

Template for  
Job Description for Consultant in Genitourinary Medicine

This document has been produced by Dr. A. Edwards on behalf of the Royal College of Physicians Joint Speciality Committee for Genitourinary Medicine. It provides a template that can be used both by those drawing up job descriptions and also by Regional Speciality Advisers for Genitourinary Medicine when assessing job descriptions they have been sent. The template is designed to be amended according to local needs. It should be used in conjunction with the Royal College of Physicians publication “Consultant Physicians Working for Patients” 2<sup>nd</sup> edition. This can be accessed via [www.rcplondon.ac.uk](http://www.rcplondon.ac.uk) using your personal password.

The regulations relating to the appointment of consultants can be accessed on [www.doh.gov.uk/hrinthenhs/consultantregulations.htm](http://www.doh.gov.uk/hrinthenhs/consultantregulations.htm)

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(Title)  
Consultant in Genitourinary/HIV Medicine  
*(With a special interest in...)*

### Approving the post

The job description will need to be approved by the Regional Adviser. Your Human Resources department will usually take responsibility for sending the draft to the Regional Adviser who will almost always send it on to the Regional Specialty Adviser.

The RCP will be putting a step-by-step guide on the RCP web for HR departments outlining the process and timescales needed with a list of specialties linking to the model consultant job plans in “Consultant Physicians Working for Patients”.

## Job Description

### Appointment

This is a (new) (replacement) post of a whole time or maximum part time

*(should also make a statement about part time or job share applicants such as 'applications are also welcomed from those who are unable to work fulltime or who wish to apply under the Trusts Job Share Scheme. Such candidates are encouraged to discuss their interest informally with the Clinical Director (or equivalent). In such cases the job plan would be modified and agreed between the successful candidate(s) and the Clinical Director - some put this statement in the terms and conditions of service section)*

Consultant in Genitourinary Medicine based at *(name of main hospital or Trust. This may also include 'with responsibilities at other sites' which may be main hospital, peripheral/satellite clinics, or other services depending on local structure).*

## Background Information

### The Trust

Insert standard information for the Trust that is usually part of any consultant job description for the organisation.

### The Genitourinary Medicine Service

Should include

- **A description of the facilities/premises**

The service is delivered in *(modern, purpose built premises) (adapted, modernised and updated facilities)* on one *(or more sites)*.

- **The outpatient services covered**

We offer comprehensive genitourinary medicine services covering all aspects of outpatient GUM /HIV medicine.

- **Routine Clinics**

Provide details on

- Number of sessions.

- When open with details of evening and weekend working.
- Access arrangements – Walk-in/Open v Booked v triage.
- **(Special) (Additional) (Referral) Services**

Young persons

HIV outpatient services (this may include special clinics eg for pregnancy depending on the size of the service, dietetics, psychology etc)

Genital Skin Disease/Vulval

Prostatitis/Male Genital Pain

Colposcopy (diagnostic and therapeutic)

Herpes clinics

Psychosexual

Erectile dysfunction (may be included in Psychosexual)

Wart treatment

Nurse led

Outreach

Weekly timetable

It is usually helpful to insert a copy of the weekly timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
am (times)						
Lunch hour (times)						
pm (times)						
Evening (times)						

On-call arrangements (if applicable)

In-patient arrangements

Suggest describe for example:-

In-patient facilities are provided by the relevant specialties, including Infectious Disease and Gynaecology

**Or**

Description of own in-patient facilities.

Staffing (suggest include the number of people as well as wte)

Medical

**Consultants**

Name (+/- higher qualification)	Base + other hospitals	Whole time equivalents

**Other Career Grade Doctors**

Post	Whole time equivalents	Number in post
Associate Specialist		
Staff Grade		
Trust Grade		
Clinical Assistants		

**Training Grade Doctors**

Post	Whole time equivalents	Number in post
Specialist registrar		
Senior House Officer		

Non-medical staff

*(may be enough to identify the wte and grade of the most senior in each section and summarise the wte equivalents for the rest of the group)*

**Nursing**

Post	Number in post
Nurse consultant	
Nurse practitioner	
Senior sister (grade)	
Staff nurses	
Other	

**Health Advisers**

Post	Number in post
Senior Health Adviser (grade)	
Health Advisers	
Outreach workers	

**Other**

eg Psychology/psychiatry/contraception

**Administration and Clerical**

Post	Number in post
Clinic co-ordinator (grade)	
Senior receptionist (grade)	
Senior secretary	
Administration and Clerical Staff	

## Activity data

Total number of attendances per annum  
Total number new and rebooked episodes

May also include additional detail depending on the emphasis of the post

- HIV activity data
- In-patient episodes
- Specific conditions eg GC/Chlamydia cases

## Management Structure

This section could outline the Trust management structure (refer to organisational chart) and describe the relationships of the Genitourinary Medicine service. If service based in PCT this will differ but applicants might be interested in other services with Consultants in the PCT and the Clinical Governance/Appraisal arrangements (see below)

### **Managerial Staff**

<b>Designation</b>	<b>Name</b>
Directorate chairman (or other)	
General Manager	
Clinical/Service Director	
Service manager	
Nurse/other manager	

## Teaching and Training

Background details about the Trust which will reflect teaching v DGH.

