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| ***Caring for People, Keeping People Well***    **Specialty Trainee**  **Community Sexual & Reproductive Health**  **(CSRH)**  **Job Description**  Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board.  Bwrdd Iechyd Prifysgol Caerdydd a’r Fro yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Caerdydd a’r Fro. |

CARDIFF AND VALE NHS ULHB

**JOB DESCRIPTION**

**SPECIALTY TRAINEE IN COMMUNITY SEXUAL AND REPRODUCTIVE HEALTH**

**1. THE JOB ITSELF**

**Title:** Specialty Trainee in

Community Sexual & Reproductive Health

**Base locations:** Cardiff Royal Infirmary (CRI), University Hospital of Wales (UHW) and University Hospital Llandough

**Plus community clinics / locations**

Community clinics: Rumney Primary Care Centre; St David’s Hospital; Butetown Health Centre; Penarth Health Centre; Broad Street Clinic, Barry; Llantwit Major HC

This post is a new position for a second CSRH trainee in this healthboard. The Department of Sexual Health (DoSH) is closely linked with other relevant areas including Obstetrics & Gynaecology (O&G), Public Health Wales (PHW) and the local Sexual Assault Referral Centre (SARC). DoSH is based in CRI where the trainee will have access to the registrar’s office shared with a GUM specialty trainee and two specialty doctors.

**UHB Profile**

The Cardiff and Vale UHB serves a population of 424,645 including a broad socio-economic and ethnic mix. The UHB aims to provide a broad range of treatment and care to the highest standard, to pioneer new techniques and leading edge teaching and research and to take an innovative approach to keep evolving the quality of our services.

The acute and emergency services are provided by the University Hospital of Wales (UHW) and Llandough Hospital. Additional outpatient and rehabilitation in-patient services are provided from The Cardiff Royal Infirmary (CRI) and Rookwood Hospitals.

We are a University Teaching Hospital and Cardiff University’s College of Medicine incorporates undergraduate and postgraduate medical and dental schools.

**Training Programme Overview**

The first 18 months of training with be alongside O&G trainees in the University Hospital of Wales. The trainee will fully participate in the junior Doctor on-call rota. During this time there will be an emphasis on the SRH aspect of O&G as reflected in the Syllabus and in order to complete the DFSRH.

In the second 18 months the trainee will be working from within the Department of Sexual Health based in CRI, and from community sites as apporopriate. During years 4 and 5 more time will be spent in Genitourinary Medicine and Public Health as well as in the Sexual Assault Referral Centre and the Psycho-sexual Medicine clinic. The final year will focus on developing special interests and accruing the leadership and management skills to lead a Sexual and Reproductive Health service.

For further information about the Health Board and hospitals and working in Wales, please follow the links below:

1. Dept of Sexual health <http://www.cardiffandvaleuhb.wales.nhs.uk/sexual-health>
2. Health Education in Wales HEIW <https://www.walesdeanery.org/>
3. Visit Cardiff <https://www.visitcardiff.com/visitor-information/introducing-wales/>

**1.1 Names of Senior and Consultant Members of Staff**

Dept of Sexual Health

Dr Rachel Drayton Consultant in GU Medicine (Clinincal Director DoSH)

Dr Caroline Scherf Consultant in S&RH (Educational Supervisor CSRH)

Dr Annette Schlaudraff Consultant in Sexual & Reproductive Health

Dr Laura Cunningham Consultant in Genito-Urinary Medicine

Dr Nicola Lomax Consultant in Genito-Urinary Medicine

Dr Darren Cousins Consultant in Genito-Urinary Medicine

Dr Jane Nicholls Consultant in Genito-Urinary Medicine

Obstetrics & Gynaecology

Mr Nigel Davies Consultant Gynaecologist (Clinical Director O&G)

