

**JOB DESCRIPTION FOR  
CLINICAL FELLOW IN GASTROENTEROLOGY (HEPATOBIILIARY)**

**The Job**

<b>Title of Posts:</b>	Senior Clinical Fellow in Gastroenterology with interest in hepatobiliary disease
<b>Nature of Appointment:</b>	Full Time
<b>Duration of Contract:</b>	12 months
<b>Responsible To:</b>	Dr Giovanni Tritto Consultant Gastroenterologist, Service Lead
<b>Accountable To:</b>	Dr Philip Berry Clinical Director, GMS
<b>Employing Authority:</b>	Guy's & St Thomas' NHS Foundation Trust
<b>Contact for details:</b>	Sreelakshmi Kotha Consultant Hepatologist and Endoscopy lead

**Job Summary:**

This is a clinical post based in the Department of Gastroenterology at Guy's & St Thomas' Hospital. The hepatology and HPB unit at Guy's and St Thomas' is a IqILs level 2 accredited unit, that provides a tertiary service for the care of patients with advanced liver disease, its complications and complex hepatobiliary conditions. The post holder will undertake clinical sessions in the Department of Gastroenterology at Guy's & St Thomas' Hospitals (as per proposed timetable). This post addresses candidates who have completed or are completing their training in Gastroenterology and wish to gain higher experience on liver/pancreatobiliary disease.

We offer a wide range of services to inpatients and outpatients with gastrointestinal and liver disorders, including inflammatory bowel disease, enteral/parenteral nutrition, hepatology services and oesophageal pathophysiology. Our busy endoscopy unit delivers around 18,000 procedures per year and offers a portfolio of specialised endoscopy services. In particular, Guy's & St Thomas' is a tertiary referral centre for hepato-pancreatobiliary endoscopy, receiving a high number of requests for difficult ERCPs, cholangioscopy, intraductal biopsy, advanced stone management and pancreatic pseudocyst drainage. We are developing the service with a view to introduce new procedures including EUS guided biliary and gall bladder drainage, and the post holder will be asked to support the establishment of these areas. Our vision is that the Guy's & St. Thomas will provide clinical, training and research excellence that consistently meets and exceeds the expectations of its patients and peers

This post offers a unique opportunity for training in ERCP, cholangioscopy, pancreatic endotherapy, electrohydraulic lithotripsy, enteral stenting, cystgastrostomy and general endoscopy. ERCP lists occur three or four times per week in a dedicated fluoroscopy/endoscopy room, and general anaesthesia/propofol sedation provided twice per week. EUS is provided separately, and training in this area can be provided.

The role will include hepatology/gastroenterology clinics, a virtual clinic, benign MDT co-ordination and preparation for the weekly malignant MDT. The successful candidate will be expected to support the ward team in assessing HPB inpatients, to engage in audit, quality improvement and research projects.

The post holders will also participate in undergraduate and postgraduate teaching and training

### **Organisational Values:**

Our **values** help us to define and develop our culture, **what we do** and **how we do it**. It is important that you understand and reflect these values throughout your employment with the Trust.

The post holder will:

- **Put patients first**
- **Take pride in what they do**
- **Respect others**
- **Strive to be the best**
- **Act with integrity**

Our values and behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet.

### **Main place of employment:**

The post will be based at the Guy's and St Thomas' sites. However, it is a requirement of your employment that you be prepared to work at any additional or different location owned or served by the trust, either on an on-going or temporary basis according to the demands of the service.

### **Duties and responsibilities:**

#### **Clinical:**

The post holder will, together with colleagues, be responsible for the provision of Gastroenterology services to the Guy's & St Thomas' NHS Foundation Trust to include:

Attendance at 10 sessions per week across sites at Guy's & St Thomas' NHS Foundation Trust. The exact timetable may vary but would normally include 5 endoscopy sessions (on fixed days or flexible, including 3-4 training hepatobiliary lists, one general endoscopy service list), 1 outpatient clinic plus one virtual clinic, participation in multidisciplinary meetings and liaison with other specialist teams. The post holder will support the inpatient activity for the hepatobiliary services.

The post holder will also be expected to cover some additional endoscopy lists in rotation with other clinical fellows and to participate in the Saturday's endoscopy rota, which is currently 1:8 but may change according to service delivery needs. Participation in the on call endoscopy rota, covering weekdays and weekends, is also anticipated.

Involvement in service development and the improvement of quality of care through audit, quality improvement projects and implementation of new services in collaboration with the HPB team at GSTT.

Undertaking the administrative duties necessary as part of clinical sessions, including writing of letters and provision of advice to GPs and other specialities.

The post holder may, on occasions, be asked to undertake additional duties such as emergency endoscopy or consultations particularly when specialist registrars in the department are away on annual or professional leave.

### **Additional Requirements, Occasional Duties and Responsibilities:**

At all times staff must work within the policy guidelines of the Trust. This includes following safe working practices, financial and personnel regulations and the equal opportunities policy.

