JOB DESCRIPTION for subspecialty fellow in Gynaecology

DIVISION OF WOMEN AND CHILD HEALTH SERVICES
City Hospital, Birmingham

General Description of the Post
The Trust is seeking to recruit an ST6/ST7 Level doctor for this exciting subspecialty training post to join a busy gynaecological oncology team at City Hospital Birmingham starting as soon as possible. This is a Deanery funded training post that is opened only to doctors in training. The post does not come with an NTN therefore the applicant must hold a national training number at the time of commencement of the post.

Successful candidates must possess a basic medical qualification (MBBS or equivalent) and MRCOG with full registration with the GMC. Recent relevant experience of the working of the NHS is desirable. Candidates must demonstrate how Gynaecological Oncology is relevant to their career plan. The ideal candidate will possess a broad medical experience. Previous Gynaecological Oncology experience is desirable.

SANDWELL AND 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 City Hospital in Birmingham and Sandwell General in West Bromwich. Both are busy acute hospitals providing many specialist services and a broad range of emergency services, including Accident & Emergency at both sites. In addition, the Trust provides comprehensive community services to the Sandwell area, including from Rowley Regis Community Hospital, Leasowes Intermediate Care Centre and the Lyng Centre for Health and Social Care.

The Trust has an income of £418 million and employs around 7000 WTE staff. It has circa 900 beds and serves a population of over 500,000

The Trust is a key partner along with the local Clinical Commissioning Group, PCTs and local authorities in the “Right Care Right Here” programme which seeks to deliver an ambitious redevelopment of local health services. Following a very successful public consultation, implementation of the programme is underway with a wide range of secondary care services now being provided via new models of care in community locations. The programme includes one of the largest investments in the UK in new facilities in both the acute and community sectors. Included within this is a new single site acute hospital for which business case approval is currently being sought.

The Trust has reconfigured a number of services between its acute sites so as to ensure their quality and sustainability. This programme of change will continue over the coming period. Alongside this, the Trust has embarked on a 5 year Transformation Plan, designed to ensure that the quality and safety of our services can be maintained and enhanced whilst at the same time responding to national requirements for increased efficiency. The plan takes in all of the
Trust’s key clinical and non-clinical workstreams. In the light of its strategic, operational and financial strength the Trust is applying to become a NHS Foundation Trust, which is expected to be achieved by April 2014.

The Trust is a pioneer in developing new and more effective approaches to staff engagement through its “Listening into Action” programme which harnesses the energy and ideas of front line staff to improve services. This is the largest programme of its kind in the NHS and has received widespread national recognition. These techniques are also increasingly used to obtain the view of patients and carers.

The £35m Birmingham Treatment Centre on the City Hospital site 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.

The £18m Emergency Services Centre on the Sandwell site incorporates a comprehensive A&E facility, Emergency Assessment Unit and Cardiac Care Unit.

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, Sickle Cell and Thalassaemia Centre and regional base of the National Poisons Information Service.

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

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

The Gynaecological Oncology Centre has its own dedicated ward and theatre sessions. Newly refurbished office accommodation houses all the gynaecological oncology staff. Combined clinics, Colposcopy clinics and vulval disease clinics are accommodated within the Birmingham Treatment Centre. There are 5wte gynaecological oncologists (3 wte NHS and one whole time academic gynaecological oncologist) and two SSTs. In addition one SHO is attached from the general rotation. There are three clinical nurse specialists and access to the full range of services necessary for comprehensive cancer care. Weekly MDT’s are held in the Birmingham Treatment Centre using state of the art IT facilities.

The Pan Birmingham Cancer Network includes 5 cancer units (Birmingham Women’s Hospital, Good Hope Hospital, Heartlands Hospital, Sandwell General Hospital and Walsall Manor Hospital). The centre serves a population of approximately 1.8 million.

**GENERAL DESCRIPTION OF THE POST**

The successful candidate will be based within the new gynaecological cancer centre at Sandwell and West Birmingham Hospitals NHS Trust and will be expected to undertake the required modules within the training programme. Thus the work pattern will vary in order to accommodate these modules. The candidate will have exposure to at least 3 surgical sessions, 2 clinic sessions and 2-3 ward rounds each week. The candidate will be expected to be involved in research and teaching.

The post will initially be for a twelve month period with the option of a further twelve month
extension subject to satisfactory performance and progression. Full details of the Subspecialty Training Programme are available on the Web at the Royal College of Obstetricians and Gynecologists Site – www.rcog.org.uk

**Out-of-hours Commitment**

The basic working week is 40 hours. Any out of hours commitment will not exceed the limits defined in the Terms and Conditions of Service. Working patterns are continually under review, in accordance with the New Deal on Junior Doctors hours and European Working Time Directive (EWTD) requirements.

**GENERAL CONDITIONS OF SERVICE**

1. The successful candidate will be employed on the Sandwell & West Birmingham Conditions of Service. A full copy of all Terms and Conditions may be obtained from the Trust.

2. All employees are required to adhere to all relevant Trust Policies and Procedures including Health and Safety, No Smoking and Alcohol and Equal Opportunities Policies.

3. The appointment is subject to a satisfactory Occupational Health clearances and Criminal Record Bureau disclosure.

4. The successful candidate will be expected to reside within a reasonable distance from the hospital.

5. 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.

