West Midlands Workforce Deanery
Academic Clinical Fellows
in Primary Care and Medical Education

JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>GP Academic Clinical Fellow</th>
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<tr>
<td>BAND</td>
<td>GPR ST1 level</td>
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<tr>
<td>POSITION REPORTS TO</td>
<td>Academic Clinical Supervisor (University)</td>
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<td></td>
<td>GP Trainer (Training Practice)</td>
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<tr>
<td>MANAGERIALLY RESPONSIBLE FOR</td>
<td>No line management duties</td>
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Job Purpose Summary
The primary purpose of an ACF is to provide a clinical and academic training environment for a doctor in the early stages of specialty training to prepare an application for a Training Fellowship leading to a PhD (or equivalent) or if applicable a postdoctoral fellowship or a university or deanery career in medical education.

Key Responsibilities and Accountabilities
Applicants will meet the person specification for GP speciality training, and will be exceptional trainees with a good track record, who can demonstrate a commitment to academic training with a view to a career in education, research and/or primary care leadership. Candidates may already have academic or RCGP links and it is hoped a number will continue to PhD application.

All posts will comprise of an ST1 year consisting of experience in two hospital posts for 6 months duration. The ST2 year will consist of 6 months General Practice and a 6 months hospital post. The exact posts will be allocated by your training programme director and there will be limited choice. You will have academic supervision and contact with the academic department during these two years.

ST3 and ST4 years will be integrated posts sharing a GP training practice post with an academic post in the local university department. The proportion of time will be 60:40, in ST3 and 40:60 in ST4 GP:academic.
Trainees will have the opportunity to study for a masters degree and will have support to attend and present at national and international conferences. It is expected an application for PhD funding would be considered on completing training.

**OPTION 1: BIRMINGHAM**

Successful applicants will join the Birmingham Vocational Training Scheme and be supported by the Department of Primary Care Clinical Sciences, University of Birmingham. During the academic component trainees will have one of three options: 1. Register for a Masters Degree in Primary Care, with a mainly research track, 2. Register for a Masters Degree in Primary Care, with mainly an advanced clinical practice track, 3. Register for an MSc with an education track. ACFs will be embedded within one of the research or teaching teams at Birmingham during their time in the department. The ST3/ST4 years will be extended by one year and will generally have a service/academic split of 60:40 in ST3 followed by 40:60 in ST4. Trainees will attend the South Birmingham or Heart of Birmingham VTS programme, depending on the location of their practice.

**Primary Care Clinical Sciences, University of Birmingham**
This is one of the largest centres for academic primary care in Europe - focusing on applied and translational research under 3 main clinical programmes: cardiovascular disease; cancer & chronic disease; and behavioural medicine (smoking cessation, exercise, rehabilitation); with additional expertise in ethnicity health, quality in general practice and longitudinal cohort studies. The programmes are supported by cross-cutting methodology expertise and major investments in research infrastructure, particularly the Primary Care Clinical Research & Trials Unit (PCCRTU) and large Primary Care Research Networks (MidReC and PCRN-CE). The department has a strong history of supporting fast-track academic careers for clinical and non-clinical scientists. Since 2000, external research income within the groups exceeded £25 million, around a third each from the MRC and NIHR, and 25% from medical charities. Our research was rated 5* in RAE 2001 and we are a founding member of the NIHR School for Primary Care Research. In RAE 2008, we were ranked the top centre in the UK for primary care research on quality rated research volume, delivering 13% of the total UK PC Research volume, 35% of which was rated 'world leading' and a further 30% 'internationally excellent'. We are very supportive of our expanding and thriving group of academic trainees.

**Heart of Birmingham tPCT**
Heart of Birmingham (HoB) is an exciting area close to the City Centre. Our areas include some of Birmingham’s poorest, most deprived neighbourhoods as
well as the affluent, vibrant shopping and business districts in the city centre. Attached to an academic training practice you will have an opportunity to experience the unique features of the people of HoB. People from the Black and Asian communities represent over 70% of our local population with over 100 languages spoken.

As a Teaching PCT we lead the way with a variety of learning opportunities for all staff groups including protected learning time each month. Research is also embedded into our activities and reflects our unique challenges with health inequalities.

