



JOB DESCRIPTION –Speciality Doctor in Community Paediatrics

Vision

The vision of **Central Manchester University Hospitals NHS Trust** is to be recognised internationally as leading healthcare; excelling in quality, safety, patient experience, research, innovation and teaching; dedicated to improving health and well-being for our diverse population.

Our Values

Pride

Dignity

Empathy

Respect

Consideration

Compassion

Profile

Central Manchester University Hospitals NHS Foundation Trust (CMFT), established in 2009, is a large teaching hospitals group. CMFT is the seventh largest provider of specialised services in England. The Trust is made up of the hospitals as shown below. The main campus, the Oxford Road site, is located two miles south of Manchester city centre and comprises the following hospitals:

- Manchester Royal Infirmary
- Saint Mary's Hospital
- Manchester Royal Eye Hospital
- Royal Manchester Children's Hospital
- The University Dental Hospital of Manchester
- Trafford hospitals, acquired in 2012, include Trafford Hospital, a general hospital situated in Urmston and two out-patient hospitals in Stretford and Altrincham.

The Trust also provides community services; adults and children's community services for central Manchester and children's community services for the whole of Manchester.

Each Hospital and Division within the Trust is led by a Clinical Head of Division and Divisional Director.

We aim to position the Trust as:

- The leading provider of tertiary and specialist services in the North West
- A prestigious internationally renowned centre for research and innovation
- An excellent district general hospital for the residents of central Manchester
- At the heart of the regeneration of Manchester
- The best place to train and work

And we are committed to:

Treating our customers safely, courteously and with dignity and respect

- Providing care and treatments for patients within state of the art facilities that are clean and free from infection
- Delivering care, treatment and advice that combines clinical excellence with the highest standards of patient safety, is based upon the best research and employs the latest clinical technologies
- Offering a unique range of services to the North West treating and managing the simplest to the most complex conditions and diseases



Introduction

We seek to recruit an experienced speciality doctor in community paediatrics to work for Central Manchester University Hospitals NHS Foundation Trust (CMFT). The posts available are 10PAs but those wishing to work a different number of PAs will be considered including job share options.

The successful candidate will join a dynamic, forward looking and well established team of consultant community paediatricians and Associate Specialists providing citywide community paediatric services across Manchester. The department works closely with other community health services including community children's nursing, health visiting, school nursing, physiotherapy, OT, speech and language therapy. It provides services in partnership the local authority, voluntary organisations and other agencies that provide health and social care to meet the health needs of local communities as well as with the hospital trusts providing acute health services across Manchester.

It is a very exciting time to work in Manchester. There are huge opportunities to review the model of care and service delivery as a result of devolution and integration of many services across the city.

Manchester Local Authority has a rising population, with a mid 2015 estimate of 530,000; including 106,060 children aged 0-15. The 2010 index of deprivation showed Manchester as the fourth most deprived Local Authority area in England.

Manchester is a challenging city in which to work. It has a relatively high infant mortality rate (4.6/1000 compared to 4.1/1000 across England). The city has a diverse population with an estimated 33% people identifying themselves as non white. Around 50% of school children are from a black or minority ethnic group and 42% of children are living in poverty.

Manchester has a high number of children who are looked after by the Local Authority, educational attainment is below the national average and the permanent exclusion rate from school is higher than the national average.

Central Manchester University Hospitals NHS Foundation Trust (CMFT)

Central Manchester University Hospitals NHS Foundation Trust is a major teaching Trust with six hospitals and local community services. Work is currently underway to create a single hospital service for Manchester, bringing together services at the Central Manchester site with those at Wythenshawe Hospital and North Manchester General Hospital.

The site is next to the campus of the Manchester Medical School and Manchester University.

The Royal Manchester Children's Hospital provides care to 220,000 out patients a year across a range of specialties including oncology, haematology, burns, genetics and orthopaedics. With 371 beds, it is the largest single site children's hospital in the UK. St Mary's Hospital for women and children on the same site has 224 beds for regional Genetics, Obstetrics and neonatology and Gynaecology.

Manchester Royal Infirmary has a bed complement of 686 catering for Acute Surgical and Medical Services to the primary population served by the Trust and in addition the Trust houses regional services in Cardiothoracic Surgery, Nephrology/Renal Transplantation and Haematology. Services on the central site including a large and busy Emergency Department, ITU and HDU.

Community Paediatrics

On 1st April 2011 community services were transferred into CMFT. Children's community services sit within the Division of Medicine and Community Services.

