

## Time out of Programme (OOP)

St Francis' Hospital, Katete Zambia

Job Description and Person Specification for London GP Trainees (GPSTR)

<b>Job Title:</b>	General Medical Officer – Medicine.
<b>Directorate:</b>	Medicine and Paediatrics Directorate.
<b>Reports to:</b>	Senior Medical Superintendent or Physician if present.
<b>Key relationships:</b>	Other GMO's within the directorate. Ward in-charges on the medical and paediatric wards. OPD in-charge and other staff in OPD.

### Introduction

The London Deanery recognises the increasing demand for OOP, to gain experience in International Healthcare systems that it wishes to support. It is proposed that a menu of posts is built, which will be promoted and facilitated by the Deanery and offered to GPSTR's. However the overall OOP process will be essentially directed and owned by the trainee.

In collaboration with St Francis Hospital it is planned that two twelve-month posts will be available, as part of an OOP in August 12, for those GPSTR who have successfully completed their ST2 year in their specific training programmes. The medical officer jobs will be competitively recruited to and offered nine months prior to starting as this is the lead-time required to plan and complete relevant documentation.

### Aims

The Deanery sees applications for OOP as opportunities for excellence. It believes the trainee will bring added value to their OOP post through the competencies developed in the ST1 and ST2 years. The aim of the posts is to enable GP trainees to extend their training, enhance their knowledge and skills in areas that are difficult to achieve within the present three year programme and develop experience in international health development. It is hoped that the opportunities provided by these posts will equip these GP trainees to become future leaders within the profession.

### **PURPOSE OF THE JOB**

General Medical Officer responsible for care of patients on medical and paediatric wards and in Outpatients Department. On arrival at the hospital the GPSTR will have an orientation programme and then rotate through the different patient departments participating in both in and out patient care

### **MAIN RESPONSIBILITIES**

#### Service Management

- Manage one or both medical wards.
- Physician in charge of the Tuberculosis unit.
- Participation in the HIV/AIDS clinic.
- Run the weekly medical clinic with emphasis on diabetes, hypertension, COAD, neurological problems.
- General out patient duties – seeing all referred patients from rural health clinics and instituting initial management including admission or referral to other specialist clinics.
- On-call duties covering medicine and paediatrics at night and weekends, usually between 1 in 3 or 5 depending on how many staff are present.

## Staff Management

- Liaise with ward in charges to ensure efficient running of the wards
- Supervision of Medical Licentiate interns and Practitioners working within department.
- Supervision of Medical Students.

## Service Planning

- Member of the Medical and Paediatrics Directorate and participate in the meetings.
- Participate in the Drug and Therapeutics Committee meetings when required.

## Staff training

- Be involved in training of all levels of staff both formal and 'on the job' including nurses, Nursing students, medical students, medical licentiate interns, clinical officers and clinical officer students.

## Self Development

- Attendance and Participation at Clinical and Mortality Meetings.
- Adapt skills to a resource limited environment and in a different culture

## **Educational Supervision and Assessment**

Clinical supervision while in post will be from a named hospital based Principal Medical Officer who will be met with regularly to assess progress and review aims and learning objectives. The GPSTR will maintain links with their UK GP training throughout the year in Zambia. This can be organised on line through contact with the PD and other trainees from their training programme as well as RCGP e learning packages. The GPSTR will continue to use their WPBA e portfolio and be assessed on line at six monthly intervals, by a UK educational supervisor. Whilst the managed OOP will not be formally recognised towards training for a CCT, trainees must still provide evidence of maintaining WPBA.

## **Terms and Conditions of Service**

Contracts will be held at the hospital. Hours of work and leave entitlement will reflect good employment practice directed by local Health District guidelines. This will include 18 days annual leave and 6 days in lieu of Public Holidays. The salary package of 700 GBP will include single accommodation.

Trainees will not be employed by the Deanery or any other NHS organisation during their OOP. This job description is not comprehensive. The post holder may be asked by the Senior Medical Superintendent to perform reasonable duties relating to this position that are not specifically laid out in this document.

## **Eligibility**

The opportunity of OOP is available to trainees who are currently in their ST2/3 placements, and are due to begin ST3/4 in August 2012. Trainees must be able to demonstrate acceptable progression in their training, and therefore they must have their ST2/3 year approved by an ARCP. If the ARCP recommends a period of further training, or is unable to sign off the ST2/3 year, unfortunately the Deanery will be unable able to process the OOP any further as the trainee will be ineligible. The OOP placement may in this instance have to be withdrawn.

## **Previous GP Trainees employed by St Francis' Hospital**

The following doctors can be contacted to provide further information  
Bronya Gorney ([bronyagorney@googlemail.com](mailto:bronyagorney@googlemail.com))  
Jessica Cooper ([jessica.cooper@doctors.org.uk](mailto:jessica.cooper@doctors.org.uk))

## **Person Specification**

	Essential	Desirable	When evaluated
Eligibility, education, qualifications	<p>Current trainee in the London Deanery completing ST2/3 in July 2012. Available for one year.</p> <p>Satisfactory Progression through ARCP panels to ST3/4</p> <p>Broad-based clinical experience to date</p>	<p>Postgraduate qualification in a relevant discipline</p> <p>Prizes or distinctions</p>	Application form
Knowledge and skills	<p>Effective organisational, planning and administrative skills</p> <p>A demonstrable understanding of International Health Development</p> <p>Competence in Information Technology</p> <p>Competence and experience of audit and working within guidelines</p>	<p>Evidence of learning and teaching activity</p> <p>Evidence of International Health Experience</p>	Application form and interview
Personal attributes	<p>Effective written and oral communication skills</p> <p>Able to work well individually and in a team</p> <p>Good problem solving skills</p> <p>Tolerant and empathetic</p>	<p>Evidence of leadership potential</p> <p>Experience of a change process</p>	Application form and interview

Dr Shelagh Parkinson  
 Medical Superintendent  
 St Francis' Hospital  
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Dr Patrick Kiernan  
 Director OOP  
 London GP Deanery

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