

Job Title:	<b>Consultant Genito Urinary Medicine</b>
Reports to (job title):	Clinical Lead and Service Manager
Line Manager to:	

## Job purpose

HCRG Care Group's mission is to work with colleagues and service users to deliver exceptional services and to shape the future of health and care. Our purpose is to continuously improve the organisation and services to enable everyone to 'feel the difference'.

Our vision is to empower all people living in Oldham to enjoy positive sexual health and wellbeing.

Integrated Sexual Health Services provide a range of interventions that enable people to experience healthy sexual relationships.

We require prevention focussed integrated sexual health service that meets the needs of the local population within the boroughs, and minimises the need for residents to travel out of the area; a service that will continually improve education, prevention, testing, treatment and support services in response to a changing environment of sexual health and relationship needs.

The service will improve sexual health by delivering a range of interventions across the life course; with a focused direction of travel towards prevention, building resilience and self-esteem, along with consistently promoting healthy choices. The service will provide open and easy access, cost-effective, high quality provision for contraception and prevention, diagnosis and management of sexually transmitted infections (including HIV), according to evidence-based protocols.

The service is seeking to appoint a part time Consultant in Genitourinary Medicine (GUM) into a substantive post with **NHS Consultant contract, terms and conditions.**

## Base

Office accommodation will be located within department. Secretarial support will be provided by a medical secretary and other administrative staff at the location.

Access to appropriate IT systems will be provided in the office accommodation as well as in the clinical areas.

## This post is responsible for

- Clinical practice as a consultant in the service for the number of sessions agreed by the Service Manager and Clinical Lead, balanced at 6 programmed activities (PAs) for direct clinical care (DCC) and 1.5 PAs for supporting professional activities (SPA) or the pro rata equivalent.

- To represent the service and ensuring the reputation of the service is protected
- Set an example of the highest level of patient care whilst delivering Sexual Health Care
- Conduct Sexual Health and HIV clinics at The Integrated Care Centre, Oldham (**Wednesday - Friday**)
- Have an important role in the training of junior medical staff and nurses, both within and outside of the organisation. Medical student placements may also be starting soon
- Partake in professional activities such as Continuing Professional Development, Education and Training, British Association for Sexual Health and HIV (BASHH) Sexually Transmitted Infection Foundation (STIF) training, research and audit. There is regular service governance and education meetings, attendance is expected. HCRG Care Group's also arranges quarterly sexual health network meetings for clinicians representing all of our services. There is a national clinical lead for sexual health and a medical director
- The new consultant would be expected to be involved in the HIV aspect of work policies on HIV Pre and Post Exposure Prophylaxis (PREP and PEP) and HIV in pregnancy are already in place at nearby North Manchester General Hospital joint obstetric and infectious disease clinic. Referral pathways also exist between the service and the local Sexual Assault Referral Unit (SARC) at St Mary's Hospital, Manchester
- The HIV cohort consists of **135** patients in Oldham; this service is managed by Northern Care Alliance at Salford NHS Trust, a Service Level Agreement being in place. The post holder will contribute to the HIV service in clinic, by dealing with results and adhoc clinical requests and by attendance at regional multi-disciplinary meetings. HIV pharmacy support is available through specialist HIV pharmacy team at North Manchester General Hospital. HIV and AIDS Reporting System (HARS) submission and electronic medical record keeping are provided locally
- The Consultant would be expected to take up significant positions on various groups dealing with health initiatives e.g., Greater Manchester HIV Managed Care Network, the North West HIV Physicians Forum, the Regional BASHH branch and Sexual Health Commissioning Groups, HCRG Care Group's Sexual Health network
- The appointee will be responsible for the care of patients referred by open access and general practitioners
- To support the existing Consultant sessions in Oldham in providing an integrated Sexual Health Service and HIV service
- Be responsible for providing professional leadership in Sexual Health care and HIV, promoting the development of evidence based clinical practice and Sexual Health guidelines, and ensuring the continued introduction of the necessary elements of clinical governance in the department
- Apply the aims and ambitions of the national Sexual Health Strategy to ensure equitable access for all residents in Oldham and to help provide the "one stop shop" sexual health service as envisaged by the strategy
- Mentoring for newly qualified Consultants is available through HCRG Care Group Sexual Health Network Consultant Group

## Key responsibilities

- Ensure that clinical services meet and can evidence compliance with relevant clinical standards (legislative, regulatory and professional best practice requirements)
- Ensure that HCRG Care Group and service-specific clinical policies are adhered to
- Attendance at Clinical Governance Meeting
- Participate in training programmes and mandatory training and CPD

