

##### JOB DESCRIPTION

#### JOB TITLE: Consultant Endoscopist

**RESPONSIBLE TO:** Hospital Director

**BASE FOR THE POST:**  Practice Plus Group Hospital - Birmingham

## **JOB SUMMARY**

Demand for endoscopy service is consistently high; therefore the Practice Plus Group Hospital is seeking to appoint an enthusiastic and dynamic consultant to join our Endoscopy Department. The successful applicant will work closely with the existing Consultants to provide a high quality upper and lower day case endoscopy service. The Practice Plus Group Hospital is situated in Birmingham. The unit will be JAG accredited. The work will be carried out principally 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 with British Society of Gastroenterology and Joint Advisory Group (JAG) on gastrointestinal endoscopy guidelines and will participate in the collection and submission of Global Rating Scale (GRS) and patient outcome data valid towards annual revalidation of Jag accreditation.
* It is expected that the post holder will assist with all incident and complaint root cause analysis reporting to the Medical Director and the Hospital Director.
* The post holder will be responsible for validation of discharge information. He/she will ensure that the information and pathology results are sent to the appropriate parties, i.e. GP or local MDT.

**The Centre and its work**

PPG Treatment Centre will provide a Jag accredited, high quality gastrointestinal endoscopy service for the local population. In addition to gastroenterology the Centre provides outpatient, elective day case and in-patient services for orthopaedics, ophthalmology, oral and general surgery.

**Diagnostic support services**

Imaging and Pathology support services are outsourced locally.

**Management Structure for this post**

The management team consists of the Medical Director, the Hospital Director, the Head of Nursing & Clinical services - the Lead Nurse, who are supported by lead clinicians for each specialty, the Day Ward Manager, and the Quality Governance Manager.

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

**Key working relationships**

*Internally*:

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

*Externally*:

* PPG Clinical Director for Endoscopy.
* Consultant speciality colleagues in the local acute trust for audit and continuing professional development.
* Local cancer networks (upper, lower and anal MDT) for malignant conditions discovered in the course of investigation and diagnostic procedures.

**Job Plan**

An initial formal job plan will be agreed with the Medical Director 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 - PAs of four hours each) Monday to Friday.

**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.

**Clinical Governance**

All clinical governance, quality assurance and risk management is overseen by the Quality, Governance & Assurance Committee chaired by the Medical Director. The appointee will work closely with the Clinical lead for endoscopy and will participate in both local and divisional governance activities related to endoscopy. The appointee will have a duty to report all clinical and non-clinical incidents to the Medical Director and the Hospital Director 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 Clinical Lead in the first instance, then with the Medical Director and/or Hospital Director. If satisfaction is again not obtained, concerns should be discussed with the Medical Director/Responsible Officer of Secondary Care.

**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 PPG 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 PPG, unless expressly authorised to do so by PPG.

**Equal Opportunities**

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

**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 PPG engage in any outside employment and in accordance with PPG 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 PPG. 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 PPG, 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.

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| **Person Specification – Consultant Gastroenterologist** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * Entry on GMC Specialist Register for Gastroenterology or General Surgery. * Intercollegiate speciality examination or equivalent. * Evidence of sub-speciality training in endoscopy | Higher degree (MD, MSc, PhD, MEd)  Trainer certification by JAG standards |
| 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. | Teaching and training experience |
| **Skills and Knowledge** | * Clinical training and experience equivalent to that required for gaining UK CCST. * 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 * Key performance indicators data for endoscopy above recommended Jag standards (i.e. colonoscopy completion rate >90%) | Ability to lead/chair  Research capability & publication track record in Endoscopy |
| 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. * Caring attitude towards patients, relatives, carers and colleagues. * Mentally and physically fit to undertake the role. | Management training |

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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 |  |