

Consultant: Job Description

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| Post Title: | Consultant Occupational Physician |
| Directorate/ Department: | Occupational Health services, People Directorate |
| | Trust Headquarters |
| Grade | Consultant |
| PAs Per Week: | 10 PAs, no on-call |
| Accountable to: | Head of Occupational Health Services (Lead Consultant Occupational Physician) |
| Main Purpose: | <p>The post holder will take part in delivering the Occupational Health Service to UHS and the external clients. The role of occupational physicians in our service is to give high quality and timely occupational health advice to employers, employees and other stakeholders that</p> <ul style="list-style-type: none"> • Prevents work-related ill-health, • promotes and maintains good health and work/working conditions, • facilitates a return to work and rehabilitation after illness or injury, • enables the retention of employees with disability or health conditions • encourages education, research and evidence-based practice in occupational medicine |
| Key Working Relationships: | <p>Close working relationships with the multidisciplinary Occupational Health team including,</p> <ul style="list-style-type: none"> • Other consultant occupational physicians • Operations Manager • Speciality trainees • Case managers and occupational health nurses • Clerical staff <p>Outside Occupational Health, the post-holder will interact with other stakeholders including,</p> <ul style="list-style-type: none"> • Human Resources - advisers and business partners • Line managers • Health and Safety team • Infection Prevention and Control team • Unions and other staff representatives • Other stakeholders in the health and wellbeing agenda: physiotherapists, dieticians, clinical psychologists etc. |
| General Duties: | <p>Clinical activities</p> <ul style="list-style-type: none"> • Pre-placement occupational health assessments • Intra-employment assessments, including advising on fitness for work and rehabilitation following management referral or self-referral. The post holder will have a direct clinical caseload and will also support the OH nurses, case managers and speciality trainees with their casework, transferring patients between the members of the OH team according to clinical and Operational needs. The post-holder will work within the model of our case management programme for managing long-term absence. • Management of sharps and contamination incidents • Support OH nurses in their activities which include immunisation programme, prevention of transmission of infection, contact tracing and management of sharps and contamination incidents • Advising on assessment and management of health risks in the workplace • Advising on the assessment and management of environmental risks • Policy writing – shared with other consultants |

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| | <ul style="list-style-type: none"> • Attending trust-wide committee meetings – shared with other members of the team • Be the nominated clinical lead for internal and external contracts and health surveillance programmes – shared with other consultants • Share clinical governance activities including clinical audits with the team members • Share the work to support the Staff Health and Wellbeing Strategy <p>Other activities include</p> <ul style="list-style-type: none"> • Teaching and clinical supervision of speciality trainees in Occupational Medicine. The post-holder will be expected to maintain or work towards achieving competencies as a clinical supervisor. Also, this might include participating in undergraduate teaching of medical and other healthcare students where opportunities arise. • Supporting the education and training of OH nurses and case managers • Presentations to managers on a variety of health and safety and wellbeing topics as needed e.g. health surveillance. • Contributing to clinical governance activities and the SEQOHS accreditation process. <p>Presently most of the clinics and clinical work are based at the University of Southampton Hospital site but as new external contracts are acquired, the post-holder may be required to undertake clinical work at other sites according to the needs of our clients. The post-holder will be expected to be flexible within the broad parameters of the job plan.</p> |
| <p>Departmental Working Relationships</p> | <p>The OH department functions as a multi-disciplinary team. We are mutually supportive and non-hierarchical in our approach. Clinical work is shared according to the complexity of cases and Operational needs to maximise efficiency and good governance.</p> |
| <p>Departmental Staffing Structure</p> | <p>The Occupational Health Service sits within the People Directorate, Trust Headquarters Division.</p> <p>The Head of the Occupational Health Service and Lead Consultant Occupational Physician is Dr Chandrakant (Chandra) Mutalik. He is accountable to the Chief People Officer (Steven Harris), who is accountable to the Chief Executive at the Board level.</p> <p>Other medical staff:</p> <ul style="list-style-type: none"> • Dr Angela Skidmore, Consultant Occupational Physician, Lead for Education and Training in Occupational Health • Speciality Trainees – 1 Full-time and 1 Part-time (Honorary) • There are indirect working relationships with the members of the MRC/ARC national centre for musculoskeletal health and work, and statisticians. <p>Nursing and Operational team</p> <ul style="list-style-type: none"> • Denis Vaughan (Operations Manager) – accountable to the Head of OH • Senior/Lead Occupational Health Nurse – accountable to the Head of OH • 6 Case managers (occupational health advisors), who take a share of the clinical referrals within our Return2Health rehabilitation service • 8 OH nurses who primarily undertake pre-placement screening and immunisations • 1 Occupational Health technician who runs the health surveillance programmes (the post-holder will be expected to supervise these programmes to maximise compliance and impact) |

