

# GOLDEN JUBILEE NATIONAL HOSPITAL JOB DESCRIPTION

## 1. JOB IDENTIFICATION

**Job Title:** Orthopaedic Quality Improvement Fellow

**Department(s):** Orthopaedics

**Responsible to:** Mr Jon Clarke, Consultant Orthopaedic Surgeon

**Accountable to:** Mr Joe Baines, Orthopaedic Clinical Lead

## 2. BACKGROUND AND JOB PURPOSE

### Golden Jubilee Foundation

The Golden Jubilee Foundation is an NHS Scotland Special Health Board which comprises of the Golden Jubilee National Hospital (GJNH), the Golden Jubilee Research Institute, the Golden Jubilee Innovation Centre and the Golden Jubilee Conference Hotel. The GJNH is a state of the art tertiary referral centre on the banks of the River Clyde in close proximity to Glasgow International Airport and within 30 minutes of the centre of Glasgow by road and rail links. It has 300 beds, all wards having single or two bedded rooms with en-suite facilities. The estate has a high specification with a four star hotel and conference centre as an integral unit alongside the hospital. This has provided a very pleasing and attractive working environment for staff and a desirable patient experience.

The department of Orthopaedics is now one of the largest arthroplasty units in the United Kingdom, delivering approximately 4000 hip and knee replacements annually and a further 1000 other procedures including complex foot and ankle surgery. The number of complex revision cases referred to the unit is also steadily increasing. The department has 15 full time substantive Orthopaedic Consultants.

This post is offered on a fixed term contract basis, usually for six months or one year with potential to extend to a substantive post on a clinical fellow contract if appropriate.

### Quality improvement

The post holder will undertake significant clinical quality improvement project(s) for the Orthopaedic Department.

### Clinical activity

Approximately 60% of the job will involve clinical support for both day time and out of hours RMO rotas. This will predominantly involve orthopaedic in-patients in addition to general surgery and plastic surgery patients within the hospital. There will also be opportunities, if appropriate, to assist in orthopaedic theatres and work with high volume surgeons in one of the largest lower limb arthroplasty centres in the UK.

This post is offered on a fixed term contract basis, usually for six months or one year with potential to extend if appropriate.

### **3. ORGANISATIONAL POSITION**

In the clinical setting the post-holder will be responsible to the Orthopaedic Lead Consultant and managerial responsibility to the Associate Medical Director (AMD) for the Surgical Specialties Directorate. Each post holder will be assigned a named Educational Supervisor who will oversee the structure of their clinical educational needs and experience.

The Clinical Lead for Orthopaedics will ensure the direction and supervision of assigned Quality Improvement work is in line with the Divisional and Corporate Strategy.

### **4. SCOPE AND RANGE**

The post-holder will be responsible for the day to day running of any clinical quality improvement study allocated to them. This may encompass the following aspects of audit and research

- protocol development
- ethics and R&D approvals
- data collection
- data interpretation and statistical analysis
- publication

The post-holder will also undertake clinical duties during the contract including the day to day activities of elective orthopaedic wards

Time allocated for the activities will be agreed by the Orthopaedic Clinical Lead and Associate Medical Director

The post-holder will be required to work weekends 8am to 8pm on a rolling rota. This will entail covering elective orthopaedic, plastic and general ward duties and also provide cover to the wider hospital (predominantly Cardiothoracic surgery).

### **5. MAIN DUTIES/RESPONSIBILITIES**

#### Quality Improvement Project

- To undertake all aspects of allocated quality improvement projects in order to support the audit and research strategy of the Orthopaedic Department.
- To maintain study documentation in line with guidance from appropriate organisations (e.g. MHRA, NRES, University, hospital R&D Department).
- To acquire the knowledge and skills essential for effective completion of quality improvement tasks.

- To write appropriate ethics applications and supporting documents.
- To publish the results of research and scholarship in peer-reviewed journals.
- To attend and present work at academic and professional conferences locally, nationally and internationally as appropriate, to contribute to the external visibility and reputation of the Golden Jubilee Foundation.
- To provide the Orthopaedic department with all data generated throughout the course of the post, in compliance with departmental procedures.

