

## **PORTSMOUTH HOSPITALS NHS TRUST**

### **JOB DESCRIPTION**

#### **JOB TITLE:**        **Anaesthetics Airway Fellow**

This post is subject to the Terms and Conditions of Service determined by the Portsmouth hospitals NHS trust board. These Terms and Conditions are the same as those nationally negotiated within the Trust. **This post does not currently have educational approval from the Postgraduate Dean, does not carry a National Training Number and is currently designated for anaesthetists who have completed a recognised anaesthetic training programme leading to a certificate of completion of training (CCT) or equivalent.**

#### **BACKGROUND**

Portsmouth is a regional cancer unit for head and neck cancer and carries out complex ENT and maxillo-facial procedures, often on patients with difficult airways. The fellow will have exposure to awake fiberoptic techniques, jet ventilation, laser surgery, ENT paediatric bronchoscopy, free-flap surgery, and laryngectomy surgery.

In 2007 the department hosted a highly successful DAS Annual Scientific Meeting. Since 2001 we have run the annual Portsmouth Airways Workshops (PAWS) course on the management of the difficult airway and this attracts local and national candidates of all grades. Our group runs airway updates for our anaesthetic department as well as for theatre staff. We have recently started regularly airway 'tea trolley' training during working hours. We have a good record at presenting either posters or oral presentations at DAS conferences.

#### **DUTIES OF THE POST**

This is a twelve-month appointment.

The Fellow will work 4 clinical days a week. The post will involve an initial six-week period of training to prepare the fellow to anaesthetise for major maxillo-facial (MF) and ENT surgery lists with indirect supervision. These lists will vary in their nature but over time will include neck dissections, laryngectomies and free flap reconstructions. In the first six weeks the following weekly schedule would be anticipated but this will depend on the educational needs of the Fellow:

2 days doubled-up MF/ENT lists

1 day solo MF/ENT list

1 day solo non-MF/ENT list

Thereafter the Fellow will have their clinical time split as follows:

2 ½ to 3 days will be dedicated to MF/ENT lists (may be directly or indirectly supervised).

1 to 1½ days will be 'service provision' on any list.

1 day per week will be allocated for audit/research/teaching

The weekly allocation will vary but the fellowship supervisors will be involved in this on an ongoing basis. Likewise, the level of supervision will also vary (direct/indirect) depending on the educational needs of the Fellow. Portsmouth has a very busy operating theatre complex with 27 theatres. In normal working hours there is always a consultant duty anaesthetist (not allocated to a theatre) and there will be other consultant head and neck anaesthetists available for clinical support. The department has a strong ethos whereby colleagues proactively discuss strategies for difficult cases and take advice. When doing indirectly supervised lists the Fellow is expected to discuss such cases with the duty anaesthetist or other head and neck anaesthetists in adjacent theatres. Of note previous fellows have found it beneficial to continue to do non-ENT/MF lists to keep their general confidence up.

It is suggested that the Fellow takes the opportunity to occasionally attend suitable multi-disciplinary team meetings (Friday morning) and outpatient department clinics that carry out fiberoptic nasendoscopy.

**Teaching**

An important part of the role will involve the delivery of regular airway training to anaesthetists (of all levels of seniority) and operating department practitioners. This will include airway 'tea trolley' sessions as well as group sessions at other times. The Fellow is expected to be involved in the PAWS course either as a candidate or teacher depending on their experience. One of the aims of the fellowship is for the Fellow to gain the necessary skills so that they develop as a 'teacher' of airway management.

**Audit**

The Fellow is expected to undertake an audit project.

**Research**

The Fellow will be encouraged to be up to date with current research in airway management. They will be encouraged to come up with their own projects and it would be appropriate to present posters/oral posters at DAS and submit work to journals for publication.

**Educational Supervision/Appraisal**

The educational supervisors will agree an educational programme with the Fellow.  
NHS Appraisal will be conducted during the post.

**EXAMPLE WEEKLY TIMETABLE**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week A A.M.	MF list	Audit / Research / Teaching	Non-MF/ENT List	ENT List	MF list
Week A P.M.	MF list	Audit / Research / Teaching	Non-MF/ENT List	ENT List	MF list
Week B A.M.	ENT List	Non-MF/ENT List	MF list	Audit / Research / Teaching	ENT List
Week B P.M.	ENT List	Non-MF/ENT List	MF list	Audit / Research / Teaching	Non-MF/ENT List

The department has a policy of flexibility in working practices. The successful candidate may therefore expect to be rostered for alternative lists to those of the existing timetable in the event of the cancellation of one of their fixed sessions.

The post holder will provide anaesthetic cover for theatres including preoperative and postoperative care. The normal working day for clinical duties is from 0800 until 1800 hours.

The hours worked will fit in with the European Working Time Directive and will average not more than 48 hours per week. The post-holder would not have a regular out-of-hours commitment but would be encouraged to backfill gaps that may occur on the trainee rota.

**ANNUAL/STUDY LEAVE****Annual Leave**

Annual leave entitlement is 6 weeks during the 12 month post. Arrangements for leave and other absences must be initially agreed and approved by the Clinical Director of the department and be subject to formal approval by the Unit. The annual leave year will run from the date of commencement of the appointment.

**Study Leave**

The post holder is entitled to a maximum of 10 days study leave during the 12 month post.

**EMERGENCIES**

The post holder accepts that he/she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant, in consultation where practicable with his/her colleagues both senior and junior.

**CONDITIONS OF EMPLOYMENT**

Portsmouth Hospitals NHS Trust expects all Medical and Dental staff to work within the guidelines of the "General Medical Council Guide - Good Medical Practice".

This post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff.

Post-holders must hold appropriate registration with the General Medical Council.

**VISITING**

Candidates may visit by arrangement with Michelle Andrews Assistant Operational Manager, telephone 023 92286298. Applicants will be reimbursed (only for expenses incurred within the UK) for the following interview expenses:

- Attendance at interview

**NOTE**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 492) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Applications are, therefore, not entitled to withhold information about convictions and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order is applied.

A similar memorandum will also accompany requests for references.

## Trust Values

### Quality of Care (Trust Value)

- Demonstrate an understanding of the importance of quality of care
- Accountable

### Respect and Dignity (Trust Value)

- Respects the privacy and dignity of individuals
- Demonstrate an understanding of equal opportunities

### Working together (Trust Value)

- Ability to work efficiently, effectively and professionally in a multidisciplinary team
- Demonstrate that you value everyone's contribution

### Efficiency (Trust Value)

- Understanding and experience of improving efficiency and reducing waste
- Demonstrate that you will be open to improving everything you do

Dr James Dinsmore

Airway lead

March 2017