- Share learning and discuss clinical issues
- Deal with clinical patient complaints
- Communicate patient/client feedback
- Develop relationships and establish communications to ensure awareness
- Ensure that the service teams have access to advice and support from relevant experts and teams (internal and external)
- Actively contribute to HCRG Care Group Sexual Health strategy and improvement initiatives
- To champion and role model exemplary customer service
- Undertake new and follow up consultations including a full assessment of the medical condition, the patient's concerns and expectations. The post holder will enter full details of history, examination findings, diagnosis and treatment plan in the case record.
- Follow care pathways for common conditions of Genitourinary Medicine and Sexual Health as recommended by National Guidelines.
- Prescribe treatment only for sexual health problems
- Offer only those treatments or surgical procedures, which are within the scope of the contract between HCRG Care Group and the commissioners
- Ensure that patient or carer's are informed fully about the condition, answer any questions, supply written information if available and involve them in decisions about the treatment
- Dictate a letter to the patient's GP at the time of the consultation for every patient and arrange to review the letters and amend as necessary to an appropriate timescale.
- Undertake appropriate surgical procedures only after training and directly observed practice has taken place and been signed off.
- Order appropriate investigations, making sure that pathology request are completed correctly
- Take responsibility for seeing and taking action on results as part of a rota with other GUM Staff
- Work with other members of staff to deliver a high quality, patient-centred service including attendance at staff meetings
- Participate in Audit and evaluation
- Participate in teaching and training, particularly skill transfer to primary care staff
- Undergo annual appraisal and participate in clinical governance
- Comply with GMC standards of Good Medical Practice
- Undertake all required Postgraduate training and development to maintain skills and revalidation
- Follow all HCRG Care Group operational policies and procedures
- Any other reasonable duties which are agreed with the Clinical Lead

## Proposed job plan

Each week consists of 6 programmed activities. The allocation of PAs to direct clinical care (DCC) and supporting professional activities (SPA) will be based on the proportion of 4.5 DCC: 1.5 SPA /non DCC

SPA and non DCC – (including service development, CPD, audit, teaching, research and appraisal, education supervision)

Job plans are subject to annual review led by Clinical Lead.

## Outline of Provisional Job Schedule:

Oldham SH	09.00 - 12.30	13.00-17.00
Wednesday	GUM/HIV (DCC)	GUM ( DCC)
Thursday	CPD (SPA)	Pt Admin (DCC)
Friday	HIV (DCC)	Pt Admin (DCC) / SPA Audit, CG

This job schedule may be modified following discussion with the successful applicant.

HIV = HIV Clinic

GUM= Genitourinary Medicine Clinic

All clinics will be at The Integrated Care Centre , Oldham

There is no on call commitment or weekend working for this post.

Prospective cover for absent Consultant is usually dealt with within the clinic rota and the above job schedule.

Service Staffing (in Full – Time Equivalents)

Oldham Sexual Health	
Role	FTE
Administrative Assistant	3.6
Consultant HIV / GUM	0.64
Consultant SRH	0.6
Healthcare Assistant	2.28
Medical Secretary	1
Service Manager	0.5
Sexual Health Nurse	4.46

The Integrated Contraception and Sexual Health Service dealt with approximately 14,543 attendances in Oldham. Clinics are held using individual patient lists for doctors, patient flow being managed by the nurse manager acting as 'clinic coordinator'. It is expected that the appointee would see approximately 6 new and 2 follow-up patients per clinic, in addition to providing support to other clinicians and the in – clinic laboratory.

The above list is not exhaustive, and the post holder will be required to undertake any other task reasonably expected or requested by the Clinical Lead.

Note that HCRG Care Group employees transferring from NHS Employment are able to remain in the NHS Pension Scheme and maintain their continuous service date.

Prospective candidates are encouraged to visit the department at The Integrated Care Centre, New Radcliffe Street, Oldham OL1 1NL

If you'd like to discuss the role further, please contact Dr Siew Yan Teo:  
[siewyan.teo@HCRGcaregroup.com](mailto:siewyan.teo@HCRGcaregroup.com) or telephone 07919161408

Other significant members of staff include Karen Tipping (Service Manager Oldham Rochdale and Bury) ,Dr Farzana Siddiqui Consultant in Sexual & Reproductive Health , Dr Siew Yan Teo Consultant in Genito Urinary Medicine and HIV

Please also note that Dr Nicola Mullin is the National Clinical Lead for Sexual Health within HCRG Care Group Limited and the National Medical Director is Dr Peter Taylor.

## 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"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## 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

- Full Registration with GMC
- Entry on the General Medical Council ( GMC) Specialist Register via one of the following;
- A0 Certificate of Completion of Training (CCT) in Genitourinary Medicine or within 6 months of CCT date
- B0 Certificate of Eligibility Specialist Registration (CESR)
- MRCP, MRCOG or equivalent
- Diplomas in HIV, GUM and DFSRH
- Letter of Competence I Subdermal Implants
- Demonstrates clarity in written and spoken communication
- Good interpersonal skills, courteous to patients and staff at all times
- Enthusiastic team player
- Open and reflective
- Computer literate in office, internet applications and literature searches
- Experience of clinical audit
- Effective communication skills, enthusiasm and approachability.
- Commitment to clinical governance.
- Flexible approach to work
- Demonstrate commitment and ability to teach and train clinical staff and medical and nursing students.

### Desirable

- Registered BASHH STIF Trainer
- Experience of Management and Leadership
- A diploma in medical teaching and/or a GMC registered trainer
- A track record of undertaking medical research
- Higher degree, such as MD or PhD
- Letter of competence in intrauterine techniques

# Job Description

Other requirements: Travel between each of the identified locations across Oldham Rochdale and Bury Integrated Sexual Health Services is an essential to the position for the purpose of meetings and Educational Teaching Sessions.

Travel to and attendance at training locations in other parts of the country, with overnight stays where necessary is an essential requirement. All travel and accommodation costs will be refunded by the company.

Employee signature

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Manager signature

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