

JOB DESCRIPTION

POST: F2 IN ENT

BASE: SCUNTHORPE GENERAL HOSPITAL

INTRODUCTION

Northern Lincolnshire and Goole Hospitals NHS Trust serves a catchment area of 500 square miles and a population of circa 410,000. The Trust has a budget of £145 million and employs approximately 4700 staff.

Grimsby is situated on the Humber Estuary and is a rapidly expanding town with excellent communications links including access to the main motorway system, Humberside airport and Hull ferry terminal. The Diana, Princess of Wales Hospital in Grimsby is situated on a single site, having been built in 1983 but has subsequently undergone considerable expansion. There are currently 523 beds and the latest developments are a £11.8 million Women and Children's Unit and £1 million dedicated Day Surgery Unit and a planned purpose built Endoscopy Unit.

STAFFING

There are:
Consultant - Mr P Kapoor (Educational Supervisor)
Consultant - Mr Abbas Ali
2 Clinical Assistants
1 StR (FT) 1
1 F2

DUTIES OF THE POST

The department treats approximately 246,000 people. Responsible for admissions, pre-operative assessment and examination and initiation of treatment under the supervision of the Consultants. Continuing management of patients when on call. Assisting in ENT clinics. Assisting in operating theatres when required and performing procedures as delegated by the Consultants.

Medical Students

The Department teaches students from the Hull York Medical School and fourth year and final year students are seconded from Sheffield to Scunthorpe during the academic year. The F2's should help these students integrate into the work of the unit and should ensure that they are encouraged to attend emergency admissions.

Clinical Governance

The Trust has appointed the Medical Director as the clinical lead for Clinical Governance. Arrangements have been put in place to support evidence based practice and the organisation is currently undertaking a baseline assessment of Clinical Quality. The activities of clinical audit, complaints management and clinical risk management will be co-ordinated across the Trust. A tutor for continuing Professional Development has been appointed and a detailed, funded CPD policy has been instituted for all non-training grade doctors in the Trust.

Personal Responsibilities

As well as the departmental rules and procedures, which you are required to observe and follow, the Trust has developed a number of general policies and procedures which apply to your employment.

This Trust aims towards maintaining the goodwill and confidence of its own staff and the general public. To assist in achieving this objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner, treating everyone with dignity and respect.

Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of these policies, procedures and standards. You should familiarise yourself with these, and ensure that you understand and adhere to them.

Particular attention is drawn to:

a) Health & Safety

Under the Health & Safety at Work Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

b) Fire Procedure

The postholder must adhere to the Trust's Fire Policy, including training attendance.

c) Equal Opportunities

The Trust has policies covering Equal Opportunities and Harassment and is developing an Integrated Equalities Framework as part of its Managing Diversity Programme. The aim is to ensure that no colleagues, potential employees, patients/clients are harassed or receive less favourable treatment on the grounds of academic or vocational qualifications, accent, caring responsibilities, ethnic origin, gender, physical and mental abilities, disability, or impairment, marital status, religion, sexual orientation, irrelevant criminal convictions, trade union or non trade union membership or HIV status. Each member of staff is individually responsible for ensuring they do not discriminate in any way, and that they follow the Trust's policies and procedures at all times.

d) Working Time Directive

You are required to comply with Trust Policy on implementation of the Working Time Regulations, including declaration of hours worked and breaks taken, completing written records if required, and reporting any instances where your pattern of working hours may constitute a health and safety risk to yourself, patients, the public and other Trust employees. You have the right not to be subjected to any unlawful detriment by reporting any concerns under the regulations.

It is the responsibility of employees to ensure that they are not placed in a position which risks, or appears to risk, conflict between their private interests and their Trust duties. In accordance with the requirements of the Working Time Regulations and Trust rules employees wishing to undertake any other employment, whether paid or unpaid, must disclose this and obtain the written consent of the relevant Senior Manager or Director. Such consent will not be unreasonably withheld providing that this does not conflict with the interests of the organisation, performance of your normal contractual duties, or with the requirement of the Working Time Regulations.

e) Data Protection Information Management and Technology (IM&T) Security Confidentiality

If this post requires you to obtain, process and/or use information held on a computer, then this must be undertaken in accordance with the Data Protection Act 1998. This Act requires that you should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. In accordance with Trust and Departmental policy you should only disclose data to an authorised person(s) or organisation. Changing data when unauthorised to do so is forbidden.

