

**JOB DESCRIPTION**

 **Clinical Fellow in Simulation and Anaesthesia**

**(CT2+/ST3+ equivalent) – funded PgCert Medical Education**

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# Introduction

**Department**

The Anaesthetic department is managed within the Surgical Specialities Directorate which is part of the Surgical Division.

**The management team are as follows**:

Clinical Director Mr Chris Backhouse

Nursing Associate Director David Thorpe

Associate Clinical Director Mr Sam Datta

Service Manager Mark Warner

**General Information**

* Number of Operating Theatres – 18
* There are dedicated CEPOD and Trauma theatres for emergencies
* All surgical specialties are covered apart from Neuro Surgery, Cardiac Surgery and specialised Paediatric Surgery
* Colchester is noted for Minimally Invasive Surgery

**Specialist Information**

Department of Anaesthesia

Lead doctor Dr Helen Porter

PA Ms Jane Barron

College tutor Dr Hasanthi Gooneratne

Intensive Care Unit

 Clinical lead - Dr A Eldridge

 Number of Admissions - Approx 700 pa

 Number of Beds - 13

Obstetric Unit

 Consultant Anaesthetic Sessions - 10

 Anaesthetic Lead - Dr Kate Gardner

 Number of Caesarean Sections per annum - >1000

 Deliveries - approx. 4000

 Epidural Rate - 24%

 Dedicated 24 hour Anaesthetic cover

# Post and Job Summary

**JOB TITLE:** Trust doctor

**GRADE:** Trust CT2+/ST3

**DEPARTMENT:** Anaesthetics

**ACCOUNTABLE TO:** Medical Director

**REPORTS TO:** Divisional Clinical Director

**HOURS:** 1:8 rolling rota shift pattern with a maximum 46hrs/wk average

**LOCATION:** Colchester General Hospital

**PRINCIPAL ACTIVITIES:**

**Clinical**

The post-holder’s duties will be based primarily at Colchester General Hospital.

**The Post**

Applications are invited for the post of Simulation Fellow in Anaesthetics for 1 year. The postholder will be funded to pursue a **Postgraduate Certificate in Medical Education** (1 year) at Anglia Ruskin University. The clinical component will be based at Colchester General Hospital. Some of the educational activity will be delivered at Anglia Ruskin University. This post has two roles: clinical and simulation.

Clinical

The successful applicant will join an established and enthusiastic team in delivering quality anaesthetic, perioperative and critical care services at the Trust. The post holder will be expected to take part in the out of hours on-call rota. All rotas are EWTD compliant with a frequency of no greater than 1 in 8.The successful candidate would be expected to participate on rotas for ICU, theatres and delivery suite (depending on experience and competencies). So far as is consistent with the proper discharge of the above duties, the post holder undertakes to deputise from time to time for absent colleagues, and exceptionally to perform additional duties in emergencies or unforeseen circumstances. Responsibilities will include the supervision of junior staff, teaching, training and participation in departmental governance and quality improvement meetings. There will be flexibility for the post-holder to work in different areas in order to pursue special interests

Simulation / Education

The post holder will be expected to work closely with the educational leads to deliver simulation education. The anaesthetic department has full access to a SimMan3G. The post holder will be enrolled on a PgCertMedEd at Anglia Ruskin University. The appointee will have the opportunity to develop their own course if they wish to.

The successful candidate will be expected to:

* Facilitate and teach on in house simulation training in anaesthetics and critical care
* Develop a multidisciplinary simulation program
* Practice drills to enhance performance in high pressure time critical areas
* Work alongside the Trust Lead for Simulation to deliver trust wide simulation
* Attend and participate in Simulation faculty meetings

Teaching and training

Undergraduate education

* The successful applicant would be responsible for the delivery of teaching to undergraduate students from Anglia Ruskin University School of Medicine at the Chelmsford Campus
* Additional undergraduate education utilising simulation and experiential learning projects would be facilitated. This would be overseen by a module lead in the department and the sub dean in the trust.

Anaesthetic teaching program

* Coordination and delivery of regular departmental teaching sessions including the use of in situ simulation and formal didactic sessions.
* Coordination of the weekly journal club
* Involvement in ongoing quality improvement projects within the department
* Facilitate learning from and dissemination of lessons learned from SI and critical incidents using simulation.

Professional development

The successful applicant will be expected to undertake a course of formal educational development and a funded place on the PgCert Med Ed course linked to Anglia Ruskin University will be provided (August 2018). Due to this commitment the candidate is required to commit to the post for 1 year. Early departure from the post can result in withdrawal of funding for the Postgraduate Certificate.

