

# INFORMATION PACK

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Specialty Doctor in SARC  
Reference Pack

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A part-time post for a Specialty Doctor in the Adult Forensic Examination Service, based at Devon and Cornwall Sexual Assault Referral Centre's (SARC).

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

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## APPLICATION & INTERVIEW

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We welcome enquiries for further information and encourage informal visits to the 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 part-time basis, to be discussed and agreed at interview. 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 have at least three years training in a relevant specialty in an approved practice setting following satisfactory completion of foundation training (FY1 and FY2). There may be some high quality individual training posts where the degree of supervision is such that less experienced doctors may have the required support to train and work in the field; Relevant specialities would include for GFM – General Practice or Emergency Medicine; for SOM – General Practice, Genitourinary Medicine, Gynaecology and Paediatrics, Sexual and Reproductive Health. Other specialties may be considered. The Applicant must have full GMC registration & license to practice. Higher specialty qualifications such as MRCPCH, MRCOG, MRCP LLFFLM or MFFLM or DCH are desirable but not essential.

Applications should be made through the RDUH Career Gateway online service at the following link: <https://vacancies.royaldevon.nhs.uk>. In the interests of equal opportunities, applications or supplementary information submitted by CV will not be accepted. A minimum of three recent references are required, including a satisfactory reference from your current employer or the Responsible Officer at your current Designated Body.

# 1. INTRODUCTION

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Applications are invited for the post of Specialty Doctor at Devon and Cornwall Sexual Assault Referral Centres.

The successful applicant will be part of the Adult SARC Service, joining a team of Forensic Doctors and Nurses who provide medical assessments to those that have recently experienced sexual harm.

The Service sees those over the age of 16 who have experienced rape or sexual assault. We provide medical assessments, including forensic examination, in one of our 3 SARC sites within Devon and Cornwall, which serves the communities of Devon and Cornwall and the Isles of Scilly.

We are a growing and developing service which includes the Pediatric Centre of Excellence for Children who have experienced sexual harm and Trauma Therapy services.

You will work in a multidisciplinary team of Forensic Doctors, Pediatricians, Forensic Nurse Practitioners, Specialist Nurses, Crisis Workers, Safeguarding Leads and Therapists.

Devon and Cornwall SARCs are nationally recognized as being innovative, dynamic and trail blazers in best practice for those that have experienced sexual harm.

There are ample opportunities for teaching and training throughout the Trust and the region. The Trust encourages involvement with research and national clinical audit.

The Royal Devon University Healthcare NHS Foundation Trust was established in April 2022, bringing together the expertise of both the Royal Devon and Exeter NHS Foundation Trust and Northern Devon Healthcare NHS Trust. Stretching across Northern, Eastern and Mid Devon, we have a workforce of over 15,000 staff, making us the largest employer in Devon. Our core services, which we provide to more than 615,000 people, cover more than 2,000 square miles across Devon, while some of our specialist services cover the whole of the peninsula, extending our reach as far as Cornwall and the Isles of Scilly. We deliver a wide range of emergency, specialist and general medical services through North Devon District Hospital and the Royal Devon and Exeter Hospital (Wonford). Alongside our two acute hospitals, we provide integrated health and social care services across a variety of settings, including community inpatient hospitals, outpatient clinics, and within people's own homes. We also offer primary care services, a range of specialist community services, and Sexual Assault Referral Centres (SARC). Our state-of-the-art equipment, leading technologies and strong links to local universities put us at the forefront of research and innovations, enabling us to provide world-class care to our local communities. It's never been a more exciting time to join the Royal Devon, as you'll help to shape our services as we continue along our integration journey.

## **2. JOB DESCRIPTION**

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### **2.1. Post Title**

Specialty Doctor SARC.

### **2.2. Clinical Commitments**

It is appreciated that this is a small specialty and one that few clinicians have had direct exposure to. Following success at interview an independent learning needs assessment will be undertaken jointly to identify the training needs of any successful applicant, and an appropriate training plan put into place.

After relevant training and experience, the post holder will provide acute and non-recent examinations of those over the age of 16 who may have been subject to sexual assault or rape. Examinations will be supported by a crisis worker.

The service is working towards a model of dual training in both pediatric and adult forensic examinations. Successful applicants may be required to work within the paediatric service when required to do so, with appropriate training and support.

The service has SARC sites within Exeter, Plymouth and Truro. There will be a requirement to travel to see patients at all of these sites. There may also be times when the post-holder is required to attend other sites to perform medical examinations, for example, hospitals if it is felt that this is in the best interest of the patient.

During a medical examination the post-holder will, where appropriate, document and interpret injuries and arrange appropriate medical management; photo-document genital / anal examination findings; collect forensic samples and appropriately label and bag samples taken in evidence; collect samples for the purposes of sexual health and ensure the provision of appropriate aftercare and safeguarding.

