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**CONSULTANT in Clinical Genetics**

**JOB DESCRIPTION AND PERSON SPECIFICATION**



Our **mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

Our **vision** is for Bristol, and our hospitals to be among the best and safest places in the country to receive care.

**Pride Logo Sep 2015 No BackgroundMindful employer.  Being positive about mental health.**

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| **TABLE OF CONTENTS** |
| 1. UNIVERSITY HOSPITALS BRISTOL & WESTON NHS FOUNDATION TRUST |
| 1. THE POST – *including duties and responsibilities* |
| 1. UNIVERSITY OF BRISTOL LINKS |
| 1. THE DIVISION |
| 1. THE WORK OF THE DEPARTMENT |
| 1. WORK PROGRAMME & JOB PLAN\*\* |
| 1. PERSON SPECIFICATION |

*\*\*Job plan guidance can be found in Appendix A*

**JOB DESCRIPTION**

**Consultant Job Title: Consultant in Clinical Genetics**

**Specialty: Clinical Genetics**

**Division: Specialised Services**

**Trust: University Hospitals Bristol and Weston NHS Foundation Trust**

1. **UNIVERSITY HOSPITALS BRISTOL AND WESTON NHS FOUNDATION TRUST (UHBW)**

University Hospitals Bristol and Weston NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

* Supportive
* Respectful
* Innovative
* Collaborative

13,000 staff offer over 100 different clinical services across ten different sites.  We provide general medical and emergency services to the local population of Weston, Central and South Bristol, and a broad range of specialist services across a region that extends from Cornwall to Gloucestershire, into South Wales and beyond.

Our staff have developed leading edge services such as cardiac surgery and bone marrow transplantation that have built an international reputation and are in demand by patients from across the country.

With strong links to the University of Bristol and University of West of England we are the major medical research centre in the region. The findings allow us to continually improve our patient care. Our academic links also make us the largest centre for medical training in the South West, attracting the highest calibre clinical staff from across the UK.

We aim to provide healthcare, research and teaching of the very highest quality and are recognised as one of the highest-performing Acute trusts in the country. UH Bristol & Weston was rated Good by the Care Quality Commission (CQC) following an inspection in November 2021. Please go to <https://www.uhbw.nhs.uk/p/about-us/cqc> for more information.

1. **THE POST**

**Consultants are employed under the Terms and Conditions - Consultants (England) 2003**

This is a substantive post on a full time or part time basis. The appointed consultant will be based at St Michaels Hospital in Bristol and provide clinics to the population of Avon, Somerset, Gloucester & West Wiltshire, covering all aspects of Clinical Genetics including urgent and prenatal referrals, to support existing expertise of colleagues in the department. The post is based on a 5 day job plan of 10PAs, 8.5PAs for direct clinical care and 1.5SPA (Or pro rata if less than full time). This is a new post.

**DUTIES AND RESPONSIBILITIES**

**Clinical:**

The successful candidate will hold clinics in Bristol & also be expected to hold clinics at one of our peripheral units in Gloucester, Bath or Somerset. Flexibility of clinic provision according to service needs may be required in discussion with the Lead Clinician, Divisional Director and Clinical Chair. It is expected that the successful candidate will carry out 8 elective clinics per month, some of which may occur by telephone. The appointee will participate in the urgent referrals rota, managing urgent referrals such as ward and fetal medicine cases. He or she will be expected to attend the departmental clinical meetings, laboratory meetings and selected multi-disciplinary meetings on a regular basis. The post will involve liaising with colleagues in other specialities, especially for genomic test interpretation, for the benefit of patient care. The post holder will contribute to the supervision of the Specialist Registrars and Genetic Counsellors seeing patients under their care.

The successful candidate will be expected to comply with all relevant Trust policies relating to administration of patient care. This includes working to set timescales for the triage of referrals, the completion of discharge summaries prior to patients being discharged, following the specified process for the management of patients that do not attend (DNA) their appointment or admission, and the completion of all paperwork deemed necessary to support the management of their patients within agreed timescales. Consultants are also expected to work with service managers and clinical colleagues to manage their caseload in a flexible way, to ensure both clinical, national and local priorities, such as maximum waiting times for referral to treatment, are achieved.

**Management and Leadership Responsibilities:**

The management responsibility of the post-holder will be to the Clinical Chair who is responsible to the Chief Executive and Trust Board.

**Clinical Audit and Clinical Governance:**

The successful appointee is expected to take a full role in the delivery of the Trust’s wide agenda for Governance. The Trust believes in an open learning environment with a clear risk management strategy that allows innovation and improvement in care whilst placing patient safety at the centre of our values. The Consultant will take an active part in the department audit arrangements.