Children's community services are led by Nicola Marsden, Directorate Manager and Dr Lisa Kauffmann, Associate Clinical Head of Division. The community paediatric department provides citywide community paediatric service from three bases across the city.



Community Paediatric Staff Based in North Manchester

Dr A Ferguson	Consultant, special interest in neurodisability, designated doctor education
Dr J Hardy	Consultant
Dr M Rehka	Consultant, special interest in neurodisability, visual impairment.
Dr C Willey	Associate Specialist, Named Doctor for LAC, special interest in UASC, adolescence, sexual health
Specialty Trainee	

Community Paediatric Staff Based in Central Manchester

Dr L Kauffmann	Consultant, Associate Clinical Head of Division, special interest in palliative care
Dr R Bhatia	Consultant
Dr J Court	Consultant, Designated doctor safeguarding
Dr E Dierckx	Consultant, lead for Greater Manchester SUDC service
Dr A Reynolds	Consultant, lead for Adoption and Fostering
Dr L Redfern	Consultant, lead paediatrician. Special interest in immunisation and undergraduate teaching.
Dr A Kindleysides	Associate Specialist, Medical advisor for Adoption and Fostering

Community Paediatricians Based in South Manchester

Dr M McArdle	Consultant
Dr N Sherwood	Consultant, Designated doctor for LAC
Dr D-E Young	Consultant, named doctor safeguarding
Specialty Trainee	

The community paediatricians provide specialist paediatric services for Manchester children in clinics and health centres, as well as in children's centres, schools and patient's homes. Referrals are received from a wide range of sources including hospital and community health professionals and other agencies. Each senior doctor provides general services within a geographical area and also has a district and/or city-wide responsibility in his or her area of special expertise (e.g. child protection, adoption and fostering, immunisation, vision impairment, complex disability, palliative care). The citywide team includes designated doctors for child protection and looked after children and the lead for the Greater Manchester SUDC service. The consultants and associate specialists contribute to planning, organisation and management of services through a wide range of committees and working parties, both in health and multi-agency settings.

Specific requirements of the Post

We are looking a speciality doctor to join the department to replace retirement and relocation. The post holder will provide a locality based service to children in the area including assessment of children with developmental delay and disability, assessment of looked after children and children suffering suspected abuse, preparation of statutory reports for Social Services and Special Educational Needs, and attendance at review and planning meetings as required. Management duties include supervision of trainees.

The post will have the opportunity to contribute to the greater Manchester SUDC rapid response service. The opportunity is also available for an interested applicant to undertake the named doctor for safeguarding, or to develop a lead role in looked after children.

The department undertakes regular team job planning, and the successful applicant will be offered the opportunity over time to develop other lead roles as appropriate to the needs of the department and the interests and experience of the individual.

Applicants must be fully registered medical practitioners with a minimum of 2 year's experience in community paediatrics essential.

The appointee will be clinically and managerially responsible to the lead paediatrician, who reports to the associate Clinical Head of Division for integrated community children's services.



Office / Secretary

The appointee will have office space, access to computer facilities and appropriate secretarial support.

Research and Innovation

CMFT undertakes research in a diverse range of clinical areas and regularly recruits first global patients into clinical trials. We believe that clinical research is most successfully translated into improved care for patients through the combined efforts of patients, clinicians, scientists, industry and other partners.

We are dedicated to improving health and well-being for our diverse population. Research and innovation are central to our vision to be recognised internationally as a leading centre for healthcare provision.

Why work at CMFT?

Patients. Some 2.6 million people live in Greater Manchester, with demographics representative of all major developed world disease areas, ethnic groups and areas of considerable deprivation. Over one million patients per year are cared for across our eight hospitals and community services.

Location. Greater Manchester is in the top three UK regions for attracting industry studies, and is home to a large, diverse and stable patient population. CMFT is located at the heart of the largest clinical-academic campus in Europe.

Connections. We are intrinsically connected with The University of Manchester – through colocation, and our joint biomedical research strategy, appointments, and medical training programme.

With the University of Manchester we are one of seven partners in the Manchester Academic Health Science Centre (MAHSC), the only AHSC outside of Southern England; designated by the Department of Health, this is a quality stamp for the research we conduct. We host the National Institute for Health Research (NIHR) Clinical Research Network: Greater Manchester, and work closely with the Greater Manchester Academic Health Science Network and the Northern Health Science Alliance.

