



**WORKFORCE DEPARTMENT
GIBRALTAR HEALTH AUTHORITY
ST BERNARD'S HOSPITAL**

Job Description

Job Title: Clinical Fellow in A&E

Accountable to: Consultant in A&E

Reports to: Medical Director, Gibraltar Health Authority

JOB SUMMARY AND DEPARTMENTAL INFORMATION

This post will be a GHA appointment in the Accident and Emergency Department at St Bernard's Hospital.

FACILITIES

The Accident and Emergency Department is located on the ground floor of Zone 1.

The department is divided into the different areas:

- Majors area
- Observation Bays – 1
- Isolation area - 1
- Minors Injuries Unit
- Resuscitation Unit – 2 beds
- Doctor's Clinic

The department runs in an orthodox manner with nurse triage and allocation of care dependent on patient needs. Minors unit being manned by the nursing staff.

The A&E medical staff is responsible for majors, resuscitation, isolation and observation areas. Overseeing the work of the minors unit.

There are referral arrangements with all specialties. Mainly with the Clinical Fellows for the different disciplines although there is direct referral to some consultants for

some specialties. Referral patterns may vary between working hours and out of hours on-call.

THE POST

The Clinical Fellow provides the non-consultant support for this department and is accountable to the A&E Consultant. The successful candidate will in conjunction with the rest of the A&E staff ensure continuity of care.

CLINICAL RESPONSIBILITIES

The successful candidate will play an important role in the day to day work associated with the care of patients and with the reporting and the running of this department.

- Responsible for the provision of initial care and assessment of all patients attending the department.
- Responsible for where appropriate, to arrange initial investigations, undertake procedures when competent to do so and refer patients to inpatient teams.
- Patient resuscitation will be assisted by the active cardiac arrest team.
- Expected to adhere to Departmental policies and objectives.
- Supervision and care of patients admitted to the observation area.
- Consultation with other departments and referral to specialist departments.
- Attendance at A&E follow up clinics.
- The post holder is responsible for the initial management and admission of all paediatric cases during out of hours, with support from the Consultant Paediatricians.
- Undertakes, exceptionally to be available for such irregular commitments outside normally rostered duties as are essential to continuity of patient care.
- In the event of a major incident or disaster the Clinical Fellow would, if contactable, be expected to attend the department immediately whether on or off duty.
- Appropriate investigation and treatment should be initiated as per the unit protocols and standard clinical practice. Any concerns should be raised with the consultant/clinical director.

- All clinical investigative results should be reviewed, checked and recorded in the clinical notes.
- Liaises with Bed manager on the transfer and admission of patients.
- The 9-week rolling duty rota incorporates CPD time and Annual Leave within it.
- To undertake any other reasonable duties and responsibilities as requested by GHA Management or Medical Director.

COMMITMENT TO MEDICAL CONTINUOUS TRAINING AND DEVELOPMENT

- The GHA recognizes the value of continued medical training and development. Central to this is an annual developmental appraisal of all GHA medical staff.
- Appraisals are performed by Wessex Deanery, recognized by the General Medical Council.
- The Professional Development Plan (PDP) will be central to development of the Clinical Fellow and will guide their training and development.
- Clinical Fellow development will be measured against the PDP – Process overseen by the Clinical Tutor. This will be done on a quarterly basis.
- Proof of attendance will have to be provided on return from conferences attended and Clinical Fellow will be expected to present at CME meetings.
- It is expected that Clinical Fellow s attend regularly the weekly CME session and audit meetings. Clinical Fellow s to take an active role in these.
- Expected to demonstrate initiative in clinical presentations.
- Teaching will be a central element of daily work.
- Expected that a log of any clinical and surgical interventions will be kept by the Clinical Fellow and this will form part of the process of continued professional development.
- To undertake any other reasonable duties and responsibilities as requested by GHA Senior Management.

ANNUAL LEAVE, STUDY LEAVE AND ABSENCES

- A notice period of 6 weeks is required for study leave requests.
- Annual Leave is built in to the duty roster.
- The Clinical Fellow has responsibility of informing all relevant departments and the Call Centre of any significant changes.
- The post allows 10 days of approved study leave annually. All study leave will need to be recommended by the Consultant and will be required to be appropriate to the work of the unit and consistent with the PDP.
- Clinical Fellows will be expected to provide an educational session for colleagues within the unit on his/her return from the course/conference.

PROFESSIONAL DEVELOPMENT

The successful candidate must be prepared to undertake any necessary training, if required by the GHA. Due to the level of contact with all members of the public and GHA users, courtesy and responsiveness is essential.

LEGAL CONTRACTUAL OBLIGATIONS

Clinical Fellows will be employed under the terms and conditions of the general orders as directed by the Government of Gibraltar and the GHA.

Due to the transformational agenda the GHA is going through, it is likely that the responsibilities of this post will evolve over time. The duties of the post holder will be subject to regular/appraisal and any amendments will be made in consultation and agreement with the post holder.

CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Official Secrets Act 1911 and 1920.

HEALTH & SAFETY

Employees must be aware of the responsibilities placed on them under the management of Health and Safety at Work Regulations to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigations undertaken.

CONFLICT OF INTEREST

The Gibraltar Health Authority is responsible for ensuring that the service provided for patients in its care, meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. Staff are not allowed to further their private interest in the course of their GHA duties.

SMOKING POLICY

It is the policy of the GHA to promote health. Smoking is actively discouraged and is prohibited in all areas of the GHA.

DATA PROTECTION

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act.

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Job description Agreement

This agreement confirms that this Job Description is agreed as being an accurate reflection of the current main duties and responsibilities of the post.

**Signature of
Post-holder.....**

Date.....

**Signature of
Relevant Head of Department.....**

Date.....

First Review Date.....

Review Date: Yearly.....

PERSON SPECIFICATION
CLINICAL FELLOW IN A&E

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications	• MBBS or equivalent. • Registered or eligible for registration with the UK GMC • UK ST3+ level experience in EM or equivalent • ALS, ATLS and PALS or equivalent	• Postgraduate qualifications such as MRCEM, MRCP, MRCS, EBEEM, or FRCEM • Exposure in Intensive Care Medicine, Acute Paediatrics, Acute Medicine, ICU
Clinical Experience	• Ability to offer expert clinical opinion on a range of problems relevant to the practice of emergency medicine • Ability work independently or with distant supervision • Expertise in management of major trauma	• Expertise in procedural sedation • Advanced airway and critical care skills
Management and Administrative Experience	• Experience of audit • Ability and willingness to work within the GHA's performance framework and targets	
Teaching Experience	• Experience of supervising junior doctors and other staff • Ability to teach clinical skills	• Instructor status in one or more advanced life support programmes is desirable.
Research Experience	• Ability to apply research outcomes to clinical problems • Ability to critically appraise published evidence	• Publications in peer-reviewed journals

Other Attributes	• Ability to work in a team so as to share clinical responsibility and, in particular, to work a shift pattern and work well with existing staff • Good interpersonal skills • Enquiring, critical approach to work • Caring attitude to patients • Ability to communicate effectively with patients, relatives, GPs, nurses and other agencies • Commitment to Continuing Medical Education and the requirements of Clinical Governance and Audit • Willingness to undertake additional professional responsibilities with other Government Departments • Willing to undertake further training as and when required	
Standards	• Thorough knowledge and understanding of 'Good Medical Practice' (GMC) or equivalent	
Police Check	• Satisfactory CRB check	
General health	• Satisfactory GHA health screening prior to appointment	