

Job Title:	Clinical Fellow Community Paediatrics
Reports to (job title):	Clinical Director Community Paediatrics
Line Manager to:	

Job purpose

Department: Community Paediatric Department

Base Location: St Martins Hospital, Bath.

Hours: 10 PA (part time or job share applicants welcome)

The post holder will provide specialist assessment, diagnosis and ongoing care to children, young people and families in BANES and Mendip.. The post holder will share all aspects of community paediatric work with colleagues and should have relevant experience in clinical management of children, including those with neurodevelopmental difficulties and also safeguarding children is desirable but training can be provided.

The child health department is a friendly and dynamic team of six consultants and one associate specialist based in St Martin's community hospital towards the south of the city of Bath. We are a training department and regularly host paediatric trainees from Severn deanery at ST4-8. We are accredited to supervise higher specialist trainees in community child health as part of the national grid. We are well supported by the child health administration team, who provide secretarial and other admin support in the department.

Our department provides services throughout the county of Bath and North East Somerset (BANES) In BANES we are co-located with the safeguarding and looked after children's nursing teams, the community children's nursing team, the school nursing team, and the speech and language therapists are just across the car park!

We work closely and collaboratively with our colleagues in the multi-disciplinary team and share an integrated electronic records system. We base our clinics as close as possible to our patients, using GP surgeries, community hospitals and special schools to deliver services.

We also provide community paediatric services in Mendip in Somerset, particularly in Frome and Shepton Mallet, although all consultants across BANES and Mendip share an office base in Bath.

We provide a safeguarding on call rota, jointly with colleagues in Wiltshire which covers BANES, Mendip and parts of North and West Wiltshire. On call cases are seen at the Royal United Hospital in Bath – this is our local acute district general hospital and we have very close working relationships with our acute paediatric and other colleagues there.

Current members of the paediatric team

- Dr Fiona Finlay – consultant community paediatrician, designated doctor for safeguarding in BANES and Wiltshire, and joint clinical director
- Dr Hilary Marcer – consultant community paediatrician, departmental safeguarding lead, joint clinical director
- Dr Jacquelyn Bell – consultant community paediatrician, designated doctor for looked after children in BANES and joint adoption medical advisor
- Dr Louise Murray – consultant community paediatrician and designated medical officer for SEND
- Dr Caroline Furnell – consultant community paediatrician
- Dr Diluki Kevitiyagala – consultant community paediatrician and lead for undergraduate and postgraduate teaching
- Dr Louise Vaile – associate specialist and joint adoption medical advisor
- Julie Crouch – paediatric business manager
- Val Scrase – Head of Children's services Virgin Care BANES

Living in Bath

Bath is a beautiful and historic city with world heritage status. It is wonderfully well located with excellent road and rail links to a number of larger cities including London and Bristol. The city of Bath has a wide range of interesting cultural and leisure activities and is close to stunning surrounding countryside. There are a range of good local state and independent schools and excellent links to various European cities via Bristol airport.

Key responsibilities

The post is advertised as a full time post (10PAs) although part time or job share applicants will be considered. The post holder will be expected to deliver clinical care at a variety of locations across Banes and Mendip.

The appointee will:

1. Deliver community paediatric clinics, assessing children with a range of concerns that are affecting their health, development or educational potential, in accordance with our established referral criteria. This includes medical assessments for the SEND process.
2. Complete their reports and administration in timescales as per departmental guidance and adhering to that from statutory agencies.
3. Contribute to multidisciplinary assessment and management in a collaborative way with all members of the team for initial assessments and follow-ups where relevant.

