##### JOB DESCRIPTION

#### JOB TITLE: Consultant Gastroenterologist

**RESPONSIBLE TO:** General Manager

**PROFESSIONALLY**

**ACCOUNTABLE TO:** Medical Director

**BASE FOR THE POST:** Practice Plus Group Surgical Centre, Gillingham

## **JOB SUMMARY**

This post delivers high quality Endoscopy services at the Practice Plus Group Surgical Centre in Gillingham. The appointee will be required to deliver high quality upper and lower day case gastroenterology services. The work will be carried out under local anaesthesia with or without sedation.

Principal Duties and Responsibilities

* The post holder will be responsible for delivering diagnostic and therapeutic endoscopy procedures to referred NHS patients.
* The post holder must comply to British Society of Gastroenterologist guidelines and is responsible for the collection and submission of Global Rating Scale and patient outcome data.
* It is expected that the post holder will assist with all incident and complaint root cause analysis reporting to the Medical Director and the General Manager.
* Is responsible for validation of discharge information and pathology results which are sent to the necessary party, i.e. GP or local MDT.

**The Centre and its work**

In addition to gastroenterology the Centre provides outpatient and elective day case and inpatient services for orthopaedics, ophthalmology oral surgery, ENT and general surgery.

The Centre has 5 operating rooms and a room for endoscopy with a self contained decontamination area. There are eight post-anaesthetic care (PACU) bays. There are four consulting/examination rooms.

Practice Plus Group has a strong multi-professional team approach to the care of patients that recognises the skills of colleagues in whatever profession.

**Diagnostic support services**

Full diagnostic imaging and pathology services are available via the local hostTrust

**Emergency care services**

A written agreement is in place with the local Trust for emergency transfer to acute care if need. All patient transfers are reported as serious untoward incidents and the responsible Consultant is required to submit a root cause analysis report.

**Management Structure for this post**

The Centre will have a management team of Medical Director, General Manager and Lead Nurse. 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 General Manager and Professionally Accountable to the Medical Director.

**Key working relationships**

*Internally*:

* The Lead Nurse, Medical Director and General Manager for the Centre.
* Consultant colleagues in own and other specialities.
* Members of the nursing and allied health professional team.
* Other members of the Centre support team.

*Externally*:

* Consultant speciality colleagues in the local acute trust for audit and continuing professional development.
* Local cancer networks for malignant conditions discovered in the course of investigation and diagnostic procedures.

**Main Conditions of service**

SALARY SCALE: £95,00 to £105,000 depending on experience

ANNUAL LEAVE: 200 hours

STUDY LEAVE: 10 days (discretionary)

DOMICILE: Consultants are expected to reside within a reasonable distance of the Centre.

**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 three months from the start of the appointment. It will be signed by the Medical Director on behalf of the Company.

A full time post will be 40 hours per week (10 sessions of four hours) Monday to Friday. 36 hours will be allocated to direct patient care with 4 hours for supporting activities this can be worked flexibly to take account of local need for the service. Time allocated to supporting activities must be spent in the UK as attendance may be required at the Centre.

**On call – minimal requirement**

To be provided on the night following procedures – all patient calls are screened by a telephone nurse triage service.

**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 when the legislation on this comes into force.

**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**

Locum cover will not normally be provided and therefore absence requests of more than 10 days in total will require special authorisation.

**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 General Manager. 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 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 Practice Plus Group 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 Practice Plus Group, unless expressly authorised to do so by Practice Plus Group.

**Equal Opportunities**

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

**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 Practice Plus Group engage in any outside employment and in accordance with Practice Plus Group 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 Practice Plus Group. 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. In the near future an annual License to Practice will be required from the GMC.

**Health and Safety**

As an employee of Practice Plus Group, 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 surgical 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 ……………………………………...

**Contacts for further information**

Candidates wishing to discuss the position should contact:

Paul Attwal

General Manager

Practice Plus Group Hospital, Ilford

Barley lane

Ilford

IG3 8YY

Tel: 02085984700

Email: paul.attwal@practiceplusgroup.com

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| **Supplementary Information – Consultant Gastroenterologist** |

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| **Location:** | North East London NHS Surgical centre |
| **Salary:** | £95,00 to £105,000 depending upon experience |
| **Hours:** | 40 per week |
| **Length of Contract:** | Permanent |
| **Leave:** | 200 hours plus 8 days public and bank holidays |
| **Pension:** | 1% contribution by both parties |
| **Life Assurance:** | 2 x salary |
| **Uniform:** | Provided |

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| **Person Specification – Consultant Gastroenterologist** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Entry on GMC Specialist Register * Intercollegiate speciality examination or equivalent. * Evidence of subspeciality training. |  |
| Experience | * Recognised period of work in a specialist department treating upper and lower gastrointestinal conditions. * Ability to undertake clinical audit of work and apply findings to clinical work. |  |
| **Skills and Knowledge** | * Clinical training and experience equivalent to that required for gaining UK CCST. * Caecal intubation rate in line with JAG guidance * Ability to offer expert clinical opinion on a range of problems in elective gastroenterology drawing on substantial experience in the speciality. * Ability to take full and independent responsibility for clinical care of patients. * Ability to manage and lead a multi-professional team. |  |
| Other Factors | * Committed to continuing education and professional development. * Honesty and reliability. * IT literate. * Enthusiastic, highly motivated and committed. * Ability to cope in stressful situations. * Ability to work in a multi-disciplinary team. * Good general health. * Ability to communicate effectively both verbally and in writing in English. * Caring attitude towards patients, relatives, carers and colleagues. * 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 | x | Food Handling |  | Working in Isolation |  |