Job Description

Clinical Teaching Fellow (Medicine)
City and Sandwell Hospitals
Sandwell and West Birmingham Hospital NHS Trust

Address for correspondence:

Dr D Carruthers, Head of Academy
Undergraduate Teaching Centre
City Hospital
Dudley Road
Birmingham, B18 7QH
0121 507 4990
david.carruthers@nhs.net
GENERAL DESCRIPTION OF THE POST

This appointment has been developed to support high quality teaching of undergraduate medical students at City and Sandwell Hospitals, Birmingham. There is close collaboration with the College of Medical and Dental Sciences, University of Birmingham. It is suitable for a doctor who has completed a minimum of 2 years of general and specialist professional training after graduation and who wishes to gain further experience in undergraduate teaching. Possession of MRCP is desirable. It is a fixed term appointment of up to 12 months. Candidates who possess a National Training Number should liaise with their Deanery to seek approval for a teaching post (we will endeavour to include up to a third WTE in their chosen medical specialty).

SANDWELL & WEST BIRMINGHAM HOSPITALS NHS TRUST

The Trust is one of the largest teaching Trusts in the United Kingdom with a reputation for excellent, friendly staff who provide high quality care from three hospitals:

- City Hospital in Birmingham
- Sandwell General Hospital in West Bromwich
- Rowley Regis Community Hospital in Rowley Regis

The Trust was established in April 2002 and has a budget of £330 million. It employs 6500 staff, has circa 1000 beds and serves a population of over 500,000. Sandwell General Hospital and City Hospital are busy acute hospitals providing many specialist services and a broad range of emergency services, including Accident & Emergency at both sites. Rowley Regis Community Hospital was opened in 1994 and provides continuing care and rehabilitation. It also has a range of outpatient and diagnostic facilities.

The Trust is a key partner along with local PCTs and local authorities in the “Right Care Right Here” programme which seeks to deliver an ambitious redevelopment of local health services including new models of care and facilities. This has the backing of the West Midlands Strategic Health Authority and was approved in July 2004 as a national priority scheme by the Department of Health. Following a very successful public consultation, implementation of the programme has now begun. It includes investment of £700 million in new facilities in both the acute and primary care sectors, making it one of the largest investment programmes in the UK. The plan includes a brand new state of the art acute hospital which is set to be completed in 2016/17. This will create some of the largest clinical teams in the country.

The Trust’s current strategy focuses on the period leading up to the new hospital with an emphasis on driving clinical integration by reconfiguration of services between the existing sites, strengthening key specialties and on service and productivity improvement. In the light of its strategic, operational and financial strength the Trust is applying to become a NHS Foundation Trust.

The Birmingham Treatment Centre opened on the City Hospital site in November 2005. This £35m development provides state of the art facilities for one-stop diagnosis and treatment. It includes an Ambulatory Surgical Unit with six theatres, extensive imaging facilities, an integrated breast care centre and teaching accommodation.
A new £18m Emergency Services Centre opened on the Sandwell site in April 2005. It incorporates a comprehensive A&E facility, Emergency Assessment Unit and Cardiac Care Unit. The model of care has been developed with primary care to provide a fully integrated service. The Trust hosts the Birmingham and Midland Eye Centre which is a supra-regional specialist facility, as well as the Pan-Birmingham Gynaecological Oncology Centre, Birmingham Skin Centre and Sickle Cell and Thalassaemia Centre.

Aside from being the largest provider of acute patient services in the Midlands, the Trust also has a substantial research agenda with several academic departments including ophthalmology, cardiology, rheumatology and gynaecological oncology.

Further information about the Trust and its developments can be found at www.swbh.nhs.uk.

**MAIN PURPOSE OF THE POST**

**Teaching**

Over the 12 month post, the appointee will be expected to devote at least 2/3 of their time to support undergraduate teaching in medicine. This will be mainly of year 3 and year 5 students on placement at the Trust. However the undergraduate term times mean that a greater commitment to teaching will be required at certain times (during placement of Year 3 students in Semester 1 & 2). After semesters 1&2 more time can be spent on clinical interests. Occasional contributions to teaching year 4 and other groups, such as dental students or clinical attachment teaching may also be needed. Each teaching fellow will be based predominantly at one site though is likely to have teaching duties at both City and Sandwell.

