

**JOB DESCRIPTION FOR
CLINICAL FELLOW IN PROACTIVE CARE FOR
OLDER PEOPLE UNDERGOING SURGERY (POPS)**

The Job

Title of Post: Clinical fellow in Proactive care for Older People undergoing Surgery (POPS), Department of Ageing and Health

Nature of Appointment: Full Time

No. of Sessions: 10

Responsible To: Clinical Lead in POPS (Dr J Dhesi)

Accountable To: Clinical Lead in Department of Ageing and Health (Dr R Schiff)

Employing Authority: Guy's & St Thomas' NHS Foundation Trust

Organisational Values:

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our values and behaviours framework describes what it means for every one of us in the Trust to put our values into action.

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Department Information

The Department of Ageing and Health is a dynamic department right at the centre of Acute, Surgical and Specialist Patient Services at Guy's and St Thomas' NHS Foundation Trust. It has researched and developed many service delivery models in

geriatric medicine and, as a consequence, is an ideal place to learn about comprehensive geriatric care. The department is experienced in developing CGA-based liaison models in surgery, acute medicine, and more recently, oncology.

The department has 3 elderly care wards (up to 28 beds each) and an acute stroke ward (22 beds) at St Thomas' Hospital. The Older Persons Assessment Unit (OPAU) is based at Guy's Hospital and runs CGA and specialist clinics (falls, continence, syncope, movement disorders, heart failure, and memory) as well as multidisciplinary services. Community sessions are delivered at inpatient rehabilitation units (Pulross), continuing care facilities (Minnie-Kidd house), a specialist amputee rehabilitation unit and using the hospital at home service and locality geriatrician sessions in Lambeth and Southwark.

Main place of employment:

The post will be based cross site. However, it is a requirement of your employment that you be prepared to work at any additional or different location owned or served by the trust, either on an on-going or temporary basis according to the demands of the service.

Job Summary:

The post holder will work within the Department of Ageing and Health 'Proactive care of Older People undergoing Surgery' (POPS) service, which is an innovative geriatrician led multidisciplinary service delivering CGA-based care to older surgical patients throughout the surgical pathway. The work will be based at both Guy's and St Thomas' Hospitals across urology, GI surgery, vascular, plastics, cardiology trauma and orthopaedics and gynaecology.

The post holder will participate in preoperative assessment and optimisation outpatient clinics, ward rounds, multidisciplinary team meetings and provision of care within a community amputee rehabilitation unit.

The post also involves engagement and delivery on quality improvement programmes, delivery of education and training and involvement in the POPS research programme. As a 1 year POPS Clinical Fellow the post holder will find exciting opportunities to learn about service development, business planning, and project evaluation.

Out of hours duties will either be covering the geriatric wards long days and weekends, or general internal medicine on call day and night shifts.

The POPS clinical fellow will be a specialist registrar with training in either geriatric, general/acute medicine, or anaesthetics, but is required to have MRCP. Applicants do not necessarily need to have a NTN. The successful applicant will work within the POPS team which consists of consultants, specialist nurses, occupational therapists, administrators and junior doctors (FY1, FY2 and SpRs). The post holder will be supervised by the team of POPS Consultants.

The post holder will:

- Rotate between vascular, GI, urology and orthopaedic surgery and community services
- Provide proactive comprehensive geriatric assessment of older people undergoing elective and emergency surgery
- Provide clinical assessment in high risk patients of all ages
- Ensure communication across specialties
- Provide multidisciplinary liaison in surgery MDMs, clinics and wards

- Provide education and training to healthcare professionals from a surgical or anaesthetic background
- Take part in research
- Deliver on quality improvement projects
- Participate in clinical and other service activities with the object of ensuring a high standard of patient care
- Supervise clinical and quality improvement work undertaken by POPS foundation trainees
- Participate in undergraduate and postgraduate teaching and training across disciplines and specialties

Duties and responsibilities:

Clinical:

The postholder will, together with colleagues, be responsible for the provision of POPS services to the Guy's & St Thomas' NHS Foundation Trust to include:

- (a) Diagnosis and treatment of patients of the trust in such hospitals, health centres or clinics or other premises as required.
- (b) Continuing clinical responsibility for the patients in your charge, allowing for all proper delegation to, and training of, your staff.