The local area is on the verge of transformation as part of the Right Care Right Here Programme (RCRH) programme which has been described as “the most ambitious health transformation in the UK”.

South Birmingham PCT
The South Birmingham post is funded by the Primary Care Research Trust and is particularly suitable for those with a research interest. South Birmingham PCT commissions services for a population of 383,000 from 64 GP practices, 70 General Dental Practitioners, 85 local Pharmacists, and 51 local Opticians, as well as providing primary care services for the local population and specialist services for a wider population. The post holder will be attached to a local practice with particular research interests. The University of Birmingham is situated within South Birmingham PCT facilitating easy access between the constituent parts of the post.

OPTION 2: KEELE

THE POST:

The Academic Clinical fellowship (ACF) programme.
1 post is available starting in August 2012. It is a four-year programme open to all trainees who have successfully completed foundation year 2 and who do not yet hold a NTN. It is designed for trainees who can provide evidence, through their CV and at interview, that they have made a firm commitment to academic General Practice. Success in the four-year post will be judged by the ability of the post holder to submit an application for a personal training fellowship (leading to a PhD) at the end of the training programme.

25% of the trainee’s time will be for research training and to undertake a research project, which may be developed into a Fellowship Application and a first-authored publication. The trainee will undertake the academic component of their programme within the Arthritis Research UK Primary Care Centre at Keele University, which works in partnership with the Academic Rheumatology group at the Haywood Hospital and general practice clinical partnerships across Stoke-on-
Trent and North Staffordshire. Keele’s Arthritis Research UK Primary Care Centre has an international reputation in applied clinical research in the management of musculoskeletal conditions, an excellent track record in developing early experience researchers, and undertakes high quality clinical research which is published in the main journals in the field of General Medicine, General Practice, Rheumatology, Musculoskeletal Pain and Epidemiology, and is underpinned by a portfolio of prestigious grant funding. Our research has a big impact on clinical practice and service development, through our strong NHS partnerships, and our links to clinical guideline groups such as NICE, RCGP, EULAR and ARMA. Trainees will therefore enter a highly supportive clinical academic environment to enable them to develop a competitive portfolio of research, and to complete clinical training in General Practice.

The West Midlands Deanery, University of Keele, University Hospital of North Staffordshire NHS Trust, Stoke on Trent and North Staffordshire PCTs, along with local GP practices, have developed a fully integrated Clinical Academic Training Programme for trainees who are considering careers in clinical and academic general practice.

The NHS has recognised that clinical academics who undertake research and teaching form a crucial part of the NHS and is developing a clear point of entry, career structure, and training programme for doctors who wish to pursue this career pathway (see Medically- and dentally-qualified academic staff: Recommendations for training the researchers and educators of the future. Academic Careers Sub-Committee of Modernising Medical Careers and the UK Clinical Research Collaboration. March 2005).

Our fully integrated academic programme will engage trainees in clinical rotations which value research and/or education and provide the individual with a structured opportunity to explore research and/or education interests in academic medicine. Clinical service and training will still comprise the majority of the trainee’s timetable but there will be designated academic training and preparation for application for personal clinical training fellowships during the Academic Clinical Fellowship (ACF) programme.

OUTLINE OF THE ACADEMIC CLINICAL FELLOWSHIP (ACF) PROGRAMME

This is a four-year post in general practice and will rotate through the ST1, ST2, ST3 and ST4 grades. The post will be based predominantly at University Hospital of North Staffordshire NHS Trust for the first two years. The second two years are split between an academic placement at the Arthritis Research UK Primary Care Centre (50%) and local North Staffordshire and Stoke-on-Trent general practices (50%).
During the first two years of the clinical fellowship (ST1 and ST2) the post-holder rotates through six four-month clinical attachments, predominately based at the University Hospital of North Staffordshire. The exact combination of posts varies and is dependent on prior experience. Options include obstetrics and gynaecology, paediatrics, general and geriatric medicine, ENT, accident and emergency medicine, psychiatry, public health, general practice and dermatology. The post holder will be allocated an educational supervisor (an experienced GP trainer) for the first two years, and a job-specific clinical supervisor per rotation.

