

## **Job Description**

**For**

**Post-Stage 1 Clinical Fellow (CT3+) in Anaesthesia**

## The RUH, where you matter

At the RUH we're proud to put people at the heart of what we do, striving to create an environment where everyone matters. Everyone means the people we care for, the people we work with and the people in our community.

We provide a [wide range of services](#) including medicine and surgery, services for women and children, accident and emergency services, and diagnostic and clinical support services.

We also provide specialist services for rheumatology, chronic pain and chronic fatigue syndrome/ME via the Royal National Hospital for Rheumatic Diseases.

We work closely with other health and care organisations as members of the Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board. We strive to improve the health and wellbeing of the people in our community by working together build one of the healthiest places to live and work.

## Management Structure

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The Trust has a divisional structure. There are three clinical divisions, Medicine, Surgery and Family and Specialist Services, supported by two additional divisions, Corporate Services and Estates & Facilities. Each Clinical Division is led by a senior management team, consisting of a Divisional Director, Divisional Director of Operations and a Divisional Director of Nursing. Each also has a Clinical Governance Lead in the senior divisional team. Anaesthesia, ICM and pain services sit within the division of surgery.

The senior management team meets with other divisional colleagues to discuss both operational and strategic issues for the specialities within the division.

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

The hospital is managed by a Trust board, which consists of a chair, six 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, and supported by the three clinical divisions.

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

## JOB OUTLINE

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### Department of Anaesthesia and Critical Care

The Department of Anaesthesia is part of the largest Directorate in the hospital. This Directorate encompasses 17 Operating Theatres across 3 locations, PACU and the Acute & Chronic Pain Management Services. The Department is situated in a third floor suite above the 8 main theatre block and comprises Multiple Office Space, Airway training lab, a Conference Room, a Seminar Room, kitchen and cloakroom facilities. There is an up-to-date library and computer facilities, in addition to access to the Post Graduate Centre & Library.

The 16-bed critical care capacity is split across two units admitting 800 patients per year. The trust boasts a newly refurbished critical care unit, completed June 2019. Approximately 50% are medical patients, 50% are surgical and 95% of admissions are emergencies. Approximately 55% require advanced respiratory or multi-organ support. The mean APACHE II score is 16 and the ICU mortality rate is 20%. The two units are staffed to care for up to 16 critically ill patients at one time with a mix of ITU and HDU.

### **THE STAFF OF THE DEPARTMENT**

41 Consultants

11 SAS Grade Anaesthetists

7 ST5-9 Trainees

Up to 15 Clinical Fellows (ST3-9 level)

6 CT1-2 Trainees

8 ACCS Trainees

15 Consultants manage the ITU

Stage 1 and 3 ICM trainees

### **Office and Secretarial Facilities**

Full-time secretarial cover is provided.

## **Clinical Duties and Rota**

All doctors will receive instruction and training as appropriate to their needs. The Clinical Fellow will work alongside other anaesthetic and ICM trainees within the Department of Anaesthesia and Intensive Care. There will be valuable experience in the day to day running of a large anaesthetic department and intensive care unit plus dedicated time each week for development roles including quality improvement projects, research, teaching and other areas that can be tailored to the individual.

The Department in Bath can offer experience and training in the following areas:

- Involvement in administration and management of a large district general hospital anaesthetic department.
- Consolidation of training experience in anaesthesia and ICM.
- Supervision, teaching and training of junior trainees.
- Development of areas of special interests appropriate to the level of experience of the trainee including FICE accreditation
- Research and QI - The Bath Anaesthetic Department has a proven track record of producing a large number of high quality projects and research

papers on a yearly basis. The successful trainees are encouraged to pursue a research/QI interest and can be allocated weekly sessions.

## On-Call

Clinical fellows will be resident on call for Anaesthetics and we are primarily looking for experience covering Obstetric On-Call (2<sup>nd</sup> OC) as well as General Theatre On-Call (1<sup>st</sup> OC). Appropriately experienced candidates may be invited to join the Senior On-Call (3<sup>rd</sup> OC) supervising Theatres, Maternity and ICU.

## Education and training

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These are non-training posts but offer the same training opportunities as doctors in training posts. We are proud to support training and career development in our clinical fellow roles and pride ourselves on supporting them take the next step on their career path. All doctors, regardless of training status receive an educational supervisor and study budget.

## Departmental Activities

- Audit, monthly half day sessions on a "rolling" basis which include regular difficult airway and paediatric workshops. Emergency cover provided by consultants.
- Weekly departmental educational meetings in both anaesthesia and ICM
- Weekly trainee morbidity and mortality discussion.
- Practice vivas for all those taking fellowships examinations. (The department has a very high pass rate for candidates sitting exams.)

## AUDIT

There are active audit programmes, and SHOs are expected to carry out at least one audit annually and present their findings. The audit office is keen to offer support, particularly with design and data interpretation.

## Conditions of Service

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- The successful candidate will be employed by the Royal United Hospital Bath NHS Trust.
- The person appointed will be a medical practitioner with full registration with the General Medical Council.
- This is a full time appointment which will be for 6 months fixed term.

