

Illustrative Job Plan and further information relating to clinical & professional responsibilities within Belfast Trust
Clinical Lecturer in Paediatric Surgery

CONTEXT OF BELFAST TRUST CLINICAL POST

The Belfast Health Care Trust

The Belfast Health and Social Care Trust was established in April 2007, comprising the Belfast City Hospital, Mater Hospital, Musgrave Park Hospital, Royal Hospitals and South and East Belfast, and North and West Belfast Health and Social Services Trusts.

Hospital Profiles

The Royal Hospitals is the largest hospital complex in Northern Ireland, comprising the Royal Victoria Hospital (RVH), the Royal Jubilee Maternity Hospital (RJMh), the Royal Belfast Hospital for Sick Children (RBHSC) and the School of Dentistry. It provides virtually all referral services in Northern Ireland and undoubtedly the vast majority of local research. It is the designated Regional Trauma Centre for Northern Ireland. The Royal Hospitals play a major role in clinical education, training and research, with most academic departments linked to the Queen's University Medical School on the Royal Hospital's complex – medicine, surgery, ophthalmology, child health, obstetrics and gynaecology, and pathology. Major re-developments of the Royal Hospitals are underway, which includes the Royal Belfast Hospital for Sick Children (RBHSC). A new Critical Care Building with Emergency Department and operating theatres is currently in the process of opening.

Belfast City Hospital (BCH) is a major teaching hospital, most of which is housed within the Tower (opened in 1985). The new Northern Ireland Cancer Centre opened on the campus in March 2006. A strong strategic focus on molecular medicine, cancer and renal services has enabled the development of a vigorous research programme, together with a large Cancer Clinical Trials Unit. There is a modern radiology department and substantial AHP Services (e.g. Physiotherapy, Podiatry, Occupational Therapy, Speech & Language Therapy, Nutrition & Dietetics, etc) and a comprehensive range of pathology.

The **Mater Hospital (MIH)** is a long established general hospital with teaching status affiliated to the Queen's University of Belfast. The McAuley Building, was opened in January 2002. The X-Ray Department is sited in the Dempsey Building, which was opened in 1991. The Dempsey Building also houses the Emergency Department, the Operating Theatres, the Intensive Care/High Dependency Unit, the Outpatient Department and the Maternity Unit. The main Psychiatric Unit occupies a separate building next to the Dempsey Building. There is also a Psychiatric Day Hospital on a separate site, approximately one mile from the main hospital.

Musgrave Park Hospital is the Regional Orthopaedic Unit for Northern Ireland. The Musgrave Park Regional Orthopaedic Service is the largest in the British Isles with over 30 consultant orthopaedic surgeons and staff. On site is the Queen's University Department of Orthopaedic Surgery which is the largest academic unit in Orthopaedics in the British Isles with an international reputation and an extensive research output.

A summary of the services across the different hospitals is provided in the table below:

Site	General Services	Specialist Services
Royal Hospitals	Emergency Department Acute & General Medicine Anaesthesia (including critical care) Pain Management	Recognised trauma centre Paediatrics (RBHSC) Obstetrics & Gynaecology (Royal Jubilee Maternity Hospital) School of Dentistry Regional services include: vascular and endovascular surgery, interventional radiology, neurosciences, medical and surgical cardiology, thoracic surgery, ophthalmology and specialised endocrinology, ENT, emergency general surgery, hepatology
Belfast City Hospital	Acute & General Medicine Anaesthesia (including critical care) Pain Management	Adult Cystic Fibrosis Breast Services (including reconstructive surgery) Cardiology Gynaecology & Gynaecological Oncology Haematology Haemophilia Service Medical Genetics, Medical Oncology Nephrology (including Renal Dialysis) Radiotherapy, Respiratory Medicine Transplant Surgery, Urology
Mater Hospital	Emergency Department Acute & General Medicine Anaesthesia (including critical care) Pain Management	Surgical specialties including Hepatobiliary, Ophthalmology, Gynaecology, Psychiatry <i>Note: Mater Emergency Department paediatric radiology is reported by the RBHSC consultants.</i>
Musgrave Park Hospital	Anaesthesia Pain Management	Regional Orthopaedic unit Rheumatology Rehabilitation Regional Acquired brain injury unit Care of the elderly unit

All of the major laboratory services are also available including:

- Immunology
- Haematology (including Transfusion Services)
- Bacteriology
- Virology
- Pathology
- Immunopathology

The Belfast Trust provides medical services for Northern Ireland. The Belfast HSC Trust functions through a series of directorates.

