



**HEALTH AND SOCIAL CARE COMMITTEE (HSC)**

**ASSOCIATE SPECIALIST IN EMERGENCY MEDICINE**  
**JOB DESCRIPTION**

**8<sup>th</sup> March 2023**

## **SECTION 1 – JOB DESCRIPTION**

### **(a) INTRODUCTION**

A whole-time Associate Specialist in Emergency Medicine. The post will be based solely at Princess Elizabeth Hospital.

The duties of a whole-time Associate Specialist are regarded as requiring substantially the whole of an Associate Specialist's professional time. There will be protected time for professional development activity.

The role involves both on site and on call working, including sickness cover.

The lead consultant in ED and the Medical Director is responsible for agreeing the job plan.

### **(b) GENERAL PROVISIONS**

The post-holder will be expected to work with the Health and Social Services Department (HSSD) managers and professional colleagues to ensure the efficient delivery of clinical services. He/she will be expected to observe the departments agreed policies and procedures, drawn up in consultation with professionals on clinical matters, and to follow the policies, standing orders and financial instructions of the HSSD.

All medical staff employed by the HSSD are required to comply with health and safety policies and procedures.

The post-holder has a responsibility for the training and supervision of Nurse Practitioners and other nursing staff working within the department and will devote time to this activity on a regular basis.

### **(c) GUERNSEY'S EMERGENCY DEPARTMENT**

The Island's acute & emergency service for all patients is based entirely at the PEH site.

The Princess Elizabeth Hospital is the Island's 250 bedded general hospital.

The ED operates on a 24/7 basis and offers emergency care for the entire population of Guernsey. The department receives unrestricted emergency patients at all hours, including children and adults who may be suffering from any conceivable emergency condition. These include medical & surgical patients, trauma of varying severity, children, gynaecological emergencies, mental health problems and minor illness or injury.

The emergency service is paid for by patients, either by means of insurance, States support or privately. There is a rate for charges according to time of day and type of clinical emergency. The same applies to the primary care services in Guernsey.

The primary care doctors refer patients to the inpatient specialty consultants belonging to Medical Specialist Group (MSG) for acute assessment. These patients are assessed in the ED for investigations and relevant treatment. As secondary care is paid for by states, these patients are not charged.

The ED service, like all other services of the hospital, is provided entirely by consultants and specialists. There are NO trainee doctors. There is 1 ANP working full time in the ED, with some more in other areas.

Both grades of medical staff, consultants and associate specialists, are rostered to provide 24/7 service. The hours between 0800 – 2200 are double manned. The Associate Specialist works solo on night shift (1 in 9) between 2200 – 0800, with the consultant on-call overnight. The specialists are expected to share a minority of this on-call.

Modernisation of the ED is scheduled for 2028. This will involve a new customised footprint, additional clinical space and a short stay ward. Additional cover with ANP on shift 24/7 is being sought from HSC.

The ED operates TRAK-CARE® as the hospital PAS system. This is due to be replaced by IMS MAXIM software. This is a dedicated clinical information system, which help migrate to paperless working.

Commissioning is due in 2024 - 2025.

**(d) CURRENT MEDICAL STAFFING**

**4 Consultants (3.7 WTE)**

**9 Associate Specialists**

**1 ANP**

**(e) DUTIES AND RESPONSIBILITIES**

The main duties and responsibilities of the post-holder are set out below.

- i) To work with the consultants to provide an effective clinical service of emergency medicine for adults and children who present as unselected emergencies at all hours at the PEH.
- ii) To undertake ALL relevant procedures needed for any emergency patient.
- iii) To liaise with clinical and nursing staff in comprehensive service delivery.
- iv) To liaise with in patient speciality consultants belonging to MSG for patient management, admission and referral for out-patient consult.
- v) To provide an on call service and also be available for sickness/absence cover (2<sup>nd</sup> on call) according to duty roster.

