



# **THE QUEEN ELIZABETH HOSPITAL BOARD**

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Consultant Paediatrics
<b>SALARY SCALE:</b>	S5:S4:S3:S2
<b>DEPARTMENT:</b>	Medical Services Department
<b>REPORTS TO:</b>	Head of Department, Consultant

### **JOB SUMMARY**

As Clinical Consultant will be responsible for the provision of highly specialize expertise for the development and assessment clinical service within the directorate.

The consultant will work autonomously within professional guidelines and will be responsible for the systematic governance and evaluation of their particular practice and those they manage within the service.

## **DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as an illustration of the various types of work that may be performed:*

1. Oversees care delivery and coordinate the activities of a multi-disciplinary team ensuring optimal patient outcomes are achieved, with the available resources while complying with requirements;
2. Provides highly specialized assessments of patients referred to the service, based upon appropriate use, interpretation and integration of complex data from a variety of tests, observations and interventions;
3. Formulates plans for the formal treatment and/or management of a patient's problems;
4. Implements a range of highly specialized interventions for the individuals and families;
5. Provides expertise and specialist advice, guidance and consultation to other professionals who are contributing directly to the formulation, diagnosis and treatment plan for patients;
6. Ensures that members of relevant clinical teams have access to an appropriately based framework for understanding and caring of patients in their care through provision of advice and consultation and dissemination of information;
7. Undertakes risk assessment and risk management of individual patients and to provide both general and specialist advice on risk assessment and management;
8. Meets such performance targets as may be required by the Head of Department;
9. Adheres to professional standards and codes of conduct of the Medical Council;
10. Participates in the education and training of other professional and non-professional staff as agreed with the Head of Department;
11. Participates in supervision and undertake relevant training as identified in individual performance and development reviews as agreed with the Head of Department;
12. Manages and supervises staff working within the directorate;

13. Ensures the appropriate allocation of cases to members of the clinical team;
14. Participates in and facilitate the implementation of staff Personal Development and performance reviews;
15. Contributes to the identification of service priorities involving statutory and non-statutory agencies, as appropriate to clinical work;
16. Initiates and participates in the development of innovative, accessible, responsive and effective services for patients;
17. Initiates and participates in clinical audit and quality assurance procedures as required;
18. Maintains proper clinical records and provide statistical returns as necessary;
19. Ensures the safety of the service through regular review of clinical governance arrangements and dissemination/ implementation of updated practice;
  
20. Ensures continuous monitoring and evaluation of clinical outcomes for the service;
21. Ensures that the directorate service complies with the Queen Elizabeth Hospital policies and procedures.

## **KNOWLEDGE, SKILLS & ABILITIES**

1. Sound knowledge of current health policy development.
2. Demonstrated understanding of private health sector funding models.
3. Knowledge of incident review and complaints resolution.
4. Knowledge of budget preparation.
5. Knowledge of grievance procedures and disciplinary codes.
6. Knowledge of workforce modernisation and redesign.
7. Knowledge and application of quality improvement programmes.
8. Demonstrated sound financial management and administrative skills in a Health Care facility.
9. Excellent leadership skills.
10. Possesses excellent time management skills.
11. Skill at organizing and presenting information systematically.
12. Skilled in the use of modern office equipment and in Microsoft software applications.
13. Skilled in change management.
14. Ability to understand of human resources issues and procedures.
15. Ability to systematically organise and direct others.
16. Ability to deal with difficult and sensitive situations with tact and diplomacy.
17. Ability to guide the continual professional development of the team to ensure existing and future institutional needs is met.
18. Ability to make calm rational decisions in the face of adversity.
19. Capable of inspiring others, with the ability to quickly gain confidence of others, including clinicians, staff, patients and relatives.

## **QUALIFICATIONS**

A Fully Registered Medical Practitioner with an approved postgraduate qualification in the appropriate specialty from a recognized institution (as recommended by the Chief Medical Officer after consultation with the Medical Council). Not less than four years' experience in the particular specialty is required.