

1. Job Details 156-MS-847

Title	<p>Trust Doctor Post: ATSM Clinical Fellow O&G To complete ATSM in Advanced Laparoscopic Surgery for Benign Disease</p> <p>12 month post renewable for up to 24 months.</p> <p>NTN holders, CCT holders, Specialty doctors eligible to apply</p>
Reports to	The Clinical Directors Obstetrics & Gynaecology
Accountable to	The Medical Director
Reporting Location	Royal Cornwall Hospital NHS Trust, Truro and associated sites
Remuneration	

2. Job Purpose

- **Development of special expertise by completing an ATSM in Advanced Laparoscopic Surgery for Benign Disease**
- Clinical and non-clinical work in the middle grade in Obstetrics & Gynaecology.
- Maintenance of the highest clinical standards in the management of Obstetrics and Gynaecology patients.
- Active participation in both departmental and Trust matters concerning Clinical Governance and Audit.
- Attend meetings as appropriate.
- Fulfill duties of weekly timetable including any out-of-hours responsibilities (where applicable).

3. Dimensions

The Royal Cornwall Hospitals NHS Trust

The Royal Cornwall Hospital is situated in the Cathedral city of Truro in the centre of the Cornish Peninsula. The surrounding countryside is renowned for its spectacular rural and coastal scenery. Cornwall is well known for its surfing beaches, coastal and inland sailing waters along with equestrian opportunities. The strong heritage of Cornwall has been further enhanced with the building of the Eden Project and the National Maritime Museum. Over recent years there has been an unprecedented growth in high quality restaurants and

family orientated leisure facilities. The main road links to the rest of the country have been further enhanced by major improvements to the A30. Local rail links to London include regular daytime and sleeper services. In addition, there are regular daily flights to London from Newquay Airport, as well as to other national and international destinations.

The Royal Cornwall Hospitals' NHS Trust (RCHT) is part of the Cornwall Healthcare Community, working in partnership with other local Trusts to deliver high quality healthcare services across the county. The Trust has close links to medical specialist services in the South West Peninsula and beyond.

Serving a widespread local population as well as thousands of visitors to Cornwall each year, poses a number of unique healthcare challenges. The Trust provides acute medical and surgical services to a population of around 400,000, has a higher proportion of elderly people than the national average. The population more than doubles during the busy holiday periods. RCHT comprises three main hospitals: The Royal Cornwall Hospital, Truro, West Cornwall Hospital, Penzance and St Michaels in Hayle. Outpatient and other services are also provided at a large number of community-based NHS locations around the county and a number of corporate support services are located away from the main hospital sites.

Further information on the Trust can be viewed on the Internet at www.cornwall.nhs.uk/RCHT and www.cornwall.nhs.uk

The Department

Obstetrics and Gynaecology is part of the Women's, Children's and Sexual Health Division. There are 17 consultants, three of whom practice Obstetrics only and 2 of whom are gynaecological oncologists. There is an associate specialist, 3 Trust doctors and 9 specialist O&G trainees. In addition there are two F2 doctors working in the department and several GP trainees. There are a number of specialist nurses with advanced roles supporting various services.

Facilities

Obstetrics

The obstetric facilities are located in the Princess Alexandra Wing, a 1968 building, which has recently undergone extensive upgrading and is scheduled by the Trust for redevelopment. There is a midwifery team of 80 working time equivalents serving a population of approximately 350,000. The annual birth rate for this area is approximately 4,400. The facilities encompass a Delivery Suite with 11 delivery rooms and an antenatal day assessment unit. An alongside Birth Unit is open on site for low risk patients. There is a midwife led delivery unit in St. Austell with approximately 250 deliveries per year and a recently opened midwife led birthing unit in Helston.

Maternity Services are supported by a 20 cot Neonatal Unit which is located next to the Delivery Suite. It has 7 intensive care/high dependency cots.

Gynaecology

The 15-bedded gynaecology ward is located on the 3rd floor in the Tower Block building, adjacent to Theatres: Eden ward.

Theatres

The obstetric theatre is an integral part of the Delivery Suite. The gynaecology theatre is currently located on the 3rd floor of the Tower Block. There are also full theatre facilities West Cornwall Hospital (day case only).

Outpatient Facilities

With the exception of the Unplanned Pregnancy Service and the Joint Obstetric and Diabetic Clinic, all obstetric and gynaecology outpatient clinics in Truro are held in the dedicated outpatient department within the Princess Alexandra Wing.

The Unplanned Pregnancy Service clinics are held in the Hub, Sexual health clinic and the Joint Obstetric and Diabetic clinic is held in the Diabetic Centre. In addition to the Truro clinics, all consultants hold peripheral obstetric and gynaecology clinics in the areas for which they are responsible:

Areas of special interest covered by the Directorate:

Benign Gynaecology and Minimal access and Ambulatory surgery

6 'benign gynaecologists' provide this service in both West Cornwall Hospital and in the Royal Cornwall Hospital. MAS was adopted early by the department and there is the opportunity for specialty doctors to acquire advanced skills.