Teaching is delivered through simulation based teaching, small group tutorials, bedside teaching and lectures. We have a developing programme of simulation based teaching using a centralised model of clinical examination skills training for students to which you will actively contribute as part of year 3 teaching. Surgical care pathways are also taught in a simulation environment for year 3 students and you will contribute to the teaching of these as well as in the development and delivery of acute care simulation scenarios for the new year 5 curriculum. This will be in conjunction with the other Teaching Fellows and the programme is likely to be delivered at both City and Sandwell sites. Development of clinical skills training for the students is also an important role. In addition it is anticipated that the appointee will undertake training in medical education, for example by registering to complete a Postgraduate Certificate of Medical Education and the applicant will receive financial support for this. The Teaching Fellow is expected to contribute to the organisation of year 3 examinations and will work in close collaboration with the other Clinical Teaching Fellows.

**Speciality Training (2-3 sessions/week averaged over a year)**

In order to provide further training in preparation for application to a specialist training scheme a clinical attachment can be arranged to provide further clinical experience appropriate to the Fellow's anticipated specialty, (e.g., attendance at clinics, ward rounds and/or investigation sessions such as endoscopy, cardiac catheterisation). In addition, appropriate clinical sessions will be arranged for a trainee in possession of a National Training Number.
Research and Audit

Participation in research or an audit project would be strongly encouraged related either to internal medicine or medical education.

Accountability

The appointee will be professionally responsible to the Heads of Academy, Dr David Carruthers (City Hospital) and Mr Kevin Wheatley (Sandwell) and managerially responsible to the Divisional Manager in Medicine. He/She will work closely with the year 3 and 5 Co-ordinators. A clinical supervisor appropriate to the candidates chosen specialty will be organised where appropriate.

The above duties are subject to the post holder’s acceptance that, at the request of the appropriate Consultant, in consultation where practicable with his/her colleagues both senior and junior, other duties may be required in occasional emergencies and unforeseen circumstances. It has been agreed between the professions and the department that while juniors accept they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptional and in particular that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.

Undergraduate Teaching at SWBHT (City and Sandwell Hospitals)

The hospitals have a long tradition of undergraduate teaching in association with the University of Birmingham Medical School. It has excellent educational facilities on both sites including Education Centres with lecture theatres and tutorial rooms, well-equipped libraries including an IT Suite; further tutorial rooms are available in our Undergraduate Education Centres with a dedicated teaching ward, seminar room and IT suite at City. There are Undergraduate Co-ordinators at each site (Christine Spiller, Sian Shingler) and a manager of the Education Centres (Mrs Jane Davies).

Birmingham Medical School has a large intake of undergraduate and graduate entry students. There is a comprehensive network of teaching general practices, which together with the teaching hospitals and the Medical School constitute a virtual campus. Both the hospital and the Medical School have invested heavily in information technology. These facilities are supported by Medical Education Facilitators.

The following groups of students attend SWBHT for clinical training:

| Year 3 | Medicine and Surgery (2x12 week blocks) | 54 students (City) |
| Year 3 |  | 36 students (Sandwell) |

Integrated City/Sandwell programmes:

| Year 4 | Specialist Surgery and peri-operative care (4x9 week blocks) 17 students |
| Year 4 | Specialist Medicine (2x18 week blocks) 23 students |
| Year 5 | Acute Care placement (2x15 week blocks) 38 students |
| Year 5 | Obstetrics (6x5 week blocks) 10 students |
| Year 5 | Paediatrics 8 students |
MAIN DUTIES OF THE POST

a) To contribute to the development of teaching materials, delivery and development of clinical teaching of undergraduate students attending City and Sandwell Hospitals.

b) To be familiar with the teaching objectives for the delivery of teaching in medical specialities to Years 3, 4 & 5 students.

c) To contribute to the organisation of student examinations and assessments as necessary.

d) To undergo training in teaching methods as agreed with the Head of Academy.

e) To attend clinical commitments appropriate to the development of the appointee's specialist training.

f) To undertake a research or audit project as agreed with the Head of Academy.

g) To be familiar with the electronic curriculum and to be available to facilitate student's self-directed learning.

h) To ensure that clinical practice is up to date and to undertake a programme of continued professional development.

i) To share responsibilities for data protection arising out of the use of computers.

j) To comply with all relevant Trust policies and procedures and undertake mandatory training.

CLINICAL GOVERNANCE

The successful candidate is expected to participate in all aspects of clinical governance. Clinical audit is an established facet to the hospital’s work. The appointee is required to participate actively.

The post holder will ensure that all services are provided in an effective and efficient manner and that the principles of risk management and clinical governance are maintained at all times.

OUTLINE TERMS AND CONDITIONS OF SERVICE

(1) The post is covered by General Whitley Terms and Conditions of Service, as amended from time to time.