If teaching hospital include information on

- the size of the medical school
- details relating to Genitourinary Medicine teaching and medical students.

If district general hospital many have medical students and might want to mention this, some teaching hospitals also arrange their Genitourinary Medicine training in the DGH setting.

### **Other Details**

- Refer to the medical grand rounds and other Trust activities
- List the Genitourinary Medicine in-house educational activities
- List opportunities for attendance at Regional meetings

### **Other areas to cover**

- Post-graduate especially links with Primary Care
- Participation in Nurse and Health Adviser training
- Involvement with SpR training both Genitourinary Medicine and related specialties eg ID/Gynaecology/Microbiology/General Practice
- Outreach Activities
- STIF courses

### **Research**

A description of the main focus of any in-house research. Links with other departments eg University basic science departments, public health/epidemiology. Some reference to success with presentations and publications.

### **Clinical Governance Structure**

Description of:-

- Frequency of audit meetings
- Projects undertaken/completed pa
- Links with clinical risk management.
- Local arrangements eg if part of a Directorate/Division where Audit, Clinical Governance, Risk Management co-ordinated at this level suggest describe.
- Some reference to the Trust Consultant Appraisal process

### **The (Responsibilities) (Duties) of the Post**

## **Part A**

### **Outline Timetable \*denotes fixed commitment**

This should include the outline timetable with the fixed sessions. A total of 5-7 is generally recommended (many are tending to give new consultants 7 fixed sessions) and factors that affect this include

- Work commitments of existing consultants
- Size and extent of support eg is it a solo consultant appointment
- Heavy teaching/training/research/ audit commitments
- Split site responsibilities
- Managerial commitments

## **Part B**

Average number of hours spent each week on NHS duties

Type of duty	Average number of hours
Out-patients	
Ward work	
Theatre or special procedures	
Teaching/Training/Examining	
Accreditation	
Research	
Laboratory/Imaging Services	
Clinical Audit	
Management	
Committees eg local or national	
Administration	
Other (please specify)	
Travelling time (part-time only)	
On-call for emergency (Give rota arrangements eg 1:4 and number of sites covered)	

## **Secretarial and IT Support**

There should be identified and include adequate support in all these areas

- Office space
- Secretarial (dedicated/shared)
- Computer
- E mail access (this may vary according to the Trust) but is becoming standard

## Person specification

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<p><i>Qualifications/Training</i></p> <p>What professional qualifications are needed?</p> <p>Are other specific attainments required?</p>	<p>Full GMC registration or medical qualification registrable with the GMC</p> <p>MRCP or MRCOG or equivalent CCST (<i>in ...</i>) or within 3 months of by interview date or on specialist register</p> <p>DFFP</p>	<p>Post graduate degree eg MD, PhD, MSc</p> <p>Experience/training in eg colposcopy/BSCCP accreditation</p> <p>Dip GUM</p>
<p><i>Previous experience</i></p> <p>What work experience is needed?</p> <p>Is there any specific experience required for this post?</p>	<p>Wide experience in GUM and HIV medicine</p> <p>eg Ability to provide in-patient HIV care, experience in young persons services</p>	
<p><i>Skills and Knowledge</i></p>	<p>Leadership skills</p> <p>Organisational skills</p> <p>Communication skills</p>	<p>Computer literacy</p> <p>Teaching skills/specific training</p> <p>Research skills</p>
<p><i>Other requirements</i></p> <p>Personal Qualities</p> <p>Other</p>	<p><i>Be wary of including a list of <b>essential</b> personal qualities which it is usually not possible to assess from either a CV or interview</i></p> <p>Ability to work as part of team</p> <p>Reliable work record</p> <p>Live within 30 minutes (or 10 miles) of base hospital (<i>this may be desirable only if non-acute posts with no or minimal on-call commitment</i>)</p>	<p>Motivational skills</p> <p>Flexibility</p> <p>Work under pressure</p> <p>Commitment</p> <p>Car driver</p>

### Terms and Conditions of Service

These should be national and should avoid any variation that has not been negotiated with the LNC eg avoid ...on national terms and conditions *until such time as the Trust implements local arrangements.*