**Medical Training Initiative**

**SAMPLE JOB DESCRIPTION – PLEASE INSERT HOSPITAL SPECIFIC DETAILS OR USE THIS DRAFT AS A TEMPLATE TO ENSURE THAT ALL ESSENTIAL DOCUMENTATION IS INCLUDED IN THE TRUST DOCUMENT.**

|  |  |
| --- | --- |
| Title of Post | International Training Fellow |
| Specialty |  |
| Full-time/Part-time | Full-time |
| Base Hospital / Trust |  |
| Remuneration (salary scale) |  |
| Annual Leave Arrangements |  |
| College | Royal College of Physicians |
| Educational Supervisor | Dr Click or tap here to enter text. |
| Clinical Supervisor | Dr Click or tap here to enter text. |
| Proposed Mentor | Dr Click or tap here to enter text. |
|  |  |
| Work Pattern | Full Time |
| Standard Hours | 40 |
| Work Pattern i.e rota, shift etc | 1: \_\_\_weekday, 1: \_\_\_ Weekend,  Resident / non-resident rota (Speciality) |
| Contract Period (max 24 months) |  |

**This Post is governed by the Medical and Dental Terms and Conditions of Service.**

**THE ROLE**

The successful candidate will be assigned an educational supervisor and will receive training in …………………specialty…………………………………….. during a …….. month/………year period. They will receive full exposure to both elective and non-elective ……………...

The appointee will be expected to undertake audit and quality improvement projects, as well as to attend clinical governance meetings, mortality and morbidity meetings, regional and national educational meetings. Research activity is encouraged.

The appointee will actively participate in the local educational programme of teaching undergraduates as well as postgraduates.

**Career Counselling:** Career advice and guidance should be sought, in the first instance, from the allocated educational supervisor, who will normally be a consultant for whom you work. The initial meeting with your educational supervisor should take place within two weeks of joining when you will be able to draw up your Personal Development Plan. You will have access to ePortfolio within the first two weeks of joining.

**Trainee in Difficulty**: Any problems with your training should be discussed with your Educational Supervisor, or if necessary with the Director of Medical Education and/or representative of the Postgraduate Dean, or the MTI team at the Royal College of Physicians.

**1. THE HOSPITAL AND ENVIRONS**

**1.2 ………………….. Hospital**

**1.3 Vision, Mission, Values and Behaviours**

**1.4 Locality / Area**

**2 ………………….DEPARTMENT**

**2.1** The Department of ……………. is staffed by consultants with the following interests:

|  |  |
| --- | --- |
| Name of Consultant | Specialist Interest |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

The junior medical staff comprises:

…….Specialist Registrars

……..Core Medical Trainees

……..Foundation Trainees

……. International Training Fellows

……. GP trainees

***Out - patient services:***

***In- patient services:***

***Supporting Services/Facilities***

All registrars take part in a training programme with regular supervision and appraisal. There is an active audit programme and all junior doctors are expected to actively participate in it. The registrars are also encouraged to undertake clinical research projects and quality improvement projects leading to service development under the supervision of the consultants. They are expected to present and in some cases publish their findings.

The department has a busy academic programme, which includes core curriculum topics, journal club, audit and monthly mortality and morbidity meetings. There are regular presentations at the Grand Round to which the registrar contributes.

***Departmental Research Activities***

**3 SPECIALTY SERVICES PROVIDED by the department of …………..:**

4 DUTIES AND RESPONSIBILITIES OF THE POST

Provision of …….(name of speciality) Services within the Hospital with responsibility for the prevention, assessment, diagnosis and treatment of illness within the ………… department.

Close working with medical, nursing and allied health professionals to assist in providing high quality patient care.

The post holder will be accountable to Dr …….. as clinical supervisor and Dr……….. as clinical lead of department.

Induction: The candidate will undergo hospital Induction immediately on taking up the post, as well as the first convenient Induction Course organised by the RCP (London) four times each year. The RCP induction should be covered by the trust study leave budget.

Orientation: The successful candidate will undergo a period of orientation. This will include observing consultants in clinic, shadowing registrars on call and shadowing registrars in the wards. Candidates will take clinical responsibilities and be placed on the on call rota only after the supervising consultant deems them competent to do so. To be on the cardiac arrest rota, the candidate will need to have received ALS certification. The period of orientation will be for a period of 4 – 6 weeks. In some cases a longer period of orientation may be required. This will be decided by the educational supervisor and departmental clinical lead.

The post holder will meet with the educational supervisor to discuss personal development plans within the first six weeks of commencing the post.

**Clinical:** The International Training Fellow will be responsible, together with SpR colleagues, for both inpatient and outpatient work.

1. Inpatient: The post holder will be expected to attend consultant ward rounds (.. / week) and will perform personal ward rounds on the patients admitted on call under the supervising consultant(s).
2. Outpatient: The post holder will do …..clinics / week under supervision. He will discuss patients seen in clinic with the supervising consultant.
3. On call rota: The post holder will be on call rota 1:….resident / non resident,

The post holder will also have ……….responsibilities and will be given training in ……………. depending on level of experience and pre-existing competencies.

**Administration Duties:** These include responsibility for inpatient discharge summaries, outpatient letters etc and the management of other junior staff on the team.