Endometriosis

The Cornwall Endometriosis Centre is a BSGE accredited centre for the multidisciplinary treatment of severe endometriosis. This is run by Mr Smith-Walker, Mr Keedwell and an Advanced ATSM fellow is in post. Colorectal and Urological support is available as well as pain management and an MDT. There is an accredited Endometriosis Specialist Nurse. Data is entered into the Endometriosis Centres database and there is an active research and teaching programme.

Several trainees have completed the Advanced ATSM in this centre.

Gynaecology Oncology

Miss Julian and Miss Borley are gynaecological cancer surgeons for the Royal Cornwall Hospital. This hospital has been designated a Cancer centre.

There is a new oncology centre on the Royal Cornwall Hospital site which provides all facilities for cancer management and the designated cancer leads partake in regular multi-disciplinary team meetings. The service is supported by Gynaecological Cancer Nurse Specialists. There is an active research programme and three whole day operating lists in an integrated theatre each week. Colposcopy and rapid access clinics run every day.

Colposcopy

Miss Julian is the Lead Clinician for the Colposcopy Service and is assisted by Nurse specialists and an Associate Specialist. All of the practitioners have personal BSCCP accreditation. The department itself has institutional and training accreditation. Vulval clinics are held with Dermatology and GUM clinic colleagues.

Reproductive Medicine

Cornwall Centre for Reproductive Medicine was opened in September 2005. Miss Bates leads this service which offers a comprehensive range of fertility investigations and

treatments including superovulation and IUI. IVF & ICSI are provided in conjunction with Plymouth and Exeter hospitals. Mr Lord and three specialist nurses support the service.

Urogynaecology

Miss Lone is the subspecialist Urogynaecologist working along with Mr Clarke. Other colleagues contribute to this multidisciplinary comprehensive service for women with urinary incontinence and prolapse. A Specialist nurse support the service.

Unplanned Pregnancy Service

This service is delivered by Dr Vanessa Wright, Clinical Assistant, under the supervision of Mr Lord. Middle grade doctors contribute to this service.

Medical Education

Miss Sophie Haynes is RCOG Clinical Tutor and Lead Clinician for postgraduate education within the Directorate.

Early Pregnancy Unit/ Emergency gynaecology Unit

Miss Verity manages this service. It is an appointment only 5 day service, providing GPs with a rapid assessment service for patients with pain and/or bleeding in early pregnancy.

Antenatal Day Assessment Unit

This midwifery-run unit, with consultant supervision, provides facilities for day case monitoring, investigation and assessment of antenatal problems.

Fetal Medicine

Mr Holmes (Lead Clinician) and Miss Watkins provide this service, assisted by appropriately qualified midwives. This department undertakes the investigation of all abnormal scans; early dating scans; amniocentesis; chorionic villous sampling and cordocentesis is undertaken as appropriate. Excellent links are maintained with the Regional Centre in Bristol.

Joint Obstetric/Diabetic and Medical Obstetric Clinics

Miss Watkins currently runs a joint clinic with Dr Duncan Browne, Consultant Endocrinologist, which offers care to diabetic pregnant women within a multidisciplinary team approach with a diabetic specialist midwife.

Maternal Medicine

Miss Haynes runs this service and joint clinics with physicians are held weekly.

Delivery Suite

Miss Le Grys is Lead Clinician for Delivery Suite and there is 60 hours dedicated consultant cover on delivery suite each week.

Undergraduate Medical Education and Training

Mr Keedwell is Lead Clinician for undergraduate education and responsible for curriculum development and the organisational and administrative workload related to the Medical School of the University of Exeter.

We train Physician Associates in obstetrics & gynaecology.

Postgraduate Medical Education and Training

The Directorate has weekly educational meetings. There are protected, consultant led teaching sessions twice weekly specifically aimed at DRCOG and MRCOG candidates and multi-disciplinary team meetings with midwives, paediatricians, histopathologists and radiologists.

The Royal Cornwall Hospital has a modern Postgraduate Centre with a large lecture theatre and a number of small seminar rooms. There is a very active postgraduate education programme. There is also a resource room for the middle grade doctors in the Maternity Wing. Internet access is available there and also in the library and on the Delivery Suite.

Clinical Governance/Audit

The Directorate is supportive of the Trust's clinical governance/audit arrangements and has a nominated leads for each aspect of the service. All staff members are expected to contribute to and participate in the various programmes.

