

JOB DESCRIPTION General Surgeon

Job Title: Consultant General Surgeon

Reporting to: Unit General Manager

Professionally Accountable to: Unit Medical Director

Staff Management Responsibility: No direct line management responsibilities.

Budgetary Responsibility: No direct budgetary responsibilities.

Grade: Consultant

JOB SUMMARY

To provide a general surgical service necessary to meet the needs of patients under the care of the Treatment Centre. Whilst the working week will comprise 40 hours (10 PAs) , working patterns will be flexible and may entail an ad-hoc mix of late evenings and weekend work to meet the requirements of the unit. There is no on-call commitment but post holders must be prepared to assess patients urgently in person on the unit as requested by the RMO on duty during routine working hours. Post holders will be expected to provide cross-cover for colleagues during periods of absence, including for example annual leave and study leave.

Principal Duties and Responsibilities Clinical Management of Patients

- To carry out necessary duties to ensure the best and most cost effective treatment of patients.
- Comply with the work schedule developed by the General Manager.
- To provide a full range of surgical diagnosis, treatment and care to inpatients, day cases and outpatients who require general surgery and in particular, but not exclusively, hernia repair (inguinal, femoral, umbilical and incisional) and laparoscopic or open cholecystectomy
- To undertake pre and post operative assessment of patients – this includes but is not limited to, providing good quality written information to the patient's GP in the event of return to the NHS as unsuitable for treatment within the ISTC or outlining what further management is required before the patient can be treated within the ISTC in the case of temporary suspension.

- To provide senior surgical support to the RMOs, and attend the unit in person for the assessment of acutely unwell patients at the RMOs request within normal working hours on weekdays. The postholder will be responsible for liaising with senior colleagues in the neighbouring NHS Trust to effect the seamless transfer of acutely ill patients who require transfer across to the NHS.
- To participate in the Centre's audit and clinical governance programme.
- To contribute to the development of Clinical Quality Standards.
- To 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.
- To be responsible to the Medical Director for the quality of care delivered and the effective and efficient use of the resources under his/her control.
- To contribute to the planning and development of surgical services.
- To contribute to the Centre meetings.
- To contribute to the teaching of Centre staff.

In-Service Education & Promotion of the Treatment Centre

- Promote patient care by liaison with all departments.
- Participate in local and national specialty clinical meetings
- Participate in the in-service education programme and comply with mandatory training requirements, inclusive of CPR, Health & Safety Training and Fire Safety.
- To 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.
- To maintain and develop professional expertise through self-directed learning and continuous professional development.
- To maintain a portfolio of professional practice and performance data required for the appraisal process developed by PPG.
- To participate in the annual appraisal system with the Medical Director, which will feedback from the General Manager and other colleagues/patients.
- To promote the centre by demonstrating a customer-focused approach at all times to patients, consultants and staff.

Relationships

- Administratively and financially responsible to the General Manager.
- Professionally responsible to the Medical Director.
- Liaises closely with relevant clinical and administrative staff.
- Discusses relevant clinical (or non-clinical) situations occurring within the hospital with the General Manager/Medical Director.

Confidentiality:

To maintain the confidentiality of information about patients, staff and the business of the Centre in terms of the Data Protection Act 1998 and other prevailing legal requirements including Caldicott principles.

Complaints:

In the event of any investigation into any complaint, the postholder 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. This obligation will continue after employment under this contract had ceased.

Health and Safety

As an employee of PPG, the postholder 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.

In 1993 the Health Department issued guidance, *Protecting health care workers and patients from Hepatitis B*, and an addendum was issued in 1996. Under this guidance all practitioners who perform exposure prone procedures (EPPs) should be immunised and have their response to the vaccine checked; non-responders to vaccination should be investigated for HBV infection to identify those who may pose a risk of infection to their patients during EPPs. Practitioners whose hepatitis B carrier status is not known must be tested before carrying out EPPs by Occupational Health (OH). The postholder must make available to the the OH service accurate written health and immunisation records on request.

In addition the postholder must comply with the GMC guidelines, *Serious Communicable Diseases*, which details the responsibilities of doctors who have been exposed to a serious communicable disease notably;

Doctors must not rely on their own assessment of the risks they may pose to patients.

Doctors who have a serious communicable disease and continue in professional practice must have appropriate medical supervision.

Doctors who apply for a new post must complete health questionnaires honestly and fully.

Hours of work

The job will be full time based on 10 sessions of 4 hours working time per week (equivalent to 40 hours per week) and this will include 1 session a month supporting professional activities. However, working patterns will be flexible and will entail an ad-hoc mix of late evenings and weekend work to meet the requirements of the unit. 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) and be prepared to travel to other PPG sites as requested for clinical meetings etc. Rarely it may be necessary to travel to other PPG sites to cover for colleagues in an emergency.

Remuneration

This will be market related and may vary according to personal experience and expertise. There will be an annual leave entitlement of 25 days plus 8 UK Bank Holidays and up to 10 days discretionary study leave. Part-time appointments will be on a pro-rata basis. The salary package will include an additional bonus of 15% base salary subject to agreed performance measures.

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.

Data Protection

The postholder 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 authorized persons or organizations 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 will be reviewed by the Unit Medical Director together with the postholder at three months following the initial appointment and annually thereafter to allow appropriate modifications to be agreed.

I confirm I have read, understood and will comply with this Job Description

Name of Postholder

Signature Date
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PERSON SPECIFICATION – General Surgeon

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<input type="checkbox"/> Qualified surgeon on the Specialist Register of the GMC.	

Experience	<ul style="list-style-type: none"> • Ability to work within a multidisciplinary team. • Able to conduct a clinical audit. • Up to date with recent professional developments 	<ul style="list-style-type: none"> • IT Literate • Commercial experience • Cost savings projects/initiatives. • Presentations at relevant professional conferences • Evidence of continuing education and self-directed learning. • Publications in peer reviewed journals.
Skills and Knowledge	<ul style="list-style-type: none"> • Experience in general surgery • Experience in laparoscopic procedures (hernia repair and cholecystectomy) • 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 	<ul style="list-style-type: none"> □ Understand the main cost drivers in surgical practice
Other Factors	<ul style="list-style-type: none"> • Committed to the overall aims of PPG. • 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 multicultural environment 	