Paediatric Services is part of the Child Health & Northern Ireland Specialist Transport and Retrieval (NISTAR) Directorate.

Royal Belfast Hospital for Sick Children

The Royal Belfast Hospital for Sick Children (RBHSC) is the Regional Referral Centre for tertiary specialties in Northern Ireland and also serves as the local District General Hospital (DGH) for secondary services. The post holder will support the delivery of specialist and general paediatric surgical services in RBHSC.

Northern Ireland has a population of 1.7m and an annual birth rate of 23000 per year. RBHSC records about 35000 attendances at its Emergency Department (ED). RBHSC is an 91 bed hospital (12 PICU) which functions as a District General Paediatric Unit and in addition houses most of the Paediatric Regional Specialties for Northern Ireland, including Intensive Care, Neonatal Surgery, Trauma and Orthopaedics, Plastic Surgery and Burns, Child Psychiatry, Nephrology, Neurology, Neurosurgery, Cardiology, Respiratory Paediatrics, Infectious Diseases, Cystic Fibrosis, Haematology, Oncology, Rheumatology, Gastroenterology, Inherited Metabolic Disorders, Diabetology, Endocrinology and Dentistry.

The main hospital laboratory complex, including the Regional Endocrine Laboratory and Virus Reference Laboratory, is a short distance away on site. Within RBHSC there is a Radiology Department, a Dietetic Department, Physiotherapy Department, Clinical Psychology, Speech Therapy, Occupational Therapy and Play Specialist Department.

A new building, opened in 1999, provides significantly upgraded accommodation for A&E Department, Outpatient Department, Theatres and Paediatric Intensive Care Unit as well as the Medical Records Department.

The regional neonatology unit is located within the Royal Jubilee Maternity Service on the Royal Hospitals site.

The outline business case for a new Children's Hospital has just been accepted and this will be physically adjacent to the new maternity hospital and neonatal unit.

General Paediatric Surgery

The successful applicant will join a team including an advanced nurse practitioner, specialty doctors, junior trainee medical staff as well as fellow consultants, aiming to deliver high quality paediatric surgical services within RBHSC and outreach hospitals. The successful appointee will join a motivated and supportive consultant team that operates a Consultant of the Week model. The successful candidate will participate in the on-call rota for general paediatric surgery.

The department has a patient tracking system in operation. Development of clinical care pathways within the hospital and the wider trust means that the department has access to a wide range of inpatient and outpatient diagnostic services

Medical staffing – Paediatric Surgery

Consultant paediatric surgeons:	9, inc. 3 with special interest in paediatric urology (inc 2 locum posts expected to become substantive in the next year or so).
Specialty Doctors:	3.
Trainees:	3-4 national paediatric surgical Specialty Trainees (ST's) and 1 rotating Core Surgical Trainee. Ward duties by rotating paediatric and GP trainees. A new tier is under development to support the paediatric surgical middle-tier on-call rota.
Nurse specialists:	3 in continence & stoma care 2 in gastrostomy care.
Advanced Nurse Practitioner:	1 (trainee).
Medical secretaries:	4.

Values

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

ILLUSTRATIVE JOB PLAN

The prospective job plan below will be amended as appropriate following discussion between the post-holder and the Academic and Clinical Directors on appointment. The job plan will be reviewed after three months and annually thereafter, or earlier where workload changes are proposed. Joint job planning and review follows the 'Follett principles'.

Example of potential weekly schedule (PA split: NHS=5, QUB=5) which should be regarded as flexible and averaged over the year (for example - the post holder could have the ability to clear the schedule of NHS work at times when needing to organise examinations in the annual student assessments)

Day	Time	Work Activity	Location	PAs: DCC	PAs: SPA	QUB PA	QUB SPA	Comments (E.G. Agreed/ Cancelled following Weekend On-Call)
Mon		Academic work	QUB			1		
		Academic work	QUB			1		
Tues	0800-1300	Outpatient Clinic	RBHSC	1.25				
	1300-1800	Theatre List Includes pre/post op	RBHSC	1.25				
Wed		Academic work	QUB			1		
		Academic work	QUB			1		
Thurs								
		Academic work	QUB			0.25	0.75	
Friday	0800-1200	Surgical Team Meeting/ward round/xray session SPA	RBHSC	0.25	0.75			0.75 PA team meeting/ward round 1 in 3 weeks (average 0.25 per week). SPA: 0.25 on ward round week; 1.0 on other 2 out of 3 weeks (average 0.75 per week)
Weekend	Out of hours Sat/Sun	Predictable emergency on-call work with ward round Sat/Sun		0.5				50% of full on call rota
		Unpredictable emergency on-call work	On-site, at home on telephone and traveling to and from site	1.0				
Total		Hours:	PAs:	4.25	0.75	4.25	0.75	

Summary of 10 Programmed Activities (PAs):

DPC 4.25

QPA 4.25

SPA 1.5

Total = 10.00

Emergency Work

This section includes all of your prospective emergency on-call work and the agreed availability for on-call.

