

CONSULTANT CONTRACT

JOB PLAN

NAME _____

SPECIALTY _____

PLEASE NOTE THIS IS INTENDED AS A GUIDE ONLY. AN FORMAL JOB PLAN WILL BE DEvised WITH THE SUCCESSFUL CANDIDATE TO TAKE ACCOUNT OF PERSONAL INTERESTS AND SPECIALTY INTERESTS.

PLEASE NOTE THAT THE CONSULTANT SURGEONS RUN A 4 WEEK ROLLING ROTA OF ACTIVITY. (HENCE THE 'BUSY' JOB PLAN)

PLEASE NOTE THIS JOB PLAN IS BASED ON A 10 PA + 2EPA (48 HOURS) CONTRACT. SHOULD THE SUCCESSFUL CANDIDATE WISH TO HAVE A 10PA (40 HOURS) CONTRACT THEN THIS WILL BE AMENDED.

MODEL JOB PLAN FORMAT



Name: _____ **Speciality:** General Surgery

Date Apptd to Grade: _____ **Principal Place of Work:** Belford Hospital

Contract: Full Time **Programmed Activities:** 10 EPAs 2

Availability Supplement: None / Level 1 / Level 2 (delete as appropriate)

Premium Rate Payment Received: 8 %

Managerially Accountable to: Clinical Director

Responsible for: Clinical management of general Surgery patients in Belford Hospital. On call (1:4 weekends 1 in 3 - 4 weekdays) at Belford Hospital.

a) Timetable of activities which have a specific location and time

DAY	HOSPITAL/ LOCATION	TYPE OF WORK
Monday From / To	8.30 - 9.30 am 9.30 - 9.30 - 1pm 10 - 1.30 1.30 - 4.30 1.30 - 4.30 1.30 - 2pm 4.30 - 5pm	Combined 'board round' followed by ward round Complete WE on call work then Handover & Off (1 in 4) Trauma clinic (1 in 3) New OPA (1 in 4) Endoscopy (1 in 4 - 1 in 2 depending on interest / speciality) Return OPA (1 in 4) TRAWL Meeting (where possible) Ward round and handover.
Tuesday From / To	Off 8.30 - 9.30 am 9 - 5pm 9.30 - 1pm 9.30 - 1pm or 2 - 4.30pm 2 - 5pm 4.30 - 5pm	Off following WE on call (1 in 4) Combined 'board round' followed by ward round (3 in 4) Theatre (1 in 4) Local anaesthetic list (1 in 4) Joint OPA with physician (dependent on speciality & interest) (1 in 4) Admin, audit and ward work (2 in 4) Ward round and handover.
Wednesday From / To	7.50 - 8.30 8.30 - 9.30 am 9 - 5pm 9.30 - 1pm 10 - 1.30 2 - 4.30 2 - 4.30 4.30 - 5pm	Teaching (1 in 6) Combined 'board round' followed by ward round Theatre (1 in 4) Trauma clinic (1 in 4) New OPA (1 in 4) Return OPA (1 in 4) Ward work / Teaching (2 in 4) Ward round and handover.
Thursday From / To	8.30 - 9.30 am 9 - 5pm 9 - 1pm 9 - 5pm 4.30 - 5pm	Combined 'board round' followed by ward round Theatre (1 in 3 - 1 in 4) Teaching & Educational supervision. Ward Work and Admin (2 in 3 - 3 in 4) & Opportunity to develop other interest Ward round and handover.
Friday From / To	7.50 - 8.30 8.30 - 9.30 am 9.30 - 1pm 12.30 - 2pm 2 - 4pm 4.30 - 5pm	Teaching (1 in 6) Combined 'board round' followed by ward round Endoscopy (1 in 4 - 1 in 2 depending on interest / speciality) Postgraduate Meeting (rotating programme) weekly GI MDT Ward round and handover.
Saturday From / To	8.30 - 10 am 10 - 2.30pm	Combined 'board round' followed by ward round (1 in 4) Admin & Receiving (1 in 4) On call WE (1 in 4)
Sunday From / To	8.30 - 10 am 10 - 2.30pm	Combined 'board round' followed by ward round (1 in 4) Admin & Receiving (1 in 4) On call WE (1 in 4)

MODEL JOB PLAN FORMAT

b) Activities which are not undertaken at specific locations or times

Administration for surgical and A&E patients at the Belford including discharge summaries, and interpretation of results.

Other admin and management if interested / required

Non-fixed teaching sessions running concurrently with direct clinical care

Supervision & training of junior doctors & nursing staff in A&E, Wards, Theatre.

Supervision and training of students;

On placement from Edinburgh and Aberdeen.

On Elective from all over the world

Management and committee meetings

To participate in the general management and development of the service as agreed with the Clinical Director.

To help develop business cases for departmental innovations.

Research and audit

Audit - both personal and supervision of junior audits.

To ensure that clinical services are efficiently administered

Maintenance of CPD

Participate actively in clinical governance

Discussions around visiting Surgical service to Skye once per month for 2 days with 3 sessions of operating and endoscopy and 1 afternoon outpatient clinic (1 session) per month. Also ½ a session of administration reviewing results and dictating letters to patients and GP.

There is the possibility of setting up links with one of our tertiary referral centres - to maintain specialty skills etc. (This link is already in place)

Attendance at Specialist units to maintain skills in Trauma and Orthopaedics, Paediatric Surgery, Neurosurgery, Obstetrics and Gynaecology for 1 – 2 weeks each year.

