

## **CONSULTANT OR SPECIALTY DOCTOR IN CHRONIC FATIGUE SYNDROME/MYALGIC ENCEPHALOMYELITIS**

Applications are invited for the post of Consultant Physician or Specialty Doctor in Chronic Fatigue Syndrome (CFS)/ myalgic encephalomyelitis (ME) at the Royal Cornwall Hospital in Truro.

An exciting opportunity has arisen to join this small and very experienced specialist team in the Cornwall and Isles of Scilly CFS and ME Service. Applicants with an understanding of CFS/ME are invited to apply for the above post. The Cornwall CFS/ME Service comprises this post, a Clinical Specialist Therapist (Specialty Lead), Specialist Occupational Therapists x 4 and a Clinical Health Psychologist.

We would welcome applications from clinicians from a range of disciplines and grades, this could include GPwSI, Physicians, Consultants, Associate Specialists in either Medicine or Mental Health who have an interest of working with people with severe fatigue within the CFS specialty as detailed in the NICE guidelines (53).

This post will have the opportunity to shape the future of the service with colleagues as we embark on ambitious transformation programme across the health sector in Cornwall with over £600m of capital investment coming to the Trust, a programme to integrate community and acute services and an significant digital transformation programme under way.

A suitably qualified medical practitioner is required to provide diagnosis and medical management of this group of adult patients and support transition from local and out of county Paediatrics. The service is commissioned to work across the Cornwall Peninsular, working closely with physical and mental health teams.

The service runs a training programme with the University of Exeter Medical School for undergraduates and a number of training days for local GP's and clinicians.

Cornwall is a beautiful county which offers an outstanding quality of life and providing many opportunities for outdoor activities, with its sailing waters, surfing beaches and rugged coastal pathways for walking, and cycling. There is a thriving arts and theatre scene as well as an interesting variety of eating places, including celebrity-owned restaurants within Cornwall. The major route both in and out of the county is the A30 which connects with the M5 motorway at Exeter. There is an excellent rail service with daily passenger and sleeper services and an airport at Newquay with daily connections to many cities throughout the UK and abroad.

Applicants are required to be GMC registered. Applications are welcomed from those unable to work full time for personal reasons or those wishing to job-share.

Informal enquiries about this post should be addressed to Carol Wilson, Specialty Lead for CFS/ME Service email [carol.wilson48@nhs.net](mailto:carol.wilson48@nhs.net) or telephone 01872 252935

**1. Job Details 156-MS-Reference Number (medical staffing will issue)**

|                     |  |
|---------------------|--|
| Title:              | Specialty Doctor in CFS/ME Service   |
| Reports to:         | The Divisional Director.   |
| Accountable to:     | The Medical Director.  |
| Reporting Location: | The Royal Cornwall Hospital and any associated hospitals with RCHT responsibilities. |
| Remuneration:       | <b>£37,176 - £69,325 per annum pro rata to 4 clinical sessions</b>                   |

**2. Job Purpose**

- Maintenance of the highest clinical standards in the management of CFS/ME patients. To share with colleagues responsibility for the day to day management of CFS/ME patients.
- The practitioner will provide specialist medical services to patients referred directly to the service, as directed by the Specialty Lead.
- The clinician will receive supervision from a named consultant, in line with the skills and experience of the person appointed.
- The scope of the role will be adjusted to the skills and experience of the clinician appointed.
- Attendance at weekly MDT meetings and 6 weekly clinical governance meetings.
- Teaching and training of junior staff and medical students where applicable.
- To have responsibility for ensuring active participation in continuing medical education (CME).
- To actively participate in both departmental and Trust matters concerning Clinical Governance and Audit.
- To attend meetings as appropriate.
- Fulfill duties of weekly timetable.

**3. Dimensions****The Royal Cornwall Hospitals' NHS Trust**

The Royal Cornwall Hospital is situated in the Cathedral city of Truro in the centre of the Cornish Peninsula. The surrounding countryside is renowned for its spectacular rural and coastal scenery. Cornwall is well known for its surfing beaches, coastal and inland sailing waters, as well as equestrian opportunities. The strong heritage of Cornwall has been further enhanced with the opening of the Eden Project and the National Maritime Museum. Over recent years there has been an unprecedented growth in high quality restaurants and family orientated leisure facilities. The main road links to the rest of the country have been further enhanced by major improvements to the A30. Local rail links to London include regular daytime and sleeper services, and there are regular daily flights to London from Newquay Airport, as well as to other national and international destinations.