4. Contribute to the teaching and clinical supervision of paediatric trainees within the department and of undergraduate medical students.
5. Perform medical examinations in relation to assessments of Looked After Children, to collate information from other clinicians and complete the relevant forms within specified statutory time limits.
6. Liaise with other health professionals to ensure coordinated management of assessments, treatment and follow up.
7. Participate in the safeguarding medical on call rota (both in and out of hours). This includes providing information and participating in strategy discussions with the multi-agency hub, medical assessment of children where there are safeguarding concerns, advice and support to colleagues, peer review and safeguarding supervision.
8. Will contribute to other aspects of community paediatric work as necessary.
9. Participate and contribute to the supervision, teaching and training of other staff in children's services.
10. Be responsible for covering colleagues' periods of annual leave and short-term sickness.
11. Contribute to departmental and national audit and clinical governance programmes.
12. Take an active role in the formulation, implementation and monitoring of the organisation's objectives. This may include assisting with discussions regarding service plans and developments with both internal and external agencies.
13. Conduct all activities within the contracted level of service and operating plan for the Department.
14. Undertake management duties as agreed with the Clinical Director of Community Paediatrics and Head of Operations.
15. Be aware of, and comply with, all infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.
16. Have a general duty of care for the health, safety and well-being of yourself, work colleagues, visitors and patients within the service in addition to any specific risk management or clinical governance accountabilities associated with this post.
17. Observe the rules, policies, procedures and standards of Virgin Care Services together with all relevant statutory and professional obligations.
18. Observe and maintain strict confidentiality of personal information relating to patients and staff.
19. Be responsible, with management support, for your own personal development and to actively contribute to the development of colleagues.

The precise job plan will be developed and agreed with the post holder and reviewed annually. It will include specified sessions for:

- Direct Clinical Care (DCC) = clinical activity, clinical related activity including administration, predictable and unpredictable work and clinical supervision. Includes safeguarding medical examination, attendance at case conferences, providing advice and reports and undertaking peer review and supervision
- Supporting Professional Activities (SPA) = Continuing Professional Development, undertaking clinical audit, attending and delivering teaching sessions, service development and other clinical governance activity

Proposed plan of programmed activities

Example of 10 PA job plan

7.5 PAs DCC

2.5 PAs SPA

Example timetable for 10PAs

WEEK	MON	TUE	WED	THUR	FRI
A - AM	On call	Clinic	Admin	Clinic	Clinic
A - PM	On call	SPA	SPA	Admin	Admin
B - AM	Clinic	SPA	Clinic	Clinic	On call/SPA
B - PM	Admin	SPA	Admin	Admin	On call/SPA
C - AM	On call	Clinic	Admin	Clinic	Clinic
C - PM	On call	SPA	SPA	Admin	Admin
D - AM	Clinic	Clinic	Clinic/SPA	SPA	Clinic
D - PM	Admin	SPA	Admin/SPA	Admin	Admin

Research and Audit

The appointee will be expected to take an active part in local, regional and national audit as appropriate. Interest in research is encouraged within the department

Continuing Professional Development

The appointee will be expected to meet the current requirements of their college or professional body with regard to continuing professional development (both internal and external study leave) and will be provided with facilities and support as appropriate.

An annual appraisal will take into account the whole scope of practice of the employee.

Managerial relationships

The post holder will be managerially and clinically accountable to the Clinical Directors of Community paediatrics who will undertake annual job planning with the post holder. The Clinical Director of Community Paediatrics reports to the Head of Operations for Banes Children's Community Services.

Accommodation

The office accommodation for this consultant post is in St Martin's Hospital, Bath.

Secretarial / Administrative Support

Support is provided by a team of administrative staff with medical staff having a named point of contact

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none">• Inspire• Understand• Communicate	<ul style="list-style-type: none">• Challenge• Improve• Learn	<ul style="list-style-type: none">• Accountability• Involve• Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- UK recognised medical degree
- Current full GMC registration
- Current work permit (if appropriate)
- MRCPCH/MRCP or equivalent
- Previous experience in community paediatrics
- Ability to work as part of a multi-disciplinary team including with partners in primary care and social care
- Good evidence of involvement in all aspects of clinical governance including experience of undertaking clinical audit
- Excellent clinical skills in relevant areas
- Ability to contribute to the department's CPD programme
- Knowledge of UK child health systems
- Good organisational and time management skills
- Experience in the assessment and diagnosis of Autism Spectrum, ADHD and other neurodevelopmental conditions
- Experience of providing advice to the Education department regarding Special Educational Needs
- Experience of working as part of a multidisciplinary child development team
- Experience of delivering education and training to junior doctors
- Computer literate and experience in using Word, Excel and other commonly used software
- Ability to plan, organise and work under pressure
- Demonstrates initiative and drive
- Excellent communication and interpersonal skills
- Positive outlook/forward thinker
- Ability to travel to meet the daily requirements of the post

Job Description

Desirable

- Advanced keyboard and IT skills
- Knowledge of Special Educational Needs procedures, health service responsibilities and proposed changes to SEND.

Employee signature

Manager signature
