

Job Title:	Consultant – Developmental Paediatrics
Reports to (job title):	Clinical Lead Consultant
Line Manager to:	n/a

Job purpose

As a Consultant Developmental Paediatrician, you will be part of a team of doctors providing specialist assessment, diagnosis and ongoing care to children, young people and families in Surrey.

You will have exciting opportunities to grow and develop professionally. You will be encouraged to take on and develop a subspecialty interest with lead roles available. The job plan can be adapted according to your strengths, balancing the needs and strengths of the whole team.

You will have a fulfilling and varied role, with the chance to make a tangible difference to the population we serve through innovation and quality improvement activities, developing and shaping services.

You will be provided with a laptop and mobile phone, giving you the opportunity to work flexibly with a great work/life balance. Applicants looking for a full time, part time or job sharing arrangement are welcomed.

You will lead in delivering developmental paediatric clinics, assessing children with a range of concerns that are affecting their development or educational potential, in accordance with our established referral criteria.

Base

Your clinical work will be undertaken in one of the four quadrants of Surrey, with exact locations to be confirmed according to availability and your preferences. The possibility of negotiating a different base and clinical patch Surrey may be considered.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

Key responsibilities

- Deliver developmental paediatric clinics, assessing children with a range of concerns that are affecting their development or educational potential, in accordance with our established referral criteria.
- Contribute to multidisciplinary assessment and management in a collaborative way, liaising with all members of the team for initial assessments and follow-ups where relevant.

- Participate fully in safeguarding activities and other aspects of community paediatric work. This includes providing information and participating in discussions with the multi-agency hub, strategy meetings, peer review and safeguarding supervision. You will be responsible for performing medical assessments of children referred by the police or children's social care where there are safeguarding concerns.
- Perform medical examinations in relation to assessments of Looked After Children, collating information from other clinicians and completing the relevant documentation.
- Complete all your reports and administration in a timely manner, adhering to the timescales set by departmental guidance and from statutory agencies.
- Share responsibility for covering urgent work during colleagues' periods of annual leave and short-term sickness.
- Be responsible, with management support, for your own personal development and will actively contribute to the development of colleagues. This will involve participating and contributing to the supervision, teaching and training of other staff to the departmental audit and clinical governance programmes.
- 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 and undertaking management duties.
- 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. This includes being aware of and complying with infection prevention and control policies.
- Observe the rules, policies, procedures and standards of HCRG Care Group together with all relevant statutory and professional obligations, conducting all activities within the contracted level of service and operating plan for the department. You will observe and maintain strict confidentiality of personal information relating to patients and staff.

Proposed job plan

The precise job plan will be developed and agreed with you and reviewed at least 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

Research and Audit

The appointee will be expected to take an active part in local, regional and national audit as appropriate.

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 Director of Developmental Paediatrics who will undertake annual job planning with the post holder. The Director of Developmental Paediatrics reports to the Head of Operations for Surrey Children's Community Services, who is managed by the Director of Operations for the region.

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

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- 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 flourish. 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 (MBChB, MBBS)
- Full GMC Registration
- Work permit (if required)
- MRCPCH or equivalent
- On the Specialist Register for Paediatrics or within 6 months of CCT date
- Minimum 2 years' experience in Community Paediatrics
- Evidence of Level 3 training and experience in Safeguarding Children
- Excellent team-working, leadership, organisational and time management skills.
- Excellent clinical and inter-personal skills
- Experience working with a Multidisciplinary Team
- Excellent IT skills

Desirable

- CCT in Community Child Health
- Completion of formal training in Standardised Autism Assessments (such as ADOS, ADI-R, 3di) and experience in multidisciplinary assessments.
- Training in a standardised formal developmental assessment for children
- Experience in the assessment, diagnosis and management of ADHD
- Experience of Child Protection assessments, Initial Health Assessments for Looked After Children, advice to the LA regarding Special Educational Needs
- Experience in leading projects, audit and Quality Improvement
- Experience in teaching and training other professionals
- Published research in Community Paediatrics

Other requirements: We would welcome colleagues with a subspecialty interest.



Job Description

Employee signature

Manager signature

