

MS001.2.YR

EMPLOYEE POST DATA

09:47:30 14 Jun 2

1. Post - Management Unit 21CZELDRSDOL Barton, Jane A
 Ref. No. - Payscale ME21 Clinical Assistant
 - Number 0002 PT M.O.&G.D.P.
 Medical Staff Elderly Services
 Medical Staff Dolphin Day Hospital

 2. Job Title MM74 Clinical Assistant
 3. Occupation Code 01100 Med Geriatric Medicine
 4. Payscale ME21 17. WTE 0.46
 5. Whitley Grade ME21 18. Contract of Employ. Date Snt
 6. Post Start Date 01/05/88 19. Contract of Employ. Returned
 7. Grade Start Date 01/05/88 20. Contract Type PART TIME
 8. Trust Start Date 03/12/79 21. Contract Expiry Date 30/06/00
 9. NHS Start Date 03/12/79 22. Annual Leave Full Year 0.0 +
 10. Unit Start Date 01/05/88 23. Annual Leave This Year 0.0
 11. Job Dsc Isu Date 24. Annual Leave Next Year 0.0
 12. Part Time Ind Y 25. Actual Pay Rate
 13. Contracted Hours 0.00 26. Actual O/T Pay Rate 0.00
 14. Contracted O/T 0.00 27. Work Permit Expiry Date
 15. UMT/NHD/SESS(s) 5.00 28. Bonus Scheme
 16. Holiday Option (Nurses) 29. Night Duty Ind. N
 30. Post Tel No Ext

Enter 'E' to Exit or 'M' to return to Menu

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

St Mary's Hospital
Milton Road
PORTSMOUTH
Hants PO3 6AD

Telephone: 822331
Ext: 2485

28.4.88

Dr Jane Barton

Code A

Dear Dr Barton

I am instructed by the Portsmouth and South East Hampshire Health Authority to confirm the offer of appointment as Clinical Assistant in Geriatric Medicine for a period of one year commencing on 1 May 1988 and terminating on 30 April 1989. The post required attendance at Gosport War Memorial Hospital for five sessions per week.

The remuneration for this post will be £9375 per annum as laid down in the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales). It is subject to amendment from time to time in the light of national agreement.

You are entitled to receive two months' notice of termination of employment and are required to give the Portsmouth and South East Hampshire Health Authority two months' notice.

The employing authority will require you to be a fully subscribed member of a recognised professional defence organisation, or if you have an objection to such membership on grounds of conscience, or on some other grounds approved by the Secretary of State, to take out and produce to the employing authority an insurance policy covering yourself in respect of any liability arising out of or in connection with your duties hereunder, and to produce to the employing authority forthwith and annually the receipts for the payment or renewal of subscriptions or premiums as the case may be.

You are required to have full registration with the General Medical Council. General Medical Council.

Please forward documentary evidence of your medical insurance and registration with the signed acceptance.

You will be entitled to annual leave with pay at a rate of six weeks per annum. Full details of both annual leave and sick leave and the conditions governing these allowances are set out in the Terms and Conditions of Service.

The Portsmouth and South East Hampshire Health Authority accepts no responsibility for damage to or loss of personal property, with the exception of small valuables handed to their officials for safe custody. It is, therefore, recommended that you take out an insurance policy to cover your personal property.

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The employing authority undertakes that it will not make deductions from or variations to your salary other than those required by law without your express written consent.

Should you have any grievance relating to your employment you are entitled to discuss the matter in the first instance with the Consultant(s) to whom you are responsible and, where appropriate, to consult either personally or in writing with the Personnel Officer (Medical Staffing) in the Personnel Department, St Mary's Hospital

The agreed procedure for settling differences between you and the Portsmouth and South East Hampshire Health Authority where the difference relates to a matter affecting your conditions of service is set out in Section 32 of the General Whitley Council Conditions of Service.

The agreed disciplinary procedure is available in the Personnel Department, St Mary's Hospital. If you are dissatisfied with a disciplinary procedure application to appeal should be made to the District Personnel Manager, District Offices, St Mary's Hospital.

If you agree to accept the appointment on the terms specified above please sign the form of acceptance at the foot of this letter and return it to me. A second signed copy of this letter is attached which you should also sign and retain for your future reference.

Yours sincerely,

Code A

Mrs P Danks (on behalf of the Portsmouth and South East Hampshire Health Authority)

Encs

PLEASE DO NOT DETACH

I hereby accept the offer of appointment mentioned in the foregoing letter on the terms and subject to the conditions referred to in it.

I enclose documentary evidence of my membership of a recognised professional defence organisation (or an insurance policy providing cover against liability) together with proof of my registration with the General Medical Council.

Signed..... Date

This offer, and the acceptance of it, shall together constitute a contract between the parties.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYJOB DESCRIPTION FOR THE POST OF CLINICAL ASSISTANT
TO THE GERIATRIC DIVISION IN GOSPORT

<u>LOCATION</u>	GOSPORT WAR MEMORIAL HOSPITAL	11 PATIENTS
	NORTHCOTT ANNEXE	12 PATIENTS
	REDCLYFFE ANNEXE	23 PATIENTS

ACCOUNTABLE TO:- CONSULTANT PHYSICIANS IN GERIATRIC MEDICINE

LIAISES WITH:-

INTERNAL CONSULTANT PHYSICIANS IN GERIATRIC MEDICINE
LOCAL MANAGER FAREHAM/GOSPORT
HOSPITAL/PREMISES MANAGER GOSPORT
WARD SISTERS
MEDICAL RECORDS DEPARTMENT
HEADS OF PARAMEDICAL SERVICES
PHARMACY
DIETICIANS

EXTERNAL GENERAL PRACTITIONERS
SOCIAL SERVICES
VOLUNTARY SERVICE ORGANISATIONS

JOB SUMMARY

This is a new post of 5 Sessions a week worked flexibly to provide a 24 hour Medical Cover to the Long Stay patients in Gosport. The patients are slow stream or slow stream rehabilitation, but holiday relief and shared care patients are admitted. An important aspect of this role is for the postholder to be seen not only as a medical adviser but as a friend and counsellor to patients, relatives and staff.

All Consultant Physicians in Geriatric Medicine have an equal right of Admission, but at present the beds in Gosport are under the control of Dr Wilkins and Dr Grunstein.

DUTIES

1. To visit the Units on a regular basis and to be available "On Call" as necessary.
2. To ensure that all new patients are seen promptly after Admission.
3. To be responsible for the day to day Medical Management of the patients.
4. To be responsible for the writing up of the initial case notes and to ensure that follow up notes are kept up to date and reviewed regularly.
5. To complete, upon discharge, the Discharge Summary and HRM 60.
6. To ensure the prompt preparation of death certificates and for cremation certificates where appropriate.
7. To take part in the weekly Consultant rounds.

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8. To prescribe, as required, drugs for the patients under the care of the Consultant Physicians in Geriatric Medicine.
9. To participate wherever possible in multi-disciplinary case conferences and discussions related to the patients in the Unit.
10. To provide clinical advice and professional support to other Members of the Caring Team.
11. To identify opportunities to improve services so that a high level of care can be provided within the resources available.
12. To be available when required to advise and counsel relatives.
13. To be responsible for liaison with the General Practitioners with whom the patient is registered, and with other Clinicians and Agencies as necessary.

There may be a possibility that the sessions can be split between two separate General Practitioners, ideally from the same Practice.