td></td>
<td>CESR or European Community Rights.</td>
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<td></td>
<td>An appropriate higher Paediatric qualification</td>
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<tr>
<td>EXPERIENCE</td>
<td>Teaching (Medical students, junior doctors, peers, and the MDT)</td>
<td>CV and interview.</td>
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<tr>
<td></td>
<td>Experienced in Clinical Audit and Clinical Governance and the benefits of how this improves the quality of care provided to patients and ensuring this is embedded in clinical practice.</td>
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<tr>
<td>PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE)</td>
<td>Strong clinical and personal credibility with significant clinical experience / training in community paediatrics</td>
<td>Knowledge and experience of social paediatrics</td>
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<td></td>
<td>Experience and recognised training in Safeguarding. Experience in assessing, formulating opinions and report writing to support child protection and working with the wider safeguarding teams</td>
<td>Specific experience or national accreditation in Neurodisability and epilepsy</td>
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<td></td>
<td></td>
<td>Experience or</td>
</tr>
<tr>
<td></td>
<td>CV, interview and references.</td>
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</tbody>
</table>
| DISPOSITION/ADJUSTMENT/ATTITUDE | Flexible in approach and able to adapt quickly to changing priorities.  
| | Able to operate as a change agent and ability to work collaboratively with peers, MDT.  
| | Attention to detail in all professional tasks. |

| ADDITIONAL CIRCUMSTANCES | A Disclosure and Barring Service record check satisfactory to the organisation.  
| | Current and valid visa to allow work in the UK.  
| | OH clearance and receipt of three satisfactory references.  
| | The post-holder will be required to travel within and outside of the county, sometimes at short notice, and will be responsible for their own arrangements. |

Prepared by:  
Dr Jo Lewis  
July 2016