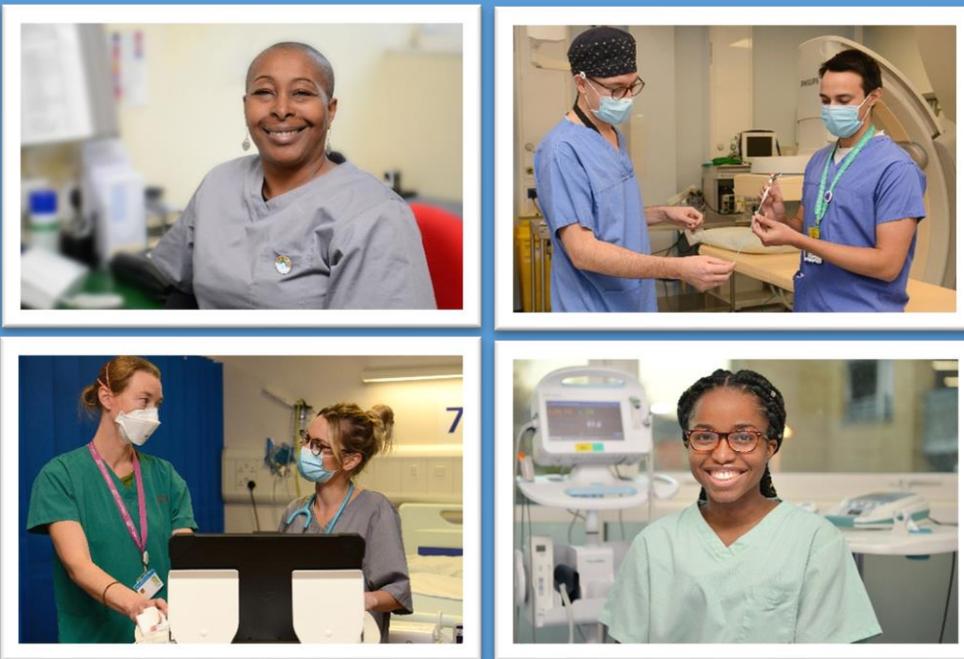




Royal Berkshire
NHS Foundation Trust

Consultant Job Information Pack

For Consultant in Neurorehabilitation



*Working Together to Provide Outstanding Care for
Our Community*

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Compassionate

Aspirational

Resourceful

Excellent

Job Information Pack: Contents

Thank you for considering the Royal Berkshire NHS Foundation Trust (RBFT) as your next place of work. We look forward to welcoming you during the recruitment process and hopefully into our friendly and enthusiastic organisation.

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Section 1: Departmental Information

Departmental Welcome

This is an exciting opportunity to join our dynamic and enthusiastic team who believe in leading from the frontline with the aim of providing outstanding care to our community and investing in the well-being and development of our people.

About The Department

Following the reconfiguration of all services in Royal Berkshire Hospital in 2015, the Department of Neurorehabilitation has undergone major redevelopment. It now provides rehabilitation services both on and off site in all main subspecialty areas.

Services & Facilities

Rehabilitation Inpatient Service

The Unit contains 9-12 beds dedicated to patients with complex neurological disability who require intensive multi-disciplinary input. It is staffed by an established, highly skilled team representing all disciplines.

The Physiotherapy Department is easily accessible to patients with ample therapy space and up-to-date equipment. Occupational Therapy suites are designed for assessment and practice of independent living skills. The Speech and Language Therapy Department is staffed by a highly specialised speech and language therapist with access to video-fluoroscopy. Clinical Psychology is currently provided by a part time Clinical Psychologist and full time Clinical Psychology assistant. A Dietician provides advice on feeding and nutritional requirements of patients. The West Berkshire Wheelchair Service is close by and provides seating assessment, advice and provision of wheelchairs as appropriate. There is an Orthotics Department available for consultations, assessment and orthotic provision through an enthusiastic established team.

The Rehabilitation Unit accepts referrals from hospital consultants and members of their team within the Royal Berkshire Hospital and from other hospitals in Berkshire and Oxfordshire, including the John Radcliffe Hospital and Heatherwood and Wexham Park Hospitals. Referrals are also received directly from General Practitioners and community health care professionals. The Unit admits patients with a spectrum of chronic and acute neurological disorders such as Stroke, Multiple Sclerosis, Brain injury, Spinal cord injuries, Peripheral neuropathies, Motor Neurone disease, Brain tumours and rare neurological conditions.

There are strong links between the Neurology and Neurorehabilitation Service, the Stroke Service, all medical specialties including Neuro-oncology and surgical specialties such as spinal surgery.

There are 8 beds for community rehabilitation at West Berkshire Community Hospital in Thatcham, Newbury, which receive a weekly ward-round and multidisciplinary meeting from one of the Neurorehabilitation consultants. There is also collaboration with the Community Based Neurorehabilitation Team based at West Berkshire Community Hospital who continue the rehabilitation process in the community. An Early Supported Discharge Team provides rehabilitation for stroke patients who need only a short hospital admission. The appointee is expected to strengthen the links with all the above services, both on site and in the community, and with social services and voluntary agencies like Headway.