Agreed on-call rota	1 in 8
Agreed category	A
On-call supplement	5%

ADDITIONAL INFORMATION

Induction

All newly appointed Consultants will be issued with an individualised Induction Programme and Trust Induction and it is mandatory for all aspects of the induction programme to be undertaken. Arrangements are also in place to seek advice from senior management and specialist staff within the specialty team.

Indemnity

Belfast Trust employees are normally covered by the HPSS and Community Health Service Indemnity against claims for medical negligence. However, certain circumstances may not be covered by the Indemnity, especially where a separate fee is received. The Department of Health, Social Services & Public Safety (DHSS&PS) therefore advises that membership of a medical indemnity organisation is maintained.

Mentoring

All newly appointed Consultants will be issued with an individualised Induction Programme and Trust Induction as it is mandatory for all aspects of the induction programme to be undertaken. Arrangements are also in place to seek advice from senior management and specialist staff within the specialty team.

Quality Improvement, Multiprofessional Audit and Continuing Medical Education

The post holder will be required to undertake such continuing educational activities as are necessary for them to remain accredited by their Royal College. The Trust supports the requirements for continuing professional development as laid down by the GMC and surgical colleges and is committed to providing time and financial support for these activities.

The Trust has the required arrangements in place to ensure that all surgeons have an annual appraisal with a trained appraiser and supports surgeons going through the revalidation process.

The post-holder will be required to take part in the Trust's quality improvement and audit programme.

Quality

Patient satisfaction must be at the forefront of the concern of each member of staff. Every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency.

The Belfast HSC Trust is committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues. All medical staff, practicing in the Trust, should ensure that they are familiar with the procedure and apply it.

Residence

In order to meet the on-call requirements of the post (if required), the appointee is required to reside within a reasonable distance to their principal place of work, as per terms and conditions of service.

Equality

Employees of the Trust are required to comply with the Trust's Equality Scheme. A full copy of this scheme is available in the Human Resources Directorate, Employment Equality Team.

Ionising Radiation Regulations

The Ionising Radiation (Medical Exposure) Regulations (2000) require that any person clinically or physically directing a procedure which involves exposure to radiation should have appropriate training. This can be provided locally as necessary.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trust's Environmental Cleaning Strategy recognises the key principle that "Cleanliness matters are everyone's responsibility, not just the cleaners". Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI). Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Governance

The successful candidate will be expected to work within the Belfast HSC Trust and Queen's University Belfast governance frameworks.

QUB and the Trust are committed to conducting a process of yearly Follett-compliant, joint appraisal of consultant staff, which is used to support GMC revalidation.

SUPPORT FOR ROLE (BHSCT AND QUB)

Offices, access to PCs, IT support etc will be provided in both clinical and academic sites.

Wellbeing support initiatives are provided by both institutions.

B Well (Belfast Trust) provides employees with support and information on a wide range of health and wellbeing issues in key themes, complimented by training and a wide range of activities and events including the popular 'Here 4 U' support service.

Staff Wellbeing (QUB) provides staff with details of a large range of events, training and support to maintain mental and physical health, a positive work-life balance and connect staff with each other. These include stress management courses, mindfulness, physical exercise resources, and 24 hour access to high-quality counsellor support through the [Employee Assistance Programme](#).

Occupational health support is available both within QUB and the Belfast Health and Social Care Trust. Queen's University Occupational Health Service is an independent, confidential health service provided by the Belfast Health and Social Care Trust (BHSCT). The same service is provided within the Belfast Trust. Referral is via line manager, or Human Resources Business Partner if staff are unable to discuss issues with their line manager.

Contact details for the QUB Occupational Health Service are: 5 Lennoxvale, Belfast BT9 5BY. Telephone number(s): 028 9504 0275 & Email address: occhealth@qub.ac.uk

Contact details for the Belfast Trust Occupational Health Service are: 2nd Floor, McKinney House, Musgrave Park Hospital, Stockman's Lane, Belfast BT9 7JB. Telephone: (028) 95040401 & Email: occupationalhealth@belfasttrust.hscni.net. Opening Times are 8.00am to 4.00pm (Monday to Friday).