Miss Marion Beard Consultant Obstetrician

Dr Amy Robb Consultant Obstetrician

Mr Kiron Bhal Consultant Urogynaecologist

Mr Richard Penketh Consultant in Obstetrics & Gynaecology

Mr Bryan Beattie Consultant in Fetal Medicine

Dr Christine Conner Consultant in Fetal medicine

Ms Claire Francis Consultant Obstetrician

Mr Anthony Griffiths Consultant in Obstetrics & Gynaecology

Mr Lutfi Shamsuddin Consultant in Obstetrics & Gynaecology

Dr Monique Latibeaudiere Consultant in Obstetrics & Gynaecology

Miss Anju Sinha Consultant in Obstetrics & Gynaecology

Miss Anna Dharbamulla Consultant in Obstetrics & Gynaecology

Miss Pina Amin Consultant in Obstetrics & Gynaecology

Mr Rob Howells Consultant Gynaecological Oncologist

Mr Peter Lindsay Consultant Gynaecologist

Mr Ken Lim Consultant Gynaecological Oncologist

Miss Arti Sharma Consultant Gynaecological Oncologist

Miss Ewelina Ryszka Consultant Gynaecological Oncologist

Dr Caroline Scherf Consultant S&RH

Ms Aamna Ali Consultant in Obstetrics and Gynaecology

Mr Henry Cole Consultant Obstetrician

Mr Mark Denbow Consultant in Fetal Medicine

Ms Anna Denereaz Consultant in Obstetrics & Gynaecology

Ms Ruba Halabi Consultant in Obstetrics &Gynaecology

Ms Mirka Slavska Consultant in Obstetrics & Gynaecology

Ms Caryl Thomas Consultant in Obstetrics & Gynaecology

Ms Summia Zaher Consultant Obstetrician

Ms Angharad Jones Consultant in Obstetrics & Gynaecology

**1.2 Other Medical Staff**

Dept of Sexual Health

1 GUM Rpecialty Registrar

2 Specialty Doctors

1 Public Health Consultant

2 GPs

Obstetrics & Gynaecology

20 Specialty Registrars (+ 1 Lecturer)

2 Sub-specialty Trainees

2 GPVTS Trainees

5 F2 doctors

The review of services and the implementation of Government initiatives may result in revision to junior staffing levels and support.

**1.3 Other Relevant Staff**

Dept of Sexual Health

Ms Jennifer Lewis Lead Senior Nurse

Mrs Lynne Topham Directorate head of operations

Obstetric & Gynaecology

Mrs Sarah Spencer Head of Midwifery & Lead Nurse

Ms Rhodri John Directorate head of operations & delivery

**2. THE O&G DEPARTMENT**

The University Hospital of Wales and University Hospital Llandough provide both low and high risk care to women within Cardiff and the Vale of Glamorgan. The UHB also provides a tertiary service for fetal medicine, maternal medicine and gynae-oncology.

The Obstetrics & Gynaecology Directorate work closely with their colleagues within Cardiff University School of Healthcare Sciences.

Cardiff University’s School of Medicine incorporates the only medical and dental school in Wales. Education and research are combined on site with 962 beds in one complex and with the main theatres dealing with 12,000 cases per year.

University Hospital of Wales

The Women’s Unit at University Hospital of Wales has maternity wards, Antenatal Clinic, a Day Assessment Unit and a Delivery Suite with easy access to the Neonatal Unit. The Delivery Suite has 15 delivery rooms and provides obstetric care for 5,800 births. The IVF Unit and the Early Pregnancy Assessment Unit are also based in UHW. Gynaecological Emergencies are assessed in the specialist Gynae emergency ward.

University Hospital Llandough

University Hospital Llandough runs an Antenatal Clinic and Day Assessment Area for obstetrics as well as Gynaecology clinics. There are Main theatres and a Day Unit facility supported.

1. **The Department of Sexual Health**

**Management Structure**

The department of Integrated Sexual Health is based on a ‘hub and spoke’ model. It comprises the main (hub) outpatient suite (formerly GUM and HIV) located at the CRI Hospital in the centre of Cardiff plus 7 Community Clinics (spokes) sited across Cardiff and the Vale of Glamorgan.

The Dept of Sexual Health is situated within the Primary Care Directorate (PCIC) which is also based in CRI. The Clinical Director for DoSH is Dr Rachel Drayton, Consultant in GU Medicine.

