
Job Description

1. JOB TITLE: Clinical Fellow Sport and Exercise Medicine

2. GRADE: Post CCT Clinical Fellow

3. DEPARTMENT: The Fellow will be employed by the Medical Services Department, Rugby Football Union (4 PA per week or 2 days a week), which will be annualised and seconded to Trauma and Orthopaedics Directorate, Oxford University hospitals NHS trust (6 PA or 3 days a week) per week.

4. ACCOUNTABLE TO: Medical Services Director Rugby Football Union and Clinical Director NOTTScan

5. SALARY: 60K per annum (plus professional indemnity insurance required for elite sport)

6. DURATION: The post will run from 1.8.23 for a year.

7. PRINCIPAL ACTIVITIES:

The postholder's duties will be split between **the Rugby Football Union, Twickenham and Nuffield Orthopaedic Centre, Oxford**

RFU

The post-holder will benefit from a supported and mentored role within elite rugby with the aim of developing knowledge and skills around the governance, ethics, management and delivery of medical services in elite sport.

The post-holder will take an active role in a range of governance activities that will include the drafting and audit of medical minimum standards, the drafting of guidance and audit of medical record keeping, the utilisation of injury and illness surveillance data, medicines management, audit of head injury protocols and the review and creation of a suite of operational policy documents for medical practitioners.

In addition the post will offer opportunities to develop an understanding of successful clinical service delivery within the elite rugby environment. The post will offer supervised experience of the team doctor role in the senior and age-group men's and women's programmes delivered by the RFU performance department.

The postholder will undergo appraisal and mentored support through the FSEM and the FSEM elite sport committee.

Nuffield Orthopaedic Centre

The post-holder will be expected to undertake out-patient clinics and associated work in the **Nuffield Orthopaedic Centre, Oxford**.

The post-holder will be expected to help reduce the backlog of new and follow up appointments with regular weekly clinics.

In addition, they will be required to:

- Have continuing responsibility for patients in their care and for the proper functioning of the department
- Regularly attend departmental team meetings
- Take an active role in NHS governance procedures including mandatory training
- Take part in team, department, regional and national audits
- Participate proactively in the development and management of the Rheumatology service in line with the Trust's Business Plan
- Undertake such other duties as may be identified to meet the needs of the service

Mentoring

The Clinical Fellow will be allocated a named mentor for both RFU and NHS aspects of the fellowship.

Rugby Football Union

The RFU will also provide access to appraisal and revalidation (if required) through the faculty of Sport and Exercise Medicine Appraisal and revalidation process.

The RFU will also provide adequate professional indemnity for the elite sport work that the Fellow undertakes.

Oxford University Hospitals NHS Foundation Trust

Audit

The Unit takes part in national and local audit.

Teaching

The Oxford University Hospitals NHS Foundation Trust is a teaching hospital trust, and the post-holder will be required to participate in supervision and teaching programmes for specialty trainees, students, junior doctors and in clinical examinations. It is expected that this will be an integral part of everyday clinical activity.

The post-holder's contribution to teaching, training and research will be included in the regular job plan review.

Clinical Governance

The post-holder will participate in all clinical governance activities, including clinical audit, clinical effectiveness, risk management, quality improvement activities as required by the Trust, and external accrediting bodies. Previous experience in Governance role would be desirable as would experience in audit as the appointee would actively help to develop the clinical audit programme for the Division.

Personal and Professional Development

The post-holder will be required to keep themselves fully up-to-date with their relevant area of practice and to be able to demonstrate this to the satisfaction of the Trust. Professional or study leave will be granted at the discretion of the Trust, in line with the prevailing Terms and

Conditions of Service, to support appropriate study, postgraduate training activities, relevant CME courses and other appropriate personal development needs.

There will be a Trust annual appraisal.

Management

The post-holder will be required to work within the Trust's management policies and procedures, both statutory and internal, accepting that the resources available to the Trust are finite and that all changes in clinical practice or workload, or developments requiring additional resources must have prior agreement with the Trust. They will undertake the administrative duties associated with the care of their patients, and the running of their clinical service under the direction of the Divisional Director, the General Manager, the Clinical Director and the Lead Clinician of the clinical team. **Oxford University Hospitals NHS Foundation Trust.**

Office Accommodation

Office accommodation will be available with an administrative support on both sites. There will be a desktop computer with IT support.

Risk Management

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the:

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

Responsibilities for Health & Safety

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

Infection Control

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections.

All staff employed by the Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

Equality and Diversity

The OUH values equality and diversity in employment and in the services we provide. We are committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised.

The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be based on the individual's ability to meet the requirements of the job.