**5 RECOMMENDED OFF-DUTY AND COVER ARRANGEMENTS**

In accordance with the terms and conditions of service of the Hospital Medical and Dental Staff (England and Wales) and as recommended in Health Circular DS 378/75, the International Training Fellow will:

1. be expected in the normal run of duties and within the contract and job description, to cover for the occasional brief absence of colleagues as far as practicable.
2. for those contracts which include prospective cover, be expected to provide on call cover for the annual leave and study leave of colleagues, providing always that the resulting increase in duties is reasonable in the circumstances.
3. be expected to perform duties in occasional emergencies and unforeseen circumstances without additional remuneration.

The junior doctor accepts that duties will be performed under these provisions, at the request of the appropriate Consultant, in conjunction, where practicable, with colleagues, both senior and junior. Although it has been agreed between the professions and the Department of Health that such duties will be performed, it is stressed that additional commitments arising under this sub-section are exceptional and in particular, that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.

During the absence of colleagues, any doctor may be approached and asked to undertake some out of hour’s duties, for which extra payment will be made. Claim forms relating to payment for this work, outside normal working hours, are available from the Medical Staffing Co-ordinator.

**6** **ALS COURSE**

The International Training Fellow can be part of the team managing cardiac arrest within the …… areas and therefore must attend an ALS course as soon as possible after starting, unless having recently attended such a course. Study leave and course fees will be paid for by the Trust.

**7 USEFUL NAMES**

|  |  |  |
| --- | --- | --- |
| Clinical Director (name of speciality ) |  | E mail |
| Clinical Lead ( name of speciality |  |  |
| MTI Lead (Trust) |  |  |
| MTI Lead (name of speciality) |  |  |
| Postgraduate Dean |  |  |
| Director of Medical Education |  |  |
| College Tutor |  |  |
| Medical Human Resources Adviser |  |  |
|  |  |  |

**8 ANNUAL LEAVE**

Leave must be planned in advance in line with the Department policy. You will be entitled to annual leave at par with the local trainees in any 12 month period.

Note: Because prospective colleague cover is provided it is necessary for the team to discuss together, at the beginning of their appointment, their plans for holidays so that these can be arranged at a time when cover can be provided.

**9 STUDY AND TRAINING**

The Education Centre is located …………..and has ………….. and a well stocked library with audiovisual facilities. There is a full time Librarian and ………….. The Librarian is able to obtain on loan, books and journals not available in the library.

The Trust runs various mandatory and non-mandatory training programmes which are advertised on ……………… You are encouraged to actively participate in the non mandatory training programmes on Audit, Root Cause Analysis, IT skills etc.

Study leave will be granted at par with the speciality trainees at the level at which you are appointed. Study leave up to the above limit is granted for appropriate training in keeping with your Personal Development Plan, and with approval of your Educational supervisor

If relevant to you, encouragement is given to take the MRCP exams or a Speciality Exit Exam if appropriate. Judicious use of study leave to achieve this is recommended.

Although this post does not have a training number and is not formally recognised for training by the Postgraduate Deanery, we have made a commitment to offer and support training and you will be assigned your own Educational Supervisor with whom you will have regular meetings to assess your progress with evaluation of your e-portfolio. You will attend Deanery training days at par with other trainees.

**Postgraduate Meetings**:

The International Training Fellow is expected to take an active part in postgraduate and departmental meetings and grand rounds.

**10 ACCOMMODATION:**

Single accommodation is normally available and married accommodation may be available – all at full rental charge. For further details please contact the Accommodation Officer

Name ………..

Tel………..

E mail ………………

**11 REHABILITATION OF OFFENDERS ACT 1974**

All medical posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Applicants for this post are therefore **not entitled** to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority.

The post that you are applying for involves access to children and/or vulnerable adults as defined by the Disclosure Barring Service. It will therefore be necessary to apply to the DBS. This post requires a satisfactory Disclosure check of the post holder.

Any information given will be completely confidential and will only be considered in relation to an application for positions to which the Order applies.

**12 SAFEGUARDING CHILDREN & VULNERABLE ADULTS**

The…….Hospital is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

**13 CONFIDENTIALITY, DATA PROTECTION & DATA QUALITY**

It is a requirement of employment within the………………..Hospital that all staff must comply with the obligation of confidentiality to personal identifiable information.

The Data Protection Act 1974/1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to uphold the principles of the Act, adhere to Trust policies and to maintain strict confidentiality at all times.

Under the fourth principle of the Data Protection Act (1998), all data collection staff have a responsibility to ensure that personal data is accurate. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and integrity in the recording of the Trust's data.

**14 HEALTH AND SAFETY**

All staff must be familiar with the Hospital Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining their own health and safety and others.

**15 RISK MANAGEMENT**

All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks that they encounter in their area of work.

**16 EQUALITY AND DIVERSITY**

Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.

**17 INFECTION CONTROL AND PREVENTION**

The Hospital is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

**18 WORKING TIME REGULATIONS**

The ‘Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1248 hours. Employees may choose to opt out by providing written notification as appropriate.

**19 CONFLICT OF INTEREST**

The Hospital is responsible for ensuring that the service provided for patients in its care meets the highest possible standard. Equally, the trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust’s Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Hospital. Staff are not allowed to further their private interests in the course of their NHS duties.