

Information Pack

Specialty Doctor in Trauma & Orthopaedics

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A post for a Specialty Doctor in Trauma & Orthopaedics, based at North Devon District Hospital, is available.

Details of the post and descriptions of the department & Trust are included in this information pack as follows:

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**Application & Interview**

We welcome enquiries for further information and encourage informal visits to the hospital and department. A list of contacts at the Trust is detailed in the final section of this information pack. However, please note that canvassing of any member of the Interview Panel will disqualify the applicant from appointment (Statutory Instrument 1982 No 276 paragraph 8.1.b).

The post is offered on a whole-time basis (10 +/- 2PA) but suitably-qualified applicants who are unable to work full-time for personal reasons will be considered. The Trust is committed to flexible working arrangements, including job sharing. Such arrangements will be discussed with any shortlisted candidates on a personal basis.

Applicants must have completed a minimum of 4 years’ full-time post graduate training (or its equivalent gained on a part-time or flexible basis) at least two of which will be in a specialty training programme in a relevant specialty or as a fixed term specialty trainee in a relevant specialty; or shall have equivalent experience and competencies, with at least 24 months of specialty experience in Trauma & Orthopaedics prior to taking up this appointment. Attainment of MRCS (or equivalent) is essential. The applicant shall have full registration and a Licence to Practice with the General Medical Council.

Applications are through the NHS Jobs online service at [www.jobs.nhs.net](http://www.jobs.nhs.net/). Please apply using the standard online application form quoting the vacancy reference. In the interests of equal opportunities, applications or supplementary information submitted by CV will not be accepted. A minimum of 3 recent references are required, including a satisfactory reference from your current employer or the Responsible Officer at your current Designated Body.

The provisional date for the interviews is TBC.

# Introduction

Applications are invited for the post of Specialty Doctor in Trauma & Orthopaedics at Royal Devon University Healthcare NHS Foundation Trust based at North Devon District Hospital (NDDH). We provide a general orthopaedic trauma and elective service that covers all the major subspecialties including hand, wrist, hip, knee, spine, shoulder, elbow, foot and ankle surgery. The post holder will usually be linked with an elective subspecialty for a period of 6 months at a time, and may then rotate between specialties depending on the needs of the department and the experrince and requirements of the appointee. The postholder will work with all of the Consultants providing a general trauma service alongside their elective subspecialty work. There is a significant training element to this LED (locally-employed doctor) post and appointees will be expected to keep up-to-date with a surgical portfolio and continue to show progression towards becoming independent surgeons. Each subspecialty has the ability to adapt to the training needs of the appointee and you will be supported in your development.

The post holder will be expected to support all more junior doctors and alied health professionals within the department. We have a full complement including three FY1 doctors, four FY2 doctors and one core surgical trainee, one FY3 level trust doctor and three Trauma Fellows. We have two Physician’s Associates and one ACP as permanent staff working alongside resident doctors to help facilitate the educational experience of all resident doctors. There are also three specialty trainees, seven Associate Specialists and twelve Consultants within T&O.

There are timetabled, mandatory trauma operating sessions where you will be expected to have some indpendence already and progress to becoming more independent. They will also be doing regular new-patient general fracture clinics, subspecialty-specific follow-up fracture clinics, elective clinics and elective theatre lists on your weekly timetable. The level of supervision from Consultants will be matched to your needs and experience. There is a formal teaching trauma meeting every Friday morning with the whole department that you will be expected to attend and can help deliver. You will also be on either a 1:8 or 1:16 middle-grade level on-call rota, depending on your level of experience.

NDDH is a unique organisation with integrated acute and community services across North Devon. The acute hospital provides a full complement of secondary care services for the local population, including emergency care, cancer services, maternity and paediatric services. It is a designated Trauma Unit and Cancer Unit. There are ample opportunities for teaching and training throughout the Trust and the region. The Trust gets 3rd, 4th and 5th year medical students from the University of Exeter Medical School. The Trust encourages involvement with research and national clinical audit.

North Devon provides a beautiful environment in which to live and work, with a wide variety of outdoor and cultural activities and excellent local schools. With National Parks and Areas of Outstanding Natural Beauty on the doorstep, the area offers an excellent quality of life.

# Job Description

## Post Title

Specialty Doctor in Trauma & Orthopaedics

## Clinical Commitments

There are timetabled, mandatory trauma operating sessions where you will be expected to have some indpendence already and progress to becoming more independent. They will also be doing regular new-patient general fracture clinics, subspecialty-specific follow-up fracture clinics, elective clinics and elective theatre lists on your weekly timetable. The level of supervision from Consultants will be matched to your needs and experience. There is a formal teaching trauma meeting every Friday morning with the whole department that you will be expected to attend and can help deliver.