Quality of research. We are home to the NIHR / Wellcome Trust Manchester Clinical Research Facility (adults and children's), the NIHR Manchester Musculoskeletal Biomedical Research Unit and one of the NHS England 100K Genome Centres.

Infrastructure. We empower our staff to identify and assess unmet needs, and support them in working with industry and other partners to craft co-developed diagnostics, treatments and devices.

At CMFT, principal investigators work as part of a cross-functional team (divisional research managers, research nurses/midwives/coordinators, research office administrators, quality manager, innovation management service [TRUSTECH], etc.) dedicated to driving research and innovation.

Performance. We are continuously looking for ways in which we can improve delivery of our research studies. Over the past three years, we have significantly reduced the average time for study approval and first patient recruited (NIHR targets).

Research and Innovation Division reports directly to the CMFT Board providing timely decision making, as well as strategic oversight and assurance to the Trust Board in relation to the management and governance of all research activities within the Trust and in our collaborations and partnerships.

Our world-leading research facilities, and the provision of internal pump-priming grants, provide a first-class environment for translational research in a hospital setting.

Teaching and Training

A significant contribution will be expected of the appointees to the educational commitments of the department.



This will include teaching at both undergraduate and postgraduate levels. The appointees may have clinical supervisor responsibility for juniors working in community paediatrics.

Library facilities

The Hospital has its own library, and in addition the University library is located close by.

Clinical Audit and CME/CPD

Clinical Audit is a contractual requirement within the Trust and the appointee will be expected to participate in the clinical governance activities in the Directorate.

The Trusts supports appropriate CPD. It is expected that the appointee will avail him or herself of the opportunity for continuing medical education on a regular basis in the form of local, regional, national and international clinical meetings. The appointee will be expected to fulfil the CPD requirements as defined by the RCPCH.

Administration/Management

The new appointee will undertake administrative duties associated with the care of his/her patients and the running of the Department in collaboration with Consultant colleagues.

Information Technology

All employees are encouraged to pro-actively seek to work with the Trusts Information Technology resources, to exploit the full benefits of Information Technology in delivering improved patient care.

Appraisal / Maintaining Medical Excellence

There is an agreed annual appraisal process for Medical staff which the appointees will be expected to adhere to.

The Trust is committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues (Chief Medical Officer, December 1996). All medical staff, practising in the Trust, should ensure that they are familiar with the procedure and apply it.

Risk Management

The Trust has a Risk Management Strategy. All Consultant Medical Staff are required to adhere to the principles and practices contained therein.

Administration

The appointee will share the responsibility with the other clinicians in contributing to the management within the employing organisation's structure. Act as custodian of data under the Data Protection Act and custodian of stored samples. Service and administrative duties on various committees.

Communication

Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.

Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

Confidentiality

Information relating to patients, employees and business of the employing body must be treated in the strictest confidence.

Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy (Freedom of Speech policy).



Codes of Professional Conduct

Staff are required to abide by the professional code of conduct relevant to their governing body

Policies

It is the responsibility of staff to be familiar with the CMFT Trust policies that affect them, and work within the scope set out in them. These can be found on the CMFT Intranet site.

Indemnity

The Trust will cover all medical staff for NHS work under NHS Indemnity. The Trust is required to encourage medical and dental staff to ensure that they have adequate defence cover for any work which does not fall within the scope of the Indemnity Scheme. Any private practice undertaken on NHS premises must be covered by subscription to a medical defence organisation.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Privacy & Dignity & Respect and Equality of Opportunity

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

UK Visas and Immigration

Applicants should be aware that regardless of country of origin, their ability to communicate in written and spoken English to the standard required to carry out the post will be assessed during the selection process.

Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications.

www.ukba.homeoffice.gov.uk/visas-immigration/working/tier2/general/

Induction and Development Reviews

All medical staff are required to undertake the Trust Induction as soon as possible after commencing work. They are also expected to have a local induction to their place of work which will be undertaken by their line manager or nominated person and sent to Learning & Development for record keeping.

Major Incident or Civil Unrest

In the event of a major incident or civil unrest all trust employees will be expected to report for duty on notification. All Trust employees are also expected to play an active part in training for and preparation or a major incident or civil unrest.

General Requirements and Conditions of Service

- a) Appropriate training and experience in Community Paediatrics and an interest in teaching are essential.
- b) The Trust supports CPD according to College guidelines and the post holder will be expected to fulfil College requirements for CPD with both time and financial support from the Trust.
- c) Candidates should have an understanding of NHS management responsibilities of Consultants and be able to demonstrate how they perceive the management role in this post.



