##### JOB DESCRIPTION

#### JOB TITLE: Consultant Orthopaedic Hand Surgeon

**RESPONSIBLE TO: Hospital Director**

**PROFESSIONALLY**

**ACCOUNTABLE TO: Medical Director**

**BASE FOR THE POST:** St Mary’s NHS Treatment Centre, Portsmouth

## **JOB SUMMARY**

To provide an onsite Consultant Orthopaedic/Hand Surgical care of patients attending St Mary’s NHS Treatment Centre, Portsmouth.

Principal Duties and Responsibilities

#### Clinical Management of Patients

* Provide a high standard of specialist diagnosis, treatment and care to patients with hand surgical conditions as required by the case mix agreed for St Mary’s NHS Treatment Centre.
* Provide advice and assessment of patients as requested by the nursing staff during routine working hours. The post holder will be responsible for liaising with senior colleagues in the neighbouring NHS Trust to effect the seamless transfer of patients who require transfer across to the NHS.
* Participate in the Centre's audit programme.
* Contribute to the development of Clinical Quality Standards and pathways of care.
* Undertake all necessary administrative duties associated with the care of his / her patients, including but not limited to clinical coding, discharge summaries, letters and reports.
* Responsible to the Unit Medical Director for the effective and efficient use of the resources under his / her control and for the quality of care delivered.
* Contribute to the planning and development of orthopaedic services as required.
* Contribute to the Centre meetings and clinical governance programme.
* Contribute to the teaching of Centre staff.
* Contribute to the academic life of the Centre and to promote and undertake research initiatives should this become relevant.

**Operational**

* Carry out the necessary clinical duties to ensure the optimum care and treatment of patients.
* Comply with the work schedule as developed by the Hospital Director.

**In-Service Education & Promotion of the Treatment Centre**

* Promote patient care by liaison with all departments.
* Participate in local and national specialty clinical meetings as required.
* Participate in the in-service education programme and comply with mandatory training requirements, inclusive of CPR, Health & Safety, Manual Handling, Infection Control, Safeguarding of Children and Adults and Fire Safety.
* Ensure ongoing medical competence by participating in the annual relicensing and recertification schemes that will be introduced by the GMC and the Royal College of Surgeons.
* Maintain and develop professional expertise through self-directed learning and continuous professional development.
* Maintain a portfolio of professional practice and performance data required for the appraisal process developed by Care UK.
* Participate in the annual appraisal system with the Medical Director, which will feedback from the General Manager and other colleagues / patients.
* Promote the centre by demonstrating a customer-focused approach at all times to patients, consultants and staff.
* Attend GP events and meetings to promote the orthopaedic service provided by the St Mary’s NHS Treatment Centre.

**Relationships**

* Administratively and financially responsible to the Hospital Director.
* Professionally responsible to the Unit Medical Director.
* Liaises closely with relevant clinical and administrative staff with specific emphasis in the Minor Injuries unit clinical staff.
* Discusses relevant clinical (or non-clinical) situations occurring within the Treatment Centre with both the Hospital Director/ Medical Director.
* Assist in the development of pathways of care that require the transfer of the patient to the local Trust Orthopaedic department.
* Support the role of the Orthopaedic Lead Nurse practitioner undertaking clinics, this includes being available to discuss cases, assess competency and the growth of the service.

### Complaints

In the event of any investigation into any complaint, the post holder will fully co-operate with the Centre and the legal advisors (including, but not limited to allegation of negligence or misconduct) and should agree to provide a full written statement concerning the incident / complaints within a reasonable time. The obligation would continue after the employment under this contract had ceased.

**Hours of work**

The job will be part time based on 2-4 days per week. The postholder will be expected to be flexible enough to accommodate required attendance at essential meetings (for example clinical governance meetings may take place after hours).

**Remuneration**

This will be as agreed on successful appointment.

##### Location

The candidate will be expected to have easy access to the unit and be resident within a 15 mile radius of the centre or 30 minutes travelling time.

**Management Structure for this post**

The Centre will have a management team of Medical Director, Lead Nurse, Service Manager and Hospital Director. The work of the Medical Director will be described in a separate contract from that for clinical service delivery.

The appointee will be Managerially Accountable to the Hospital Director and Professionally Accountable to the Medical Director.

**Job Plan**

An initial formal job plan will be agreed between the appointee and the Centre Medical Director on behalf of the Company Medical Director at the start of the appointment and reviewed at one month from the start of the appointment. It will be signed by the Medical Director on behalf of the Company.

**On call – minimal requirement**

Any patients under the care of the Hand Clinic will be able to contact the unit for advice and in exceptional circumstances the post holder will be contacted for advice..

