

Job Title:	Associate Specialist Community Paediatrician
Reports to (job title):	Clinical Lead
Line Manager to:	

## Job purpose

- As an Associate Specialist Community Paediatrician, you will be part of a team of doctors providing specialist assessment, diagnosis and ongoing care to children, young people and families in West Essex.
- 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.

## Base

Your clinical work will be undertaken in the West Essex catchment area, with exact locations to be confirmed according to availability and your preferences. The possibility of negotiating a different base and clinical patch in West Essex may be considered.

Hours: 10 PA (Part time and job-sharing arrangements will be considered)

## Main Responsibilities

- As an Associate Specialist Community Paediatrician, you will have a deep and broad understanding of Community Paediatrics and have relevant experience in the clinical management of children, including those with neurodevelopmental difficulties and safeguarding children. Your days will be varied and outcome driven as you provide assessment, diagnosis and ongoing care to children, young people and families in West Essex.
- You will have exciting opportunities to help to develop the Community Paediatric Service and shape service pathways in the area. The West Essex Community Paediatric Service will provide a supportive and encouraging environment in which to develop as a professional with opportunities to develop in specialist fields. Mentoring is available if you are working towards CESR.

- 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. This includes medical assessments for the SEND process.
- You will have regular opportunities to participate in departmental CPD and in the supervision and training of colleagues.

## Our Service

On behalf of the NHS and Essex County Council, HCRG Care Group and Barnardo's provide a range of child and family services throughout Essex that are free at the point of delivery. You will work as part of an integrated team with the wider Children's Community Health services and universal provision, delivering public health and the Healthy Child Programme to ensure children and young people in Essex have the best possible start in life. Work is carried out collaboratively with therapists and other agencies, such as social care and education making our service a unique and special place to work.

Our Community Paediatric Team holds regular meetings which incorporate CPD, clinical governance, service design, safeguarding supervision, peer review, audit, medicines management and team management. Within these meetings you will have the opportunity to contribute to delivering a high-quality service as well as to drive service improvement and innovation with support from wider HCRG Care Group colleagues.

Essex Child and Family Wellbeing Service aims to provide a comprehensive and cohesive service to the children of West Essex. West Essex has a diverse population and environment. West Essex Children's Services provide for a population of approximately 65,000 children aged 0 -18.

HCRG Care Group is the new name for Virgin Care, which was rebranded in December 2021. We have 14 years' experience of developing and delivering innovative community services that have made a positive difference to millions of people across the country. HCRG Care Group is an organisation of more than 5,000 professionals and experts, with hundreds of years of health service and care experience between them working together to change lives and transform health and care. We have three values which help us stand out from the crowd, not just because there are only three, but because they are unique to who we are. They are our moral compass and define the way we **Care**, **Think** and **Do** our bit.

In West Essex, HCRG Care Group and Barnardo's are commissioned by NHS West Essex CCG and NHS England to provide a wide range of children's community health services. The service looks after over 105,000 children and young people across the county.

Services that sit within this provision include:

- Community Paediatrics
- Public health nursing services (including immunisations)
- Therapy services
- Child Health Information Service
- Community Children's Nurses, Continuing Healthcare
- Learning Disability Services
- Paediatric Audiology and Newborn Hearing Screening

Community Paediatricians are an integral part of the Essex Child and Family Wellbeing Service. The team are working to harmonise provision and develop services and pathways across West Essex. The team provide effective, evidence based and timely community paediatric medical services to children and young people with developmental disorders to assist children in reaching their potential. Work is carried out collaboratively with therapists and other agencies, such as social care and education. Community Paediatric services are delivered in a variety of settings including hospital clinics, community clinics, community hospitals and in special schools. Team wide meetings with all the community paediatricians are planned held every monthly and incorporate CPD, clinical governance, service design, safeguarding supervision/peer review, audit and team management.

There are close working relationships with

- Paediatric Neurology (outreach clinics from tertiary centres are regularly held)
- Audiology
- Ophthalmology
- CAMHS
- Acute paediatric colleagues
- Multi-agency teams for input into the Multi-Agency meetings

The children's community nursing team provides home based care for children in the county. Community Paediatricians work closely with therapy colleagues offering coordinated assessments wherever appropriate.

## Key responsibilities

1. You will 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.
2. You will 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.
3. You will 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.
4. You will perform medical examinations in relation to assessments of Looked After Children, collating information from other clinicians and completing the relevant documentation.
5. You will complete all your reports and administration in a timely manner, adhering to the timescales set by departmental guidance and from statutory agencies.
6. You will share responsibility for covering urgent work during colleagues' periods of annual leave and short-term sickness.
7. You will 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.
8. You will 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.
9. 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. This includes being aware of and complying with infection prevention and control policies.
10. You will 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

## Proposed plan of programmed activities PAs

- 3.5 clinics per week 7.0 (including admin)
- Lead role/Safeguarding 1.0
- Supporting professional activities 2.0
- Total 10 PAs (40 hours)

## Outline of Provisional Job Schedule:

### Example Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Clinic	Clinic/Admin	Clinic	Lead Role/Safeguarding	Clinic
PM	Admin	SPA	SPA	Admin	Admin

## Research and Audit

You will have opportunities to take an active part in local, regional and national audit and quality improvement activities.

## Continuing Professional Development

You will be expected to meet the current requirements of your college or professional body regarding continuing professional development (both internal and external study leave) and will be provided with appropriate facilities and support. An annual appraisal will take into account the whole scope of your practice.

## Support

### Managerial relationships

You will be managerially and clinically accountable to the Clinical Lead, who will undertake annual job planning meetings with you. The Clinical Lead reports to the Head of Operations for West Essex Children's Community Services, who is managed by the Director of Operations for the region.

### Accommodation

The office accommodation for this Consultant post is based at Florence Nightingale Child Development Centre, Church Langley Way, Harlow.

### Secretarial / Administrative Support

Support is provided by a team of administrative staff based at Florence Nightingale Child Developmental Centre with named lead roles for different workstreams.

## 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.



# Job Description

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
- 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

- On the Specialist Register for Paediatrics or within 6 months of CCT date
- 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, particularly individuals with experience or an interest in Neurology and/or Neurodisability.

You will be able to demonstrate an understanding of how working in community settings differs from hospital and have the ability to diagnose and appropriately manage developmental abnormalities within children. You will additionally be involved in clinics focusing on neurodevelopment, special needs and autism.

# Job Description

Employee signature

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Manager signature

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