The Royal Cornwall Hospitals' NHS Trust (RCHT) is part of the Cornwall Healthcare Community, working in partnership with other local trusts to deliver high quality healthcare services across the county. The Trust has close links to medical specialist services in the South West Peninsula and beyond. Serving a widespread local population, as well as thousands of visitors to Cornwall each year, poses a number of unique healthcare challenges. The Trust delivers acute medical and surgical services to a population of approximately 400,000 and has a higher proportion of elderly

people than the national average. The population more than doubles during the busy holiday periods. RCHT comprises three main hospitals: The Royal Cornwall Hospital, Truro; West Cornwall Hospital, Penzance, and St. Michael's in Hayle. Outpatient and other services are also provided at a large number of community-based NHS locations around the county and a number of corporate support services are located away from the main hospital sites.

Further information on the Trust can be viewed on the Internet at [www.cornwall.nhs.uk/RCHT](http://www.cornwall.nhs.uk/RCHT) and [www.cornwall.nhs.uk](http://www.cornwall.nhs.uk)

### **3.1 Staffing**

The CFS/ME Service comprises of:

Specialty Lead/Clinical Specialist Occupational Therapist/Psychotherapist

Specialty Doctor (this vacancy)

Consultant Clinical Health Psychologist

3 x Occupational Therapists

GP with Specialist Interest

### **3.2 Facilities**

The service supports patients in a variety of settings across the health community, including the main base at Royal Cornwall Hospital Trust, Truro. This can also include visits to patients in their home.

### **3.3 Services**

The small specialist team in the Cornwall and Isles of Scilly CFS and ME Service comprises a Specialty Doctor/Consultant (Vacant post), GPwSI, Clinical Specialist Therapist (Specialty Lead), Specialist Occupational Therapists x 3 and a Clinical Health Psychologist.

The service supports patient as detailed in the NICE guidelines (53) for the care of patients with CFS/ME.

The service provides diagnosis, medical management, and rehabilitation of this group of adult patients. The service supports patients in transition from local and out of county pediatric services. The service is commissioned to work across the Cornwall Peninsular, working closely with physical and mental health teams.

The service runs a training programme with the University of Exeter Medical School for undergraduates and a number of training days for local GP's and clinicians. The service also provides clinical placements for psychology and occupational therapy students and trainees.

The service receives the majority of referrals from Cornwall based GP's and Mental Health Services. Referrals are also received from specialties in RCHT – in particular, endocrinology, neurology, and rheumatology. Children over 16 come via transitional clinics from Pediatrics if there are ongoing medical aspects of care to monitor.

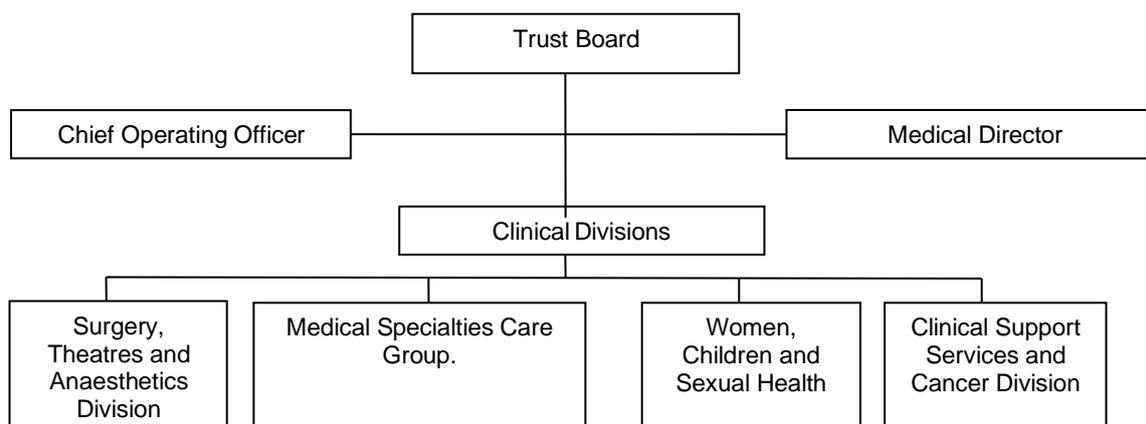
### **3.4 Links with the Primary Care Trust (PCT)**

The CFS/ME service comes under Specially Commissioned services, and as such we work closely with our commissioners and other health providers in the county.

