

Royal College of Paediatrics and Child Health

College Specialist Advisory Committee in
Community Child Health

**Guidance on completing a
job description for
Consultant Paediatricians in Community Child Health
(CPCCH)**

Date agreed 21 February 2019

Review date January 2021

Introduction and job summary

This should include in one sentence “what this job is about” including the main duties/responsibilities and how the post has arisen (new investment, service reconfiguration, replacement or retirement).

THE TRUST

A Geographical Overview of Trust area

A description of which area the Paediatric/Child Health department provides services to, other Health Trusts and Services (including CAMHS and other relevant services) it relates to, which Local Authorities it relates to and where Health Services are commissioned.

This may also include information for those moving to the area including schools, leisure amenities etc

Trust Profile

A brief description of the employing Trust including size, Directorate structure and services provided. It should include information on bases, offices, facilities incl IT, any other unique features e.g. academic facilities. CPD and study leave entitlements and arrangements should be included. Information on nursing staff, professionals allied to medicine and other allied professional e.g. teachers, social workers could also be included.

Community Child Health Department

Initial introduction should include a brief population overview – numbers of children, schools, unique features of the clinical area – ethnic mix, socio-economic status etc. A description of how the department works, where doctors and other staff are based, what is done and who does what should be included. The structure could follow the headings in Community Paediatric Workforce Requirements to Meet the Needs of Children in the 21st Century (www.bacch.org.uk/publications/workforce.php) and could usefully appear in a table indicating each person’s commitments and special interests and including career grade and training posts.

<u>Disability & Special Needs</u>	Neonatal follow up, CDC, outpatients, statutory assessment and review incl transition, respite care for medically dependent children, disability register.
<u>Clinical Specialisms</u>	Hearing Impairment, Visual impairment, Behavioural paediatrics, Sudden Unexpected Deaths
<u>Children in Need / Child Protection</u>	including Adoption and Looked After Children
<u>Public Health</u>	Child health promotion, screening and immunisation School health and health promotion incl accidents
<u>General Paediatrics</u>	Outpatients, chronic illness in the community and inpatient work

Service management

HR, financial management, research and development, clinical governance and quality assurance

Training

Undergraduate, postgraduate

Continuing professional development

The Paediatric/Hospital Department

Similar information should be provided on staffing, structure and workload in the acute service.

Future plans for the department

Comments should be made on future planned developments in child health in the Trust and in other related agencies.

THE POST ITSELF

A brief summary of the post should include comments on the type of post (full time or part-time), what PAs are offered and what part time arrangements can be accommodated.

Responsibilities of the post (*should follow BACCH guidance on job planning for CCH or combined posts, as applicable, at www.bacch.org.uk/publications/workforce.php*)

- a) The clinical responsibilities of the post, both general and any specialist interests
- b) Clinical management roles e.g. CDC lead, Designated medical officer for SEN
- c) Service management e.g. lead clinician, clinical governance lead, training lead
- d) Education and training, trainee supervision and teaching,
- e) Audit/clinical governance
- f) Research opportunities/expectations
- g) Other duties including interagency working
- h) Lines of accountability and review
 - i) professional
 - ii) management
 - iii) other e.g. academic
- i) On call commitments - community and hospital - and cover for colleagues
- j) General comment applicable to all consultants e.g. expected to show clinical leadership, set standards, supervision of trainees, participate in management within the Trust by committee work.

Job Plan

The plan should show all Direct Clinical Care PAs with a list of other duties to be fitted into Supporting Professional Activities. There will usually be 7.5 DCC and 2.5 SPA. The distribution of sessions between different activities e.g. general clinics, CDC work, special interest, management, audit, CPD, teaching, administration etc should be clear. For community posts it is recognised that the concept of 'Direct Clinical Care' may be different to hospital posts but guidance is given in the BACCH document mentioned above. It may be easier to show a monthly plan than the weekly one usually used for hospital-based staff.

The plan should also show any out of hours commitments including weekend or evening fixed sessions, on call arrangements and whether this is resident or from home. Arrangements for job plan review i.e. performance review should be included.

Support arrangements for the post

The administrative and secretarial support available for the post should be described. All consultants should have an office with access to IT incl the Internet on their desk. Availability of mentoring for new consultants, and arrangements for appraisal should be outlined.

CPD and study leave entitlements and arrangements should be included.

Trust Terms and Conditions of Service

This should state the Terms and Conditions of Service that apply. It should give details about flexible working opportunities, salary, residence requirements, removal expenses, annual leave, study leave and any special leave entitlement and sick pay, travelling expenses and disciplinary procedures.

Arrangements for occupational health screening and a statement on the Rehabilitation of Offenders Act incl arrangements for police clearance should be included, together with interview arrangements and the date when the post is available.

Pre-interview visiting arrangements should be included together with contacts who will usually be the Clinical Director or Lead Clinician, Medical Director or Chief Executive.

Person specification *		
	Essential	Desirable
Qualifications	<p>MRCP, MRCPCH by examination or equivalent</p> <p>Full GMC registration</p> <p>On the GMC specialist register or within 6 months of CCT or CESR-CP in Paediatrics.</p> <p>Capable to work at Consultant level in Community Child Health</p>	<p>Higher degree e.g. MSc, MD or other higher degree</p> <p>DCH, DCCH, MBA or other relevant diplomas</p> <p>CCT or equivalent in subspeciality of Community Child Health</p>
Experience	<p>Has achieved the competencies relating to General Paediatric Training, usually after 2 years of General Professional Training in Paediatrics</p> <p>Is able to demonstrate having achieved the competencies equivalent to Higher Specialist Paediatric Training including usually 3 years in Community Child Health (usually after 5 years of Higher Specialist Training in total).</p>	<p>Experience in other areas relevant to Community Child Health e.g. General Practice, Child Mental Health, Public Health, Paediatric Neurology, Paediatric Neurodisability</p> <p>Specialist experience in one or more particular areas of Community Child Health practice to take a lead role in that area</p>
Knowledge & skills	<p>Willing to work unsupervised and make decisions</p> <p>Good written and oral communication skills</p> <p>Demonstrated ability to manage time effectively</p> <p>Experience of working in a multi-disciplinary team</p> <p>Evidence of achievement of level 3 competencies in Community Child Health</p>	<p>Demonstrated ability to work unsupervised and make decisions</p> <p>Demonstrated ability to lead a multi-disciplinary team</p> <p>Demonstrated ability to communicate effectively e.g. report writing; thesis</p>
Academic	<p>Participation in research or clinical audit</p> <p>Participation in departmental teaching</p>	<p>Formal research training; demonstrated ability to design a research or audit project</p> <p>Formal training in teaching methods; demonstrated ability in teaching / training.</p>
Management	<p>Understanding of management issues including medical management; clinical governance, service planning and quality improvement</p> <p>Willingness to lead service developments</p>	<p>Demonstrated ability to manage e.g. project work; mentoring junior staff</p> <p>Demonstrated ability to take on a leadership role</p>
Other	<p>e.g Able to meet the travel or health requirements of the job</p>	

*Individual requirements to reflect the particular post may be added.