- d) The person appointed to this post will be responsible for providing a service within the resources allocated by Central Manchester University Hospitals NHS Foundation Trust.
- e) The post holder will only develop those services which Purchasers can fund and which have been discussed and agreed with the Executive Committee.
- f) The appointee will carry out the duties of the post within the policies agreed by the Trust, e.g. Health and Safety at Work, Control of Infection, Training of Junior Staff, Continuous Quality Improvements Programme etc.
- g) The appointment will be subject to satisfactory Criminal Records Bureau Check.

Terms and conditions of service

The appointee will be required to maintain General Medical Council (GMC) full and specialist registration with a licence to practise and revalidation, and should follow the GMC's *Code of Good Medical Practice*.

The appointment will be covered by the National Health Services Terms and Conditions of Service for Hospital, Medical and Dental Staff (England and Wales) and the General Whitley Council Conditions of Service.

Further Information

To make arrangements to visit the Trust, or discuss the post further, interested candidates are invited to contact:

Dr Lisa Kauffmann, Associate Clinical Head of Division and Consultant in Community Paediatrics
0161-248 1244 lisa.kauffmann@cmft.nhs.uk

Dr Lisa Redfern, Clinical Director, Community Paediatrics
0161-248 1217 lisa.redfern@cmft.nhs.uk

Tracey Cliff, Secretary - 0161-248 1244



Example 10 PA JOB PLAN 1 –Speciality doctor in Community Paediatrics

Day	Time	Location	Work	Code	PA's
Monday	09:00-13:00	Community clinic	Locality Clinic	C2	1.0
	13:00-17:00	Base	Clinical admin	C11	1.0
Tuesday	09:00-13:00	Flexible	Home visits/ multidisciplinary meetings/school visits/ children's centres etc	C1,5,7	1.0
	13:00-17:00	½ Moss Side HC ½ Base	Child Protection Clinic Clinical admin	C2 C11	1.0
Wednesday	09:00-13:00	Base	Doctors management meeting/ CPD/ Audit/ teaching/	SPA	1.0
	13:00-17:00	Community Clinic	Locality clinic	C2	1.0
Thursday	09:00-13:00	½ Special school or LAC ½ Base	Clinic Lead role	C2 SPA	0.5 0.5
	13:00-17:00	Base	Clinical admin	C11	1.0
Friday	09:00-13:00	½ Base ½ Variable	Locality clinic Lead role	C2 SPA	0.5 0.5
	13:00-17:00	Clinical admin	Base	C11	1.0
Saturday					
Sunday					
Additional agreed activity to be worked flexibly.	SUDC service:.	If candidate contributes to SUDC work job plan will be amended accordingly			
Predictable emergency on-call work					
Unpredictable emergency on-call work					
TOTAL PA's					10

Programmed Activity	Number
Direct clinical care (including unpredictable on-call)	9
Supporting professional activities	1.0
Other NHS responsibilities	
External Duties	
TOTAL PROGRAMMED ACTIVITIES	10



PERSON SPECIFICATION – Speciality Dr in Community Paediatrician

Requirements	Essential / Desirable	Method of Assessment
Qualifications and Training		
MBChB or equivalent	Essential	Curriculum Vitae
MRCPCH	Essential	Curriculum Vitae
Higher Qualification MSc, MD	Desirable	Curriculum Vitae and Certificates
Completion of basic training	Essential	Curriculum Vitae
For SD equivalent experience would be acceptable Basic requirement for SD is 4 yrs postgrad experience or equivalent part time/flexible training with at least 2 years' experience in speciality training programme in relevant specialty or equivalent experience and competencies		
Teaching and Audit		
Teaching medical students	Essential	Interview
Experience of Audit	Essential	Curriculum Vitae and Interview
Some experience of Teaching junior medical staff	Essential? Desirable and will be supported to develop this further in post	Curriculum Vitae
Academic Achievements and Research		
Publications in recognised journals	Desirable	Curriculum Vitae and interview
Interpersonal Skills		
Excellent organisations skills	Essential	Interview, References and Presentation
Excellent communication skills	Essential	Interview, References and Presentation
Developed leadership skills	Desirable	depending on level of experience will be given support to develop these
Other Requirements		
Full registration with the GMC (or eligible for full registration) and licensed to practice	Essential	Curriculum Vitae and Certificates
Completed by Dr L Kauffmann, Associate Clinical Head of Division		