The list of duties given above is not an exhaustive list and the post holder may be asked to undertake other duties in line with the grading of the post as may be required.

Staff should recognise that job descriptions reflect core activities of a post at a particular time and that as the institution and the individual develops there will inevitably be changes in the emphasis and duties of the post. The Trust expects that all staff will recognise this and adopt a flexible approach to work and be willing to participate in training. If changes to a job description become significant the job description should be reviewed formally by the post holder and the Head of Department.

### **Training of junior staff:**

The post holder will take responsibility for the training and direction of junior staff allocated to him/her under aegis of the training plan that post holder has agreed with their supervising consultant.

### **Teaching:**

The post holder will be expected to contribute as appropriate in the teaching of undergraduate and postgraduate students.

### **Clinical Governance:**

All medical and dental staff are expected to take part in clinical governance activity, including clinical audit, clinical guideline and protocol development and clinical risk management. They will be expected to produce evidence of their contribution in these areas and their audit of their own clinical work as part of their appraisal.

### **Mutual Obligation to Monitor Hours:**

There is a contractual obligation on employers to monitor working hours through robust local monitoring arrangements supported by national guidance, and on individual doctors to co-operate with those monitoring arrangements.

### **European Working Time Directive (EWTG):**

All posts and working patterns are under constant review in line with EWTG guidelines

### **Educational Programme:**

Neither the London Deanery nor the Royal College accredits this post for postgraduate training. However the post holder will be expected to attend and contribute to educational activities e.g. departmental meetings, x-ray meetings, pathology meetings, multidisciplinary meetings, journal clubs etc.

### **Appraisal:**

All medical and dental staff are required to undertake appraisal.

### **Additional Information:**

The post holder is required to follow Trust policies and procedures which are regularly updated including:

### **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

### **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

### **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Flexible Working**

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy**

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

### **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

### **Study Leave:**

Study Leave will be granted at the discretion of the Clinical Lead.  
Funding for CPD will be equivalent to that of the appropriate Training post.

### **Terms and Conditions of Employment:**

This post is exempt from the Rehabilitation of Offenders Act 1974 and this means that any criminal conviction must be made known at the time of application.

### Example of a Weekly Timetable of Fixed Commitments

	<b>Hospital/ location</b>	<b>Type of Work</b>	<b>Average Duration (hours)</b>	<b>Frequency: (e.g. 1x4 wks, 1x6 wks 1x1 wk)</b>
<b>Mon AM</b>	STH	MDT preparation Admin/Adhoc ERCP training list	2 hours 2 hrs	1 x week 1 x week
<b>Mon PM</b>	STH	EUS training list	4 hours	1 x week
<b>Tue AM</b>	STH	Benign MDT(8-9 AM) ERCP Pre- assessment clinic	1 Hr 1 hours	1 x week 1 x week
<b>Tue PM</b>		Admin ERCP(training list)	2 hours 4 Hours	1 x week Alt week
<b>Wed AM</b>	Guy's	Malignant MDT(8-9 AM) Clinic	4 hours	1 x week
<b>Wed PM</b>	STH	ERCP (training list)	4 hours	1 x week
<b>Thur AM</b>	STH	Audit, service development/ad hoc activity	4 hours	1 x week
<b>Thur PM</b>	STH	Ad Hoc ERCP training List EUS (training list)	4 hours	1 x week
<b>Fri AM</b>	STH	ERCP (training list)	4 hour	1 x week
<b>Fri PM</b>	STH/Guy's	Endoscopy – Mixed UGI&LGI	4 hours	1 x week

## Person Specification Clinical Fellow in Gastroenterology

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training:</b>	Full GMC Registration MBBS of equivalent MRCP or equivalent	Completed specialist training in Gastroenterology Higher Degree (MD or PhD)
<b>Clinical Experience:</b>	At least 2 years comprehensive clinical experience in Gastroenterology at Specialist Registrar Grade. Experience in the management of hepatobiliary disease	Training in the management of complex liver disease in tertiary/transplant centre Training in ERCP or EUS
<b>Knowledge and Skills:</b>	Ability to work as an effective member of a multidisciplinary team Competent/independent (JAG criteria) in diagnostic OGD and Colonoscopy with key performance indicators	Higher training in advanced/interventional endoscopy
<b>Research:</b>	Understanding of the principles and applications of clinical research.	Further research degree  Research portfolio in Gastroenterology
<b>Teaching:</b>	Experience of undergraduate teaching and post graduate training	Teaching qualification Endoscopy trainer
<b>Management:</b>	Evidence of understanding of the role of clinical management	Management training or qualification Evidence of leadership in the development of clinical services
<b>Other:</b>	Evidence of understanding of and adherence to the principles of <i>Good Medical Practice</i> set out by the General Medical Council  Evidence of contribution to effective clinical audit and clinical risk management	Experience in clinical guideline development