

Job Title:	Specialist Doctor – Developmental Paediatrics
Reports to (job title):	Consultant Clinical Lead
Line Manager to:	N/A

## Job purpose

The post holder will provide specialist assessment, diagnosis, and ongoing care to children, young people and families in Surrey. This new post has been developed following the recommissioning of Surrey Children's Community Services and provides the post holder with an exciting opportunity to help to develop the Developmental Paediatric Service and shape service pathways in the area.

The Surrey Developmental Paediatric Service provides a supportive and encouraging environment in which to develop as a professional with opportunities to develop in specialist fields. The post holder will share all aspects of Developmental Paediatrics with colleagues and should have relevant experience in clinical management of children, including those with neuro-developmental difficulties such as ADHD and Autism.

We would welcome colleagues with a subspecialty interest. If the successful applicant has other strengths within Developmental Paediatrics, the job plan could be adapted to fit these strengths and to the needs of the whole department.

## 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. This includes medical assessments for the SEND process and school medicals in special school.
- Complete their reports and administration in timescales as per departmental guidance and adhering to that from statutory agencies.
- Contribute to multidisciplinary assessment and management in a collaborative way with all members of the team for initial assessments and follow-ups where relevant.

- Contribute to medical assessments of children where there are safeguarding concerns.
- 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.
- Liaise with other health professionals to ensure coordinated management of assessments, treatment and follow up.
- Will contribute to other aspects of Developmental Paediatric work as necessary.
- To participate and contribute to the supervision, teaching and training of other staff in children's services.
- Responsible for covering colleagues' periods of annual leave and short-term sickness.
- To contribute to the audit and clinical governance programmes.
- To 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.
- To conduct all activities within the contracted level of service and operating plan for the Department.
- To undertake management duties as agreed with the line manager.
- To 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.
- You 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.
- You are required to observe the rules, policies, procedures and standards of Virgin Care Services together with all relevant statutory and professional obligations.
- You are required to observe and maintain strict confidentiality of personal information relating to patients and staff.
- You are required to be responsible, with management support, for your own personal development and to actively contribute to the development of colleagues.

The post holder will be expected to deliver clinical care at a variety of locations across Surrey. It is envisaged that where possible, they will deliver services close to their geographical base.

The post holder will also assist in the clinical supervision and coordination of the work of trainees and specialty doctors, as well as participating in peer support.

## Proposed job plan

The precise job plan will be developed and agreed with the post holder 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
- Current full GMC registration
- Current work permit (if appropriate)
- Evidence of training in all aspects of child protection assessment (including level 3 training) and health assessments (further training and supervision in assessment of child sexual abuse can be provided in post)
- Knowledge and understanding of Multi- Disciplinary, interprofessional practice to include primary care and social services
- Good evidence of involvement in all aspects of clinical governance

### Desirable

- MSc /diploma in community child health or relevant subject
- CCT in Community Child Health
- MRCPCH/MRCP or equivalent
- Higher specialist training in Developmental Paediatrics
- Formal teaching skills.
- Trained in standardised autism assessment e.g. use of ADOS, 3Di, ADI.
- Knowledge of Special Educational Needs procedures, health service responsibilities and proposed changes to SEND. Published research or audit Experience of delivering training to other professionals
- Trained in a method of standardised developmental assessment for children
- Ability to analyse epidemiological data
- Can provide examples of implementing evidence-based practice
- Experience of providing child protection reports for the Courts
- Have undergone higher professional training in Paediatrics. Alternatively, by virtue of experience and practice, have demonstrated appropriate competencies as advised by the Designated Doctor for looked after children
- Experience in the assessment and diagnosis of Autism Spectrum Conditions.
- Experience of providing child protection reports for the Police and Social Services
- Experience in Developmental Paediatrics including clinical management of looked after children and developmental assessment.



# Job Description

Employee signature

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Manager signature

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