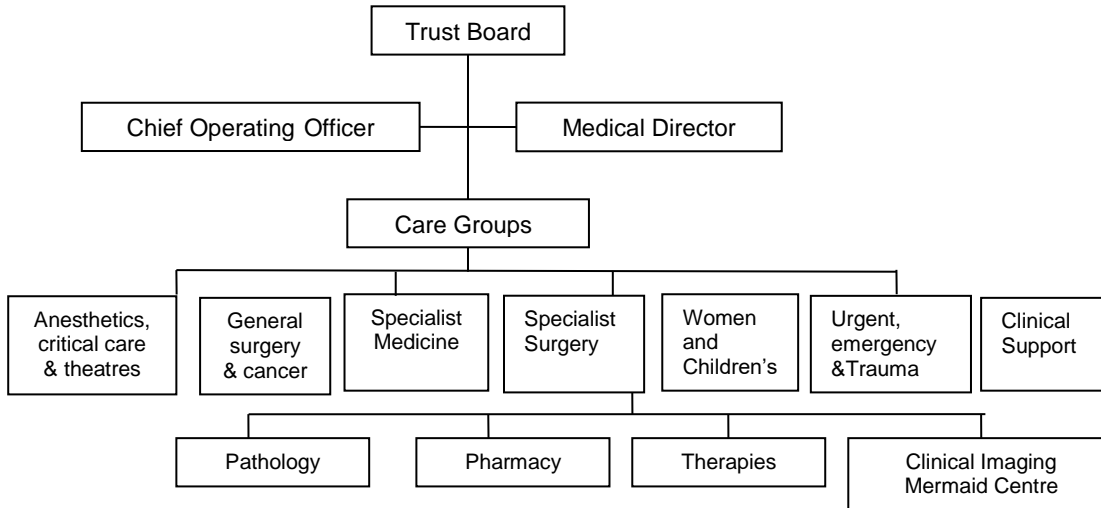
Weekly risk management meetings take place in Obstetrics and in Gynaecology. We will always subscribe to RCOG/NICE guidelines whenever possible and conduct a monthly review of perinatal mortality.

We review operative obstetric practice monthly, using a classification of indication for caesarean section and discuss all caesarean sections at a weekly, multi-disciplinary meeting. A CTG meeting takes place twice weekly. STanalysis is in use in the delivery suite.

All new Directorate initiatives are strictly audited and BS CCP guidelines are adhered to in the colposcopy clinic and cervical screening programme.

Data is submitted to the South and West Regional Cancer organisation and Perinatal Guidelines Group meets monthly to review and implement guidelines. RCHT contributes to the national databases of BSGE and BSUG

4. Organisation Chart



5. Principal Accountabilities

General Duties and Responsibilities of the Post

- Provision with colleagues of the Obstetrics and Gynaecology service to the Royal Cornwall Hospitals' NHS Trust, with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department.
- Participating in medical audit, the Trust's Clinical Governance processes and in continuing Professional Development.
- The post-holder must at all times carry out their duties with due regard to the Trust's Equal Opportunities Policy.
- A responsibility to ensure that all colleagues and patients receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability.
- A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient care.
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post-holder is required to comply with the appropriate Health and Safety Policies as may be in force.
- A responsibility to decline to undertake duties for which the post-holder has not been trained, or for which the post-holder does not believe they will be able to undertake safely.
- It is the responsibility of the post-holder to ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.
- All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies. Such information should not be released without

the consent of the patient, client, staff member concerned unless required by a court order.

- The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
- The post-holder will be required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust Policy.
- The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment) including declaration of hours worked and breaks taken by undertaking monitoring exercises when required, and reporting any instances where the pattern of working hours may constitute a health and safety risk to the post-holder, patients, public and other Trust employees. The post-holder will not be subjected to any unlawful detriment by reporting any concerns under the Regulations.
- The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department as appropriate at ST3+ level.
- The post-holder will be required to complete annual updates in mandatory training.
- Travel as necessary between hospitals/clinics will be required but a planned and cost effective approach will be expected.
- Any other duties that may be required from time to time.

Expectations of the Post-holder

- An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- Receive appropriate consultant supervision and mentoring, educational and clinical.
- An agreed rota with 8 ST3-7 level colleagues including prospective cover.

6. Communications and Working Relationships

Internal Working Relationships

- Chief Executive
- Medical Director
- Team working with Divisional/Specialty Managers and administrative staff
- Specialty Directors, Divisional Directors and Divisional Managers
- Clinical leads of site specific multi-disciplinary teams
- All doctors and multi-disciplinary teams throughout the Trust

External / Other Working Relationships

- Organisations in the Local Health Community [Commissioners and Providers]
- Royal Colleges
- University of Exeter Medical School

7. Job Description Agreement

Signature

Post-holder

Date

Signature

Divisional Director

Date

Signature

Chief Executive

Date

HEALTH AND SAFETY AND RISK MANAGEMENT

In carrying out their duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Specialty/Division/Trust's Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

HOSPITAL POLICIES

The Royal Cornwall Hospitals' NHS Trust is a dynamic organization and therefore changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflect these. In keeping with the Trust's Standards of Business Conduct for Employees and the Equal Opportunities Policy, the post-holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

The post-holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence.

The Royal Cornwall Hospitals' NHS Trust is a regulated organisation and as such, all post-holders must have their criminal record checked. You will be asked at interview if you have any criminal convictions and a police check on the existence of a criminal record will be made if you are the preferred candidate for appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the terms and conditions of service of the Royal Cornwall Hospitals' NHS Trust.

Please note:

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

If this post involves undertaking exposure prone procedures, you will be required to participate in blood borne virus screening as appropriate.

See separate Job specification document.