**On-Call Commitment:**

There is no regular out of hours on call commitment, but the appointee will participate in the urgent referrals rota, during routine working hours..

**Teaching and Training:**

This is a teaching Trust and the Consultant will teach medical students as part of the commitment of their Division to undergraduate education. On occasions, a practitioner may be asked to give lectures to healthcare professionals.

**Research and Effectiveness:**

UHBristol & Weston is a leading international centre for healthcare research and education and has a considerable reputation for innovative research and development.

The appointee will be expected to contribute to the Trust’s research portfolio through active participation in projects led by colleagues (internal and external), through supervising research performed by trainees and through initiating research projects which address local, national and international healthcare needs. Collaboration with University partners, including the Universities of Bristol and the West of England with which the Trust has close links, will be actively encouraged. In addition, the Trust supports involvement in high-quality commercially sponsored research studies which are of benefit to the Trust and the patients in its care.

All research must be performed in accordance with the Research Governance Framework. The Trust's active Research and Development Office and the pan Bristol Research and Development Support Unit will support consultants involved with research, which provide high-quality training and guidance as well as support for individual projects.

**Continuing Professional Development, Continuing Medical Education and Revalidation:**

The Trust supports the requirements for continuing Medical Education and is committed to providing time and financial support for these activities.

The post holder must be fully registered with the General Medical Council with a license to practice and is advised to maintain up to date membership with a recognised Medical Defence Organisation.

University Hospitals Bristol and Weston NHS Foundation Trust is committed to supporting permanent consultants and those on short terms consultant contracts with the appraisal and revalidation process. UHBW is a Designated Body. Dr William Oldfield is the current Medical Director and Responsible Officer. In UHWB the Associate Medical Director in Revalidation and Administrator, work on behalf of the Responsible Officer in managing the appraisal system and revalidation process for doctors attached to our designated body.

If you are successfully appointed to a post in UHBW, you will be contacted by the Revalidation Team once you have connected to UHBW as a Designated Body. You can contact the revalidation team at the following email address: [MedicalAppraisals@uhbristol.nhs.uk](mailto:MedicalAppraisals@uhbristol.nhs.uk)

**Mentoring Support:**

Mentoring is available for our newly appointed consultants by way of helping them manage their own learning, maximise their potential, develop their skills and improve their performance. You will be able to benefit from this support. Equally, with appropriate experience and training, you may be expected to offer mentoring to the new consultants to the Trust. This will be based on a two way partnership within agreed parameters, between mentor and mentoree.

**Clinical Genetics staff**

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| --- | --- | --- |
| **Medical Staff** | | |
| **Name** | **Job title** | **WTE** |
| Dr Alan Donaldson (cancer genetics and haemoglobinopathies)  Professor Sarah Smithson (craniofacial/cleft, skeletal dysplasia and dysmorphology)  Professor Ruth Newbury-Ecob (dysmorpholgy and cardiac genetics)  Dr Andrew Norman (neurogenetics)  Dr Ingrid Scurr (dysmorphology)  Dr Karen Low (dysmorphology and cardiac genetics)  Dr Ana Beleza (prenatal genetics and dysmorphology)  Dr Lucy Bownass (renal genetics and cancer)  Dr Joanna Kennedy  Dr Katherine Edgerley | Consultant in Clinical Genetics,  Clinical Lead and Clinical Director of WE Genome Medicine Centre  Consultant in Clinical Genetics  Consultant in Clinical Genetics  Consultant in Clinical Genetics  Consultant in Clinical Genetics  Consultant in Clinical Genetics  Consultant in Clinical Genetics  Consultant in Clinical Genetics  Specialist Registrar  Specialist Registrar | 1  0.9  0.6  1  0.8  0.8  0.8  0.8  0.6  1 |
| **Non-Medical Staff** | | |
| **Name** | **Job title** | **WTE** |
| Sarah Pugh  Sara Kirby  Sharon Lock | Lead Genetic Counsellor  Performance & Operations Manager  Administration Manager | 0.8  1  0.8 |
|  |  |  |

The service is supported by 14.9 Genetic Counsellors (of which some are trainee Genetic Counsellors) and a team of administrative staff.

1. **UNIVERSITY OF BRISTOL LINKS**

The University of Bristol offers an exciting academic environment with centres of excellence in all of its faculties. It also has an ambitious programme for expansion and a well-established major “campaign for resources” to facilitate future developments. The University is in the city centre and the Medical School and basic science departments are within walking distance of UHBristol & Weston.