**On Call Rota**

You will be working either a 1:8 or 1:16 middle-grade level on-call rota depending on your level of experience. The 1:8 on-calls consist of a 24 hour shift (resident 8am – 6pm; non-resident after 6pm) one day each fortnight plus 1:8 weekends Friday 8am to Monday 8am. More junior Specialty Doctors may work half of these on-calls ie 1:16.

### Emergency

In exceptional circumstances, the Trust may request emergency cover for colleagues.

### Clinical Administration

You will undertake administrative work associated with your clinical and other professional work. Adequate time and facilities for clinical administration, access to a personal computer, software & internet access, will be available.

## Supporting Professional Activities

You will be expected to participate in a variety of professional activities (SPA) to support your personal clinical practice and the overall work of the department and Trust. All Specialty Doctors working over 7PAs receive 1.5 SPA sessions for generic non-clinical work. This includes, but is not limited to:

* + - Appraisal, job planning & revalidation
    - Personal & professional development, including service development
    - Professional administration, including related correspondence
    - Clinical supervision of junior staff and other educational activities
    - Governance and quality improvement activities
    - Departmental, divisional meetings and other clinical or managerial meetings Further details are published in the job planning policy. Further non-generic roles can be adopted for extra remuneration depending on agreement with the Medical Lead once in post.

## Relationships

You will work closely with other medical staff, allied health professionals and non-clinical colleagues both within the department and in other specialties. In particular, you will be expected to develop working relationships with clinical colleagues within surgery, radiology, theatres and anaesthetics as well as staff within clinics and wards.

We encourage development of regional networks with other providers and links with the Trauma & Orthopaedic services at the Royal Devon & Exeter Hospital and more widely within the region are already in place.

# 3. Outline Job Plan

A typical provisional outline job plan is below but differs depending on which sub-specialty department you are working with and is subject to modification.

The individual job plan and detailed timetable will be discussed with the successful candidate.

It is expected that the initial job plan will be agreed within three months of the start date and will be reviewed annually or earlier, if necessary.

|  |  |
| --- | --- |
| **DCC** | **PAs** |
| On call  Outpatient clinics | 2.0  1.5 |
| Trauma Operating Lists | 1.6 |
| Elective Operating lists | 2.4 |
| Ward rounds, MDT & flexible ward work | 0.4 |
| Administration | 0.6 |
| **SPA** | 1.5+ |
| **Total** | **10** |

## Sample Timetable

Timtebles are aligned with the Consultants you will be working with. This is an example timetable for a foot and ankle senior Specialty Doctor. Blank spots are admin or SPA sessions, not off.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | SK (Locum) |  |  |  |  |
| Week | Mon | Tues | Weds | Thurs | Fri |
| 1 |  | Th6 with RC | OPD-C |  | Th1 with JVH |
|  |  |  | # Clinic |  |  |
| 2 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | MOPs inj | to avoid c-arm clash | Th6 |
| 3 |  |  | OPD-C |  | Th1 with JVH |
|  |  |  | # Clinic |  |  |
| 4 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | # Clinic |  | Th6 |
| 5 | Off |  |  |  |  |
|  |  |  |  |  |  |
| 6 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | # Clinic |  | Th6 |
| 7 |  | Th1 with RC | OPD-C |  | Th1 with JVH |
|  |  |  | # Clinic |  |  |
| 8 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | MOPs inj |  |  |
| 9 |  | Th6 with RC | OPD-C |  | Th1 with JVH |
|  |  |  | # Clinic |  |  |
| 10 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | # Clinic |  | Th6 |
| 11 |  |  | OPD-C |  | Th1 with JVH |
|  |  |  | # Clinic |  |  |
| 12 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | MOPs inj |  | Th6 |
| 13 | Off |  |  |  |  |
|  |  |  |  |  |  |
| 14 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | # Clinic |  | Th6 |
| 15 |  | Th6 with RC | OPD-C |  | Th1 with JVH |
|  |  |  | # Clinic |  |  |
| 16 |  | T2 8-6 | OPD-C |  | Meeting |
|  |  | Night O/C 6-8 | MOPs inj |  |  |

# 4. Person Specification

Applicants must demonstrate on the application form that they fulfil all essential criteria to be considered for shortlisting.