#### Clinical Duties

- Contribution to the RMO rota providing day time clinical support to the orthopaedics wards and general surgery and plastic surgery patients within the hospital. If desired there will be opportunity to assist in orthopaedic and general surgical elective theatres, providing the opportunity to develop or maintain surgical skills.
- The post holder will support both day time and out of hours RMO rotas which consist of day time shifts Monday to Friday (covered by a pool of a maximum of eight doctors).
- In addition to the day time weekday shifts the post holder will contribute to the 1 in 12 hospital at night rota supporting weekend day shifts and night shifts both during the week and on weekend nights, the out of hours rota operates on a 1 in 12 doctor rota.

#### Administration and other activities

- To participate in the Continuing Medical Educational (CME) program of the Orthopaedic Department.
- To undertake such specific departmental roles and functions as may be reasonably required by the Clinical Lead for Orthopaedic Services.
- To remain up to date with all corporate mandatory training – fire, hand hygiene, diversity and safe information handling.

The duties and responsibilities outlined are not intended to be an exhaustive list but provide guidance on the main aspects of the job.

## **6. SYSTEMS AND EQUIPMENT**

- The post holder will require knowledge of
  - Microsoft office suite of programmes.
  - Patient management packages including SCI and Excelicare – training will be provided

- Will be able to effectively communicate data and concepts to groups and individuals of differing background and levels of understanding using appropriate equipment & technology.

## **7. DECISIONS AND JUDGEMENTS**

The post-holder will work independently on a day-to day basis to organise tasks, prioritise workload and exercise initiative as deadlines for each project are set by both the lead supervising consultant and the orthopaedic research coordinator.

## **8. COMMUNICATIONS AND RELATIONSHIPS**

Internal

- Orthopaedic Clinical and Academic Consultants
- Orthopaedic Clinical Fellows
- Arthroplasty team
- Orthopaedics Outpatients
- Orthopaedic secretaries
- GJNH Research and Development Department

The post-holder will communicate data both orally and in writing and will exchange information both internally and externally. This will be done through a range of appropriate media including oral and visual presentations and written publications.

## **9. PHYSICAL DEMANDS OF THE JOB**

Physical Demands

- Use of VDU equipment for long periods
- Patient assessment

Mental Demands

- Periods of intense concentration required when analysing research data and statistical information, reviewing clinical or non clinical records for the purpose of compiling data sets.

The job holder is expected to be flexible in their working hours and days.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Delivery of project(s) against demanding deadlines within a heavily regulated environment.

## **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**Please see person spec for full list of essential and desirable criteria**

- GMC registration, basic surgical training scheme (or equivalent) and MRCS (or equivalent)
- Evidence of research work such as peer reviewed journal publications, patents and/or thesis
- Demonstrable IT skills with Word, Excel and PowerPoint
- Good writing and presentation skills
- Excellent communication skills to work in a multidisciplinary environment
- Ability to critically appraise scientific literature and reports
- Knowledge of the research governance framework for health and social care, relevant legislation and guidelines

**12. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

**Job Holder's Signature:**

**Date:**

**Head of Department Signature:**

**Date:**

## Recruitment Person Specification

The aim of this form is to record the criteria applicants need to meet to qualify for appointment to the vacant post. It must be completed before the recruitment process begins and must reflect the job description for the post.

|                                  | <b>Essential</b>  | <b>Desirable</b>   |
|----------------------------------|---|--|
| Qualifications/Training          | 1. GMC registration<br><i>(Short List)</i>  | 1. MRCS or equivalent<br>2. Any additional PG qualification<br>3. GCP <i>(Short List)</i>  |
| Experience                       | 2. Evidence of research and audit involvement. <i>(Short List)</i>  | 4. Experience of orthopaedic surgery <i>(Short List)</i><br><br>3. Peer reviewed journal publications <i>(Short List)</i>              |
| Skills/Knowledge                 | 3. High level of IT skills including Word, Excel and PowerPoint <i>(Interview)</i><br><br>4. Good communication and organisational skills <i>(Interview)</i><br><br>5. Knowledge of NHS research governance framework <i>(Short List)</i><br><br>6. Good writing and presentation skills <i>(Interview)</i> | 4. Further IT skills <i>(Interview)</i><br><br>5. Understanding of IRAS / NHS ethics system<br>Statistical analysis <i>(Interview)</i> |
| Any other additional information | 7. Self motivated with ability to work to deadlines <i>(Interview)</i>  |  |