

UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST

FOUNDATION YEAR 1 JOB DESCRIPTION

Programme Numbers:	Programmes: 215-217 233-235
Programme Rotations/Slots: No: 215/216/217 No: 233/234/235	General Surgery/Anaesthesia & Surgical Admissions/Hepatology Anaesthesia & Surgical Admissions/Surgery/Geriatric Medicine
Foundation Programme Directors:	<i>Dr Rebecca Aspinall and Dr. Angus Nightingale</i>
Foundation programme Co-ordinator	Mara Balasco – x 20053 Mara.balasco@UHBristol.nhs.uk

Learning Outcomes

At the end of each attachment the F1 will have learning outcomes as referenced below for each of the specialties in Medicine, Surgery, Anaesthesia and Surgical Admissions

1. Improved their skills in the care of acutely ill patients through participation in the acute general medical or surgical take, or HDU/ITU rota.
2. Become competent in the management of acute medical and surgical emergencies
3. Improved their communication skills through their responsibility for the day to day management of medical patients, surgical patients or HDU/ITU patients
4. Improved the ability to communicate effectively with patients and their relatives, including an ability to explain procedures and/or teach home management where appropriate.
5. Gain an understanding of the multi disciplinary nature of patient management.
6. Improved understanding of the importance of evidence based medicine and lifelong learning through attendance at the Medical Grand Round, surgical meetings and the departmental and journal clubs.
7. Recognise personal limitations with an ability to judge when to seek advice and/or assistance.
8. Improved/demonstrate effective communication and team working skills with nursing staff, medical staff and other health professionals and understand their roles and responsibilities
9. Understand the fundamentals of critical care and anaesthetic management
10. Able to assess and prepare patients pre-operatively for theatre

Main Clinical Area:	University Hospitals Bristol Campus, including Bristol Royal Infirmary, Queens Building, MAU,
Out of Hours:	MAU; Covering some/all medical wards
Duration:	The post duration is 4 months.
Consultant Supervisors:	Dr Simon Croxson, Dr Rachel McCoubrie, Dr Damian Downey, Dr Jim Catterall, Dr Martin Hetzel, Rachel Bradley, Dr Sarah Caine, Dr Peter Collins, Dr Karin Bradley

Details of the Post

The Foundation Doctors in medicine are specialty based. The F1 will work under the immediate supervision of an ST1 or ST2 with regular ward rounds by the SpR's and Consultants. There is a daily ward round on the medical admissions unit at 8am which the F1 doctor will attend when rostered to do so. This allows exposure to acute medical emergencies. There is a weekly journal club with regular teaching for the junior doctors. There are optional learning opportunities at the MDT and Specialty meetings.

The F1 is expected to attend the formal F1 Wednesday lunchtime teaching. There are opportunities for audits and research as well as teaching medical students.

The F1 will join in with the medical F1 'take' rota.

Rota

The planned contracted rota is a full shift work pattern and out of hours shift work is shared between other Foundation Doctors. The planned rota is both New Deal and European Working Time Directive compliant. Enclosed with your contract is a standing operational procedure (SOP) to advise you what to do if you have concerns about your working hours. You will also be given a copy of the contracted rota which gives full details of start and finish times for each working pattern, including normal working days, that you will work while on the medical take/out of hours rota (this is separate from your 'rostered' duties timetable). Please ensure you adhere to the start and finish times for your rostered duties. Your roster is available on the Doc.com website.

F1 in Surgery, University Hospitals Bristol

Main Clinical Area:	University Hospitals Bristol Campus, including Bristol Royal Infirmary, Queens Building, STAU
Out of Hours:	STAU; Covering some/all surgical wards
Duration:	The post duration is 4 months.
Consultant Supervisors:	Mr James Livingstone, Mr Paul Barham, Mr Rob Longman, Mr Ian Pope, Mr Paul Sylvester, Miss Megan Finch-Jones, Mr Michael Thomas, Mr Frank Smith, Mr Marcus Brooks, Mr Chris Streets, Mr Tim Whittlestone, Mr Paul Durdey

Details of the Post

The Foundation Doctors in Surgery are ward based with supervision and support from F2, Specialty Trainees and Consultants.

The F1 will work under the immediate supervision of an ST1 or ST2 with regular ward rounds by the SpR's and/or Consultants. A rolling surgical out of hours programme exists running for 8 weeks covering in sequence STAU day, evening, nights, weekends followed by fixed annual leave and pre-op assessment education. The remaining weeks are ward based.

The F1 is expected to attend the formal F1 Wednesday lunchtime teaching. There are opportunities for audits and research as well as teaching medical students.

Rota

The planned contracted rota is a full shift work pattern and out of hours shift work is shared between other Foundation Doctors. The planned rota is both New Deal and European Working Time Directive compliant. Enclosed with your contract is a standing operational procedure (SOP) to advise you what to do if you have concerns about your working hours. You will also be given a copy of the contracted rota which gives details of start and finish times for each working pattern, including normal working days, that you will work while on the surgical take/out of hours rota (this is separate from your 'rostered' duties timetable). Please ensure you adhere to the start and finish times for your rostered duties. Your roster is available on the Doc.com website

F1 in Anaesthesia and Surgical Admissions

Main Clinical Area:	University Hospitals Bristol Campus, including Bristol Royal Infirmary, Queens Building, STAU
Out of Hours:	Shared between working on HDU/ITU and the General Surgical Rota
Duration:	The post duration is 4 months.
Consultant Supervisors:	Mark Scrutton, Peter Collins, Paul Durdey, Tim Whittlestone Rachel Bradley

The F1 is expected to attend the formal F1 Wednesday lunchtime teaching. There are opportunities for audits and research as well as teaching medical students.