Appointment is subject to pre-employment checks, including occupational health, police checks and a minimum of three satisfactory references, including one from your current Responsible Officer.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attribute** | **Essential Criteria** | **Desirable Criteria** | **Evaluation** |
| **Qualifications** | MBBS or equivalent medical qualification.  Up-to-date ATLS qualification.  MRCS or equivalent. | Additional related qualifications e.g. BSc, MSc, PGCE.  CCrISP Qualification. | Application form |
| **Eligibility** | Eligible for full registration with, and hold a current licence to practise from the GMC at the time of the intended start date.  Eligible to work in the UK.  Evidence of achievement of foundation competences by the time of appointment, from a UKFPO affiliated Foundation Programme or equivalent. This should be in line with GMC standards of Good Medical Practice.  At least 24 months of clinical experience in Trauma & Orthopaedics since finishing Foundation level 2 (ie at FY3-CT3 equivalent level). | Experience relevant to UK & NHS practice. | Application form & interview |
| **Fitness to practise** | Applicant’s knowledge is up to date & they are fit to practise safely.  Aware of their training needs. |  | Application form & references |
| **Language Skills** | Demonstrable skills in written and spoken English sufficient to enable effective communication about medical topics with patients and colleagues, demonstrated by either:   * *Undergraduate medical training undertaken in English or* * *Achieved ILETS scores equivalent to those required for application to core surgical training.* | If applicants believe they have adequate communication skills but do not fit into one of these groups they must provide alternative supporting evidence | Application form & interview |
| **Health** | Meets professional health requirements (in line with GMC standards/ Good Medical Practice) |  | Application form & pre-employment health screening |
| **Career Progression** | Ability to provide complete details of employment history.  Evidence that career progression is consistent with personal circumstances. | Five or more years post-graduate clinical experience. | Application form & interview |
| **Application Completion** | All sections of application form fully completed |  | Application form |
| **Clinical Skills** | Recognition of and ability to undertake the initial management of an acutely ill patient.  Clinical knowledge & skills relevant to trauma & orthopaedics including out of hours experience.  Capacity to apply sound clinical knowledge and judgement; willingness to seek assistance from senior colleagues.  Able to prioritise clinical need, maximise safety and minimise risk.  Basic Surgical Skills course or equivalent. | Ability to manage outpatient and fracture clinics including formulating management plans communicating with patients, families and GPs.  Dictaphone skills to transcibe letters to GPs.  Evidence of participation in surgical activities throughout career progression eg surgical logbook.  AO Trauma Basic Principles of Fracture Management Course.  Other relevant trauma courses. | Application form, interview & references |
| **Personal Attributes** | Demonstrates probity.  Ability to take responsibility for own actions and to work without direct supervision.  Demonstrates competence as a surgical assistant in T&O.  Progressing to independence with basic orthopaedic trauma operating.  Reliability.  Good time management.  Organisational & leadership skills.  Enthusiasm & motivation.  Ability to cope with stressful situations.  Caring attitude to patients.  Ability to communicate well with patients, relatives & staff members.  Demonstrates ability to work effectively as part of a team.  Good quality note keeping. | Growing logbook experience as first-surgeon.  Shows aptitude for practical skills necessary in surgical specialties.  Achievements outside medicine. | Application form, interview & references |
| **Academic Skills** | Demonstrates understanding of the principles of audit and research.  Demonstrates knowledge of evidence-informed practice.  Demonstrates involvement in supervision of junior staff.  Computer literacy. | Evidence of participation in audit and quality improvement projects.  Evidence of interest and experience in teaching.  Evidence of relevant academic & research achievements. | Application form & interview |
| **Teaching** | Willingness & ability to contribute to departmental & Trust teaching programmes.  Evidence of previous teaching & training experience. | Teaching course and/or qualification | Application form & interview |
| **Management and Leadership** | Demonstrates familiarity with and understanding of NHS structures, management and current political issues, including an awareness of national strategic plans and constraints. | Experience of formal leadership roles or training. | Application form & interview |
| **Motivation & management of personal practice** | Punctual & reliable.  Good personal organisational & prioritisation skills. Achieves deadlines.  Takes responsibility for personal practice and is able to cope well with stressful situations.  Flexible & adaptable attitude. | Demonstrates initiative in personal practice.  Willingness to undertake additional professional responsibilities at local, regional or national levels. | Application form & interview |
| **Commitment to post** | Demonstrates enthusiasm for North Devon as a place to live and work. |  | Application form & interview |

# 5. Main Conditions of Service

Appointment is to the NHS Specialty Doctor contract (2021) under the current Terms & Conditions of Service for Hospital Medical & Dental Staff (England & Wales)). These are nationally agreed and may be amended or modified from time to time by either national agreement or local negotiation with the BMA local negotiating committee.