The post holder will attend both civil and criminal courts as required to assist the court as a professional witness. The post-holder will continue to be available to attend court beyond the end of their employment with the service.

The post-holder will have the opportunity to develop and participate in an audit and research program in the service.

The post-holder will be expected to attend and contribute to monthly educational / peer review meetings (minimum of 4 per year) and complete annual appraisal and CPD activities in accordance with FFLM (Faculty of Forensic and Legal Medicine) and GMC guidance.

There is 24 hour access to the Adult SARC service. The majority of forensic examinations are undertaken between the hours of 9am and 9pm. Doctors will be required to participate in a telephone advice rota outside of these hours to support the Forensic Nurse Practitioners and provide clinical advice and guidance to the Police. In extremis there may be a requirement to see a patient clinically if there is an acute forensic need.

### **On Call Rota**

Once fully trained, the post-holder will contribute to the rota of on-call telephone advice which operates out of hours. Whilst providing on-call telephone advice services, the post-holder will provide telephone support and advice to professionals from partner agencies including police, social care and other health care professionals. This will include participating in strategy meetings/discussions and contributing to adult protection processes as required.

There is also a requirement to cover weekends on call, with the expectation that you may have to attend the SARC if there is an acute forensic or medical need for an adult. This will be based on a 1:6 model.

### **Emergency Cover**

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. Following all medical examinations the post-holder will be responsible for producing written reports/ statements criminal court proceedings as required. Adequate time and facilities for clinical administration, access to a personal computer, software & internet access, will be available.

## **2.3. 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 receive 1 SPA session 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 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.

## **2.4. 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 Sexual Health and RDU safeguarding team.

SARC services form part of the South West's multiagency safeguarding response to adults that have experienced sexual harm. As such you will work closely with colleagues in the Police and Adult Social Care.

### 3. OUTLINE JOB PLAN

A provisional outline job plan (7.5 PAs) is below but is subject to modification.

The individual job plan and detailed timetable will be discussed with the successful candidate. The total number of PAs is flexible. Both full time and part time hours will be considered.

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.

	PAs
<b>DCC</b>	
On call/Administration	6
OOH on call availability from home DCC	0.5
SPA	1.5
<b>Total</b>	<b>8</b>

#### Sample Timetable

Week 1	am	pm
Monday	Morning team brief On call telephone advice and acute cases/admin	On call telephone advice and acute cases/admin
Tuesday	Team meeting, Clinical Governance, SPA	SPA (or on a rolling rota on call for acute cases)
Wednesday	Morning Team brief On call telephone advice and acute cases/admin	On call for telephone advice and acute cases/admin
Thursday	Morning Team Brief On call telephone advice and acute cases/admin	On call for telephone advice and acute cases
Friday	SPA	

## 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 employer or Responsible Officer.

Requirement	Essential Attributes	Desirable Attributes
Qualification & Training		
Professional qualifications	Primary medical qualification (MBBS or equivalent)	Postgraduate qualifications in a relevant speciality
Professional Training and Membership	Full GMC registration & license to practice.  Safeguarding Children Level 3.	Postgraduate qualifications in a relevant speciality  LLFFLM or MFFLM or other forensic qualifications.
Clinical Experience		
Employment	A minimum of three years training in a relevant speciality in an approved practice setting following satisfactory completion of foundation training (FY1 and FY2). There may be some high quality individual training posts where the degree of supervision is such that less experienced doctors may have the required support to train and work in the field; Relevant specialities would include for GFM – General Practice or Emergency Medicine; for SOM – General Practice, Genitourinary Medicine, Gynaecology and Paediatrics, Sexual and Reproductive Health. Other specialties may be considered.  Career progression consistent with personal circumstances.	

Clinical Knowledge & skill	<p>Experience of anogenital examination.</p> <p>Demonstrates ability to take independent responsibility for the care of patients.</p> <p>Knowledge of and compliance with adult and child safeguarding procedures.</p>	<p>Post graduate experience in a relevant speciality (Gynaecology, Genitourinary Medicine, Reproductive &amp; Sexual Health, General Practice, Emergency Medicine or forensic medicine).</p> <p>Experience in the clinical and forensic management of complainants of sexual assault (any age).</p>
Non-clinical Skills		
Teaching	Willingness to contribute to departmental teaching programme.	Previous teaching and training experience to include evidence of teaching of multi-professional groups.
Management of change & quality improvement	<p>Demonstrates an understanding of quality improvement and clinical governance within the NHS. Demonstrates willingness to implement evidence-based practice.</p> <p>Evidence of personal contributions to clinical audit, governance and risk reduction.</p>	<p>Evidence of innovative development and implementation of guidance.</p> <p>Evidence of involving patients in practice development.</p>
Innovation, research, publications & presentations	<p>Understanding of the principles of scientific method and interpretation of medical literature.</p> <p>Demonstrates a critical and enquiring approach to knowledge acquisition.</p> <p>Demonstrates understanding of the research governance framework.</p>	Recent evidence of relevant research, presentations or publications.
Management & leadership experience	Demonstrates familiarity with and understanding of NHS structures, management and	