The successful candidate will be enrolled on the North Staffordshire and Keele University Vocational Training Scheme. This innovative scheme uses the successful Keele University MMedSci (Master of Medical Science) modular degree programme to deliver a broad package of generic medical education over the ST1 and ST2 period. Vocational trainees attend Masters modules regularly throughout the two-year period to gain skills necessary for being a successful modern general practitioner. These modules include chronic disease management, clinical effectiveness, healthcare ethics and law, statistics and epidemiology, research methods, health informatics and reflective practice. Full details on the MMedSci degree programme can be found at www.keele.ac.uk/depts/ms/postgrad/mmedsci.htm.

The final two years of the Academic Clinical Fellowship programme (ST3 and ST4) are spent in local general practice (50%) and at the Arthritis Research UK Primary Care Centre (50%). Whilst in clinical practice, trainees will be supported whilst preparing for the Membership of the Royal College of General Practitioners (MRCGP) examination. Full details of the North Staffordshire and Keele University Academic VTS can be found at www.northstaffsvts.com.

The academic component allows for the completion of the full MMedSci degree by providing dedicated time to conduct original research, leading an MMedSci dissertation and the publication of research findings in leading peer-reviewed journals. Post holders are provided with a dedicated project team, as well as clinical and academic mentoring from experienced academic general practitioners. It is anticipated that the post holder will also submit an application for a clinical research fellowship for a PhD / MD before completing the fellowship.

Success in the ACF post will be judged by the ability of the trainee to:

- Undertake and complete a programme of research training (delivered through the Keele MMedSci, a structured programme of peer support from the academic team at Keele, and through individual mentorship from one of our Clinical Academic General Practitioners)
- Complete an independent research project (undertaken with supervision and methodological support from academic staff at the Keele Arthritis
Research UK Primary Care Centre, and clinical supervision and support from local general practice

- Contribute to all aspects of research dissemination including producing original research papers in high quality scientific journals, and presenting the research project at regional and national conferences.
- Submission of an application for a clinical research fellowship for a PhD / MD within the three years of the post.

**Examples of previous projects offered to academic trainees:**

- Evaluating patients referred to a musculoskeletal primary/secondary care interface clinic
- Exercise for knee pain - attitudes and behaviours of general practitioners and rheumatologists
- The impact of socioeconomic status on ankylosing spondylitis severity across the UK.
- Is satisfaction with hand appearance associated with self-reported hand deformity and pain in the community?
- Pain beliefs and coping in middle and old age: a descriptive study in community dwelling adults with knee pain.
- The association between early life events and chronic pain in young adults

**Management And Mentoring:**

Trainees will receive academic and clinical mentorship through both senior academic and clinical tutors (usually Professor Mallen, Protheroe, Mohanna, Ralphs). The mentor will meet with the trainee at regular intervals to develop a personalised programme and monitor progress through the academic curriculum. Post holders must always be aware of their nominated Educational supervisor. It will be this person who will undertake appraisal.

Professor Christian Mallen is academic programme lead, overseeing all aspects of the Academic Foundation Years’ and Academic Clinical Fellows’ training programme, liaising with the clinical and academic supervisors and acting as a mentor to all participants. Informal discussions prior to application for these posts are strongly recommended. Please contact Professor Christian Mallen, Professor of General Practice c.d.mallen@cphc.keele.ac.uk 01782 584704

The partnership between Keele University, the Haywood Hospital and Primary Care across North Staffordshire has resulted in 11 doctors and other health professionals being successfully guided and developed to obtain prestigious national fellowships leading to PhDs or MDs.

**Clinical Competencies:**
The post holder will be subject to the requirements of the Post Graduate Deanery for clinical training in General Practice and will attend six monthly meetings with their nominated educational supervisor. The RCGP has produced a curriculum for general practice (www.rcgp-curriculum.org.uk) and the post holder should also refer to the GMC documentation on Good Clinical Practice (www.gmc-uk.org/guidance/good_medical_practice/index.asp).

Study & Training:

Academic trainees will have achieved MRCGP during their 4-year post. Structured academic and clinical training will be given throughout the 4 years. Part of this training will comprise block release to attend selected modules from the Keele University MMedSci. The modular-based training pathway to be followed will be selected from a broad base of options, and individually negotiated with the trainee, to ensure that it reflects trainees’ individual skills and training needs and academic aspirations.