Freedom of Information

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity. **Oxford University Hospitals NHS Foundation Trust.**

Patient and Public Involvement

The Trust is committed to, and has a statutory duty to involve service users, carers and the public in the work of the organisation. We consider that patient and public involvement is the responsibility of every individual working for our Trust. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback. You will be expected to support the Trust with this through your working practice.

Serious Incidents

All staff must report incidents and near misses so that the Trust can reduce the risk of harm by investigating and incorporating risk reducing measures to safeguard patients, visitors and staff, in accordance with the Trust Incident Reporting Policy.

Children's Rights

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

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.

Information Governance

You must maintain a Trust email account. All staff must complete annual information governance training, which can be completed on-line. For further details, go to the Information Governance intranet site: <http://orh.oxnet.nhs.uk/InformationGovernance/Pages/Default.aspx>

General

The post holder will be expected to take reasonable care of their own health and safety and any other personnel who may be affected by their omission. Trust policies and regulations should be adhered to.

Outline Job Plan Weekly Provisional Programmed Activities

An indicative timetable and Job Plan is outlined below. The final Job Plan for the post will be agreed with the RFU Medical Services Director and Clinical Director upon appointment. The Job plan incorporates a 10 PA contract in total split 60:40 between Oxford University Hospitals NHS trust and the RFU.

The NHS aspect of the job plan incorporates on a 6 PA contract which comprises 0.8 Direct Clinical Activities and 0.2 Supporting Activities including teaching and research.

The RFU aspect of the job plan incorporates a 4 PA contract.

It is anticipated that the contract will be flexible and annualised to accommodate opportunities arising within the RFU both on weekdays and weekends. The timetable below is an indicative timetable and will be changed to adapt to the needs of the candidate and both the RFU and NHS employers.

Timetable

PA Breakdown

	Activity	DCC/SPA	Hours/week	Pas/Week
Monday am	NHS team meetings/clinical admin/governance activity/SPA	SPA	4	1
Monday pm	Clinic + radiology MDT	DCC	5	1.25
Tuesday am	RFU		4	1
Tuesday pm	RFU		4	1
Weds am	RFU		4	1
Weds pm	RFU		4	1
Thurs am	clinic	DCC	4	1
Thurs pm	Injection list	DCC	3	0.75
Fri am	Clinical admin	DCC	4	1
Fri pm	Clinic/remote	DCC	4	1

Activity	Hours/Week	PAs/Week
DCC TOTAL		
SPA		
Total	40	10

Further SPA time may be allocated as part of the Individual Annual Job Plan Review

This is an indicative job plan; the actual initial job plan worked will be negotiated with the RFU Medical Services Director and Clinical Director NOTTScan upon appointment.

Annual and study leave arrangements must be co-ordinated within the specialty to ensure there is an acceptable level of consultant cover.

Person Specification

Requirements	Essential	Desirable
Training	MB ChB or equivalent MRCP(or equivalent) Medical Qualification Full GMC Registration with a licence to practice.	
	Completion or within 6 months of completion of Higher Speciality Training Programme in SEM. (accepted accreditation by GMC) Evidence of relevant CPD Evidence of based practice.	Membership of relevant specialist associations including FSEM.
	Considerable clinical experience in all areas of SEM. Experience in musculoskeletal medicine. Experience in elite and team sport environments.	Evidence of medical management and service development. Experience of close working relationship with orthopaedic surgeons and medical specialists. Experience of NHS(or equivalent) working within and across healthcare boundaries. Experience of appraising/assessing others. Peer reviewed publications Experience in research.
	Evidence of ability to make decisions at consultant level	

	<p>and to manage complex clinical problems.</p> <p>Able to work effectively as part of multi- disciplinary team.</p>	
Skills and Knowledge		
Leadership skills	Excellent leadership skills. Evidence of ability to lead a clinical team at the level of a consultant in a teaching hospital.	
Organisation and management skills	Effective administrative and time management skills. Training in clinical management. Knowledge of the organisation of the NHS.	Evidence of involvement in clinical management.
Professional - extra skills or achievements	<p>Evidence of significant contribution to successful teamwork within a multidisciplinary team.</p> <p>Demonstrate good clinical judgement and logical thinking.</p> <p>Ability to perform a wide range of joint and soft tissue injections.</p>	
	Basic IT skills.	Evidence of experience with electronic patient record and database administration and management.
Communication and interpersonal skills	Good spoken and written English. Highly developed communication and interpersonal skills.	
Teaching and training skills	Experience of teaching undergraduates, trainees and wider MDT.	
Clinical governance and audit experience	Evidence of effective and sustained contribution to clinical governance, clinical risk management and clinical audit activities.	

