

# **ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST**

## **JOB DESCRIPTION**

### **1. JOB DETAILS**

**Job Title:** Trust doctor

**Pay:** ST1/2 equivalent: £40,257

**Accountable To:** Mrs Helena Wilson

**Department/Division:** ENT

### **2. JOB PURPOSE**

The post holder will work as part of a team assisting with elective and emergency ward admissions, managing the pre- and post-operative care of surgical patients and attending the daily ward round. Associated administrative duties will be undertaken accordingly. The postholder will attend outpatient clinics and theatre lists for their own learning and will be given responsibility and workload fitting with their experience and ability.

The post holder will be expected to work weekdays, weekends and evenings. There are no night commitments.

### **3. PRINCIPAL DUTIES, RESPONSIBILITIES AND LEARNING OBJECTIVES:**

- To take a history and examine patients, prescribe safely and keep an accurate and relevant medical record
- To formulate and action management plans, with support
- To show appropriate attitudes to patients and their symptoms and to respect their wishes, notably in the area of blood products
- To have realistic expectations of tasks to be completed by themselves and others and be willing to consult and work as part of a multidisciplinary team
- To seek to involve other professionals in the management of patients and their illnesses where appropriate
- To structure an interview with a patient and relatives when giving bad news and act with empathy, honesty and sensitivity
- To be involved in departmental audit/governance activity
- To gain a range of ENT skills including:
  - Microscopic examination of the ear
  - Ear microsuction/dressing

- Nasal endoscopy
- Nasal packing
- Flexible laryngoscopy
- Drainage of peritonsillar abscess
- Basic management of tracheostomy and laryngectomy
- More advanced ENT surgical skills as appropriate

The postholder will be assigned an Educational Supervisor. Regular meetings will take place to ensure goals are met, as a two-way process.

#### **4. KEY WORKING RELATIONS (Examples below are not exhaustive)**

- Consultants and other members of the medical team
- Patients and their relatives
- GPs
- Division Management team
- Senior Nursing staff and other ward staff
- Other members of the multi-professional clinical team
- Administration and secretarial teams across the Trust

#### **Service delivery and improvement**

- Participate in Junior Doctor and team meetings as required.
- Undertake audit and quality improvement projects to improve the departmental procedures.
- Have a flexible approach to working hours to meet the demands of the service.
- Adhere to the Trust Access Policy and appropriate standard operating procedures, Key Performance Indicators, government targets and standard operational policies

#### **Governance**

- Undertake training as required to maintain competency/comply with trust policies.
- Work within Trust policies – including those for confidentiality, data protection, health and safety fire protection, and annual appraisal.
- Adhere to the Trust Access Policy, Key Performance Indicators, government targets and standard operational policies and procedures.

#### **Resource Management**

- Provide cover in periods of absence this may involve moving to other areas.

#### **Additional Responsibilities**

- The post holder will understand the limitations of the role and how to access support.

#### **Trustwide Responsibilities**

- To take part in regular performance appraisal.
- To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.
- To contribute to and work within a safe working environment.
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

The post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff as amended from time to time.

All appointment to Trust posts are subject to:-

- 1) Appropriate Registration with the General Medical Council
- 2) Satisfactory Medical Examination including documentary validated evidence of Hep B, Hep C and HIV
- 3) Satisfactory clearance with the Disclosure and Barring Service
- 4) Three satisfactory references, one of which, must be your present or most recent employer

## **THE TRUST – Vision and Values**

Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:

Honesty, Openness & Integrity  
Fairness,  
Inclusion & Collaboration  
Respect & Dignity

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

## **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager

in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462.

**From time to time, at the request of the Trust, you will be expected to work across other sites including other STP organisations where the role requires this to fulfil gaps and support service provision.**