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| | <p>Other OH practitioners</p> <ul style="list-style-type: none"> • 3 wellbeing practitioners, who run the LiveWell interventions such as health checks, smoking cessation support and exercise and activity management • 1 Accessibility and Disability Advisor <p>Support team: comprising of an IT systems technician, Personal Assistant to consultants, business/finance officer and 3 OH administrators</p> <p>Psychological services:</p> <ul style="list-style-type: none"> • A combination of the in-house expert team of clinical psychologists and an outsourced Employee Assistance Programme. Psychological services are managed by the newly established Organisational Development (OD) function in conjunction with Occupational Health. • A consultant psychiatrist (Professor on addictions psychiatry) does ad-hoc clinic sessions within occupational health. <p>Other resources:</p> <ul style="list-style-type: none"> • The staff physiotherapist is part of our Return2Health rehabilitation programme. S/he is located in the physiotherapy department. • We work closely with a nominated dietician to provide nutrition, healthy eating and weight management advice. |
| Management Duties | <p>The post holder may have to lead nominated internal and external contracts. S/he may have to take responsibility for the delivery and development of the clinical aspects, including medical input to clinical caseload (own cases plus supporting the OH nursing team), performance against the contract Key Performance Indicators, and for developing systems and relationships within the resources allocated, ensuring excellent client satisfaction. There may be the need to manage other specific income generation contracts depending on the expanding workload of the service.</p> |
| Review | <p>This job description and job plan will be reviewed each year by the post-holder and the Head of Occupational Health Service (or nominee). Local mediation and appeal procedures will be followed in the event of any disagreement over proposed changes to the job plan.</p> <p>In accordance with Schedule 3 of the Terms and Conditions of Service for Hospital Medical and Dental Staff, the Job Plan includes a schedule of Programmed Activities setting out how, when and where the post holders duties and responsibilities will be delivered.</p> <p>A standard full-time Job Plan will contain 10 Programmed Activities subject to the provisions for recognising emergency work arising from on-call rotas and the provisions in Paragraph 7.6 to agree up to two extra Programmed Activities. Subject to the provisions for recognising work done in Premium Time, a Programmed Activity has a timetable value of four hours. Each Programmed Activity may include a combination of duties.</p> <p>It is recognised that the work programme for any new consultant taking up post will take time to settle into a regular pattern. Therefore, the job plan will be reviewed in discussion with the Head of occupational health after 3 months. This will be completed as part of the Job Plan review for all existing consultants related to this post to allow integration of job plans across the Service.</p> |
| Other Duties | <p>From time to time it may be necessary for the post holder to carry out such other duties as may be assigned, with the agreement, by the Trust. It is expected that the post holder will not unreasonably withhold agreement to any proposed changes.</p> |

PROPOSED JOB PLAN FOR CONSULTANT OCCUPATIONAL PHYSICIAN

10 Programmed Activities (PA): 8 Direct Clinical Care (DCC) and 2 Supporting Professional Activities (SPA)

| Activities | Category | Details |
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| Clinic | DCC | Face-to-face and remote (telephone/video) clinics |
| Clinical Admin | DCC | Admin to support clinic work |
| Other OH duties | DCC | Case discussion and support to OH nursing team, workplace visits, meetings with Infection Prevention, Health & Safety or managers etc |
| SPA | SPA | Research, CPD, audits, appraisal, service reviews, teaching and clinical supervision etc |
| ON calls (Out of Hours) - None at present | | |

PROPOSED WEEKLY TIMETABLE

| Day | Time 08:00 to 16:00 | Details |
|------------------|------------------------|--|
| Monday | AM | Clinic |
| | PM | SPA (1) |
| Tuesday | AM | Clinic |
| | PM | Clinical Admin and other OH duties SPA (0.5) |
| Wednesday | AM | Clinic |
| | PM | Clinic or Admin and other OH duties SPA (0.5) |
| Thursday | AM | Clinic |
| | PM | Clinical Admin and other OH duties |
| Friday | AM | Clinic |
| | PM | Clinical Admin and other OH duties |

It is recognised that the new consultant taking up post will take time to settle into a regular work pattern and may require flexibility with the job plan. The job plan can be discussed and reviewed after three months to accommodate the individual's training and service needs.

NOTIFICATION

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

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| <p>Duty of Care</p> | <p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge or resources place patients at risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p> |
| <p>NHS Standards of Business Conduct and Professional registration</p> | <p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All Medical and Dental staff must work within the guidelines of the “General Medical Council Guide - Good Medical Practice”.</p> <p>This post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff.</p> <p>Postholders must hold appropriate registration with the General Medical Council.</p> |
| <p>Living our values every day</p> | <p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> 1. Patients First 2. Always Improving 3. Working Together <p>These values are about us all helping each other to deliver a great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p> |
| <p>General Provisions</p> | <p>Subject to the provision of the Terms and Conditions of Service, the post holder will be expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the professional and clinical managers, and to follow the standing orders and financial instructions of the Trust.</p> <p>In particular, where the post holder manages employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures. The post holder will be expected to</p> |

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| | <p>make sure that there are adequate arrangements for hospital staff involved in the care of his/her patients, to be able to contact him/her when necessary.</p> <p>All medical and dental staff employed by the Trust is expected to comply with its Health and Safety policy and procedures.</p> <p>The post holder will be responsible for the training and supervision of Junior Medical staff that work with him/her and will devote time to this activity on a regular basis. The appropriate post holder will be named in the contract of Doctors in Training Grades as the person responsible for overseeing their training and as the initial source of advice to such doctors on their careers.</p> |
| Residence | The post-holder should be able to travel to meet the needs of the post and his/her private residence must be maintained in contact with the public telephone service. |
| Secretarial Support and Office Accommodation | Both secretarial support and office accommodation will be available and you will be provided with an individual personal computer with internet access via the internal server. |
| Information Systems | <p>Access to hospital information systems including Pathology and Radiology results will only be granted after attendance on a training course and only if needed for clinical work.</p> <p>Attendance on the Ward Results Training course is mandatory before access to the system can be granted. Staff who log in to hospital information systems where there is no authority to do so will face disciplinary action.</p> |
| Health and Safety: | Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare |
| Infection Prevention and Decontamination of Equipment: | All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients. |
| Child Protection/Safeguarding | All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks. |
| Confidentiality | <p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p>Any employee who willfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p> |
| Mental Capacity Act 2005 | <p>All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role.</p> <p>It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing</p> |

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| | adherence to our legal obligations and ensuring we put the needs of our patients first |
| Sustainability | Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network. |
| Last Updated | May 2021 |