Trainees will be involved in a research project, which will provide the platform for an application for a PhD fellowship. Again, a range of research project options will be offered for the trainee to develop, most of which are linked to existing high-quality programmes of research, funded by the MRC, Arthritis Research Campaign, or Department of Health. Structured peer support and mentorship will be provided, drawn from the Keele academic team and local clinical and academic general practitioners. Support will also be provided to enable the trainee to submit a high-quality application to secure a personal training fellowship (leading to a PhD) at the end of the training programme. The Arthritis Research UK Primary Care Centre has an established track record of success in supporting doctors in gaining fellowship grants from a range of funders, such as the Arthritis Research Campaign, Medical Research Council, the Department of Health and the National Coordinating Centre for Research Capacity Development.

Induction, appraisal and assessment:

The post holders will complete general induction into their base acute Trusts and will have induction into the individual specialties as they rotate through the programme.

Academic Rheumatology / Musculoskeletal Research

The Arthritis Research UK Primary Care Centre at Keele embraces current strengths in clinical health research at Keele University and our NHS partners in
North Staffordshire, related to primary care, the interface between primary and secondary care, and in education research. A close relationship exists between University researchers, academic rheumatology and the local health community in North Staffordshire in both primary and secondary settings.

The Centre incorporates distinct research groups as follows:

1. **The Arthritis Research UK Primary Care Centre** forms a strong collaboration between academics from primary care, clinical rheumatology, epidemiology, physiotherapy, psychology, pharmacy, ageing research and health services research, and its clinical partner the **North Staffordshire Primary Care Research Consortium**.

   The main areas of research interest are:
   
   (i) research into musculoskeletal conditions and chronic pain, focused on joint pain and osteoarthritis, back pain and widespread and regional pain
   (ii) primary care and public health research in these areas, embracing allied health care professions and general practice
   (iii) a strong track record in epidemiological research, trials and mixed methods involving qualitative research
   (iv) a strong commitment to ensuring that research findings contribute to evidence-based practice, health policy and guidelines, and development of enhanced scope practitioners and related training

   **Our main NHS research partners** are
   
   (i) The local Primary Care Research Consortium, whose research programme is coterminous to that of the Primary Care Musculoskeletal Research Centre
   (ii) The North Staffordshire NHS Hospital Trusts Research Consortium, who support rheumatology and pain research across the primary / secondary interface.

Main and developing research themes:

1. **The occurrence, impact, treatment and outcome of pain and arthritis.**

   a. **Primary care and public health.** A multi-disciplinary programme and innovative partnerships with clinicians and the NHS Primary Care Research Consortium underpins a series of linked epidemiological and qualitative research studies, and a continuing programme of randomised controlled trials to investigate assessment, management and early prevention of pain and disability in primary care.
b. Research at the interface between primary and secondary care. This includes a programme of trials in arthritis care at the Haywood Hospital, funded by the MRC, ARUK, NHS Executive, various pharmaceutical companies and charitable foundations, and the Haywood Rheumatism Research and Development Foundation (HRRDF). New Clinical Academic posts in Rheumatology are developing a programme that is specifically concerned with research into referral from primary care and care pathways and outcomes for patients suffering from joint pain, osteoarthritis and chronic pain, and early rehabilitation of patients.

c. Occupational studies. A multi-disciplinary programme, which aims to explore the influence of painful conditions on sickness absence, and on performance in the workplace among those who are not absent from work.

Research resources

*Expertise groups:* include the trials unit, the bio-statistics team, clinical epidemiology, surveys and cohort management, qualitative research, health economics (in collaboration with Birmingham University), health informatics, systematic reviewing, and research governance and management.

*The Keele GP Research Network:* 29 general practices, who receive training, support and feedback on the quality of their consultation data recording. The high quality data provides the basis for the Unit’s epidemiological studies of consultations related to musculoskeletal illness, and supports patient recruitment to trials and other studies.

*The North Staffordshire Primary Care Research Consortium:* hosted by one of the local PCTs, and representing a joint venture between the Unit and the local primary care community, the Consortium facilitates, coordinates and funds Primary Care support for the musculoskeletal research programme, and secures health professionals’ direct involvement in all aspects of research design, development and conduct.