The employer is Northern Devon Healthcare NHS Trust. The appointee will be professionally accountable to the Medical Director and managerially accountable to the Chief Executive.

The post-holder is required to have full registration with a licence to practice with the General Medical Council and to ensure that such registration is maintained for the duration of the appointment.

### Salary Scale

This is as described in the Medical & Dental Terms and conditions of service for specialty doctors (England) 2021: SAS contract 2021.

### Leave

Annual leave entitlement is as described in the Terms and conditions of service for specialty doctors (England) 2021: SAS contract 2021. Study leave entitlement is 30 days over a fixed three year period.

Further details are available in the Senior Medical Staff Leave Policy.

Locum cover for leave will not normally be provided. It is expected that consultants within the department will coordinate leave to ensure that an appropriate level of service (emergency, urgent & routine) is maintained.

### Indemnity

The post-holder is not contractually obliged to subscribe to a professional defence organisation but should ensure that they have adequate defence cover for non-NHS work.

### Professional Performance

The Trust expects all surgeons to work within the guidelines of the GMC Guide to Good Medical Practice and the Royal College of Surgeons Good Surgical Practice. You will work with clinical & managerial colleagues to deliver high quality clinical care, within the management structure of the Trust and are expected to follow Trust policies and procedures, both statutory and local, including participation in the WHO surgical checklist.

You will be expected to take part in personal clinical audit, training, quality assessment and other professional activities, including continuing medical education, annual appraisal, job planning and revalidation. It is expected that you will participate in multi-source feedback from both colleagues and patients. You will undertake administrative work associated with management of your clinical and professional practice.

You will be responsible for leadership of junior doctors within the specialty as agreed in your job plan and will be accountable for the effective and efficient use of any resources under your control.

You will also participate in activities that contribute to the performance of the department and the Trust as a whole, including clinical and academic meetings, supervision of junior staff, departmental management, service development and educational activities. Service developments that require additional resources must have prior agreement from the Trust.

### Reporting Concerns

The Trust is committed to providing safe and effective care for patients. There is an agreed procedure that enables staff to report “quickly and confidentially, concerns about the conduct, performance or health of medical colleagues”, as recommended by the Chief Medical Officer (December 1996). All medical staff practicing in the Trust must ensure that they are familiar with the procedure and apply it if necessary.

### Serious Untoward Incidents

It is expected that you will report all risks, incidents and near misses in accordance with the Trust governance structure. You will be required, on occasion, to lead or assist with investigation of incidents and implementation of risk reducing measures to safeguard patients, visitors and staff. You must comply with the Duty of Candor legislation.

### Research & Audit

Audit is supported by the Clinical Audit & Effectiveness Department. Research within the Trust is managed in accordance with the requirements of the Research Governance Framework. The Trust has an active research department and regularly participates in regional and national trials. You must observe all reporting requirement systems and duties of action put in place by the Trust to deliver research governance.

### Safeguarding Children & Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults and you will be required to act at all times to protect patients.

The appointees may have substantial access to children under the provisions of Joint Circular No HC (88) 9 HOC 8.88 WHC (88) 10. Therefore, applicants are advised that, in the event that your appointment is recommended, you will be asked to complete a form disclosing any convictions, bind-over orders or cautions and to give permission in writing for a police check to be carried out. Refusal to do so could prevent further consideration of the application.

### Rehabilitation of Offenders

Attention is drawn to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, which allow convictions that are spent to be disclosed for this purpose by the police and to be taken into account in deciding whether to engage an applicant.

This post is not protected by the Rehabilitation of Offenders Act, 1974. You must disclose all information about all convictions (if any) in a Court of Law, no matter when they occurred. This information will be treated in the strictest confidence.

### Health & Safety

Employees are required to take reasonable care to avoid injury or accident while carrying out their duties, in compliance with the Health & Safety at Work Act 1974, various statutory regulations, Trust & departmental guidelines, policies and procedures. This will be supported by provision of appropriate training and specialist advice.

### Infection Prevention & Control

The Trust is committed to reducing hospital-acquired infections. All staff are expected to ensure that infection risks are minimised in line with national and Trust policies and best practice. They are supported in this by the Infection Prevention and Control team.

# 6. Northern Devon Healthcare NHS Trust

The Trust operates acute & community services across North Devon, including the urban areas of Barnstaple & Bideford and a more rural population throughout the region. We also care for patients from neighboring areas in Cornwall and Somerset and there is a significant increase in activity in the summer months, as visitors to the area access emergency services.

## The Trust’s Vision

We will deliver integrated health and social care to support people to live as healthily and independently as possible, recognising the differing needs of our local communities across Devon.