### **3.5 Inpatient work**

The service provides acute in-reach for medical assessment if requested.

## 4. Organisation Chart



**The CFS/ME service sits within the Medical Services Division**

## 5. Principal Accountabilities

### 5.1 General Duties and Responsibilities of the Post

- Provision with colleagues of a service to the Royal Cornwall Hospitals' NHS Trust, with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department.
- Cover for colleagues' annual leave and other authorised absences.
- Any responsibility that relates to a special interest.
- Professional supervision of other junior medical staff.
- Responsibilities for carrying out teaching.
- Participating in medical audit, the Trust's Clinical Governance processes, and in Continuing Professional Development (CPD).
- Involvement in research (where applicable).
- Where it is agreed between the parties, work on behalf of the Royal Cornwall Hospitals' NHS Trust such as domiciliary consultations, or services provided by the Trust for other agencies, for example, the prison service. (This excludes work undertaken under direct arrangements between an individual doctor and a third party, e.g. Category Two).
- A willingness to undertake additional professional responsibilities at local, regional or national levels.
- The post-holder must at all times carry out their duties with due regard to the Trust's Equal Opportunities Policy. A responsibility to ensure that all colleagues and patients receive the same treatment, care and attention, regardless of race, religion, ethnic origin, gender, marital status, age, sexuality or disability.
- A responsibility to work co-operatively with colleagues and to respect and value their contribution to patient care.
- It is the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff. The post-holder is required to comply with the appropriate Health and Safety Policies as may be in force.
- A responsibility to decline to undertake duties for which the post-holder has not been trained, or for which the post-holder does not believe they will be able to undertake safely.
- It is the responsibility of the post-holder to ensure that all duties are carried out to the highest possible standard and in accordance with the current quality initiatives within the area of work.
- All staff who have access to, or transfer data, are responsible for that data and must respect confidentiality and comply with the requirements of the Data Protection Act 1998, in line with the Trust's policies. Such information should not be released without the consent of the patient, client, or staff member concerned unless required by a court order.

- The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
- The post-holder will be required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust policy.
- The post-holder is required to comply with Trust policy on the implementation of Working Time Regulations (1998, 2009 amendment) including declaration of hours worked and breaks taken by undertaking monitoring exercises when required, and reporting any instances where the pattern of working hours may constitute a health and safety risk to the post-holder, patients, public and other Trust employees. The post-holder will not be subjected to any unlawful detriment by reporting any concerns under the Regulations.
- The post-holder will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.
- The post-holder will be required to participate in the annual appraisal process.
- The post-holder will be required to complete annual updates in mandatory training.
- Travel as necessary between hospitals/clinics will be required but a planned and cost-effective approach will be expected.
- Any other duties that may be required from time to time.
- The post-holder must comply with all aspects of confidentiality, professional codes of conduct, the Royal Cornwall Hospitals' Trust's Staff Charter and the NHS Managers' Code of Conduct.

## **5.2 Expectations of the Post-holder**

The post-holder can expect:

- An appropriate Contract of Employment incorporating national terms and conditions (in accordance with national and local collective agreements).
- An appropriate agreed job plan that may be changed by mutual agreement between the doctor and the Divisional/Specialty Director/Divisional Manager in accordance with the agreed procedure for the review of job plans and any recommendations following appraisal.
- An adequate time allocation for administration, education, audit and teaching commitments, etc, (the precise amount will depend on the requirements of the particular post and the Trust will give due regard to the recommendations of the appropriate Royal College, etc).
- Receive appropriate consultant supervision and mentoring.
- Adequate support and time allocation to allow doctors to fully participate in the Trust's appraisal process and the necessary CPD and study leave requirements which are a natural consequence of appraisal.

## **5.3 Objectives and How They Will Be Met**

The post-holder will be required to deliver medical services within Cornwall, in close collaboration with consultant colleagues and within commissioned performance targets.