**Work of the Department of Sexual Health**

This is an innovative and forward thinking department which has gone through a process of extensive modernisation over the past few years. Walk-in sessions run alongside booked clinics, such as Contraception Training clinics, Young person clinic, clinic for Homeless women and Psychosexual Medicine clinics. Cardiff DoSH provides regular outreach sessions at HMP Cardiff, for commercial sex workers and for the homeless.

There is close collaboration with colleagues within the Sexual Assault Referral Centre (based in CRI) and the University Hospital of Wales (UHW) particularly with the teams from Infectious Diseases, Obstetrics and Gynaecology, Paediatrics, Accident and Emergency, Dermatology, Urology and the Public Health Laboratory Services.

The Department of Sexual Health is fully computerised and networked via paperless Electronic Patient Records (EPR) since 2018.

1. **MAIN DUTIES AND RESPONSIBILITIES**

**The duties of the post** (ST1 and first six months of ST2)

*Clinical work*

* Ward rounds of obstetric and gynaecological inpatients with the team, with ongoing day to day management of inpatient problems, in consultation with senior colleagues
* Participation in, with senior support:
  + Early pregnancy assessment unit
  + Pregnancy Advisory Service clinics
  + Emergency gynaecology assessment unit
* Attendance with participation with close senior support at
  + Antenatal clinics
  + Gynaecology clinics
  + Integrated Sexual Health clinics
* First on call for gynaecology and/or obstetric emergencies, including main delivery unit answerable to registrar on call for the first 12 months at least
* Assisting with major and minor gynaecology surgery, including the emergency (CEPOD) list
* Administrative work arising from inpatient and outpatient work

You may be asked to temporarily work in a different or unfamiliar care setting to support the Health Boards response to pandemics and significant service pressures.  Any redeployment will be carried out in consultation with the Postgraduate Dean and you.

*Teaching, training and audit*

* Teaching (ward based and small group) of medical students
* Attendance at multidisciplinary meetings, for example:
  + Weekly oncology meeting
  + Monthly clinical audit and clinical governance meetings including preparation of 1 or 2 multidisciplinary audits
  + Monthly Perinatal mortality and morbidity meetings including presentation of cases
  + Monthly Joint Anaesthetic/Obstetric meeting (RGH)
  + Bi monthly gynaecological pathology meetings including presentation of cases
  + Participation in multidisciplinary emergency skills and drills training on main delivery unit
* Attendance at weekly SHO teaching programme
* Attendance at specialist clinics (for educational purposes)
  + Colposcopy
  + Gynae Oncology
  + Vulva clinics
  + Gynae procedure clinics
  + Urodynamics and urogynaecology
  + Obstetric day assessment
  + Fetal Medicine
* Participate in personal appraisal with educational supervisor within 2 weeks of starting the post and at 4 monthly intervals
* Undertake workbased assessments (Minicex, Case Based Discussions, Objective Structured Assessments of Technical Skills, Team observations (multisource feedback)) with senior colleagues to assess progress, particularly in labour ward management, communication and practical skills, as required by the CSRH Syllabus and Wales Deanery.
* Attend a Deanery Annual Review of Competence Progression with the Specialist Training Committee of Health Education England
* Complete DFSRH electronic modules (e-learning for Health)
* Attend appropriate external courses relevant to training, e.g.
  + Wales Deanery Induction
  + Basic ultrasound course
  + Advanced life support in obstetrics
  + Basic practical skills in obstetrics and gynaecology
  + Diploma of the Faculty of Sexual and Reproductive Health
  + ST Teaching programme organised by the Wales Deanery
* Access to on line CTG package

1. **REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS**

The Job Description is subject to change as the different modules of the cSRH syllabus are completed. The timetable is likely to change every six months during O&G attachment when changing clinical teams. During ST2 / 3 the timetable may involve roation to different S&RH services in Wales subject to the Postgraduate Dean’s approval.

