Job Description

Job Title: Paediatric Trust SHO (Senior House Officer)
Department: Paediatrics
Hours of Work: EWTD-compliant first on-call rota
Salary Scale: Within the range £27,523 - £38,322 dependent on experience
Base: Glan Clwyd Hospital
Responsible to: Consultant Paediatricians
Accountable to: Clinical Director

INTRODUCTION

Betsi Cadwaladr University Health Board in North Wales is the largest health organisation in Wales, providing a full range of primary, community, mental health and acute hospital services for a population of around 676,000 people across the six counties of North Wales (Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire and Wrexham) as well as some parts of mid Wales, Cheshire and Shropshire.

The Health Board employs around 17,000 staff and has a budget of around £1.2 billion. It is responsible for the operation of three district general hospitals (Ysbyty Gwynedd in Bangor, Ysbyty Glan Clwyd near Rhyl, and Wrexham Maelor Hospital) as well as 22 other acute and community hospitals, and a network of over 90 health centres, clinics, community health team bases and mental health units. It also coordinates the work of 121 GP practices and NHS services provided by North Wales dentists, opticians and pharmacies.

Glan Clwyd Hospital houses the majority of major specialties. The Glan Clwyd complex includes the North Wales Cancer Centre opened in 2000, the sub-regional centre for Neonatal Intensive Care and the Ablett Unit, a self contained Psychiatric unit.

The Organisation provides a supportive atmosphere and junior doctors who join us consistently comment on the friendly and helpful nature of our staff.
THE DEPARTMENT

The Paediatric Department is housed in a modern extension and comprises of a 20 bed general paediatric ward and a similar sized paediatric surgical ward. There is a high dependency room, two oncology cubicles and two adolescents bays each of two beds. A paediatric assessment area is being developed within current infrastructure changes on the wards.

The Sub-Regional Neonatal Intensive Care Unit has 4 intensive care cots, 2 high-dependency cots and 12 special care cots. The Neonatal Unit operates a pickup service for infants from Bangor and also, occasionally, from further afield. The birth population covered is therefore in excess of 4,700 per annum.

In January 2014, it is anticipated that all infants less than 27 weeks from North Wales will be transferred to Arrowe Park hospital neonatal intensive care unit on the Wirral. Following this, Glan Clwyd will become the Local Neonatal Unit for North Wales, and will therefore take on the intensive care needs of all babies across North Wales of 27 weeks or more. Thus whilst smaller babies will be going to Arrowe Park, there will be an increased activity in the unit for babies of 27 weeks and above, with retrievals of infants from Wrexham. At the time of writing, the specifics of these arrangements are still under review.

There is a modern paediatric outpatient department and a wide range of sub-specialties are catered for; there are also visiting specialist clinics from colleagues in Alder Hey hospital.

MEDICAL STAFF

Senior Medical Staff

Within the Paediatric Department there are currently 7 Consultants, all of whom have a neonatal interest in addition to their own area of special expertise, undertaking specialist clinics for this. The senior staff are:

Dr Duncan Cameron – special interest in epilepsy and neurology; College examiner

Dr Ian Barnard – lead paediatrician for the Neonatal Unit, clinical lead for acute service

Dr Markus Hesseling - – special interest in oncology, urology/nephrology and IT

Dr Lee Wisby – special interest in respiratory medicine and allergy, College tutor, Wales

Dr Louise Phillips - special interest in gastroenterology and simulation training; undergraduate lead

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www.bcu.wales.nhs.uk
Dr Miro Kotrec - Consultant Neonatologist

Dr Pramod Bhardwaj – special interest in endocrinology and diabetes

Dr Aradhana Ingley (Associate Specialist) - special interest in respiratory medicine & allergy, simulation training.

In addition to the above, visiting consultants from Alder Hey conduct clinics here in paediatric cardiology, cystic fibrosis neurology, urology and surgery.

There are two consultant paediatricians in community child health, Dr S Kunnath and Dr Val Klimach. They work wholly in the community but with close liaison with the hospital paediatricians.

Non-Consultant Staff

1 Associate specialist, 6 Specialist Registrars (including 1 in community), 12 SHOs + 1 SHO (community), 2 FY1 trainees, 2 Trust SHOs

DESCRIPTION OF MAIN DUTIES

The senior house officers are responsible for the day-to-day running of the paediatric ward, principally the admission and management of all paediatric emergencies. In rotation, they are also responsible for the special care baby unit, delivery suite and management of all new born babies in the postnatal wards. They are jointly responsible for the timely preparation of discharge summaries.