*The Haywood Hospital,* which in addition to being the base for Academic Rheumatology, provides the clinical research facility for clinical studies.

For more information on the arcNPCC research team and their research programme, visit the Centre website on [www.keele.ac.uk/research/pchs/pcmrc/Academic](http://www.keele.ac.uk/research/pchs/pcmrc/Academic)

General Practice team:

- Christian Mallen: Professor of General Practice
- Danielle van der Windt: Professor of General Practice Epidemiology
- Bob McKinley: Professor of Academic General Practice
- Joanne Protheroe: Senior Lecturer in GP Epidemiology
- Amjad Khan: Director of GP Education, Staffordshire and Shropshire
- Kay Mohanna: Senior Lecturer in Medical Education
- Alwyn Ralphs: Senior Lecturer in General Practice Education
- Mark Shapley: Senior Research Fellow
- Mark Porcheret: Senior GP Research Fellow
- John Bedson: Lecturer in General Practice
- Majid Artus: Lecturer in General Practice
- Richard Hayward: Lecturer in General Practice
- Alison Foster: VTS Course Organiser
- Vinesh Suchak: VTS Course Organiser
- Janey Merron: VTS Course Organiser

**Arthritis Research UK Primary Care Centre team**

- Elaine Hay, Professor of Community Rheumatology, Director
- Rhian Hughes: Co-director, Arthritis Research Campaign National Primary Care Centre
- Peter Croft, Professor of Primary Care Epidemiology
- Danielle van der Windt, Professor of GP Epidemiology
- Pauline Ong, Professor of Health Care Research
- Julius Sim, Professor of Health Care Research
- Chris Main, Professor: Psychology of Pain Management
- Kryzia Dziedzic, Physiotherapy of Physiotherapy
- George Peat, Professor in Clinical Epidemiology
- Nadine Foster, Director of the Clinical Trials Unit
- Kelvin Jordan, Reader in Biostatistics
- Martyn Lewis, Senior Lecturer in Biostatistics
- Elaine Thomas, Reader in Biostatistics
- Kate Dunn, Reader in Epidemiology
- Clare Jinks, Senior Lecturer in Health Services Research
- Umesh Kadam, Senior Lecturer in Genetal Practice
- Jane Richardson, Senior Lecturer in Health Services Research
- Ed Roddy: Senior Lecturer / Consultant Rheumatologist
- Sam Hider: Rheumatology Clinical Lecturer

Many other academics within the centre may also act as supervisors for academic trainees. For more information on the **Arthritis Research UK Primary Care Centre** research team and the research programme developed by the team, visit the Centre website on [www.keele.ac.uk/research/pchs/pcmrc/](http://www.keele.ac.uk/research/pchs/pcmrc/)
University Hospital of North Staffordshire NHS Trust

University Hospital of North Staffordshire (UHNS) NHS Trust is one of the biggest and busiest acute hospitals in the country, with an annual budget exceeding £200 million. The hospital serves almost 500,000 people in North Staffordshire and provides a range of speciality services for more than 3,000,000. It employs around 6,000 staff and has over 1,300 beds.

In February 2002 the Government gave the go-ahead in principle for a £200 million scheme to modernise health services in North Staffordshire, including a new hospital. An undergraduate medical school was developed at the hospital, with the first students arriving in 2002. In the last financial year the hospital saw more than 78,000 in-patients and 37,000 day cases, took 104,500 new outpatient referrals and 261,000 outpatient follow-up appointments. In total, the Trust handled nearly 131,000 emergency attendances.

The Hospital is based at Hartshill in the city of Stoke-on-Trent, where it has two main sites, the City General and the Royal Infirmary. Between the two, another site accommodates the Central Outpatients Department, the Central Pathology Laboratory and some other smaller departments. The Haywood Hospital is based five miles away from the main complex in Burslem and has strong links and working relationships with both the Locomotor Division UHNS and Stoke PCT. The Trust has 4 clinical Divisions, which are in turn made up of smaller Clinical Directorates. The Divisions are Medicine, Surgical, Diagnostic & Treatment Centre, and Corporate Services. The Trust Board determines the strategic direction of the Trust and fulfils statutory duties. The Executive Board has responsibilities to translate strategy into policy and action. The Clinical and Management Forum concentrates on clinical and operational issues centred on delivering patient care.