## **5.4 Teaching and Training**

The post-holder is expected to participate in the teaching and training of junior staff, medical students and other clinical staff groups. The post-holder will also have supervision responsibilities for junior medical staff within the specialty.

## **5.5 Study and Training**

The post-holder is expected to participate in professional continuing medical education; study leave is provided for this purpose, and the post-holder will be entitled to apply to the Trust's Study Leave Committee for a contribution to funding of this activity.

## **5.6 Research**

Members of the Division are encouraged to pursue approved topics of research. There are funds available within the hospital for approved studies. The use of commercial funds for ethically approved trials is encouraged and projects can be supported by the Trust's Audit Department.

## 5.7 University of Exeter Medical School (UEMS)

The Peninsula Medical School is part of the Peninsula College of Medicine and Dentistry. It is a partnership between the Universities of Exeter and Plymouth, the five acute trusts of the Peninsula, the Partnership Trusts and the Primary Care Trusts.

The Peninsula Medical School accepted the first students in September 2002. The first two years of learning are based primarily at university sites in Plymouth and Exeter, with the students then moving to bases at the acute trusts from their third year. RCHT hosts students from Year 3-5. The first students graduated in July 2007, providing the region with its first locally trained F1 doctors.

The innovative undergraduate curriculum, combining both the science and the art of medicine, is integrated from the outset, incorporating basic science and clinical teaching in community and secondary care settings, mainly in small groups, using enquiry-based learning. NHS (SIFT) funding supports teaching and learning in the clinical environment. A robust system of Service Level Agreements (SLAs) is in place to ensure that the vast majority of teaching activity is captured in job plans and funded appropriately. All clinicians involved receive staff development appropriate to their involvement, e.g. academic mentoring, direct clinical teaching or assessment.

In January 2012, the Universities of Exeter and Plymouth began the process of disaggregation, with the subsequent development of two separate medical schools. RCHT will host students and research from the University of Exeter Medical School (UEMS), with the first cohort of Year 3 students beginning in the academic year 2015-16. The partnership with a Russell Group university, ranked 8<sup>th</sup> in the 2013 Times Good University Guide, with the ambition to develop world class research, is a truly exciting prospect.

A substantial building - the Knowledge Spa - accommodates the academic and educational needs of the medical students and the Faculty of Health of Plymouth University [nursing and allied health professionals]. There is a substantial library for health professionals, and the public, as well as research space and incubation units for health-related businesses. The European Centre for Environment and Human Health, part of UEMS, is located within the extension to the Knowledge Spa. Together with the undergraduate medical programme and postgraduate taught programmes, the Centre makes up the Truro Campus of the University of Exeter. This world leader in environment and health research also has laboratory space at the Penryn Campus of the University.

The Medical School's locality team, supported by administrative and clinical academic staff includes:

Dr. Nicki Saulsbury, Associate Dean for Cornwall (HIV /GU Physician)  
Dr Julie Thacker, Hospital Sub-Dean (Associate Specialist, CFS Service)  
Dr. Ian Fussell, Community Sub-Dean (GP)  
Dr Steve Iles, Clinical Skills Co-ordinator (Respiratory Physician)  
Ms Kandy Collings (Senior Clinical Skills Tutor)  
Mrs. Viv Woodard (Programmes Manager)  
Ms Anne Davidson (NHS Liaison Manager)

Consideration will be given to a suitable applicant being awarded a senior honorary academic title with UEMS. Subject to academic performance a joint academic / clinical appointment might be possible in the future.

The Directorate has a significant teaching commitment to the Medical School. It is anticipated that the post-holders will contribute towards this, the exact nature and timing of which to be agreed with the Speciality Director.

**For further information and discussion relating to PCMD, please contact Dr. Nicki Saulsbury, Associate Dean for Cornwall on 01872 256453 or via e-mail [Nicki.Saulsbury@rcht.cornwall.nhs.uk](mailto:Nicki.Saulsbury@rcht.cornwall.nhs.uk).**

## **5.8 Job Plan**

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

The job plan for the first three months will be based on the provisional timetable included with this job description.

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 provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfill the job plan and objectives.