Senior house officers are encouraged to attend outpatient clinics to become familiar with the different conditions that are managed in this setting. Specialist paediatric clinics, including neurology, urology, cystic fibrosis, cardiology and orthopaedics with visiting specialist are held in the paediatric outpatient suite which the senior house officers.

All doctors within the department contribute to the teaching and education programme (see below). Thus the senior house officer will be expected to present cases, review journal articles and lead educational sessions on a rotational basis.

The hospital has a computerised resource management system on which full training and experience will be gained.
**WORKING PATTERN**

The working pattern is described as: EWTD-compliant full shift, and will be 1:8 on call.

This rota includes prospective cover for annual and study leave of colleagues for whom the practitioner is expected to deputise during the normal run of his/her duties.

**EDUCATION & TRAINING**

**Departmental Education**

The Paediatric Department believes that education and training of all paediatric doctors is of crucial importance for our patients, for our proper functioning as a department, and for our own individual career development. As a result, we have an enthusiastic, structured and comprehensive education programme. It starts with careful induction. Morning handover meetings for the whole team are followed by topic reviews, case discussions, journal clubs, and audit presentations. There is a regular programme of simulation exercises, which develop skills in management of emergencies. In addition, there are bi-monthly Perinatal Morbidity/Mortality meetings and critical incident review meetings. Teaching for the DCH and MRCPCH examination is undertaken, particularly concentrating on clinical skills. The hospital holds weekly Postgraduate Grand Round meetings of very high calibre. Beyond this, all consultants are committed to ward based teaching on ward rounds and in out-patients. This will include observation of skills and work place based assessments. The GMC trainee feedback on the education and clinical support offered within our department is of a very high standard.

**Education Centre**

The aim of the Education Centre is to promote high quality postgraduate and continuing education for doctors, dentists and professions allied to medicine. A regular programme of events takes place and the Centre is staffed by knowledgeable and supportive staff.

**Library**

The Library at Glan Clwyd is accessible to Medical Staff 24hrs a day, 7 days a week. Resources are continually expanding with a current stock of approximately 17,000 books, 340 current journals and 35 Computer Workstations, the majority with Internet access. Staff are friendly and supportive and any publications you require are not available can be ordered through our inter-library loan system. A member of the Junior Medical Staff also sits on the Library Committee to represent their views and requirements.
RESEARCH & AUDIT

The completion of Audit is encouraged by the Department and any Doctors participating will be supported as far as is practicable. In particular we encourage the production of case reports and presentations for the Welsh Paediatric Society meetings to develop early skills in research and building a good curriculum vitae.

FACILITIES

Accommodation
Single accommodation is available. Married accommodation is available on a first come first serve basis.

Doctors’ Mess
The refurbished Doctors’ Mess at Glan Clwyd provides a bright, comfortable and popular retreat for all junior doctors. Mess Members have a well stocked range of snacks and drinks, widescreen television, Sky, pool table and computer facilities with Internet access. There is an active Junior Doctors’ Committee with social functions and regular weekly lunches.

Junior Doctors Welfare Assistant
All junior staff have access to the Welfare Assistant, based in the Mess, who offers advice and guidance on Medical Staffing issues and will provide other pastoral and practical support whenever needed.

Other

There is a shop and tea bar at Glan Clwyd. The Staff Canteen, ‘Clwyd Gallery Restaurant’, offers a good standard of meals and also operates a night service. Vending machines and water coolers are also situated around the Hospital for convenience. A regular bus service is provided from a bus stop, located directly outside the Hospital.

THE LOCAL AREA

Glan Clwyd Hospital is situated in the village of Bodelwyddan, close to the towns of St Asaph and Rhyl, on the North Wales coastline. The Trust serves a catchment population of over 250,000 which can double in the busy holiday season.

Some of the most beautiful countryside and scenery in Britain is at hand, notably the Snowdonia National Park providing opportunities for mountaineering and water sports. The area is also rich in history with many great castles, stately homes and gardens close by.

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Shopping centres are available at the local towns of Rhyl, Prestatyn, Colwyn Bay and Llandudno providing a wide range of high street stores and regular markets. Chester, Liverpool and Manchester are also easily accessible along the A55 coast road which links to the start of the M56 and the national motorway network. There is also a direct rail service to the Midlands and London, the nearest station is in Rhyl enabling travel to London in 3½ hours. The rail service along the coast is linked to the ferry terminal at Holyhead, where there is a 2 hour sea crossing to Dun Laoghaire in the Irish Republic.

