

## Job Details

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Job Title: Soft Tissue Knee Fellow

Hours of Work: Full Time

Band or Grade: Mt04/MT05

Department: Lower Limb

Division: Specialist Services

Base: Wrightington Hospital

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## Reporting Arrangements

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Managerially Accountable to: Divisional Clinical Director

Professionally Accountable to: Consultant Soft Tissue Knee Surgeon

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## Job Purpose

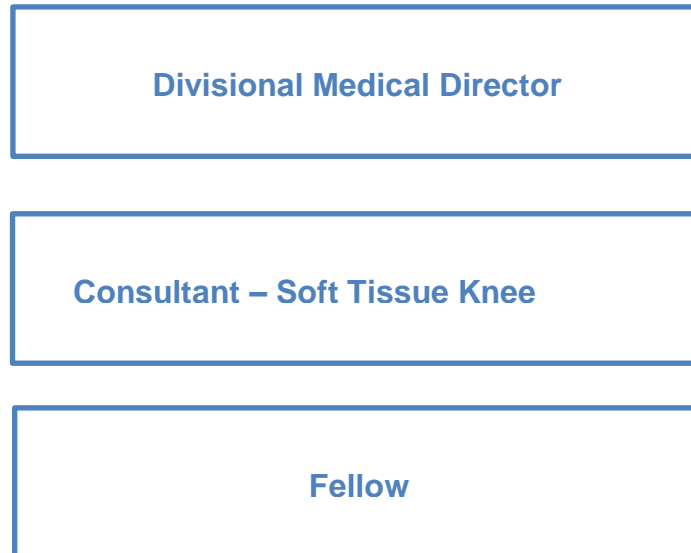
Mr Rob Gilbert, Mr Ben Coupe and Mr Rafael Sales and Mr Simon Barton of Wrightington Hospital have the pleasure of offering an annual fellowship post in soft-tissue knee surgery and advanced knee arthroscopy.

The successful candidate will work under the supervision of Mr Rob Gilbert and Mr Ben Coupe in the Sports Knee Clinic and would gain specialist training in ligament reconstruction, cartilage restoration/osteotomy, patella stabilisation and meniscus surgery. In addition to a high volume of routine arthroscopic work, the Wrightington soft-tissue knee fellow will learn techniques in treating complex knee problems referred from peripheral units such as multiple ligament knee injuries and revision ligament surgery.

The fellow is expected to participate in research projects with in the soft-tissue knee firm and will be involved in regular departmental teaching

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## Organisation Chart



## Duties and Responsibilities

- To work as the senior middle grade on the knee firm and supervise junior staff attached to the firm.
- The Fellow will be expected to be responsible for all day to day care of patients of the consultants to whom he/she is assigned.
- Attendance at out-patient clinics
- Operating sessions
- Checking pathology and radiology reports and ensuring that appropriate action is taken.
- Informing physiotherapists as necessary regarding the treatment of patients on the wards.
- Writing discharge form letters and liaising with GP's as necessary, regarding discharges and legibly completing outcome proformas in outpatient clinics.
- Involvement in departmental teaching
- Collecting and presenting data for Medical Audit meetings
- Cover for colleagues in Orthopaedic Unit during periods of leave.

These duties apply in common to Wrightington's NHS and private patients.

### Key results from the job holder

On completion of the post, the Fellow will be expected to have gained competencies in the management of broad range of soft tissue knee problems.

### Planning and Organisational Duties

The Fellow is expected to help organise MDT and teaching.

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## **Communications and Key Working Relationships**

Responsibility for administration of the Directorate rest with the Clinical Director who deals with junior medical staff appointments, locums, annual leave, study leave and post graduate education; however, day-to-day responsibilities for these are shared between the Consultants.

The Fellows are expected to work together as a team. Each will work with a Consultant or pair of Consultants. The Fellow will also be expected to co-operate with, and develop good working relationships with junior doctors in other departments.

The Fellows will also be expected to maintain good working relationships with the departmental nursing staff, the staff in diagnostic departments and the physiotherapy departments.

## **Responsibility for Finance**

To work within the financial plan of the Trust.

## **Responsibility for Human Resources**

To comply with and respond to all HR regulations

## **Responsibility for Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

## **Responsibility for Teaching**

There is a Postgraduate Centre and a Medical Reference Library.

Study leave may be available for attendance at relevant courses. Applications must be agreed by the Consultants and are subject to the needs of the service. Applications must be made at least 6 weeks in advance.

Each Fellow will have an educational supervisor.

Educational opportunities offered for this post will be both formal and informal which will take the form of 1 conference per week, formal appraisals and a monthly complex knee meeting

## **Work Circumstances & on-call**

The contracted hours attached to this post are as follows:

Standard Working Week is 40 hours.

These are the posts advertised by Wrightington Wigan and Leigh NHS Trust.

The fellowship has a 1 in 10 on call commitment for trauma.

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The Soft Tissue Knee Fellow 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.

It has been agreed between the profession and the Department that while Juniors accept that they will perform such duties, the Secretary of State stresses that additional commitments arising under this subsection are exceptional and, in particular, that Juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.

All applications for annual leave, statutory holidays and days in lieu should be approved by the Consultants and submitted on the appropriate form to the Personnel Department at least six weeks prior to the period of leave.

## **Standard Duties & Responsibilities**

The Trust operates a No Smoking Policy.

All Wrightington Wigan and Leigh NHS Foundation Trust staff employed within Clinical Environments and have contact with children, vulnerable adults; service users and their families must familiarise themselves, be aware of their responsibilities and adhere to Local Safeguarding Children's Board, Local Safeguarding Adult Board and WWL Procedures for Safeguarding and Protecting Children which are available on the Trust Policy Library.

In accordance with Part 7 of the Immigration Act 2016, employees who are required to interact regularly with the public, both face to face, and by telephone, are required to be able to speak English to an appropriate standard relevant to their role, i.e. with confidence and accuracy, using correct sentence structures and vocabulary, and without hesitation.

Compliance with the General Data Protection Regulations 2016, Data Protection Act 2018 and Information Governance Principles – the postholder is not entitled to use for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Compliance with the Health & Social Care Act 2008 – Code of Practice on the Prevention and Control of Infections and related guidance – the post holder is required to fulfil a proactive role towards the reduction and management of healthcare related infection in all of their actions. This entails compliance with Trust Infection Prevention and Control policy and related Standard Operating Procedure (SOP's); along with risk assessment of all situations; as staff have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff must be fully compliant with Trust Infection prevention and Control eLearning policy.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, relevant person or organisation which has any interest with the Trust, the services provided by the Trust or any element of patient care. Failure to do so may result in an employment application being rejected, or if it is

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discovered after appointment the omission of such information could lead to dismissal. This includes any form of private practice relating to medical care.

Compliance with Trust Policies and Procedures including the Code of Conduct.

Compliance with Standing Financial Instructions (SFIs) – The SFI's identify the financial responsibilities which apply to everyone working for the Foundation Trust and its constituent organisations including trading units. Failure to comply with Standing Financial Instructions can in certain circumstances be regarded as a disciplinary matter that could result in dismissal. Compliance with the SFIs is monitored by the Finance Department and post holders are therefore required to understand their responsibilities outlined within this document and ensure compliance with its instructions.

Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images.

Any other duties appropriate to the grade. The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

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This document is also available in audio, large print, Braille and other languages upon request. For more information call 01942 773106.

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