Rota

As well as working out of hours on the HDU/ITU rota, shared with Foundation Year 2 doctors, there will also be scheduled out of hours duties on the surgical Foundation Year 1 rota. The planned rotas are both New Deal and European Working Time Directive compliant. Enclosed with your contract is a standing operational procedure (SOP) to advise you what to do if you have concerns about your working hours. You will also be given a copy of the contracted rota which gives details of start and finish times for each working pattern, including normal working days, that you will work while on the out of hours rota (this is separate from your 'rostered' duties timetable.) Please ensure you adhere to the start and finish times for your rostered duties.

Your roster is available on the Doc.com website

****Due to working on both the surgical and HDU/ITU rota during the 4 month anaesthesia slot, the frequency of the number of out of hours duties will increase. Therefore during the Anaesthesia & Surgical admissions 4 month slot, the F1 will be paid a 1A (50%) pay banding supplement**

General Information:

The national Foundation year 1 person specification is attached

All F1's at the UH Bristol attend a formal induction course, which includes further training and life support. In addition all F1s are expected to attend specialty specific induction/local orientation. UH Bristol has a Simulation Centre for training and practice procedures, including lumbar puncture and central venous cannulation.

The weekly core teaching session is every Wednesday from 12.30 to 1.30 pm in the Education Centre. The session covers a wide range of topics which form the basis of the F1 curriculum.

Each F1 is designated a clinical supervisor and educational supervisor.

Further information about the Trust can be found on the University of Bristol NHS Foundation Trust website. Teaching/training information is available on the Postgraduate Medical and Dental web page of the Trust's internal website – 'Connect'. Further communications and specialty information will be directed through the Doc.com communication system. Every junior doctor within the trust is expected to register with Doc.com.

Terms and Conditions are detailed in your contract and the Terms and Conditions Handbook for hospital junior doctors in training can be found on the NHS Employers website: www.nhsemployers.org

Basic Foundation Year 1 salary minimum point: £22,412 per annum (April 2010 pay rates) excluding any pay banding supplement.

The pay banding supplement for those F1 doctors who participate full time on either the medical or surgical take rota is 1B - an additional 40% of basic pay. For those working in the 4 month anaesthesia and surgical admissions slot please see above ** section.

F1s working in a specialty that does not participate in an out of hours rota and is designated an un-banded post will receive a supplement of 5% in addition to the basic salary.

Annual leave entitlement: F1 trainees are entitled to 27 days per year, 9 days per 4 month placement. The 9 days entitlement must be used in each 4 month placement; it cannot be carried over from one specialty to another.

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values at all times as follows:

Respecting Everyone

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together

- We work together to achieve what is best for our patients
 - We support each other across the whole Trust
 - We listen to everyone
 - We work in partnership
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Equal Opportunities

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
 - Does not cause offence
 - To challenge the inappropriate behaviours of others
 - Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy
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Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Each Line Manager is responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Child Protection

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Clinical Governance

Clinical Governance is the framework through which this Trust is accountable for continuously improving the quality of its services and safeguarding the high standards of care. It does so by creating and maintaining an environment in which excellence in clinical care will flourish.

Every member of staff must work within this framework as specified in his/her individual job description. If you have concerns on any clinical governance matters these should be raised with your line manager, professional adviser, or a more senior member of management. Your attention is also drawn to the Trust guidance on Raising Concerns about Provision of Patient Care.

You have a responsibility for contributing to the reduction of infections.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
 - Disclose information appropriately, in line with the Data Protection Act 1998.
 - To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
 - Always trace patient notes on the Patient Administration System
 - Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.
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All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

July 2010.

Foundation Programme Commencing August 2010 National Person Specification

	ESSENTIAL CRITERIA	DEMONSTRATED BY
Eligibility	Applicants must meet the requirements set	Eligibility

	out in the Foundation Programme 2010 Eligibility Criteria.	checking
Qualifications	The applicant must have achieved, or expect to achieve, a primary medical qualification as recognised by the General Medical Council (GMC) by the start of the Foundation Programme 2010.	Eligibility checking
Clinical Knowledge & Skills	<p>The applicant must be familiar with and be able to demonstrate an understanding of the major principles of the GMC's Good Medical Practice (2006) including:</p> <ul style="list-style-type: none"> • Good clinical care • Maintaining good medical practice • Teaching and training, appraising and assessing • Relationships with patients, and can apply this understanding • Working with colleagues, and can apply this understanding • Probity • Health <p>The applicant must demonstrate an understanding of the outcomes to be achieved in the Foundation Programme as set out in The New Doctor (2007).</p>	<p>Application/ pre-employment screening</p> <p>Clinical assessment (where appropriate)</p>
Language & Communication Skills	The applicant must have demonstrable skills in listening, reading, writing and speaking in English that enable effective communication about medical topics with patients and colleagues, as set out in paragraph 22 of the GMC's Good Medical Practice (2006).	<p>Application/ pre-employment screening</p> <p>Clinical assessment (where appropriate)</p>

Attributes	<p>The applicant must demonstrate:</p> <ul style="list-style-type: none"> • an understanding of the importance of the patient as the central focus of care; • the ability to prioritise tasks and information appropriately; • an understanding of the importance of working effectively with others; • the ability to communicate effectively with both colleagues and patients; • initiative and the ability to deal effectively with pressure and/or challenge • an understanding of the principles of equality and diversity 	Application/pre-employment screening
Probity	<p>The applicant must demonstrate appropriate professional behaviour, i.e. integrity, honesty, confidentiality as set out in the GMC's <u>Good Medical Practice (2006)</u>.</p> <p>The applicant must have criminal records clearance at the appropriate level subject to prevailing UK legislation.</p>	Application/pre-employment screening