

# Job Description

## TRUST “REMARKABLE MEDICAL STAFF BANK”

<b>Job Title:</b>	<b>Based on F2 competencies Various Specialties</b>
<b>Band:</b>	<b>Medical and Dental – Medical Bank pay rates</b>
<b>Accountable To:</b>	<b>Medical Director for each Health Group</b>
<b>Reports To:</b>	<b>Clinical Lead for the specialty assignment</b>

### INTRODUCTION

This is an exciting opportunity to join the Hull University Teaching Hospital NHS Trust medical staff bank, Remarkable Bank.

We require a junior doctors at Foundation Level and above to help support the Trust team of permanent staff in the delivery of high quality patient care across all specialties. In return you will gain considerable experience to enhance your career at this busy University Teaching Trust.

Candidates should have achieved F1 competencies or equivalent certification. ALS certification is desirable, but training will be available if required. Candidates should have a licence to practice from the General Medical Council. It is desirable that applicants have some experience of working in the UK. Communication skills (in English) are an essential part of the job.

The two hospitals in the Trust are Hull Royal Infirmary and Castle Hill Hospital and serve a population of more than one million for certain services such as Radiotherapy, Neurosurgery, Cardio-thoracic Surgery and Renal Dialysis. All acute Urology admissions go to Castle Hill Hospital, all acute Medical admissions go to Hull Royal Infirmary and all acute orthopaedic and trauma admissions go to Hull Royal Infirmary, which is a designated Major Trauma Centre; Castle Hill Hospital is the elective site.

The Hull University Teaching Hospitals NHS Trust has an annual budget of circa £481 million, employs over 8,000 staff and serves an extended population of 1.2 million. The Hospital is a Teaching Hospital linked to Hull York Medical School. The Trust has been the base for the Postgraduate Medical School since 1994 with extensive opportunity for research. The Trust is situated in an area of the country where the cost of living is very reasonable. It has excellent access to other parts of the UK and overseas, including quiet roads, direct rail links to London (2 ½ hours), Manchester (2 hours), ferry services to the continent, and flights to the international hub of Schiphol from Humberside airport.

Hull is a thriving university city with excellent shopping and leisure facilities including concert halls, theatres and the largest aquarium in Europe. It is surrounded by attractive villages and countryside with the Minster town of Beverley only 8 miles from HRI and 4 miles from CHH. It is within easy reach of the Yorkshire Moors and Dales and the East Coast.

## **GENERIC DUTIES OF THE POSTS.**

### **Documentation and Prescription**

- The duties of the post include examining and writing up out-patient and in-patient emergency cases with responsibility for special investigation and obtaining blood and other samples and transfusions in conjunction with the phlebotomy service. You will also be responsible for writing up inpatient medications and take home drugs. The duties also include assisting and performing minor and some other operations under supervision, with emergency duties. There is also active encouragement for producing clinical papers. Although not recognised for training, you will be expected to attend teaching and department meetings.
- Complete initial VTE assessment for all admitted patients on their drug card and on electronic online system, Lorenzo, print and attach to drug card as a pre requisite before they go to theatre

### **Investigations and Cannulation**

- It is essential to appropriately document history taking, examination, investigations requested with results and a plan of action to discharge after treatment or admit (document time of action for every step).

### **Communication and Discharge**

- The post holder will be familiar with composing discharge letters which should be completed electronically before discharge and sent promptly to the General Practitioners.
- Create and populate Medication part of IDL for robotic urological surgery and sent to pharmacy to expedite their discharge after surgery

### **Cardiac Arrest**

- Although not part of the Cardiac Arrest team, you will be required to look after sick patients on your wards, and attend cardiac arrest calls there, and therefore you will be required to undergo resuscitation training.

### **Supervision/Training**

- Consultants, Associate Specialists and Registrars are available on the shop floor to provide supervision and opinions for patient management.
- You are encouraged to seek support as a bank doctor if you need to.
- We may be able to provide you with re-validation support if you work frequently enough with us to support this process operating well.

### **Unforeseen Duties**

- If it is necessary as a bank doctor to cover the duties of permanent colleagues and gaps on existing rotas. You may find that you are asked to cover a wider range of duties depending on the circumstances and area in which you are working.

### **Policies/Protocols**

- Post holders are expected to acquaint themselves with relevant Trust policies which may be changed from time to time. Current policies are available on the intranet.