**OTHER INFORMATION:**

**Salary**

The post holder will be paid on the appropriate point of the Specialty Registrar Salary Scale for a basic 40 hour week. SHOs and Specialist Registrars are all employed on the basis of providing prospective cover for annual and entitled study leave of colleagues, both of which are deemed to be expected absences.

**Main Terms and Conditions of Service**

- The post-holder’s pay and conditions of service will be as set out in National agreements relating to General Whitley Council as amended from time to time by National and/or local agreement
- This post is offered on a whole time basis and is a fixed term temporary contract for 2 years with provision of extension for 12 months if required.
- The successful candidates will be required to undergo a pre-employment medical examination by the Occupational Health Department and police checks undertaken by the Criminal Records Bureau
- Any candidate who is unable for personal reasons to work whole-time will be eligible to be considered for the post; if such a person is subsequently appointed, modifications to the job programme will be discussed on a personal basis in consultation with the A and E consultants
- You will also be expected to provide evidence of immunity against ‘Hepatitis B’
- It is the responsibility of all Junior Medical Staff to ensure that they are appropriately
registered with the General Medical Council. If registration lapses employment may result is suspension/termination. You are also advised to be a paid-up member of a recognized Medical Defence Society

- An offer of appointment for an overseas doctor (Non-EEC) can only be offered to a doctor who has the correct visa status in this country. A fixed term training visa will not be issued for this unrecognized post.

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

- The Trust has prohibited smoking for staff and patients within all its buildings

**Clinical Guidelines**
The trust's clinical guidelines have been harmonised across the sites and are based on the west Mercia guidelines. They are available on the intranet.

**Counseling**
Counseling will be provided on professional, career and personal problems by Dr D Dawkins Postgraduate Tutor.

**Additional Duties**
The junior doctor accepts that he/she will also perform additional duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant, in consultation where practicable with their colleagues, both senior and junior. It has been agreed between the professions and the Department that, while juniors accept that they will perform such duties, the Secretary of State stresses that additional duties 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.

**Clinical Governance**
Everyone is expected to participate in all aspects of Clinical Governance. Clinical audit is an established facet of the hospital. The appointee is required to participate actively. Regular clinical governance half days are held where all elective activity is cancelled.

**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 Centre**
There is a modern Medical Education Centre which is 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 joint Hospital/GP lunchtime meeting.

**Accommodation**
The doctors mess at the hospital provides high quality accommodation for the Junior Staff. You are required to be resident whilst on-call, a shared duty room will be provided. Some of the duty rooms have ensuite, shower, bath and WC or a bedroom and bathroom, WC and shower between 2 rooms. Kitchen facilities are available including Fridge, Microwave and cooker. Facilities adjacent to the Doctors’ mess include a pool table, satellite TV, food and can machines, newspapers and 24 hour breakfast/cereal/tea/coffee. Canteen facilities are available.

**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.

SUBSPECIALTY TRAINEE IN GYNAECOLOGICAL ONCOLOGY
SAMPLE TIMETABLE

<table>
<thead>
<tr>
<th>Monday</th>
<th>Theatre AM / PM</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>Gynae Oncology Clinic AM / Special Interest Clinic PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Theatre AM / PM</td>
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<tr>
<td>Thursday</td>
<td>Admin/ Research/ MDT Prep</td>
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<tr>
<td>Friday</td>
<td>MDT / Grand Ward Round/ Teaching and Research</td>
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DIVISION OF WOMEN AND CHILD HEALTH  
Sub-Specialty Trainee in Gynaecological Oncology

Person Specification

<table>
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<tr>
<th>CRITERIA FOR SELECTION</th>
<th>ESSENTIAL REQUIREMENTS</th>
<th>DESIRABLE/ ADDITIONAL REQUIREMENTS</th>
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<tbody>
<tr>
<td>Eligibility</td>
<td>Registered with the GMC Must have a national training number at the time of commencement of the post. The appointee must have completed all obstetric competencies at the point of commencing this post. This is essential for the award of CCT in Obstetrics and Gynaecology at the end of oncology training.</td>
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<td>Qualifications:</td>
<td>MRCOG or an equivalent qualification Must already be in possession of NTN 3 years experience at SpR level or equivalent is essential</td>
<td>NLS/PALS/APLS Postgraduate Degree</td>
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<td>Clinical Experience</td>
<td>Broad medical knowledge &amp; experience. Competent in routine gynaecological surgery Three years experience at Specialist Registrar level or equivalent Able to fully assess pre-operative patients and provide a full range of post-operative supportive care Experience in NHS working environment</td>
<td>Experience in Oncology Trained in colposcopy Experience in NHS working environment</td>
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<td>Professional and Multi- disciplinary team working:</td>
<td>Ability to work well with colleagues and within a team</td>
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<td>Clinical Effectiveness</td>
<td>Ability to use the evidence base and clinical audit to support decision-making</td>
<td>Audit projects undertaken every 6-12 months</td>
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<td>Personal Attributes</td>
<td>Energy and enthusiasm and the ability to work under pressure. An enquiring and critical approach to work Caring attitude to patients. An ability to organise and prioritise work effectively. Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses, other staff and agencies. Commitment to continuing Medical Education and Professional Development.</td>
<td>Previous work in a gynaecological oncology team</td>
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<tr>
<td>Other</td>
<td>Full GMC Registration</td>
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| **Requirements** | Appropriate Immigration Status  
An understanding of the current NHS environment, particularly in relation to reforms, initiatives and issues. |