

December 2009

## THE CITY OF LONDON MIGRAINE CLINIC

### PART-TIME SPECIALTY DOCTORS

the City of London  
**Migraine Clinic**

22 Charterhouse Square, London EC1M 6DX  
Tel: 020 7251 3322 Fax: 020 7490 2183

Registered charity no. 1115935 Company Limited by Guarantee  
(England And Wales) no. 5846538 Registered Office as above



## Job Description

### Job Title

Part-time Specialty doctor

### Location

The City of London Migraine Clinic  
22 Charterhouse Square  
London EC1M 6DX

### Reports to

Clinical Research Director

### Primary relationships

- Clinical Research Director and Medical Director
- Chief Executive Officer
- Clinical and research staff
- Administrative staff

### Scope and purpose of role

The candidate should:

1. Be a medical practitioner with broad experience in general medicine.
2. Have full registration with the GMC and will be required to provide evidence of Medical Malpractice insurance.
3. Have experience of working as one of a team of medical staff.

Experience in headache management is welcomed but not a requirement as training can be given if the candidate has other relevant experience.

## **Specific duties/responsibilities**

The principal responsibility of the post holder would be in headache care and would be required to maintain and develop further the existing high standard.

The post holder will:

1. Be responsible for outpatient provision of full headache care and advice, ensuring highest quality of clinical care. This will include:
  - Developing sufficient knowledge in order to diagnose all primary headaches and relevant secondary headaches, particularly medication overuse headache
  - Recognizing symptoms that endanger life or have serious complications or consequences and arrange immediate contact with the referring practitioner
  - Discussing the relevant risks and benefits of the currently available treatment options
  - Discussing alternative treatments
  - Discussing relevant advances/controversies
2. Undertake relevant recommendations for investigations or onward referral where appropriate.
3. Be expected to innovate development in headache care and maintain and improve functional links with other groups and organisations as appropriate.
4. Where possible, foster good communication and develop a good working relationship with referring practitioners.
5. To be active in supporting the research programme in conjunction with the research staff.

This list of duties given above is not an exhaustive list and the post holder may be asked to take on other duties in line with the grade of the post as may be required by the Trustees. It should be recognised that the job description reflects the core activity of the post at a particular time, and that as the department and the individual develop there will inevitably be changes in the emphasis and duties of the post. If changes to a job become significant, the Trustees and the post holder should review the job description formally.

## **Non-Clinical Support**

Clerical support will be provided and office space made available.

## PERSON SPECIFICATION

### POST: Part Time Specialty Doctor

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Full Registration with GMC	Higher qualification
<b>Knowledge</b>	<p>Minimum of 3 years full time hospital service in SHO or higher grade.</p> <p>Evidence of broad based clinical experience</p> <p>Interest in clinical research</p>	
<b>Training</b>		<p>Good Clinical Practice</p> <p>Management experience</p>
<b>Teaching skills</b>		<p>Demonstrated ability to act as an educator</p> <p>Interest in teaching medical students</p>
<b>Academic Achievements</b>		Peer reviewed publications
<b>Personal Skills</b>	<p>Good Communication Skills</p> <p>Evidence of good multidisciplinary working relationships</p> <p>Leadership Skills</p>	<p>Ability to work in a multiethnic and multicultural environment</p> <p>IT skills</p>

## ADDITIONAL INFORMATION

### 1) Training

All staff are required to have an annual appraisal (usually carried out by the Director) and to have a Personal Development Plan.

The post holder is expected to take responsibility for self-development on a continuous basis, undertaking on-the-job and other training as required.

### 2) Policies and Procedures

The post holder is required to familiarise him/herself with and comply with the Clinic's policies and procedures.

The post holder must at all times carry out duties and responsibilities with due regard to the Clinic's equal opportunities policy and procedures.

The post holder must at all times respect patient confidentiality and, in particular, the confidentiality of electronically stored personal data in line with the requirements of the Data Protection Act.

The post holder must be aware of individual responsibilities under the Health and Safety at Work Act and identify and report, as necessary, any untoward accident, incident or potentially hazardous environment.

The Clinic operates a No Smoking Policy.

### 3) Contact Details:

For further information please contact:

**Heather Sim**

Chief Executive

The City of London Migraine Clinic

22 Charterhouse Square

LONDON EC1M 6DX

Tel: 020 7251 3322

Email: [heather.sim826@migraineclinic.org.uk](mailto:heather.sim826@migraineclinic.org.uk)

[www.migraineclinic.org.uk](http://www.migraineclinic.org.uk)

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks. The post holder may be required to undertake other duties appropriate to his/her grade, which are not listed above, at the direction of his/her manager. The job description may be amended from time to time after consultation with the post holder.