Should you wish to visit the hospital, please make the necessary arrangements through the Anaesthetic Department to Dr Hasanthi Gooneratne Telephone: 01206 742349.

# Key Information about the Post, Duties and Responsibilities

GENERAL

The post holder will:

* Work with colleagues to provide a service with the highest standard of care
* Work with the multi-professional team following care pathways and clinical guidelines
* Follow and maintain good working practices

**DUTIES OF THE POSTS**

Clinical:

Working relationship with all surgical specialties concerned with the Anaesthetic Directorate. Personal arrangements will be required to maintain a logbook and evidence of continuing professional development through an established appraisal system. The post holder should maintain a logbook in accordance with RCOA/ARCP processes.

Administrative:

Involvement in Anaesthetic meetings of the Directorate and Audit

Teaching:

The role has a significant teaching component. The post holder will be given the opportunity to attend local teaching and training including regional simulation skills training and courses.

Research

The post holder will be encouraged to submit abstracts and present at regional and national meetings.

Whilst at Colchester General Hospital there is an on-call commitment, which is a full shift working pattern. A full copy of the on call rota is available from Dr Hasanthi Gooneratne or Ms Jane Barron Anaesthetic Dept PA. A template pattern is demonstrated below. Flexibility on the exact placement of the clinical and simulation days will be negotiable but the delivery of a fixed commitment of long days and night shifts is required

**GENERAL EXPERIENCE**

The successful post holder is offered experience in all forms of General Anaesthesia apart from Cardiac and Neuro Surgery. Colchester is a hub for vascular surgery and can provide intermediate training in vascular, orthopaedics and regional, obstetrics and intensive care medicine.

Trainees rotate from the East of England school of Anaesthesia. Currently there are 12 core trainees in anaesthesia and ACCS and 4 ST 3+ trainees.

Log books are kept by all trainees and inspected at regular intervals to ensure all aspects of clinical experience that Colchester has to offer are being covered. The Intensive Care Unit is managed by the Anaesthetic staff and has dedicated 24 hour cover.

**Clinical Governance**

The post holder will:

* Comply with the Trust’s Clinical Governance policy, including clinical risk management, data collection and regular departmental audit projects

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturaday** | **Sunday** |
| Week 1 | 07:30-17:30 | 07:30-17:30 | 07:30-17:30 | 07:30-17:30 | 07:30-17:30ARU | OFF | OFF |
| Week 2 | 07:30-17:30 | 07:30-17:30 | 07:30-17:30 | 07:30-17:30 | 07:30-17:30ARU | OFF | OFF |
| Week 3 | OFF | 08:00-20:30 | 07:30-17:30 | OFF | 20:00-08:30 | 20:00-08:30 | 20:00-08:30 |
| Week 4 | OFF | OFF | 08:00-20:30 | 07:30-17:30 | 07:30-17:30ARU | OFF | OFF |
| Week 5 | 20:00-08:30 | 20:00-08:30 | OFF | 08:00-20:30 | 07:30-17:30 | OFF | OFF |
| Week 6 | 08:00-20:30 | OFF | 20:00-08:30 | 20:00-08:30 | OFF | OFF | OFF |
| Week 7 | OFF | 07:30-17:30 | OFF | OFF | 08:00-20:30 | 08:00-20:30 | 08:00-20:30 |
| Week 8 | OFF | 07:30-17:30 | 07:30-17:30 | 07:30-17:30 | 07:30-17:30ARU | OFF | OFF |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Duty**  | **Name** | **Type**  | **Start** | **Finish** | **Days**  | **Duration** |
| **A** | Clinical  | Shift | 07:30 | 17:30 | 10 | 10 hours |
| **B** | Long Day | Shift | 08:00 | 20:30 | 7 | 12.5 hours |
| **C** | Night | Shift | 20:30 | 08:00 | 7 | 12.5 hours |
| **D** | Fellow Day | Shift | 07:30 | 17:30 | 10 | 10 hours |