	current political issues, including an awareness of national strategic plans and constraints.	
Communication & personal skills	<p>Good spoken and written English language skills.</p> <p>Communicates effectively with patients, relatives, colleagues, GPs, nurses, allied health professionals and outside agencies.</p> <p>Evidence of ability to work with multi-professional teams and to establish good professional relationships</p>	Evidence of patient and colleague feedback
Other requirements		
Motivation & management of personal practice	<p>Punctual and reliable.</p> <p>Good personal organisational and prioritisation skills, achieves deadlines.</p> <p>Takes responsibility for personal practice and is able to cope well with stressful situations.</p> <p>Commitment to continuing medical education and professional development.</p> <p>Flexible and adaptable attitude.</p>	<p>Demonstrates initiative in personal practice.</p> <p>Willingness to undertake additional professional responsibilities at local level.</p>

## 5. THE SARC DEPARTMENT

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### 5.1. Staffing

The Adult SARC service is currently staffed by Forensic Doctors, Forensic Nurse, Practitioners and Crisis Workers. In addition to medical staff, the team includes an experienced clinical nurse specialist and excellent administrative support.

### 5.2. Management

Day to day managerial & operational links are with the Lead Clinician, Dr Hannah Lenton, Service Manager Harriet Crawford Turner and General Manager Lyndsay Howell.

### **5.3. Resources**

Patients over the age of 16 are seen at one of our 3 SARC sites in Exeter, Plymouth and Truro.

In some instances, clinicians may be required to see patients at another location such as a hospital.

## **6. MAIN CONDITIONS OF SERVICE**

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Appointment is to the NHS Specialty Doctor contract terms and conditions (April 2023). 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 Royal Devon University Healthcare NHS Foundation 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 license 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, in line with the Specialty Doctor contract 2021. The current scale (2/2023) is from £51,000 - £80,000.

### **Leave**

Annual leave entitlement is as described in the Terms and Conditions of Service Specialty Grade Doctors (England) 2022. Study leave entitlement is 30 days over a fixed three year period.

Further details are available in the relevant Senior Medical Staff Leave Policies.

Locum cover for leave will not normally be provided. It is expected that staff 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 doctors to work within the guidelines of the GMC Guide to Good Medical 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.

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 practising 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 Candour legislation.

### **Research & Audit**

Audit is supported by the Clinical Audit & Effectiveness Department. The SARC participates in a number of national audits including SARCIPs. We are developing a database to enable easy audit within the department.

Research within the Trust is managed in accordance with the requirements of the Research Governance Framework. 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 will have substantial access to vulnerable people 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 an enhanced 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.

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

The Trust operates acute & community services across Northern, Eastern and Mid Devon, including the urban areas of Barnstaple & Bideford and a more rural population throughout the region. We also care for patients from neighbouring 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.

### **7.1. 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.

## **7.2. 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, Suzanne Tracey. SARC services sit within the Clinical Support and Specialist Services Division. The Divisional Director is Mr Tony Layton and the Associate Medical Director for Specialist Services is Adrian Harris.

### **The Acute Hospitals**

We deliver a wide range of emergency, specialist and general medical services through North Devon District Hospital (EX31 4JB) and the Royal Devon and Exeter Hospital (Wonford) (EX2 5DW). Alongside our two acute hospitals, we provide integrated health and social care services across a variety of settings including community inpatient hospitals, outpatient clinics, and within people's own homes. We also offer primary care services, a range of specialist community services, and Sexual Assault Referral Centres (SARC). Our hospitals are both renowned for their research, innovation and links to universities.

## **7.3. 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.

## **7.4. Medical School Links**

There have been recent changes to the Medical School provision in the South West. We currently take students from the Peninsula Medical School and as the changes are implemented over the next five years, we will 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.

## 8. CONTACTS

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

Chief Executive	Ms Suzanne Tracey	(01271) 311349
Medical Director	Dr Adrian Harris	(01271) 314109
Lead Clinician for SARC	Dr Hannah Lenton	0300 303 4626
SARC Service Manager	Harriet Crawford-Turner	0300 303 4626
Head of Medical Staffing	Mrs Tina Squire ( <a href="mailto:tinasquire@nhs.net">tinasquire@nhs.net</a> ) (01271) 349111	

Postal addresses:

North Devon District Hospital  
Raleigh Park  
Barnstaple  
EX31 4JB

Royal Devon & Exeter Hospital (Wonford)  
Barrack Road  
Exeter  
EX3 5DW