Keele University

Keele University places high value on excellent research and supports internationally competitive expertise throughout the Natural Sciences, Social Sciences, Health and Humanities. It aims to provide an environment where high quality research and enterprise can flourish, and where we can encourage multidisciplinary work and support researchers to share their expertise to the benefit of the UK economy and the nation’s quality of life. Seven ‘Research Institutes’ including the Arthritis Research Campaign National Primary Care Centre provide this support and an environment for growth.

The university has strongly supported the arc National Primary Care Centre. A £3,000,000 funding initiative for purpose-built offices to house our group was completed in 2004 and has been integrated with development of academic capacity by investment in early-experience researchers. Since 2001, the
University has promoted 10 post-doctoral staff in the group to University Lectureships and Senior Lectureships.

USEFUL LINKS AND FURTHER READING

For further information about Keele academic general practice posts contact Professor Christian Mallen, Professor of General Practice
c.d.mallen@cphc.keele.ac.uk
01782 584704

The following links may be useful:

Arthritis Research UK Primary Care Centre
http://www.keele.ac.uk/research/pchs/pcmrc/

Committee of Modernising Medical Careers and the UK Clinical Research Collaboration. March 2005
Medically- and dentally-qualified academic staff: Recommendations for training the researchers and educators of the future. Academic Careers Sub-
http://www.mmc.nhs.uk/pages/academic

Pocket Guide to Academic Training

Career advice
http://www.mmc.nhs.uk/pages/careers

Information on West Midlands Deanery’s Foundation Programmes
http://www.wmdeanery.org/mmc/fps.htm

Integrated academic training
National Coordinating Centre for Research Capacity Development
http://www.nccrcd.nhs.uk/

North Staffordshire and Keele University Vocational Training Scheme
www.northstaffsvts.com
All posts: General Practice Speciality Registrar – Training Practice

The trainer/educational supervisor in the training practice undertakes to teach and advise the GP registrar on all matters appertaining to general medical practice and the post is to further this purpose. You will be required to work at the training practice or such other localities as may be reasonably necessary for the performance of your prescribed duties. You will be required to travel to provide home visits, emergency treatment, etc. to patients, and to undertake other duties outside the surgery as required for the purposes of GP training. You will be expected to attend in-house protected education sessions and the half-day release course and/or cluster based learning sessions in a local practice or post-graduate education centre. During this time you will have the opportunity to fulfil and complete the requirements of the MRCGP.

Other Duties

Development
All employees have a responsibility to participate in regular performance and development reviews with their manager where they will identify performance standards for the post. As part of the appraisal process there is a joint manager/staff responsibility to identify learning and development needs to meet the performance standards required of the post holder.

Equality & Diversity Aims
As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others. You are responsible for promoting diversity and equality of opportunity across all areas of the workplace.

Risk Management
Staff at all levels have a responsibility for ensuring that risks are managed at work group and local level. This process will include the assessment and effective control of all acceptable risk situations.

As an employee you will be expected to maintain a high level of awareness and assist in the process of reporting incidents, assessing risks and reporting unsafe occurrences and co-operate with any investigations undertaken.

Employees will be required to adhere to all employment policies and procedures and attend statutory and mandatory training.
Health and Safety

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. In addition, as a team leader, you are expected to contribute to developing a culture that is conducive to good health, safety and security practices. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare. As an employee you are required to make yourself aware of the SHA’s health and safety policies and to report all accidents.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interest in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the SHA. All such interests must be declared in the SHA’s register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the SHA’s governance policies, such as Standing Orders and Standing Financial Instructions.

Information Security and Confidentiality

You will be expected to promote Freedom of Information and to ensure that all staff within their team / department understand and fulfil their obligations under Freedom of Information legislation in line with the SHAs FIO policy.

During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly relating to patients or staff. All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been give by the person identified, or where information sharing protocols exist.

General Information

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder.
The post holder will be required to comply with all policies and procedures issued by and on behalf of West Midlands Strategic Health Authority and the relevant Training Practice and University (host) employers.

The SHA is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work.

his job description will be subject to discussion and review on a regular basis within the appraisal process. It is an accurate reflection of the main requirements of the job as at the date shown below.

October 2011