## Management Structure

The Trust Board is led by the Chair, Mr James Brent, with a team of five non-executive directors, five executive directors and two associate directors. The executive team is led by the Chief Executive, Mr Sam Higginson. There are three clinical divisions; Surgery, Medicine and Clinical Support Services. Urology services sit within the Surgery Division. The Divisional Director is Nicola Dugay and the Associate Medical Director for Surgery Division is Dr Gareth Moncaster.

### The Acute Hospital

North Devon District Hospital serves the local population of around 160,000. It is estimated that the population will rise to 186,000 by 2030.

The hospital has approximately 250 inpatient beds, intensive care and cardiac care facilities.

We employ more than 70 consultants, in all major specialties. In addition, we work closely with other local Trusts to provide combined services in smaller specialties and robust clinical networks for cancer, vascular and neonatal services. There are nine operating theatres, an accredited endoscopy suite and a new chemotherapy unit, with plans for further development.

## Academic Facilities

The Medical Education Centre is independently funded by the Peninsula Institute and its primary purpose is the provision of facilities, equipment and financial support to enable a wide range of medical professionals to continue their education and training.

There is a 70-seat lecture theatre, a clinical skills centre and several classrooms. Recently a new simulation suite has opened, creating a facility for multi-professional training, including trauma team training.

Dual-flatscreen, video-conference facilities, linked to other units in the region are available for clinical meetings, including regional MDTs, as well as training events.

The comprehensive healthcare library is accessible to registered users 24 hours a day. The library is staffed between 8.30 and 17.30 Monday to Friday. Services include book and journal

loan, interlibrary loans, PC access, literature searching, information skills training, printing and photocopying.

Local, regional and national electronic library resources are made available across the Trust and for staff to access from home.

## Medical School Links

There have been recent changes to the Medical School provision in the South West. We currently take students from the newly created Exeter Medical School. Student numbers continue to rise year on year and there are many opportunities for involvement with teaching programmes.

# North Devon

North Devon offers 50 miles of spectacular coastline from Lynton to Bude and, with most of the remaining 500,000 acres of land being rural, the area is arguable the most attractive and unspoilt in Devon. There are many small market towns, villages and hamlets, including a number of coastal resorts.

The combination of spectacular Atlantic coastline, tidal estuaries and upland moors provides a wonderful environment in which to live and work.

Recreation facilities are excellent with a wide variety of sporting activities available, including superb surfing beaches, sailing, shore & salmon fishing, an indoor tennis centre and outstanding golf courses. There are stunning walking & cycling routes, with over 200 miles of cycle and coastal paths, including the South West Coastal Path and the Tarka Trail.

Lundy Island Marine Reserve and Dartmoor & Exmoor National Parks are on the doorstep. The local dune system has been awarded UNESCO World Biosphere Status and is a Site of Special Scientific Interest (SSSI). Several areas of the coast have been designated as Areas of Outstanding Natural Beauty (AONB) and are nationally protected to preserve the beauty of the landscape. Covering a total of 171km2 from Marsland Mouth on the Cornish border to Combe Martin on the edge of Exmoor, these areas include the Hartland Heritage Coast, North Devon Heritage Coast and Braunton Burrows.

Local theatres attract national and international performances and the annual local festival of sports & arts is nationally acclaimed.

Educational facilities are good with many excellent schools in both public and private sectors.

Agriculture and tourism form the main areas of employment, along with local government, the military bases at Chivenor & Instow and the Trust itself. North Devon also remains a popular retirement area.

Despite the rurality of the area, commuter links are good, both by road and rail. There are regular trains to Exeter and direct services to London and across the country from Tiverton. There are easily-accessible airports at Exeter and Bristol.

# Contacts

The Trust welcomes informal enquiries; contact names are detailed below:

Chief Executive Sam Higginson (01271) 311349

Medical Director NDHT Dr Karen Davies (01271) 314109

Lead Clinician for T&O (primary application contact) Mr Nik Jagodzinski (01271) 334461

[Nik.jagodzinski@nhs.net](mailto:Nik.jagodzinski@nhs.net)

Associate Medical Director for Surgery Division Gareth Moncaster [g.moncaster@nhs.net](mailto:g.moncaster@nhs.net)

Divisional Director for Surgery Division Nicola Dugay (01392) 404655 Head of Service for T&O Lauren Oke (01271) ??????

Medical Staffing Manager Tina Squire (01271) 349111 ([tinasquire@nhs.net](mailto:tinasquire@nhs.net))

Postal address:

North Devon District Hospital Raleigh Park

Barnstaple EX31 4JB