# Person Specification

**TRUST DOCTOR IN ANAESTHETICS/Academic fellow appointment**

| **Entry Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications**  | * MBBS or equivalent medical qualification
* Minimum of 2 yrs Anaesthetic or Critical Care experience and competencies by time of appointment
 | * Primary FRCA
* Intercalated BSc, BA, BMedSci or equivalent
* Higher degrees including MSc, PhD or MD (where research thesis not part of first medical degree)
* Train the trainer
* Engagement in teaching activities
 |
| **Eligibility**  | * Eligible for full registration with the GMC at time of appointment
* Evidence of achievement of **Foundation competences** by time of appointment in line with GMC standards/ Good Medical Practice including:
	+ Good clinical care
	+ Maintaining good medical practice
	+ Good relationships and communication with patients
	+ Good working relationships with colleagues
	+ Good teaching and training
	+ Professional behaviour and probity
	+ Delivery of good acute clinical care
* Evidence of achievement of **CT/ST1 & 2 competences** by time of appointment demonstrated by:
	+ Either - Basic Level Training Certificate (BLTC)
	+ OR - Written statement from College Tutor that BLTC will be issued by the time of expected commencement of post, including evidence of satisfactory Annual Review of Career Progression for ST1
	+ OR - Evidence of achieving CT/ST1 and CT/ST2 anaesthesia and/ or ICM competences supported by evidence from work-based assessments of clinical performance (DOPS, Mini-CEX, CBD) and appraisal/educational supervisors letter or equivalent
* Eligibility to work in the UK
 |  |
| **Fitness To Practise**  | Is up to date and fit to practise safely inc APLS/EPLS, current ALS or commitment to achieve within 6 months of commencing post |  |
| **Language Skills**  | All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following: *a) that applicants have undertaken undergraduate medical training in English; or* *b) have the following scores in the academic lnternational English Language Testing System (IELTS) – Overall 7, Speaking 7, Listening 6, Reading 6, Writing 6* * If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence
 | Demonstrates adequate written and oral communication skills to manage the full range of patient interactions |
| **Health** | Meets professional health requirements (in line with GMC standards/Good Medical Practice) |  |
| **Career** **Progression** | Ability to provide complete details of employment historyEvidence that career progression is consistent with personal circumstances* Evidence that present achievement and performance is commensurate with totality of period of training
* At least **24 months’ total experience**in anaesthesia/ intensive care medicine (ICM) at CT/ ST level (excluding Foundation modules) by time of appointment.
 | * Up to two years additional training/ experience in a related specialty at ST1/ST2 level, for example:
	+ Surgery
	+ Medicine
	+ Emergency medicine
	+ Paediatrics
	+ Obstetrics
 |
| **Clinical Skills**  | **Clinical Knowledge & Expertise:** * Capacity to apply sound clinical knowledge & judgement
* Able to prioritise clinical need
* Logbook evidence of cases anaesthetised/sessions completed in ICM and procedures performed
* Evidence of safe solo anaesthetic practice for ASA 1 & 2 patients
 | * Evidence supporting good manual dexterity and hand eye coordination.
* Successful completion of relevant skills course(s) eg, BASICS, IMPACT, TEAM etc. or equivalent
* Instructor status or nominated as instructor potential in life support courses as appropriate or equivalent
* With reference to clinical experience, ability to undertake indirectly supervised lists and emergency care of ASA 1 and 2 patients for minor and intermediate surgical procedures
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| **Academic / Research Skills** | **Research Skills:** * Demonstrates understanding of the principles of audit & research
 | **Research:** * Participation in research in medicine
* Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, grants, publications, presentations, other achievements

**Audit:** Evidence of active participation in audit in ST1 & ST2 or equivalent, relevant to anaesthesia, ICM and/or pain medicine * Completion of audit cycle.
* Presentation of completed audit project

**Teaching:** * Evidence of participation in a teaching course or achievement of a teaching qualification
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| **Probity** | **Professional Integrity & Respect for Others:** * Capacity to take responsibility for own actions and demonstrate a non-judgemental approach towards others
* Displays honesty, integrity, awareness of confidentiality & ethical issues
 |  |
| **Commitment To Specialty** | **Learning & Personal Development:** * Demonstrates interest and realistic insight into anaesthesia, intensive care & acute care
* Demonstrates self-awareness & ability to accept feedback
 | * Evidence of:
* Extracurricular activities/ achievements relevant to anaesthesia
* Attendance at clinical simulation centre
* Active involvement with The Royal College of Anaesthetists or equivalent
* Affiliation to professional societies relevant to anaesthesia, ICM and pain management
* Commitment to own progress in the speciality
* Demonstrates self-learning approach to continued knowledge and skills acquisition
* Demonstrates commitment to pursuing specialty training in the UoA applied for and an understanding of the NHS
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# Training and Postgraduate Education

**Induction**

An induction programme will be organised for you on commencement of the post.

**General**

There is an excellent Postgraduate Medical Centre with a lecture theatre. The centre includes seminar rooms and a small but extensive library with very helpful staff on a site adjacent to Colchester General Hospital. The Library supplies books, journals, some interactive software and access to electronic bibliographic databases and journals.

Time will be allowed for the appointee to attend meetings etc. for the purposes of Continuing Medical Education.