Bristol is one of the few universities with schools of medicine, dentistry and veterinary science, all in close proximity. The Medical School has an intake of 250 students each year to its undergraduate medical course following recent expansion. The Dental School has also recently expanded and now has an intake of 75 undergraduate students per year.

The Faculty’s research philosophy is to undertake internationally recognised basic and applied medical and health services within a setting which patients are cared for in association with undergraduate teaching and postgraduate training.

1. **DIVISION OF SPECIALISED SERVICES**

The Trust structure is based on six autonomous Clinical Divisions:

* Medicine
* Surgical Division
* Women’s and Children’s Services
* Specialised Services
* Diagnostic and Therapy Services
* Weston Division

A clinical chair supported by a Divisional Director leads each Division.

The Divisions are supported by a seventh Division - Trust Services which comprises of a number of corporate functions including Finance, IM&T, and Human Resources.

The Division of Specialised Services includes the Bristol Heart Institute (BHI), Bristol Haematology and Oncology Centre (BHOC) and Clinical Genetics (based at St Michael's Hospital). This Division employs around 950 WTE staff working in Clinical and Medical Oncology, Clinical Haematology, Palliative care, Radiotherapy, Clinical Genetics, Cardiac Surgery, Cardiology and Cardiac Imaging, Cardiac Anaesthesia and Cardiac Intensive Care. All these services have a specialised nature in common, offering treatment for regional, Network and supra-Network catchment populations.  The Division also has a strong research and teaching focus and hosts the Cardiovascular Biomedical Research Centre with the University of Bristol, an Oncology and Haematology Clinical Trials Unit and the West of England Genomic Medicine Centre (WEGMC). Our mission is to deliver high quality and cost effective specialist care, research and education; delivered by skilled and dedicated staff. We constantly review our performance and seek to continually improve and develop our services to meet the needs of each individual patient in our care.

**5. THE WORK OF THE DEPARTMENT**

The Clinical Genetics Service is based at St Michaels Hospital in Bristol and provides for a total population of more than 2.7 million in Gloucestershire, Bristol, Bath, Somerset and West Wiltshire. In addition to the service based in Bristol, there are currently peripheral units in Gloucester and Taunton with Genetic Counsellors based at each unit. Peripheral clinics are carried out by UHBW Clinical Geneticists in South Bristol Community Hospital, Gloucester Royal Hospital, Royal United Hospital in Bath, Musgrove Park Hospital in Taunton and South Petherton Community Hospital in Somerset. The appointed consultant will work mainly at the Bristol site but with a clinical commitment to one or more peripheral sites. A number of specialist clinics are provided in association with relevant specialists, including: cardiac, ophthalmology, skeletal dysplasia and Von Hippel Lindau (Taunton). Bristol is one of four UK centres designated to manage patients with severe osteogenesis imperfecta including the genetic aspects.

The service currently receives over 4,500 referrals per year. As well as outpatient clinics, referrals are received for inpatients at UHBW, especially for those in NICU at St Michael’s Hospital and in Bristol Children’s Hospital which provides specialist paediatric services for the South West & also for Wales.

All patient referrals are triaged by the consultant team. The majority of patients seen by genetic counsellors and specialist registrars are discussed with the consultants who are nominally responsible for patient care.

**Resources & IT.** The appointee will have shared office space and secretarial support at St Michaels Hospital, administrative & IT support at peripheral sites will be arranged as required..

There is a library of textbooks and genetics journals within the department. The main University Library is a 5-minute walk from the department.

The department uses TrakGene as the computerised patient database. This can be accessed at the hub and all peripheral units. The department has access to the London Medical Databases.

**Budget.** The departmental annual budget is approximately £3.6m.

**Clinical links & Laboratory links.** The Clinical Genetics Department is part of the South West Genomics Services Alliance (SWGMSA). Working closely with colleagues in related specialities in our part of the South West Region and also the Peninsula Genetics Service based in Exeter. There are shared Dysmorphology and many other meetings with the Exeter team. Both departments are members of the South West of Britain Group (which also includes Oxford, Wessex, Wales and Birmingham) and participate in audit and training within the group.

The South West Genome Laboratory Hub (SWGLH) which is also part of the GMSA is based jointly at Southmead Hospital, North Bristol FT and at Royal Devon & Exeter FT, led by Professor Rachel Butler (Operational Director), Professor Sian Ellard (Scientific Director) and Professor Andrew Mumford (Medical Director). Our laboratories together provide a comprehensive molecular genetic/cytogenetic service for the South West region and contribute to the national Genomic Test Directory. As part of new developments, each laboratory offers panel testing and specialist expertise in a range of genetic disorders (see <https://www.england.nhs.uk/publication/national-genomic-test-directories/>). The regional Biochemical Genetics Service is also based at Southmead hospital providing specialised testing of rare metabolic disorders and further specialised biochemistry is available at the Bristol Royal Infirmary.