Training of junior staff:

The postholder will take responsibility for the training and direction of junior staff allocated to him/her under aegis of the training plan that that postholder has agreed with their supervising consultant.

Teaching:

The postholder will be expected to contribute as appropriate in the teaching of undergraduate and postgraduate students.

Clinical Governance:

All medical and dental staff are expected to take part in clinical governance activity, including clinical audit, clinical guideline and protocol development and clinical risk management. They will be expected to produce evidence of their contribution in these areas and their audit of their own clinical work as part of their appraisal.

Mutual Obligation to Monitor Hours:

There is a contractual obligation on employers to monitor working hours through robust local monitoring arrangements supported by national guidance, and on individual doctors to co-operate with those monitoring arrangements.

European Working Time Directive (EWTD):

All posts and working patterns are under constant review in line with EWTD guidelines

Educational Programme:

Neither the London Deanery nor the Royal College accredits this post for postgraduate training. However the postholder will be expected to attend and

contribute to educational activities e.g. departmental meetings, x-ray meetings, pathology meetings, multidisciplinary meetings, journal clubs etc.

Appraisal:

All medical and dental staff are required to undertake appraisal.

Other:

The list of duties and responsibilities given above is not an exhaustive list and you may be asked to undertake other duties in line with the overall purpose and nature of the post as may be required from time to time.

This job description reflects core activities of a post at a particular time. The trust expects that all staff will recognise this and adopt a flexible approach to work.

All staff are expected to contribute to the smooth running of their clinical service as required; in particular, to comply with the policies and procedures, Standing Orders and Financial Regulations of the trust.

Study Leave:

Study Leave will be granted at the discretion of the Clinical Lead.
Funding for CPD will be equivalent to that of the appropriate Training post.

Terms and Conditions of Employment:

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

Additional Information:

The post holder is required to follow Trust policies and procedures which are regularly updated including:

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

Information Governance

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

Equal Opportunities

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

Flexible Working

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Sample timetable

	Hospital/ location	Type of Work	Start time and finish time	Frequency: (e.g. 1x4 wks, 1x6 wks 1x1wk)	
Monday	Guys	Ward reviews	9-11	1x1	
		Urology board round	11 -12		
		POPS Clinic	13-17		
Tuesday	Guys	Research	9-11	1x1	
		Urology board round	11-12		
		Ward reviews at St Thomas'	12-5		
Wednesday	Guys	POPS MDTM	9.30-11	1x1	
		Clinic letter catch up	11-13		
		POPS Clinic	13-16.30		
		Medical education meeting	16.30-17.30		
Thursday	Guys	Clinic letter catch up	9-11	1x1	
		Urology board round	11-12		
	St Thomas	Ward reviews	13-17		
Friday	Cross site	Amputee Rehab Unit	9-12	1x1	
		Geriatric Teaching	13-2		
		Ward reviews	2-5		

Person Specification – Clinical Fellow in POPS

	ESSENTIAL	DESIRABLE
Qualifications and Training:	Full GMC Registration and hold a licence to practise	BSc, MSc
Clinical Experience:	Comprehensive clinical experience in geriatrics/general internal medicine or in Perioperative Medicine	Surgical Liaison geriatrics
Knowledge and Skills:	Ability to work as an effective member of a multidisciplinary team	Familiarity with literature relating to perioperative medicine in older people Skills in implementing change Writing for publication Attendance at a perioperative medicine conference
Research:	Understanding of the principles and applications of clinical research	Evidence of original research
Teaching:	Experience of undergraduate teaching and post graduate training	Development of a teaching programme
Other:	Evidence of understanding of and adherence to the principles of <i>Good Medical Practice</i> set out by the General Medical Council Evidence of contribution to effective clinical audit and clinical risk management	Experience in clinical guideline development Appraisal training