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| Black logo  ***Caring for People, Keeping People Well***    CLINICAL RESEARCH  FELLOW  in  ANAESTHESIA  Job Description  Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board.  Bwrdd Iechyd Prifysgol Caerdydd a’r Fro yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Caerdydd a’r Fro. |

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

**JOB DESCRIPTION**

**CLINICAL RESEARCH FELLOW IN ANAESTHESIA/PERIOPERATIVE CARE**

# THE HEALTH BOARD

## Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 475,000 people living in Cardiff and the Vale of Glamorgan, the provision of local primary care services, running of health centres, community health teams, hospitals – providing treatment and care when health and well-being isn’t the best it could be.

## We are increasingly focusing the planning and delivery of our care based on neighbourhoods and localities to help ensure people receive care as close to home as possible where it is safe and effective to do so. We also provide specialist services for people across South Wales and in some cases the whole of Wales.

## The Health Board also serves a wider population of 2.5 million people across South and Mid Wales and manages a number of services of a regional and sub-regional nature namely cardiology, cardiac surgery, PICU, neurology, neurosurgery, medical genetics, bone marrow transplantation, renal transplant and toxicology. On-site services include 24/7 PCI, stroke thrombolysis, ophthalmology, maxillo-facial, trauma, general medicine, general surgery, urology and paediatrics.

## Phase II of the Children’s Hospital for Wales was completed in 2015 and has seen re-development and consolidation of all paediatric specialities into a dedicated Children’s hospital with five theatres, PICU, Medical and Surgical Wards OPD, Radiology and an admission and assessment unit.

## We are also a teaching Health Board with close links to Cardiff University which boasts a high profile teaching, research and development role within the UK and abroad; and enjoy strengthened links with the University of South Wales and Cardiff Metropolitan University. Together, we are training the next generation of clinical professionals.

## Values & Behaviours- In 2012, Cardiff and Vale University Health Board undertook a listening exercise entitled ‘Picture the Future’ in which staff were invited to provide feedback about working within the Health Board. As a result of this feedback, a plan of action was devised - named ‘Organising for Excellence’ - which aims to secure the kind of future we want to offer to the people we serve.

## ‘Picture the Future’ also identified key Values and Behaviours which should underpin the work of its staff in order achieve success for the organisation. These can also be closely aligned with the principles of ‘Good Medical Practice’ standards as published by the General Medical Council.

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| Our Values |
| Care about the people we serve and the people we work with.Act with kindness – because it costs nothing, and makes all the difference in the world.Show trust – because our staff have been trained to do their jobs and we work at our best when we feel we are being trusted.Take and expect personal responsibility – because everyone has a job to do and we are all responsible for doing our jobs as well as we can.Be respectful – because this is what we want for ourselves.Always act with integrity – because we build trust and respect if we keep our promises, do what we say we will do, and work as colleagues together. |

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| Our BehavioursHow these values become part of our everyday behaviour:- |
| Being enthusiastic and taking responsibility for what we do.Doing what we say we will do and being honest with ourselves and othersTreating people as we would like to be treated, and always with compassionThanking people, celebrating success and, when things go wrong, asking “what can we learn?”Looking for feedback on how we’re doing and always striving for better ways of doing thingsNever letting structures get in the way of doing the right thing |

## The Health Board needs to be sure that the staff they employ have values and behaviours that are aligned with those of the organisation thereby ensuring that appointees will be able to make an ongoing contribution to the positive culture of the organisation and meet the required standards of behaviour to patients, carers and the public and to one another.

## It is therefore likely that interviewees will be asked questions which encourage them to talk about themselves and provide insight into their personal values and behaviours.

## NHS Wales Core Principles- The NHS is about people, working with people, to care for people. NHS Wales values all its staff – from Wales, the UK, EU and non-EU foreign nationals. As part of NHS Wales’ ongoing commitment to strengthen the values and behaviours of Health Boards and Trusts, the following Core Principles have been developed which further help staff respond better to the demands for its services:-

# We put our patients and users of our services first

# We seek to improve our care

# We focus on wellbeing and prevention

# We reflect on our experiences and learn

# We work in partnership and as a team

# We value all who work for the NHS

## These Core Principles describe how everyone within NHS Wales is expected to behave and help us all to achieve the highest quality in everything we do.

## THE HEALTH BOARD STRUCTURE

Medical & Dental services are delivered via 8 main Clinical Boards:-

Medicine Surgery

Specialist Services Clinical Diagnostics & Therapeutics

Dental Services Children & Women’s Services

Mental Health Primary, Community & Intermediate Care

This post sits within the Surgery Clinical Board.

Clinical Board Director – Mr David Scott-Coombes

Clinical Board Head of Operations & Delivery – Mr Mike Bond

Clinical Director (Peri-op) – Dr Naomi Goodwin

Directorate manager – Kelly Ronan

Assistant Clinical Director (Anaesthetic Workforce) – Dr Leanne Rees

Assistant Clinical Director (Theatres UHW) – Dr Tony Wong

Assistant Clinical Director (POM) – Tessa Bailey

Assistant Clinical Director (Llandough) – Sivagnanam Kartikeyan

# THE JOB ITSELF

Title: CLINICAL FELLOW in ANAESTHESIA and INTENSIVE CARE (Research Fellow)

**Base location:** University Hospital of Wales

**Duration**: 12 months

Full and less than full time applications considered.

Accountability:

The post holder will be professionally accountable to the Medical Director and managerially accountable to the Clinical Board Director.