1. **PROPOSED WEEKLY TIMETABLE**

The duties described here are provisional and will be the subject of six-monthly reviews. This timetable is an example of one clinical teams’ weekly schedule – the post-holder will rotate to work with three or more different O&G teams in the first 18 months

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| **Example timetable** | AM | PM |
| Monday | Gynae clinic (UHW)  8.45 – 12.45 | Gynae theatre (UHW) |
| Tuesday | PAS clinic (CRI) | Contraception clinic (CRI) |
| Wednesday | Labour Ward (UHW) | Labour Ward (UHW) |
| Thursday | Gynae clinic (UHW) | Emergency Gynae & Obs ward work (UHW) |
| Friday | Community (consultant – led) ANC  8.45 – 12.45 | Protected teaching O&G (unless on LW / bleep) |
| Saturday | See below |  |
| Sunday | See below |  |

Out-of-hours emergency work in Gynaecology / Maternity is structured as follows :

* One long day (12 hours) each week
* Every two months: One set of long days (12 hours) over Fri/Sat/Sun. Monday off, usual schedule from Tuesday
* Every two months: One set of nights Fri/Sat/Sun. Monday and Tuesday off, usual schedule from Wednesday
* Every two months: One set of nights Mon, Tue, Wed, Thu. Friday , Saturday and Sunday off, usual schedule from Monday

**6. MAIN CONDITIONS OF SERVICE**

**6.1** This post is covered by the terms and conditions of service, including pay, which apply to medical and dental staff employed in Wales as amended form time to time. Details of these may be obtained from the Medical/Dental Personnel Department.

**6.2** The post is pensionable unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health regulations.

**6.3** The post holder will be managerially accountable to the Clinical Director and professionally accountable to the Medical Director.

**6.4** Candidates unable for personal reasons to work full-time will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis, in consultation with consultant colleagues and the Medical Director.

**6.5** The salary applicable is on the Specialty Trainee Doctor pay point (Wales) and will be specified in the contract. (See also para 6.11).

**6.6** The post holder is required to travel as necessary between hospitals / clinics. A planned and cost effective approach is expected.

**6.7** The post holder is required to comply with the appropriate Health and Safety Policies as may be in force. As part of this, all staff are required to adhere to the UHB’s Infection Prevention & Control policies and procedures to make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. The post holder is therefore required to attend mandatory infection control training provided for them by the UHB.

**6.8** Reimbursement of removal and associated expenses will only be offered in exceptional circumstances following consideration and agreement by the relevant Divisional Director and the Medical Director and in accordance with the criteria as laid out in the Health Board Policy.

**6.9** You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.

**6.10** The Health Board will require the successful candidate to have and maintain full registration with a licence to practise with the General Medical Council / General Dental Council.

**6.11** As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale NHS UHB, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the UHB.

**6.12** Under the provisions of the Data Protection Act 1998, it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the Health Board’s Data Protection Policy (available via the Health Board intranet) regarding their responsibilities.

**6.13** **The Ionising Radiation (Medical Exposure) Regulations 2000**

The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on UHBs for all staff who refer patients for medical radiation exposures such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

**6.14 Disclosure of Criminal Background of Those with Access to Patients**

It is the policy of the UHB that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Criminal Records Bureau is authorised to disclose in confidence to the UHB details of any criminal record including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a CRB Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

**7.** **GENERAL INFORMATION FOR APPLICANTS**

**7.1** Applicants who are related to any member or senior office holder of the Cardiff and Vale NHS UHB should clearly indicate in their application the name of the member or officer to whom related, and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.

**7.2** Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee or the Employing UHB will disqualify them. This should, however, not deter candidates from approaching any person for further information about the post.

**7.3** Any offer of appointment will be subject to the receipt of three satisfactory references.

**7.4** The nature of the work of this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the UHB. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

**8. DATE WHEN POST CAN COMMENCE –** August 2021

**9. DETAILS FOR VISITING**

Candidates who may wish to see the Department(s) involved are invited to contact:-

Mr Nigel Davies, Clinical Director O&G

🕿 (029) 2074 3340

Dr Rachel Drayton, Clinical Director DoSH

and

Dr Caroline Scherf, Educational Supervisor CSRH

🕿 (029) 20335741

🕿 (029) 20335742

and any other senior official deemed appropriate.