### **Educational Opportunities & Objectives**

- Build upon undergraduate and early postgraduate education
- Gain experience and familiarity in dealing with a wide variety of medical and surgical conditions
- Develop the skills of history taking, physical examination, appropriate investigation and rational prescribing
- Master several basic medical and surgical techniques
- Improve communication skills with patients, relatives and colleagues
- Develop skills in managing time and conflicting priorities.

### **MEDICAL EDUCATION CENTRE**

The Medical Education Centre, based at Hull Royal Infirmary, is the home of medical training, teaching, support and leadership for Hull and East Yorkshire Hospitals NHS Trust. The team, led by the Director of Medical Education, provides a wide range of services to support the delivery of all medical education training.

The centre has a state of the art lecture theatre and three seminar rooms that are all fully equipped with the latest educational presentation technology. There is a lecture theatre at Castle Hill Hospital which is video-linked to the Medical Education Centre in Hull.

### **HULL INSTITUTE FOR SIMULATION AND LEARNING**

This state of the art simulation facility is based at Hull Royal Infirmary. Facilities include:

- 3 Seminar Rooms
- 2 Simulated 4 bedded wards
- Operating Theatre and Control Room
- 2 additional multifunctional suites
- Resuscitation Training Room
- Dental and Simulation Training Suite
- A foyer area large enough for buffets, exhibition stands and registration
- An in built camera system in simulation rooms for monitoring training and providing feedback
- Videoconferencing facilities (mobile videoconferencing unit)
- State of the art simulators

### **KNOWLEDGE SERVICES**

This consists of superb library and study facilities on each site, together with innovative electronic and organisational tools which help to facilitate access to the evidence base supporting the process of clinical governance and patient care. There is a full range of books and journals and access to electronic sources of information via the Internet or CD – Rom.

Library staff are on hand to either mediate literature searches, or offer training regarding information retrieval skills using electronic databases such as MEDLINE and the Cochrane Library. Excellent inter-library-loan facilities are in place to ensure that information can be acquired from outside sources.

### **INDUCTION & TRUST SYSTEMS**

You will be advised on how to attend Trust induction as part of your enrolment process and how to obtain access to Trust systems – you will need a smart card and ID badge and with these you can access some of the facilities referenced in the job description provided you understand the trust policies relevant to their use.

### **STUDY AND TRAINING**

- a) This post is not recognised for Post Graduate Training by the Royal College of Surgeons.
- b) There are library facilities on site and a Post Graduate Medical Education Centre.
- d) Department teaching sessions are held regularly which may be open to you if you work regularly enough and are invited to attend.

### **CLINICAL GOVERNANCE**

The Trust has appointed the Chief Medical Officer as the clinical lead for Clinical Governance. Arrangements have been put in place to support evidence based practice and the activities of clinical audit, complaints management and clinical risk management are co-ordinated across the Trust.

### **INFORMATION GOVERNANCE**

All hospital employees are expected to undertake annual information governance training as part of their mandatory training.

As this post requires you to obtain, process and/or use information held on a computer, then this must be undertaken in accordance with the Data Protection Act 1998. This Act requires that you should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. In accordance with Trust and Departmental policy you should only disclose data to an authorised person(s) or organisation. Changing data when unauthorised to do so is forbidden. Breaches of confidence and/or security in relation to data or information will normally result in disciplinary action, which may lead to dismissal.

### **PERSONAL RESPONSIBILITIES**

As well as the departmental rules and procedures, which you are required to observe and follow, the Trust has developed a number of general policies and procedures, which apply to your employment.

This Trust aims towards maintaining the goodwill and confidence of its own staff and the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner, treating everyone with dignity and respect.

Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of these

policies, procedures and standards. You should familiarise yourself with these, and ensure that you understand and adhere to them.

Particular attention is drawn to:

a) Fire Procedure

The post holder must adhere to the Trust's Fire Policy, including training attendance.

b) Equal Opportunities

The Trust has policies covering Equal Opportunities and Harassment. The aim is to ensure that no colleagues, potential employees, patients/clients are harassed or receive less favourable treatment on the grounds of academic or vocational qualifications, accent, caring responsibilities, ethnic origin, gender, physical and mental abilities, disability, or impairment, marital status, religion, sexual orientation, irrelevant criminal convictions, trade union or non trade union membership or HIV status. Each member of staff is individually responsible for ensuring they do not discriminate in any way, and that they follow the Trust's policies and procedures at all times.

c) Working Time Directive

You are required to comply with Trust Policy on implementation of the Working Time Regulations, including declaration of hours worked and breaks taken, completing written records if required, and reporting any instances where your pattern of working hours may constitute a health and safety risk to yourself, patients, the public and other Trust employees. You have the right not to be subjected to any unlawful detriment by reporting any concerns under the regulations.