(2) The successful candidate will be required to undergo pre-employment medical screening by our Occupational Health Department and CRB checks. You will also be expected to provide evidence of immunity against ‘Hepatitis B’.

(3) The successful candidate will be expected to reside within a reasonable distance from the hospital.
Any candidate who is unable for personal reasons to work whole time will be eligible to be considered for the post.

It is the responsibility of all medical staff to ensure that they are appropriately registered with the General Medical Council. If registration lapses employment may be terminated.

All employees are expected to comply with appropriate Trust Health and Safety policies.

The annual leave for this post is 27 days per year plus bank holidays pro-rata. Annual leave is granted with the approval of the supervising Consultant and Assistant Medical Staffing Manager.

There is no formal out of hours on call commitment but there may be opportunities to participate in the general medicine or speciality on call rotas as agreed with the Head of Academy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.

Informal Visits
Informal visits are encouraged and arrangements can be made by telephoning:
Dr D Carruthers, Head of Academy – 0121 507 4990
Mr K Wheatley, Deputy Head of Academy – 0121 507 3645
Mrs Christine Spiller, Undergraduate Co-ordinator, City Hospital - 0121 507 4990
Mrs Sian Griffiths, Undergraduate co-ordinator, Sandwell Hospital – 0121 507 3645

FURTHER INFORMATION:

Library & Information Services

The newly built multi-disciplinary library has a large IT section, with access to all standard databases, together with Internet access. There are also slide and video programmes and interactive CD ROM facilities. 24-hour access to the library is available to all medical staff.

Medical Education Centres

There are modern Medical Education Centres which are the focal point for teaching and training. There is an air-conditioned Lecture Theatre, with state-of-the-art audio-visual equipment, including links to theatres, endoscopy and interventional radiology.

Clinical meetings are held in the Postgraduate Centre on a daily basis and there is a weekly lunchtime meeting.
Study Leave and Training

Study leave is normally granted to the maximum allowance of 30 days per year (15 days per six months) and is subject to prospective cover. In order for study leave and expenses to be granted, you must obtain the approval of your Consultant(s) and the Clinical Tutor. There is a good library and an active Postgraduate Centre at Sandwell General Hospital.

Accommodation

The Doctors Mess at City Hospital has recently been upgraded to provide high quality accommodation for our junior staff. Facilities adjacent to the Doctors’ mess include a pool table, satellite TV, food and can machines, newspapers and 24-hour breakfast/cereal/tea/coffee.

If you require full-time accommodation during the tenure of your post, you must apply to the Accommodation Officer. Please note that the trust is unable to offer family accommodation and a lodging charge will be made.

Car parking is available on both sites. Please note that a parking permit will be required.

The hospitals have their own banking facilities situated along the main corridors. There may be a charge for this service.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust. These instructions will be widely available and displayed throughout the working environment.

INDUCTION:

It is a condition of employment that trust induction is attended.

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.
EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meet the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust’s Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The postholder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the postholder in the light of service needs.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.
# PERSON SPECIFICATION

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<thead>
<tr>
<th>JOB REQUIREMENTS</th>
<th>Essential/Desirable</th>
<th>How Tested</th>
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<tr>
<td><strong>Qualifications:</strong></td>
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<tr>
<td>• Basic Medical Qualification (MBBS or MBChB or equivalent)</td>
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<td>• Full or limited GMC Registration at the time of commencement</td>
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<td>• MRCP</td>
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<td><strong>Clinical Experience:</strong></td>
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<td>• Minimum of 2 years experience after graduation including medicine (1 year).</td>
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<td><strong>Professional Development and Knowledge:</strong></td>
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<td>• Commitment to continuing professional development</td>
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<td>• Appropriate career progression to date</td>
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<td>• Willingness to undertake training in medical education</td>
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<td><strong>Teaching and Research Skills:</strong></td>
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<td>• Enquiring attitude</td>
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<td>• Ability to critically assess data</td>
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<td>• Evidence of recent audit and research projects completed satisfactorily in the last 2 years.</td>
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<td>• Enthusiasm for teaching undergraduate students</td>
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<td>• Experience of teaching undergraduate students</td>
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<td><strong>Personal Qualities:</strong></td>
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<td>• Excellent communication skills, written and oral</td>
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<td>• Ability to establish good relations with colleagues</td>
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<td>• Good organisational skills</td>
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<td><strong>Other Job Requirements:</strong></td>
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<td>• Ability to obtain Occupational Health clearance</td>
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<td>• Ability to travel to meet the requirements of the post</td>
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