- This post is open to applications to candidates who wish to work less than full time or would like a job share.
- The salary for this post is £55,329-£63,152 per annum.
- The appointment will be terminable by three 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 Royal United Hospital Bath NHS Trust, on such scales as the Department of Health may from time to time determine.
- 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 junior 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 junior 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

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. Up to 5 annual leave days may be carried over from one leave year to the next with the agreement of the Lead Clinician.

## Health and Safety

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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)

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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.

## Employment checks

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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
- Disclosure and barring check
- Work health assessments

## Academic Facilities

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The Royal United Hospital has two centres for academic support. The Post Graduate Medical Centre has excellent lecture and meeting facilities including a surgical 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.

A weekly teaching session takes place on a Friday afternoon in conjunction with Severn Deanery, usually at the Avon Orthopaedic Centre, Bristol. A monthly case conference takes place in the PGMC, Bath.

## **Clinical Governance**

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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.

## **Policies and Procedures**

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The postholder 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 postholder 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

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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.

## Equality and Diversity

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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

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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**

## Flexibility

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This job description is intended to provide a broad outline of the main responsibilities only. The postholder 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.

## Safeguarding Children & Adults

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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

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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.

## **Conflict of Interest**

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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**

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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.

## PERSON SPECIFICATION

### Senior Clinical Fellow (CT3+) in Anaesthesia

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualification</b>  <b>Basic</b>  <b>Postgraduate</b>  <b>Experience</b>	MBBS or equivalent medical qualification  Full registration with GMC and a licence to practice  Primary FRCA completion Stage 1 Completion  Minimum of 3 years' experience in Anaesthesia/ICM	Further experience at post registration level in an appropriate specialty e.g. A&E Medicine, Trauma, ICU, Paediatrics, Obs & Gynae or General Surgery.
<b>Ability</b>      <b>Knowledge</b>   <b>Clinical Skills and Technical Skills</b>	Ability to apply sound clinical knowledge and judgement  Ability to prioritise clinical need  Ability to organise oneself and own work  Ability to make good medical notes  An understanding of the principles, and the practice of anaesthesia for elective and emergency work appropriate to a District General Hospital  Advanced resuscitation techniques including ICU.  Experience in obstetrics anaesthesia and analgesia (completion of Stage 1 training)  Experience in regional anaesthetic techniques for pain relief	Willing to supervise junior trainees when on call with Consultant support off site

<b>Personal Attributes</b>	<p><b>Communication Skills:</b> Demonstrates clarity in written/spoken communication, and capacity to adapt language to the situation, as appropriate</p> <p>Able to build rapport, listen, persuade and negotiate</p> <p><b>Problem Solving and Decision Making:</b> Capacity to use logical/lateral thinking to solve problems/make decisions, indicating an analytical/scientific approach</p> <p><b>Empathy and Sensitivity:</b> Capacity to take in others' perspectives and treat others with understanding; sees patients as people Demonstrates respect for all</p> <p><b>Managing Others and Team Involvement:</b> Able to work in multi professional teams and supervise junior medical staff</p> <p>Ability to show leadership, make decisions, organise and motivate other team members; for the benefit of patients through, for example, audit and quality improvement projects</p> <p>Capacity to work effectively with others</p> <p><b>Organisation and Planning:</b> Capacity to manage/prioritise time and information effectively</p> <p>Capacity to prioritise own workload and organise ward rounds</p> <p>Evidence of thoroughness (is well prepared, shows self-discipline/commitment, is punctual and meets deadlines)</p> <p><b>Vigilance and Situational Awareness:</b> Capacity to monitor developing situations and anticipate issues</p> <p><b>Coping with Pressure and Managing Uncertainty:</b> Capacity to operate under pressure</p>	<p><b>Management and leadership skills:</b> Evidence of involvement in management commensurate with experience</p> <p>Demonstrates an understanding of NHS management and resources</p> <p>Evidence of effective multi-disciplinary team working and leadership, supported by multi-source feedback or other workplace-based assessments</p> <p>Evidence of effective leadership in and outside medicine.</p>
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	<p>Demonstrates initiative and resilience to cope with changing circumstances</p> <p>Is able to deliver good clinical care in the face of uncertainty</p>	
<b>Research &amp; Audit</b>	<p>Demonstrates understanding of research, including awareness of ethical issues</p> <p>Demonstrates understanding of the basic principles of audit, clinical risk management, evidence based practice, patient safety and clinical quality improvement initiatives</p> <p>Demonstrates knowledge of evidence informed practice</p> <p>Demonstrates an understanding of clinical governance</p> <p>Evidence of teaching experience</p>	<p>Academic excellence</p> <p>Evidence of relevant academic and research achievements, and involvement in a formal research project</p> <p>Evidence of relevant academic publications</p> <p>Evidence of involvement in an audit project, a quality improvement project, formal research project or other activity</p> <p>Formal training in teaching, qualification in teaching</p>
<b>Management And Administration Ability</b>	<p>Sets realistic goals and deadlines</p> <p>Good organisation, time and management skills</p>	<p>Shows interest and involvement in the principles of staff planning, organisation and co-ordination</p>