The area is well served by Sports and Leisure Centres and there are Theatres offering a wide range of stage productions and concerts in Rhyl, Llandudno and Mold. Multi-screen cinemas can also be found in Rhyl and Llandudno.

A wide selection of private housing is available with the diversity of the area providing both traditional and modern houses set in town locations or beautiful countryside settings. Prices compare favourably with most parts of the U.K.

Educational standards are consistently high in both the primary and secondary sectors along with a number of private schools. Higher and further education is well served by the University of Wales, Bangor, North East Wales Institute of Higher Education, Deeside College and Llandrillo College, all within easy travelling distance.

TERMS & CONDITIONS

General Terms

- The appointment is subject to the Terms and Conditions of Service as laid down from time to time by the Medical and Dental Staff Council of the Whitley Council.

- The appointment is subject to valid current registration with the General Medical / Dental Council.

- You must ensure that appropriate immunisation or immuno-biological checks are undertaken on employment or at appropriate intervals as advised by the occupational health department e.g. Hepatitis, varicella, rubella, TB etc.

- You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances, e.g. criminal prosecution or services for which you receive a separate fee, you may not be covered by the indemnity. It is for these reasons that Health Departments strongly recommend that you maintain membership of a medical defence organisation.
Study Leave

Study leave is normally granted in accordance with the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) subject to the exigencies of the service.

Annual Leave

Entitlement is 14 days for a six month appointment. Lieu days are granted for Bank Holiday working as per National Terms and Conditions.

Cover for Colleagues

Where prospective cover is part of the working pattern the practitioner is contracted to provide internal cover for colleagues when they are on annual and/or study leave, i.e. if no locums are provided. Prospective cover is also in operation when on-calls are required to be swapped when taking leave or when leave is fixed in advance.

The junior doctor accepts that he/she will also perform additional duties in occasional emergencies or unforeseen circumstances at the request of the appropriate Consultant in consultation where practical with colleagues, both senior and junior. It has been agreed between the professions and the Department of Health that while juniors accept that they perform such duties, the Secretary of State stresses that additional commitments arising under these sub-sections are exceptional and, in particular, the juniors should not be required to undertake work of this kind for prolonged periods on a regular basis.

Rehabilitation of Offenders Act

Because of the nature of the work, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants for posts are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.

Confidentiality

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Trust policies.
**Risk Management**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and the reporting of all incidents, near misses and hazards by submitting the Trust incident reporting forms.

**Records Management**

As an employee of the Trust, you have a legal responsibility for all records e.g. patient health, financial, personal and administrative, that you gather, create or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or video-tapes, x-ray images. All such records are considered public records under the Public Records Act 1958. You must consult your manager if you have any doubt as to the correct management of records with which you work.

**Clinical record keeping**

All patient records should be kept in line with record keeping best practice and professional guidelines. You must not remove records from the hospital premises without proper authorisation and you must ensure that any records you are working on/dealing with are easily available to any other member of staff when required.

**Health & Safety Requirements**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

**Criminal Records Bureau**

The Criminal Records Bureau is an executive agency of the Home Office which exercises the powers and fulfils the responsibilities of the Secretary of State under Part V of the Police Act 1997. In order to minimise any possible risk of abuse to children or vulnerable adults or if a post is in a position of trust a check will be made with the Criminal Records Bureau (‘Bureau’) on the possible criminal background of the successful candidate for this post.

The Bureau are authorised to disclose, in confidence, to Conwy & Denbighshire NHS Trust details of any criminal record, including cautions, reprimands, final warnings, current and ‘spent’ convictions held on the Police National Computer.

Any information disclosed will be treated in the strictest of confidence and all circumstances will be taken into account before any decision is reached. The successful candidate will be asked to complete a Disclosure Application form for a Bureau check to be carried out. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for this post.

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**Locum Medical/Dental Work**

You agree not to undertake locum medical or dental work for this or any other employer where such work would cause your contracted hours to breach the controls set out in paragraph 20 of the Terms and Conditions of Service.

**FURTHER INFORMATION**

For further information and for visiting arrangements for shortlisted candidates please contact Dr Lee Wisby, Consultant Paediatrician/ Dr Ingley, Associate Specialist, on (01745) 535182.

Author(s): Dr L Wisby and Dr A Ingley

Date of Last Update: 23/05/13