The post-holder will be required to participate in programmes for teaching medical students and training junior doctors. it is expected that this will be an integral part of everyday clinical activity.

The post-holder will be required to keep himself/herself fully up-to-date with their relevant area of practice and to be able to demonstrate this to the satisfaction of the Trust. Professional or study leave will be granted at the discretion of the Trust, in line with the prevailing Terms and Conditions of Service, to support appropriate study, postgraduate training activities, relevant CME courses and other appropriate personal development needs.

# General Terms and Conditions and Information

Applicants for Trust Doctor posts must have full GMC registration with a licence to practice.

The post is covered by the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales).

Salary scale – as per current Whitley Council rates MN35 pay scale (Part-time staff will be paid pro-rata)

On appointment, a Trust Doctor shall normally have at least two years general professional training at ST1+ level, one year of which should be in approved hospital posts in the relevant specialty.

Candidates will be required to complete a Health Statement and the Trust may require an officer to pass a medical examination as a condition of appointment.

Because of the nature of the work of this post it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, including those which for other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information should be sent to the Trust Medical Director in an envelope marked for his/her personal attention and will be completely confidential and be considered only in relation to an application for positions to which the order applies.

*‘The Trust is committed to providing safe and effective care for patients. To ensure this, there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues’ (Chief Medical Officer, December* 1996). *All medical staff practising in the Trust should ensure that they are familiar with the procedure and apply it.*

**Counselling**

The incumbent’s pastoral and professional supervisor will be his/her supervising consultant, but where conflict might arise the Clinical Director will take his/her place or, when appropriate, nominate a non-medical counsellor.

**Medical Negligence**

The post-holder agrees to:

* Co-operate fully with The Trust and its Legal Advisors in the investigation of any Patient Complaint/Incident involving but not limited to any allegation of negligence or misconduct on the part of the post-holder.
* To provide The Trust, on request, with a full written statement concerning the said Patient Complaint/Incident.

**Clinical Governance**

The post-holder will participate in clinical governance activities, including clinical audit, clinical effectiveness, risk management, quality improvement activities as required by the Trust, and external accrediting bodies.

**Management**

The post-holder will be required to work within the Trust's management policies and procedures, both statutory and internal, accepting that the resources available to the Trust are finite and that all changes in clinical practice or workload, or developments requiring additional resources must have prior agreement with the Trust. He/she will undertake the administrative duties associated with the care of his /her patients and the running of his/her clinical department under the direction of the lead clinician and/or directorate chair.

**Admissions Policy**

The responsibility for identifying available beds rests broadly with the Administrator/On-Call Manager but the responsibility for allocating patients and agreeing which bed to use rests with the On-Call Doctor.

**Hours of Duty**

The post-holder should be prepared to perform duties in occasional emergencies and unforeseen circumstances. Commitments arising in such circumstances are however, exceptional, and the post-holder will not be required to undertake work of this kind for prolonged periods or on a regular basis.

**Infection Control**

Infection Control is everyone’s responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts’ Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the Trust have the following key responsibilities:

* Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact.
* Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
* Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Health & Wellbeing Department.

**Amending the Job Description**

It is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the post-holder. This will be done in consultation with the post-holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality**

The post-holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post-holder must respect patient named confidentiality in keeping with “Caldicott principles”.

**Data Protection**

The post-holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**General**

The duties and responsibilities described in the Job Description are intended to be indicative but not exhaustive of the responsibilities of the post-holder. As the Trust develops, the requirements of the job may change and the post-holder is expected to adapt to these changes.

# At Our Best Programme

We strive to provide excellence by valuing; listening and learning from the patients and carers we serve to ensure we provide a service that genuinely meets their needs.

The Trust is serious about providing the best possible healthcare to its patients. It has embarked on a scheme called ‘At our Best’ which recognises that inspired staff provide better services to patients. To achieve this goal we expect the following behaviours from staff:

*Be welcoming by:* *Be kind by:*

Be courteous, polite and introduce yourself Be compassionate, thoughtful and gentle

Value and treat everyone as an individual Respect peoples dignity, and privacy

 Be respectful to colleagues

*Be involving by:*  *Be responsive by:*

Listen, answer questions and explain clearly Be attentive, offer to help, keep your word

Keep people including colleagues informed Respond quickly and value patients’ and

and involved colleagues time

*Be professional by:* *Be the difference by:*

Be calm and reassuring so patients feel safe Choose a positive attitude, look for solutions

Set standards, work as a team, Praise good work, speak up about poor care

seen to be clean or negative behaviours

Leadership Behaviours

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