# MAIN DUTIES AND RESPONSIBILITIES

## To provide cover for all services provided by the department within a flexible working week but not in excess of the 48 hour/week EWTD regulations.

## On-call duties - the successful candidate will participate in a 1:7 or 1:8 on call rota with prospective cover in the University Hospital of Llandough. This rota is EWTD compliant.

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## Continuing responsibility for the care of patients in your charge in liaison with consultant colleagues.

## **RESEARCH-** successful candidates will be given the opportunity to choose their research area (dependent on application and interview). Research areas include: **obstetric anaesthesia, cardiothoracic anaesthesia, education and perioperative medicine.** All candidates will join an enthusiastic and dynamic research team of anaesthetists, nurses and/or midwives with ongoing projects in the subspecialties indicated above. Successful candidates will be expected to take part in recruitment and data collection for ongoing departmental research studies. Candidates must be GCP trained.

## Requirement to participate in medical audit and in continuing professional development in ways which are acceptable to the Trust. Maintenance of CPD will be supported by the Trust.

## All clinical staff are accountable and responsible for their own clinical competence and should limit their actions to those for which they are deemed competent. Clinical staff are also required to comply with the requirements of their professional organisation regarding supervision.

## A fellow would be supported to attend departmental teaching and training sessions where possible on further discussion with the clinical director.

## Fellows will be involved in service evaluation and development, each working formally with colleagues in other specialties to ensure optimal patient management in line with the Royal College of Anaesthetists perioperative care model.

# TEACHING

The successful applicant will have the opportunity to contribute to the teaching activeity ofthe department, both ubdergarduate and postgraduate. There is also support available if the candidate wished to develop and run their own teaching course.

# FACILITIES FOR STUDY LEAVE

## Study leave may be granted for education purposes to attend courses at the discretion of the Clinical Director, provided the clinical service is covered and must be planned well in advance. At least six weeks’ notice is required. Study Leave Approval Form must be completed and authorised by Consultant and Clinical Director.

## A Clinical Fellow is entitled to 32 days annual leave. Applications for annual leave must be signed by the Clinical Director 6 weeks in advance of leave to be taken. It must also take into account colleagues’ leave so as to enable adequate clinical cover to be maintained.

# MAIN CONDITIONS OF SERVICE

## The post is covered by the Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) and the General Whitley Council Terms and Conditions of Service as amended in negotiation with the ULHB Medical and Dental Staff Negotiating Committee. Details of these may be obtained from the Medical/Dental Workforce Department.

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## The normal working pattern week is 40 hours. A maximum working week of 48 hours will be required where on-call is included to ensure that the post is compliant with the European Working Time Directive.

## The Specialty Registrar salary scale will apply to this post.

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## Applicants will be expected to have up-to-date GCP training on commencment of post

## The appointment is designated as non-resident but you are required to be resident during your rostered working hours.

## The appointee accepts that he will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant, in consultation with his colleagues both junior and senior.

## Applications for annual leave must be submitted in writing to the rota co-ordinator at least six weeks before leave is taken. It must also be requested having first taken into account your colleagues leave so as to enable adequate clinical cover to be maintained.

## At no time should you work at a level exceeding your competence. All medical staff therefore have a responsibility to inform those supervising their duties if they have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

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## The post holder is required to comply with the appropriate Health and Safety Policies as may be in force. As part of this, all staff are required to adhere to the Health Board’s Infection Prevention & Control policies and procedures to make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. The post holder is therefore required to attend mandatory infection control training provided for them by the Health Board and to take active steps to prevent and reduce hospital acquired infections.

## You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.

## The Health Board will require the successful candidate to have and maintain full registration with a licence to practise with the General Medical Council.

## As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale University Health Board, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the Health Board, and for private activity within the Health Board.

## Under the provisions of the Data Protection Act 1998, it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the Health Board’s Data Protection Policy (available via the Health Board intranet) regarding their responsibilities.

## The Ionising Radiation (Medical Exposure) Regulations 2000

## The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on Health Boards for all staff who refer patients for medical radiation exposures such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

## Disclosure of Criminal Background of Those with Access to Patients

## It is the policy of the Health Board that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Disclosure & Barring Service is authorised to disclose in confidence to the Health Board details of any criminal record including unspent and spent convictions, cautions, reprimands and final warnings.

## Applicants being considered for this post must provide this information on the application form before they can be considered.

## Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a DBS Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

# GENERAL INFORMATION FOR APPLICANTS

## Applicants who are related to any member or senior office holder of the Cardiff and Vale University Health Board should clearly indicate in their application the name of the member or officer to whom related, and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.

## Any offer of appointment will be subject to the receipt of three satisfactory references.

## The nature of the work of this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Health Board. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

# DETAILS FOR VISITING

Candidates who may wish to see the Department(s) involved are invited to contact:

Dr Naomi Goodwin, Clinical Director, Perioperative Care

E-mail: naomi.goodwin@wales.nhs.uk

For obstetric anaesthesia research posts:

Dr Sarah Bell

E-mail: sarah.bell3@wales.nhs.uk

For cardiothoracic research Posts:

Dr Caroline Evans

E-mail: caroline.evans5@wales.nhs.uk

For perioperative medicine research post:

Dr Richard Davies

E-mail: [richard.davies10@wales.nhs.uk](mailto:richard.davies10@wales.nhs.uk)

For education

Dr Danielle Huckle

HuckleDL@cardiff.ac.uk