Breaches of confidence and/or security in relation to data or information will normally result in disciplinary action, which may lead to dismissal.

Unforeseen Duties

In exceptional circumstances, eg colleagues' sickness, F2's may be required to undertake duties more frequently than anticipated, but in such circumstances every effort will be made to contract locums. If it is

necessary to cover colleagues' duties, internal locum rates will be paid. 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 commitments arising under this subsection 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.

Discharge Summaries

The postholder will be trained in the techniques of composing discharge summaries which should be completed and sent promptly to the General Practitioners. Specific arrangements for these summaries vary with each Consultant.

Policies/Protocols

Postholders are expected to acquaint themselves with relevant admission policies which may be changed from time to time and with protocols displayed in the department, eg Prophylactic Antibodies, DVT Prophylaxis, etc.

Cardiac Arrest

All doctors are expected to familiarise themselves with the cardiac arrest protocol, which can be obtained from the medical secretaries.

Audit

All doctors in training are required to attend the departmental audit sessions and become involved in this process.

Hours Monitoring and the New Deal

All doctors in training will be required to monitor their hours of work and rest during a set period at least once during a six month period of employment.

Visiting Specialists

Scunthorpe General Hospital is a typical District General Hospital serving a population of approximately 200,000. The following specialties are not available on site - Neurosurgery - contracts with Hull, Cardiothoracic Surgery - contracts with Hull, Neurology - contracts with Hull, Nephrology and Dialysis - contracts with Hull, Radiotherapy - contracts with Lincoln.

Visiting Consultants conduct clinics in Scunthorpe in Cardiothoracic Surgery, Neurology, Nephrology and Radiotherapy. CT scanning is available at Scunthorpe General Hospital.

Development and Education Centre

At Scunthorpe General Hospital a new multi functional Development and Education Centre opened in February 1996. This Centre incorporates the Postgraduate Medical Education Centre which has extensive library facilities and is equipped with Medline, Internet facilities and the Index Medicus. There are satellite library facilities at Goole and District Hospital. Teleconferencing facilities are also available.

The Centre supports the continuing medical education programme and a wide range of professional educational activities for all staff groups. It provides an educational and administrative base for students of the University of Hull's School of Health. It also brings together the Training and Development Department, Postgraduate Medical Education and the Health Care Library to provide a multi-functional learning environment.

The Accident and Emergency Department has recently obtained accreditation as a Major Trauma Receiving Unit, and is committed to maintaining high standards of care through regular weekly 1/2 day training sessions held in the department. Departmental audit meetings are held once a month.

Educational Objectives

- To build upon undergraduate education
- To gain experience and familiarity in dealing with a wide variety of medical conditions

- To develop the skills of history taking, physical examination, appropriate investigation and rational prescribing
- To master several basic medical techniques
- To improve communication skills with patients, relatives and colleagues
- To develop skills in managing time and conflicting priorities.

Each Foundation Year 2 Trainee will have a nominated Educational Supervisor, with whom they should meet formally at the commencement of each 4-month rotation, again at 2 months and at the end of the post, using the F2 Training Portfolio as a basis for discussion.

Induction

An induction programme is arranged for new starters at the beginning of August during which they have no other duties and attendance is mandatory. Departmental Inductions will take place at the beginning of each 4-month rotation.

Generic Skills Training

All F2s are required to attend the Generic Skills Training Programme, which is run in conjunction with other Trusts in the North Yorkshire East Coast Foundation School. You may be required to travel to other hospitals for this training.

Director of PGME and Clinical Tutor - Mr Segun Odukoya
 Foundation Programme Director - Mr Laurence Coombs

Main conditions of service

Your pay and terms and conditions of these posts are determined by the Medical and Dental Whitley Council as follows:

a) Pay and Allowances

This post is currently paid on the F2 payscale.

b) Rota/Hours

A full shift rota is in operation

c) Annual Leave

In order that leave can be co-ordinated in a way which is fair to all, close co-operation is necessary between colleagues. Thus, it is necessary to meet on a regular basis to co-ordinate annual/study leave arrangements. Should annual leave not be booked within the first month of the appointment, the leave may be planned by the Consultant.