Teaching on College Basic Surgical Skills Courses and ATLS courses through the Royal College of Surgeons (If personal interest)

Examining of Medical Students and Night Nurse Practitioners on behalf of the Universities of Aberdeen (and others) 2-3 times per year (If interested)

c) Activities during Premium Rate Hours of Work e.g. hours outwith 8am-8pm Monday to Friday

Belford Hospital Saturday receiving ward rounds & work related to on call (6 hrs x 13 per year)

Belford Hospital Sunday receiving ward rounds & work related to on call (6 hrs x 13 per year)

Belford Hospital Receiving work as per weekday on call (1 in 3 - 4)

d) Extra programmed activities – see separate contract and schedule

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Direct Clinical Care	All at Belford.	
Emergency duties (including emergency work carried out during or arising from on-call) (refer to Section D, 4.7)	Receiving ward rounds and emergency duties. 1 in 4 weekends, 1 in 3 - 4 weekdays with prospective cover.	All run concurrently but will not exceed 12 sessions.
Operating sessions	Average of 2 sessions a week. 1 minor ops list a month.	
Pre and post operative care	All care related to operating lists.	
Ward rounds	Daily 'board round' followed by ward round - morning (av 1 hr / day) Evening ward round and handover 1/2 hour a day.	
Outpatient clinics	1 new and 1 return clinic every 2 weeks. 1 Joint clinic every 4 weeks (if interest)	
Clinical diagnostic work	Endoscopy - 1 list per 2 weeks (more if subspeciality interest)	
Other patient treatment	Discussions around visiting Surgical service to Skye once per month for 2 days with 3 sessions of operating and endoscopy and 1 afternoon outpatient clinic (1 session) per month. Also ½ a session of administration reviewing results and dictating letters to patients and GP. There is the possibility of setting up links with one of our tertiary referral centres - to maintain specialty skills etc. (This link is already in place)	

MODEL JOB PLAN (cont'd) - Name: _____ **Speciality:** _____

Type of activity	Description of activity including when and where activity is conducted	Average number of hours spent on each activity per week including travel where appropriate
Direct Clinical Care (cont'd)		
Public health duties		
Multi-disciplinary meetings about direct patient care	Every Friday (2 hours) GI MDT if interest. Internal M&M between specialities. (1 & 1/2 hours monthly)	
Administration directly related to patient care (e.g. referrals, notes complaints, correspondence with other practitioners)	All admin related to patient care at Belford	
On-site medical cover	1 in 4 on call for 24 hours as per rota. Daily cover for own patients. Daily ward and A&E supervision	
Any other work directly linked to the direct clinical care of NHS patients		
Total Direct Clinical Care Activities		

MODEL JOB PLAN (cont'd) - Name: _____ **Speciality:** _____

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Supporting Professional Activities		
Continuing professional development	Personal as agreed with clinical director.	
Teaching and training	Teaching of students and juniors. Both formal sessions and informally on wards / A&E etc.	
Management of doctors in training	Opportunity to become supervisor for students.	
Audit	Audit - both personal and supervision of junior audits.	
Job Planning	Standard allowance	
Appraisal	Standard allowance	
Revalidation	Standard allowance	
Research		

MODEL JOB PLAN (cont'd) - Name: _____ **Speciality:** _____

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Supporting Professional Activities (cont'd)		
Contribution to service management and planning	Consultant meetings Postgraduate meetings Service development	
Clinical governance activities	Personal and group. Consultant Meetings. As per clinical Director	
Any other supporting professional activities	Non DCC administration	
Total Supporting Professional Activities		

MODEL JOB PLAN (cont'd) - Name: _____ **Speciality:** _____

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Additional responsibilities (i.e. duties of a professional nature carried out for or on behalf of the employer or the Scottish Executive which are beyond the range of the supporting professional activities normally expected of a consultant)		
Caldicott guardian		
Clinical audit lead		
Clinical governance lead		
Undergraduate and postgraduate deans		
Clinical tutors		
Regional education advisers		

MODEL JOB PLAN (cont'd) - Name: _____ Speciality: _____

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Additional Responsibilities (cont'd)		
Formal medical management responsibilities		
Other additional responsibilities		
<i>Total Additional Responsibilities</i>		

MODEL JOB PLAN (cont'd) - Name: _____ **Speciality:** _____

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Other external duties (i.e. work not directly for the NHS employer, but relevant to and in the interests of the NHS)		
Trade union and professional association duties		
Acting as an external member of an advisory appointments committee		
Undertaking assessments for NHS Education for Scotland, NHS Quality Improvement for Scotland or equivalent bodies		
Reasonable quantities of work for the Royal Colleges in the interests of the wider NHS		
Work for the General Medical Council or other national bodies concerned with professional regulation		

MODEL JOB PLAN (cont'd) - Name: _____ Speciality: _____

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Other external duties (cont'd)		
NHS disciplinary procedures and NHS appeals procedures		
Other external duties		
<i>Total Other External Duties</i>		

MODEL JOB PLAN (cont'd) - Name: _____ **Speciality:** _____

<p>Facilities and Resources</p> <p>Details of the facilities and resources necessary to support delivery of the consultant's duties and objectives for all programmed activities</p>	
<p>Staffing support</p>	<p>Medical secretarial support</p>
<p>Accommodation</p>	<p>Office (may be shared)</p>
<p>Equipment</p>	<p>Personal computer Telephone Digital dictaphone</p>
<p>Any other identified resources necessary.</p>	

MODEL JOB PLAN (cont'd) - Name: _____ **Speciality:** _____

Objectives may cover personal development needs, training goals, organisational issues, CME and CPD e.g. acquisition / consolidation of new skills and techniques.

Objective	How objective will be met and resources required	Timescale
1.		
2.		
3.		
4.		
5.		