It is the responsibility of employees to ensure that they are not placed in a position which risks, or appears to risk, conflict between their private interests and their Trust duties. In accordance with the requirements of the Working Time Regulations and Trust rules employees wishing to undertake any other employment, whether paid or unpaid, must disclose this and obtain the written consent of the relevant Senior Manager or Director. Such consent will not be unreasonably withheld providing that this does not conflict with the interests of the organisation, performance of your normal contractual duties, or with the requirement of the Working Time Regulations.

## **MAIN CONDITIONS OF SERVICE**

### **Pay**

Your pay rates are the Trust medical bank pay rates.

### **b) Rota/Hours**

You will work the duties you are offered and you are happy to undertake and competent to undertake .

### **c) Annual Leave**

Annual leave is paid as part of your pay rates and in accordance with National requirements

### **d) Mandatory Training**

The trust will provide you with the requirements for its mandatory training and how to undertake this training. if you can demonstrate relevant and in date compliance with any of these then you will not be asked to repeat them.

## **CONDITIONS OF APPOINTMENT**

a) The post holder must be fully registered with the GMC with a Licence to Practise. This post is subject to GMC registration. Should a practitioner be erased from the GMC list because of non-payment of the annual retention fee they will be suspended from duty without pay (or on annual leave) so that they can take whatever action is required in order to be restored to the register. Non-registration within one week and the subsequent lack of a current Certificate of Registration will be regarded as a breach of contract and the doctor will be at risk of summary dismissal.

b) Health Clearance by the Trust's Occupational Health Department will be required before appointment.

c) You will be expected to have completed a resuscitation training course and, if not, to complete one within your first few weeks of employment.

Please note: This job description is an outline only and is not definitive or restrictive in any way. It will be regularly reviewed and may be amended in the light of changing circumstances, following consultation with the post holder.

## **ADDITIONAL INFORMATION PERTINENT TO ALL STAFF**

### **Health and safety - Healthcare associated infection**

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring that adequate resources are available for you to discharge your responsibilities.

### **Safeguarding**

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager or your Assistant Divisional Director. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

### **Confidentiality**

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Hull University Teaching Hospitals NHS Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

### **Equality impact assessment**

The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.

**Person  
Specification**

**Job Title: TRUST “REMARKABLE MEDICAL STAFF BANK”**

**Department: Various**

<b>Essential Criteria</b>	<b>Requirements Necessary for Safe And Effective Performance</b>	<b>How / Where Assessed</b>
Qualifications	<ul style="list-style-type: none"> <li>Registerable Medical Degree, e.g. MBBS</li> </ul>	Application Form
Registration	<ul style="list-style-type: none"> <li>Full registration with the GMC, and a Licence to Practise</li> </ul>	Application Form  Evidence presented at Interview / to HR
Citizenship	<ul style="list-style-type: none"> <li>Eligibility to work in the UK</li> </ul>	Application Form  Evidence presented at Interview / to HR
Experience	<ul style="list-style-type: none"> <li>Minimum – F1 posts or equivalent undertaken and eligible to work at F2 level or above</li> <li>BLS/ILS certification</li> </ul>	Application Form  Interview / CV
Personal (transferable) skills	<ul style="list-style-type: none"> <li>Communicates clearly both verbally and written. Has a long-term career goal that will be assisted by obtaining this position.</li> </ul>	Application Form  Interview / CV
Clinical Skills	<ul style="list-style-type: none"> <li>Appropriate skills required at this stage in career</li> </ul>	Application Form  Interview / CV
Language Skills	<ul style="list-style-type: none"> <li>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: that applicants have undertaken undergraduate medical training in English; or have the following scores in the academic international English Language Testing System (IELTS) – Overall 7, Speaking 7, Listening</li> </ul>	Application Form  Interview  Evidence presented at Interview / to HR



	7, Reading 7, Writing 7 . If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence	
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