**Relationship of the department to the Division**

The Clinical Lead, Lead Genetic Counsellor and Performance and Operations Manager work closely with the Divisional team (Divisional Director, Clinical Chair, HR and Finance), have a monthly management meeting with Divisional Leadership and are members of key Divisional committees.

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| **Medical Staff** | | |
| **Name** | **Job title** | **WTE** |
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| **Non-Medical Staff** | | |
| **Name** | **Job title** | **WTE** |
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**6. WORK PROGRAMME**

The work programme attached to this job plan is detailed on the following page.

Agreement should be reached between the appointee and the Clinical Chair with regard to the scheduling of the Supporting Professional Activities.

The job plan will be reviewed annually and all consultants are reminded of the obligation to remain up-to-date with statutory and mandatory training.

**REVIEW OF JOB PLAN**

**Job Plan**

A formal job plan will be agreed between the appointee and their Clinical Chair, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Clinical Chair on behalf of the Chief Executive.

The job plan will be based on the following provisional timetable.

The Job Plan will then be reviewed annually, following the Appraisal Meeting. The Job Plan will be a prospective agreement that sets out a consultant’s duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant’s professional practice including clinical work, teaching, research, education and managerial responsibilities. It should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and the objectives.

**Provisional assessment of Programmed Activities in Job Plan**

For a whole-time contract:

* Direct Clinical Care

8.5 PAs on average per week

*(Includes clinical activity, clinically related activity, predictable and unpredictable emergency work)*

* Supporting Professional Activities

1.5 PAs on average per week

*(Includes CPD, audit, teaching and research)*

**JOB PLAN - PROPOSED TIMETABLE**

**POST: CONSULTANT IN CLINICAL GENETICS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | **Time** | **Location** | **Work** | **Categorisation** | **No. of PAs** |
| Monday | **am** | **Bristol** | **CME/CPD** | **SPA** | **1** |
| **pm** | **Bristol** | **Clinical sessions\*** | **DCC** | **1** |
| Tuesday | **am** | **Bristol** | **Clinic** | **DCC** | **1** |
| **pm** | **Bristol** | **Clinic Support** | **DCC** | **1** |
| Wednesday | **am** | **Bristol** | **Main Clinical Meeting** | **DCC** | **0.5** |
| **CME/CPD** | **SPA** | **0.5** |
| **pm** | **Bristol** | **Genomics lab / speciality MDt’s** | **DCC** | **0.5** |
| **Genomics** | **DCC** | **0.5** |
| Thursday | **am** | **Bristol** | **Clinical sessions\*** | **DCC** | **1** |
| **pm** | **Bristol** | **Genomics** | **DCC** | **0.75** |
| **Clinical sessions\*** | **DCC** | **0.25** |
| Friday | **am** | **Bristol ( or peripheral clinic)** | **Clinic** | **DCC** | **1** |
| **pm** | **Bristol ( or peripheral clinic)** | **Clinic Support** | **DCC** | **1** |
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| **Additional agreed activity including travel** |  | By negotiation |  | **DCC** |  |
| **Total** |  |  |  |  | **10PAs\*\*** |

**\*Clinical sessions work includes counsellor supervision, interpretation of results, ward referrals, triage.**

**\*\*Less than full time pro rata.**

*The timetable provides scheduling details of the clinically related activity components of the job plan, which occur at regular times in the week. Agreement should be reached between the appointee and their Clinical Chair with regard to the scheduling of all other activities.*

**Annualised clinics over 42-weeks**

General/paediatric/prenatal/cancer genetic clinics 5/month.

Total = 84/year

Clinics may occur face to face or via video link/telephone.