The annual leave entitlement is 5 weeks per annum.

There is no facility for carry-over or 'paying up' at the end of the 4 month placement.

Accommodation

Single accommodation is available, married accommodation is subject to availability.

Conditions of appointment

- Subject to GMC registration. Should a practitioner be erased from the GMC/GDC list because of non-payment of the annual retention fee they will be suspended from duty without pay (or on annual leave) so that they can take whatever action is required in order to be restored to the register.

Non-registration within one week and the subsequent lack of a current Certificate of Registration will be regarded as a breach of contract and the doctor will be at risk of summary dismissal. (Honorary practitioners would have their honorary contracts withdrawn in such circumstances).

- Health Clearance by the Trust's Occupational Health Department will be required before appointment.

- a) You will be expected to have completed a resuscitation training course and if not to complete one within your first few weeks of employment.

Summary

This job description identifies the key tasks and duties of the postholder. It is not meant to be exhaustive and will be subject to review. Northern Lincolnshire & Goole Hospitals NHS Trust retains the right to alter the duties therein in consultation with the postholder.

INFORMATION ABOUT THE HOSPITALS

Scunthorpe General Hospital

Scunthorpe General Hospital has over the past 20 years seen a series of hospital capital developments, some of which are still going on. Developments started in 1976 with the construction of four new wards to care for both the children and the elderly. In 1985 a modern psychiatric block was added when patients with mental illness were admitted to Scunthorpe General Hospital for the first time (this unit is under the management of Doncaster and South Humber Healthcare NHS Trust). A multi-storey service centre and a new Microbiology Laboratory were built in 1986. In 1989 a new Accident and Emergency Department came into use, along with a new Mortuary and new Out-Patients Department.

1992 saw the completion of the new four storey ward block and five theatre complex which has brought a key transformation to a comprehensive modern 521 bedded, all in one site, District General Hospital. More recent developments have included a new hydrotherapy pool, extension to the Pathology Laboratory, a new Endoscopy Suite, CT Scanner and fracture clinic facilities. A purpose built Medical Imaging Department opened in 1997, incorporating a leading edge digital imaging service.

Scunthorpe General Hospital has its own purpose built 11 bedded private facility which provides the most up-to-date clinical facilities combined with comfortable and attractive patient accommodation.

Goole and District Hospital

Goole's purpose built community-plus hospital opened in 1988, bringing together services from a number of scattered sites in and around the town. Facilities include beds for general medicine, surgery, orthopaedics and medicine for the elderly (82 beds). There is also a theatre, Out-Patient Department and a minor injuries unit. Internationally renowned specialist laser treatment is provided at Goole in collaboration with the Yorkshire Laser Centre

The Local Area

The North Lincolnshire district is a mixed industrial and rural community. Scunthorpe is a busy industrial town with a population of 60,000. The redeveloped town centre and extensive parklands and woodlands offer a pleasant living and working environment. Goole has an urban population of 45,000. Brigg and Barton are small market towns concerned with light industries and agriculture. The remaining population is in a mainly farming rural area.

Scunthorpe and Goole are directly linked by motorway, the M18/M180. The same system provides direct access to the rest of the motorway system including the A1, M1 and M62. Consequently, Sheffield, Doncaster, Leeds, York and Hull are all less than an hour's drive, as is Lincoln on the A15. Rail services connect via Doncaster with the main intercity service to London.

The Humber Bridge, which is a single span suspension bridge, now makes Scunthorpe 25 miles from the city of Hull. Humberside Airport is situated within the district and is of increasing importance with regular scheduled national and European flights. The port of Hull has car ferry services to the continent.

Lincolnshire and the East Midlands have amongst the lowest housing costs in England and the district provides a wide choice of residential areas. Educational facilities for children both in Scunthorpe, Goole and the surrounding area of Lincolnshire, are of a high standard.

There is a wealth of cultural and sporting activities in the district suitable for most needs. This includes a marina at South Ferriby for sailing in the Humber Estuary, and four golf clubs. There are modern leisure centres in Brigg, Scunthorpe, Goole and Barton.