- vi) To help with professional development and education of advanced practitioners and other nursing staff in the ED as relevant.
- vii) To adhere to all HSC and States policies for clinical governance, protection of children & vulnerable adults and all relevant safe practices.
- viii) To keep up to date records, comply with data collection arrangements, use of IT systems as appropriate and communicate with external agencies for patient related activity whenever needed.
- ix) To keep own professional development activities and revalidation portfolio complete and compliant with Royal College of Emergency Medicine standards.

**(f) WORK PROGRAMME**

The above list of duties is supported by a job plan and duty roster that includes a weekly timetable of fixed commitments. The draft programme is attached.

**(g) JOB PLAN REVIEW**

This job plan is subject to annual review by the post-holder, the Clinical Lead and the Medical Director. For this purpose, the post-holder and Director should have a copy of the current job plan and job description, including an up-to-date work programme and any relevant departmental statistical information.

Once agreed, job plans should be forwarded to the Director of Acute Services for approval on behalf of the HSC. If it is not possible to agree a job plan, either initially or at an annual review, an appeal may be made in accordance with the agreed procedure.

The weekend working is 1:3. The on-calls are sporadic and shared with consultants, who are 1<sup>st</sup> on-call at nights and weekends.

There is a need to be available for sickness/absence cover on island. One day in the week is protected for SPA activities including audit, teaching and patient related administration.

Unsocial hours worked will be balanced by time in lieu on an agreed job plan.

## **ASSOCIATE SPECIALIST – EMERGENCY MEDICINE**

### **PERSON SPECIFICATION**

#### **ESSENTIAL:**

1. Full registration with General Medical Council.
2. Relevant & proven experience of EM service delivery in UK or equivalent.
3. Current & proven skill base for unrestricted EM service delivery.
4. Up to date with CPD portfolio and compliance with revalidation.
5. A proven record of clinical leadership and senior solo working in ED.
6. A proven record of providing continuity of care within a substantive post.
7. Experience of multi-disciplinary team working.
8. Willingness to participate in the 1:3 on site (including night shifts), sporadic on-call and separate cover duty rota.
9. Relevant teaching and continuing medical education experience.
10. Evidence of a commitment to quality e.g. clinical audit.
11. Ability to contribute to the effective overall management of the EM service.
12. Evidence of recent continual professional development.
13. Excellent interpersonal skills.

#### **DESIRABLE:**

14. Higher qualification.
15. Clinical IT experience.
16. Procedural sedation & US skills.

## JOB PLAN

### ASSOCIATE SPECIALIST IN EMERGENCY MEDICINE

(rotating with other specialists and consultants)

	AM	PM
<b>Monday</b>	Day shift	
<b>Tuesday</b>	Late shift	
<b>Wednesday</b>	SPA	
<b>Thursday</b>	OFF	
<b>Friday</b>	Day OR evening shift	
<b>Weekend</b>	Day OR evening shift	
<b>NIGHT SHIFT</b>	Monday – Thursday or Friday – Sunday	

There is a need to provide sickness cover all year round. This is remunerated separately.

**12 PA allocation: 9 DCC + 1 on call + 2 SPA**

## Appendix C

### ASSOCIATE SPECIALIST – PAY ARRANGEMENTS FROM 1<sup>ST</sup> January 2023

Year / Pay Point	Basic	On-Call Payments - £ p/a			Threshold Points
	£ p / a	2%	4%	6%	
1	66,249	1,324.98	2,649.96	3,974.94	
2	71,493	1,429.86	2,859.72	4,289.58	
3	76,733	1,534.66	3,069.32	4,603.98	
4	83,659	1,673.18	3,346.36	5,019.54	
5	89,659	1,793.18	3,586.36	5,379.54	Threshold 1
6	92,147	1,842.94	3,685.88	5,528.82	
7	95,397	1,907.94	3,815.88	5,723.82	
8	98,647	1,972.94	3,945.88	5,918.82	
9	101,893	2,037.86	4,075.72	6,113.58	Threshold 2
10	105,141	2,102.82	4,205.64	6,308.46	
11	108,394	2,167.88	4,335.76	6,503.64	