**7. PERSON SPECIFICATION**

**CONSULTANT IN CLINICAL GENETICS**

| CATEGORY | ESSENTIAL | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications & Training** | * Full and specialist registration with the General Medical Council (GMC)  or * Eligible for specialist registration within six months of interview   or   * Holder of Certificate of Completion of Training (CCT), or evidence of within six months of award of CCT or equivalent by date of interview | * Further postgraduate qualification such as MD or PhD |
| **Experience** | * Evidence of thorough and broad training and experience in Clinical Genetics * Able to take responsibility for delivering service without direct supervision | * Evidence of a special interest and expertise that complements those of other consultants in the department and is consistent with the Trust’s service strategy |
| **Clinical Knowledge and skills** | * Up to date knowledge and experience of Clinical Genetics * Knowledge of NHS priorities with reference to Clinical Genetics | * Broad range of IT skills |
| **Clinical Governance and Audit** | * Understanding of clinical governance and the individual responsibilities it implies * Knowledge of the principles of clinical audit and evidence of participation * Positive approach to evidence-based practice * Participation in continuing professional development (CPD) scheme and, where relevant, evidence of participation |  |
| **Research** | * Knowledge of the principles involved in research * Evidence of involvement in research * Evidence of peer review research papers | * Ability to contribute to the academic profile of the department |
| **Teaching and Training** | * Experience of teaching medical students * Experience of supervising trainees * Knowledge of teaching to a multidisciplinary team | * Formal teaching qualification |
| **Management & Leadership** | * Evidence of management training and evidence of learning from it * Ability to organise efficient and smooth running of a specialist service * Ability to cope with and effectively organise the workload of a consultant * Ability to practice independently as a consultant * Ability to take on responsibility and show evidence of leadership * Ability to work under pressure and cope with setbacks | * Demonstration of knowledge of NHS management structures * Management experience |
| **Interpersonal, communication and team working skills** | * Ability to communicate effectively with patients, relatives, clinical colleagues, support staff and other colleagues * Good knowledge of, and ability to use, spoken and written English * Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries * Ability to develop effective working relationships on an individual and multi-professional basis with all levels of staff both within and across divisions * Ability to be a flexible team member |  |
| **Any other Personal Abilities and Aptitudes** | * Ability to adapt and respond to changing circumstances * Awareness of personal limitations | * Ability to undertake additional professional responsibilities at local, regional or national levels |
| **Behaviours and Values** | * Demonstrates the 4 Trust values |  |
| **Other** | * Meets professional health requirements * Willingness to travel to and work in other sites necessitated by the role |  |

*\* According to specialty of post*

**Job Description/ Person Specification completed/reviewed by:**

**Managers name: Alan Donaldson Date: May 2021**

*All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.*

**APPENDIX A**

**JOB PLAN GUIDANCE**

1. Predictable on-call work: where this work follows a regular pattern each week, this is identified within the weekly schedule when and where this takes place. Where such work does not follow a regular pattern, for example, due to the variability of the on-call rota, an average level of activity per week will be identified in the predictable activity box at the bottom of the form.
2. In the ‘work’ column, a description of the duty will be completed, e.g. outpatient clinic, ward round, operating list.
3. The ‘categorisation’ column defines whether the work is direct clinical care, supporting professional activity, additional NHS responsibility or external duty.

**Direct Clinical Care:** Work directly relating to the prevention, diagnosis or treatment of illness. This includes emergency duties (including emergency work carried out during or arising from on-call), operating sessions including pre-operative and post-operative care, ward rounds, outpatient activities, clinical diagnostic work, other patient treatment, public health duties, multi-disciplinary meeting about direct patient care and administration directly related to the above (including but not limited to referrals and notes). Please note particularly that administration relating to direct care is included here, as is travelling time relating to direct care. The allocation of these PAs in your job plan should be based upon an assessment of what is required for you to do your work.

**Supporting Professional Activity:** Activities that underpin direct clinical care. This may include participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinic governance activities. It includes keeping up to date with relevant medical journals and literature.

**Additional NHS Responsibilities:** Special responsibilities - not undertaken by the generality of consultants in the Trust, which are agreed between the consultant and the Trust and which cannot be absorbed within the time that would normally be set aside for supporting professional activities. These may include being a Medical Director, Director of Public Health, Deputy Medical Director or Lead Clinician, or acting as a Caldicott guardian, Clinical Audit Lead, Clinical Governance Lead, Undergraduate Dean, Postgraduate Dean, Clinical Tutor or regional Education Adviser. This is not an exhaustive list.

**External Duties:** Duties not included in any of the three foregoing definitions are not included within the definition of fee paying services or private professional services, but undertaken as part of the job plan by agreement between the consultant and Trust. There might include trade union duties, undertaking inspections for the Healthcare Commission, acting as an external member of an Advisory Appointments Committee, undertaking assessments for the National Clinical Assessment Authority, reasonable quantities of work for the Royal Colleges in the interests of the wider NHS, reasonable quantities of work for a government department, or specified work for the General Medical Council. This list of activities is not exhaustive.

1. The number of PAs allocated to each duty should be specified.
2. Private practice commitments should be identified broadly in terms of timing, location and type of work.
3. In addition to regular duties and commitments, some consultants have certain ad-hoc responsibilities. These would normally but not exclusively fall into the ‘additional NHS responsibilities’ or ‘external duties’ categories of work, for example member of an Advisory Appointments Committee or work for a Royal College.