**Continuing professional development and revalidation**

The appointee will be expected to take part in continuing professional development, clinical audit, training and quality assessment activities. He / she will also be expected to participate in annual appraisal leading to revalidation by the General Medical Council (GMC) and to be eligible for a GMC License to Practice.

**Clinical Governance**

All clinical governance, quality assurance and risk management will be overseen by the Clinical Governance Board at Company level and by the Clinical Review Group locally. The appointee will have a duty to report all clinical and non-clinical incidents to the General Manager and to take part in review of such events with the aim of future prevention and the reduction of risk.

**Locum cover**

Any annual leave cover will be provided by locum cover or from within the Consultant team.

**Administrative support**

The appointee will undertake administrative duties associated with the running of his / her clinical work. He / she will have administrative support from the Centre and access to a PC and the Internet for work purposes.

**Health Clearance**

Any offer of employment will be conditional on satisfactory health clearance by Occupational Health. This is usually by questionnaire but may involve a medical examination.

**Hepatitis B**

The successful applicant will be required to provide documentary evidence of natural or acquired immunity to Hepatitis B. Where this is not possible, the applicant will be required to demonstrate, by recent (within the last year) evidence of serology showing the absence of Hepatitis B surface antigen.

**Concerns about a colleague’s performance**

It is a requirement that if the employee has concerns about the professional performance of a member of staff, of whatever profession, they have a duty to speak to the person concerned. If the matter is potentially serious, or satisfaction is not obtained with the direct approach, such concerns should be discussed with the Centre Medical Director or Hospital Director. If satisfaction is again not obtained, concerns should be discussed with the Company Medical Director.

**Access to vulnerable adults**

The person appointed to this post may have access to vulnerable children and adults. Applicants are, therefore, advised that in the event that your appointment is recommended and in line with Company policy, you will be asked to undertake a disclosure check with the Criminal Records Bureau prior to commencement of employment. Refusal to do so could prevent further consideration of the application.

**Rehabilitation of Offenders**

Attention is drawn to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, which allows convictions that are spent to be disclosed for this purpose by the police and to be taken into account in deciding whether to engage an applicant.

This post is not protected by the Rehabilitation of Offenders Act 1974. You must disclose all information about all convictions (if any) in a Court of Law, no matter when they occurred. This information will be treated in the strictest confidence.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of information contained within. The post holder must not at any time use personal data held by Care UK for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Care UK, unless expressly authorised to do so by Care UK.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regards to Care UK Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Care UK.

**Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

**Conflicts of Interests**

You may not without the consent of Care UK engage in any outside employment and in accordance with Care UK Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Care UK. Interests that might appear to be in conflict should also be declared.

**Code of Conduct for Professional Group**

All staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC and HPC). Any offer of employment will be subject to a satisfactory Criminal Records Bureau check having been completed.

**Performance review and appraisal**

The post holder will be subject to annual performance review by his / her professional manager. Medical staff will be required to undergo annual appraisal with a view to revalidation by the GMC and annual License to Practice will be required from the GMC.

**Health and Safety**

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974 to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**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, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

Name of Postholder

Signature

Date

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| **Person Specification – Consultant Orthopaedic Surgeon** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Qualified Orthopaedic Surgeon on the Specialist Register of the GMC. | * Hand Surgery as specialism |
| Experience | * Broad general experience of orthopaedic surgery. * Recent experience of caring for patients in the Hand Clinic environment. * Ability to work within a multidisciplinary team. * Able to conduct a clinical audit. | * ATLS instructor. * IT Literacy. * Good time management. |
| **Skills and Knowledge** | * Ability to teach clinical and practical skills. * Ability to communicate well with patients and staff, both orally and in writing. * Self-awareness and the ability to develop others. | * Presentations at relevant professional conferences. * Evidence of continuing education and self-directed learning. * Publications in peer reviewed journals. * Leadership skills. * IT Skills. |
| Other Factors | * Committed to the overall aims of Care UK. * Committed to the provision of quality services. * A flexible, positive attitude to performing a variety of duties. * Willing to develop/learn in the role. * Ability to be flexible with regard to working hours. * Ability to work within a multi-cultural environment. * Willing to promote the service directly to referring GP’s. * Willing to form relationships with orthopaedic colleagues in the local NHS trust. * Mentally and physically fit to undertake the role. |  |

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| **HAZARDS:** | | | | | |
| Laboratory Specimens  Proteinacious Dusts | X | Clinical Contact with patients | X | Performing Exposure Prone Invasive Procedures | X |
| Blood/Body Fluids | X | Dusty environment |  | VDU Use | X |
| Radiation |  | Challenging Behaviour |  | Manual Handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |