JOB PLAN

Name: Mr M. S. "Sam" Eljamel Specialty: Neurosurgery

Principal Place of Work Ninewells hospital & Medical School

Contract: Full Time **Programmed Activities: 10 .EPAs 2**

Availability Supplement: Level 1

Premium Rate Payment Received: 8 %

Managerially Accountable to Clinical Group Director of Specialist Services & Medical Director

a) Timetable of activities which have a specific location and time

DAY	HOSPITAL/ LOCATION	TYPE OF WORK
Monday **From / To** 8.30 am to 12.30p * 12.30-16.30 pm	All at Ninewells hospital & Medical School, Dundee	Regular theatre session and regular on call from 9am to 9am the following day
Tuesday **From / To** 9am – 1pm		Post call day
Wednesday **From / To** 9am – 1pm	All at Ninewells hospital & Medical School, Dundee	Return Outpatient clinic session (10% teaching undergraduates & 10% training Postgraduates, 80% service). Monthly skull base, neuro-oncology and pituitary clinics.
Thursday **From / To** **2 – 5 pm**	All at Ninewells hospital & Medical School, Dundee	New outpatient clinic with monthly neuro-modulation clinic.
Friday **From / To**	All at Ninewells hospital & Medical School, Dundee	On call every fourth Friday
Saturday **From / To**	Ninewells hospital & Medical School	On call every Fourth Saturday
Sunday **From / To**	Ninewells hospital & Medical School	On call every Fourth Sunday

b) Activities which are not undertaken at specific locations or times

1- Prioritising GP referrals using the paper and electronic referral system.
2- Interviewing patients and families for consenting, breaking bad news and relaying results.
3- Arranging admissions, clinics and operation lists.
4- Dictating letters to GPs, discharge summaries & checking letters.
5- Coding discharges and reviewing letters dictated by juniors.
6- Discussing results and arranging tests with radiology colleagues.
7- Attending for consultation from juniors or other specialists or GPs.
8- Teaching for undergraduate students.& Teaching and training of juniors attached to the unit.
9- Running the department with colleagues with responsibilities to maintain standards.
10- Short-listing, arranging and interviewing potential candidates.
11- Committees: clinical governance, chairs of clinical governance, clinical governance and quality forum, Ethics committee, and examiners meetings.
12- Interviewing potential medical students, vetting their applications.
13- Attending other committee meetings, appraisals, assessments and teaching courses.

c) Activities during Premium Rate Hours of Work e.g. hours outwith 8am-8pm Monday to Friday

1) **On call duties every Monday.**
2) **On call duties covering Friday-Saturday-Sunday every fourth week with prospective cover;**
    - **Attending for ward round on every Saturday & Sunday and bank holidays on call.**
    - **Attending on request to see patients on 23, A&E or other wards @ Ninewells.**
    - **Attending for emergency operations.**
    - **Frequent telephone consultation with juniors covering neurosurgery & other doctors.**

d) Extra programmed activities – see separate contract and schedule

JOB PLAN

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Direct Clinical Care		
Emergency duties (including emergency work carried out during or arising from on-call) (refer to Section D, 4.7)	Ward rounds on Saturday, Sunday & bank Holidays. Coming to see patients, their scans or to perform operations out of hours. Covering very junior trainees directly 1 in 3 with prospective cover.	8
Operating sessions	Every Monday 8.30am to 4.30 pm with prospective cover Every fourth Friday	8 2
Pre and post operative care	Ward rounds to review patients, consent patients, check their post operative status and advice accordingly.	3
Ward rounds	Daily ward rounds for continuity of care.	3
Outpatient clinics	Outpatient clinic @ Ninewells – Thursdays Outpatient clinic @ Ninewells – Wednesdays	4 4
Clinical diagnostic work	Arranging radiological investigations and pursuing the results and discuss with the relevant radiologist these tests.	1
Other patient treatment	Interviewing relatives to discuss the progress report of their relatives and attend to any concerns or questions. Discuss with other colleagues patients, attend to consultations and see patients on the ward, answer GP & patient queries.	1

Type of activity	Description of activity including when and where activity is conducted	Average number of hours spent on each activity per week including travel where appropriate
Direct Clinical Care (contd)		
Public health duties		
Multi-disciplinary meetings about direct patient care	Ward 23b multidisciplinary meeting with nurses, PAMS, social worker and neuro rehabilitation. Neuro radiology & Neurosurgery & Neurology X-ray meeting. Neurology & Neurosurgery Case conference meeting Neuro-oncology MDT every Friday 10.30 -11.30 am	1 1 1 1
Administration directly related to patient care (e.g. referrals, notes complaints, correspondence with other practitioners)	Vetting GP letters prioritise outpatients & surgeries, book operation lists and arrange the necessary personnel needed for the specific operation. Discharge summaries to GPs and write letters to GPs relaying results of tests, attend to requests from other specialist.	6
On-site medical cover	Every Monday from 8am to 6pm., I am also doing other fixed commitment at the same time. Similarly every fourth Friday with prospective cover.	(16.5) These hours of on site senior cover are done at the same time as theatre hours and other activities
Any other work directly linked to the direct clinical care of NHS patients		
Total Direct Clinical Care Activities		**40** **excluding the onsite medical cover during which I am engaged doing other commitments which are already counted.**

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Supporting Professional Activities		
Continuing professional development	Attending local, national and international educational activities including professional, research and workshop meetings. Reading, reviewing and writing articles	5
Teaching and training	Regular teaching to students and juniors all year round . Block teaching of the Nervous System & Student selected components. & Other meetings	1.5 1.5
Management of doctors in training	Supervising rotas, leave and cover. Recruitment, job description short listing and interviewing. And writing references.	2
Audit	Preparation, reviewing, supervising and attending meetings.	1
Job Planning		
Appraisal		0.5

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Supporting Professional Activities (contd)		
Revalidation		
Research	Writing protocols, ethics approval applications, attend meetings, recruitment, writing papers and presentations. I am currently running 5 trials.	4
Contribution to service management and planning	As senior surgeons in the department I am involved in planning and service development.	1.5
Clinical governance activities	Weekly	0.5
Any other supporting professional activities		
Total Supporting Professional Activities		17

Type of activity	Description of activity including when and where activity is conducted.	Average number of hours spent on each activity per week including travel where appropriate
Additional responsibilities (i.e. duties of a professional nature carried out for or on behalf of the employer or the Scottish Executive which are beyond the range of the supporting professional activities normally expected of a consultant)	• membership of appointments committees. • Member of admissions committee & Board of Studies.	1
Caldicott guardian		
Clinical audit lead		
Clinical governance lead		
Undergraduate and postgraduate deans		
Clinical tutors		
Regional education advisers		
Formal medical management responsibilities	• Clinical Director PDT centre	1
Other additional responsibilities	• Member ethical committee	1
Total Additional Responsibilities		2
Other external duties (i.e. work not directly for the NHS employer, but relevant to and in the interests of the NHS)		
Trade union and professional association duties	• SBNS liaison Officer,	0.5
Acting as an external member of an advisory appointments committee	• HTA – IPP member.	0.5
Undertaking assessments for NHS Education for Scotland, NHS Quality Improvement for Scotland or equivalent bodies		
Reasonable quantities of work for the Royal Colleges in the interests of the wider NHS	• Examiner to the Royal College. of Edinburgh & Glasgow • Examiner on the Intercollegiate FRCS (SN)	0.5 0.5
Work for the General Medical Council or other national bodies concerned with professional regulation		
NHS disciplinary procedures and NHS appeals procedures		
Other external duties	Arm Chairman of BIDA, Board member of IPA	1
Total Other External Duties		3

Facilities and Resources Details of the facilities and resources necessary to support delivery of the consultant's duties and objectives for all programmed activities	
Staffing support	Full complement of staff on the neurosurgical ward, however the neuro HDU is often short staffed. During times of the year there is a need for additional staff to cover periods of pressure. Neurosurgical secretaries currently there is not enough time to provide full time personal secretary, I need a dedicated personal secretary to provide efficient secretarial support and reduce some of the administrative tasks which can be provided with a personal assistant, which is clinical governance issue. With the forthcoming appointment of a clinical fellow adequate junior cover will be achievable, however during holidays, the service is short of juniors during working time and cross cover often required with its drawbacks. There is clinical need for a staff grade doctor to provide cover. Technical staff is currently at premium to provide adequate intra-operative technical staff for monitoring. 18 adult neurosurgical beds & 4 HDU neuro beds are adequate most of the time but during periods of pressure further accommodation is required in ICU and other wards. The ward often on red alert. Neurotheatre fully staffed and equipped, but in need of replacement image intensifier and full staffing when someone leaves or on sick and proper image link system to consultant home is essential Space is at premium law. The offices are too small and there is no proper space for the junior medical staff to perform their administrative duties in private. No space to carry out audit projects. No proper IT support.
Accommodation	
Equipment	
Any other identified resources necessary.	

Objectives may cover personal development needs, training goals, organisational issues, CME and CPD e.g. acquisition / consolidation of new skills and techniques.

Objective	How objective will be met and resources required	Timescale
1. **To work with management to achieve local targets.**	**Participate in programmes to achieve these objectives.**	Ongoing.
2. **To work with management to achieve HAI targets.**	**Continue to audit and monitor HAI and take actions when necessary.**	Ongoing.
3. **To work with management to maintain good record keeping.**	**Continue medical records note keeping audit.**	Ongoing
4. **To work with management to provide teaching and training.**	**Continue the undergraduate and post graduate teaching programme in the department.**	Ongoing.
5- **Work with management to improve clinical coding.**	**Ongoing.**	Ongoing.