## **5.9 Provisional Timetable**

The following provides scheduling details of the clinical activity and clinically related activity components of the job plan that occur at regular times in the week. Agreement should be reached between the appointee and their Divisional Director with regard to the scheduling of all other activities, including the Supporting Professional Activities. Whilst the job plan is for 4 programmed activities there may be opportunity to take on further clinical sessions once appointed.

Currently the timetable is:

Tuesday – 9:00 – 17:00

Thursday – 09:00 – 17:00

## **6. Communications and Working Relationships**

### **Internal Working Relationships**

- Chief Executive.
- Medical Director.
- Team working with Divisional/Specialty Managers and administrative staff.
- Specialty Directors, Divisional Directors and Divisional Managers.
- Clinical leads of site specific multi-disciplinary teams.
- All doctors and multi-disciplinary teams throughout the Trust.

### **External / Other Working Relationships**

- Organisations in the Local Health Community [Commissioners and Providers].
- Royal Colleges.
- Peninsula Medical and Dental School.

## 7. Job Description Agreement

**Signature**

**Post-holder**

**Date**

**Signature**

**Divisional Director**

**Date**

**Signature**

**Chief Executive**

**Date**

### **Health and Safety and Risk Management**

In carrying out their duties the employee is required to take responsible care to avoid injury or accident, which may be caused by work. These duties must be performed in accordance with the Specialty/Division/Trust's Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

### **Hospital Policies**

The Royal Cornwall Hospitals' NHS Trust is a dynamic organisation and therefore changes in the core duties and responsibilities of the role may be required from time to time. These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the Trust and behave in a way that reflects these. In keeping with the Trust's Standards of Business Conduct for Employees and the Equal Opportunities Policy, the post-holder is at all times expected to take responsibility for their own actions, support multi-disciplinary and partnership working and develop a working environment of courtesy, fairness and mutual respect.

The post-holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence.

The Royal Cornwall Hospitals' NHS Trust is a regulated organisation and as such, all post-holders must have their criminal record checked. You will be asked at interview if you have any criminal convictions and a police check on the existence of a criminal record will be made if you are the preferred candidate for appointment to the post.

You are required to comply with the regulations of the Human Rights Act 1998 during the course of your employment.

This job description will be subject to annual review and amended to meet the changing needs of the Trust.

This job description is subject to the terms and conditions of service of the Royal Cornwall Hospitals' NHS Trust.

**Please note:**

### **Rehabilitation of Offenders Act**

**This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.**

**If this post requires participation in exposure prone procedures, you will be required to undergo blood borne virus screening as appropriate.**

## Person Specification

Post  
Specialty/Division

| ATTRIBUTES  | REQUIREMENTS   |                                     | METHOD OF ASSESSMENT               |
|---|--|-------------------------------------|------------------------------------|
|   | ESSENTIAL  | DESIRABLE                           |                                    |
| QUALIFICATIONS  | Full GMC Registration.   | An appropriate higher qualification | Pre-employment checking procedure. |
| EXPERIENCE  | Teaching (Medical students, peers, MDT).   |                                     | CV and interview.                  |
| PRACTICAL AND INTELLECTUAL SKILLS (INCLUDING ANY SPECIAL KNOWLEDGE) | Strong clinical and personal credibility.<br><br>Excellent communication and interpersonal skills; adapts style depending on audience.<br><br>Excellent IT skills.<br><br>Conceptual and analytical skills.                |                                     | CV, interview and references.      |
| DISPOSITION/ ADJUSTMENT/ ATTITUDE                                   | Flexible in approach and able to adapt quickly to changing priorities.<br><br>Able to operate as a change agent and ability to work collaboratively with peers, MDT.<br><br>Attention to detail in all professional tasks. |                                     | CV and interview.                  |

|  |   |  |                               |
|--|---|--|-------------------------------|
| <p><b>ADDITIONAL CIRCUMSTANCES</b></p> | <p>A Disclosure and Barring Service record check satisfactory to the organisation.</p> <p>Current and valid visa to allow work in the UK.</p> <p>OH clearance and receipt of three satisfactory references.</p> <p>The post-holder may be required to travel within and outside of the county, sometimes at short notice, and will be responsible for their own arrangements.</p> |  | <p>Pre-employment checks.</p> |
|--|---|--|-------------------------------|

**Prepared by**

Carol Wilson  
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