Rehabilitation Outpatient Service

There are regular consultant-led outpatient clinics at Royal Berkshire Hospital (Reading), Henley (Townlands Memorial Hospital), Bracknell (The Royal Berkshire Bracknell Healthspace) and Thatcham, Nr Newbury (The West Berkshire Community Hospital)

Spasticity Clinics

Specialist clinics delivering management for patients with spasticity are provided by Rehabilitation consultants in RBH, Bracknell and in WBCH.

Rehabilitation Clinics

Palliative MND Clinics are conducted on a monthly basis at both the WBCH and Bracknell Clinics. A Paediatric Neurodisability transition clinic is held every six weeks at the new Dingley Unit based at the University of Reading.

CBNRT

In our Outpatient services we work closely with the Community Based Neurorehabilitation Team (CBNRT) to ensure that our patients receive on-going therapy in the community. Neurological conditions are long term conditions and need regular monitoring and rehabilitation on a long-term basis so that we can maintain the quality of life of our patients.

Domiciliary Review

This service has grown over the years as most of our patients are unable to attend clinics for their appointments due to their severe neurological condition. Reviews are required in line with ICF principles and may include spasticity management with Botulinum toxin injections.

Outpatient Physio/OT/Orthotics

A large outpatient Multidisciplinary team work closely with the therapy department to provide the best possible treatments available in the area, to ensure that patients receive the therapy that is required as we strive to meet the needs of our patients.

Links with Neurology and Stroke

The Neurology and Neurorehabilitation Service and the Stroke Service are closely aligned. The Stroke Service provides a 24/7 thrombolysis service, 7-day TIA clinics, Hyperacute, Acute and Rehabilitation stroke services.

The Neurology Service is staffed by five Consultant Neurologists and has a close link with the Regional Neuroscience Centre based at the John Radcliffe Hospital in Oxford which includes Neurosurgery, Neuroradiology, Neuropathology, Neurophysiology and Neuropsychology. A neurophysiology service is also provided at the Royal Berkshire Hospital by the Neurology Team who provides cover for neurological emergencies and advice on investigation and management of patients presenting with neurological disorders

Staffing

Speciality Management Team

Role (where applicable)	Name
Care Group Director	Dr Alex Evans
Care Group Director of Operations	Benny Goodman
Clinical Director	Dr Paul Wearing
Clinical Lead	Dr Beenish Feroz
Directorate Manager	Kevin Clarke
Matron	Leilah Wooldridge
Lead Nurse	Sergio Tammelleo

Speciality Clinical Team

Role (where applicable)	Sub-Specialty	Name
Consultant in Neurorehabilitation		Dr Beenish Feroz
Consultant in Neurorehabilitation		Dr Hamid Sultan
Locum Consultant in Neurorehabilitation		This post
Ward Manager for Neurorehabilitation		Clare Gould
Speciality Doctor for Neurorehabilitation		Dr Aneeqa Arsalan
Speciality Doctor for Neurorehabilitation		Dr Fatima Anam
Speciality Doctor for Neurorehabilitation		Dr Khan
Specialist Neurophysiotherapist		Elizabeth Lewis
Specialist Neurophysiotherapist		Chantal Eustace
Specialist Neurophysiotherapist		Lois Venn
Specialist Occupational Therapist		Sue Krage
Specialist Neuro SALT		Victoria Colbourne
Specialist Neuro SALT		Hannah Lewis
Specialist Neuropsychologist		Rachel Gilson

Research, Training & Development

The trust is committed to ongoing training and support of consultants, There is a structured two year programme of induction and leadership development. Every consultant appointed is offered a choice of mentors and expected to meet with them on a regular basis.

The Trust has an excellent reputation for education, as measured by its GMC Survey and regular responses from trainees and medical students. It has a medical library with an active Library & Knowledge Services team, a resuscitation and clinical skills department offering external nationally accredited courses and an established simulation centre - all of which are fully equipped for Technology Enhanced Learning (TEL) in a virtual environment.

There is an expectation that all consultants will participate in trainee education and training, both in theatre and through running tutorials, viva practice, etc. This is an important aspect of the role. The Trust accommodates medical students from Oxford and Southampton Universities, attracts high calibre trainees and has a good exam success record.

The post holder will work towards facilitating, growing and consolidating a research culture within their department/specialty, whilst supporting the ambitions of research within the organisation to ensure the Trust remains an excellent organisation to host research and support its own research portfolio in line with NHS and NIHR priorities.

The department has an active and well-received educational programme.

Section 2: Job Summary

This is a 10 PA, 12 month fixed term post for a Consultant in Neurorehabilitation Medicine at the Royal Berkshire NHS Foundation Trust.

Job Title:	Consultant in Neurorehabilitation
Clinical Speciality / Sub-Speciality:	Neurorehabilitation
Care Group/Clinical Directorate:	Networked Care
Reports To:	Clinical Lead for Neurorehabilitation
Accountable To:	Chief Medical Officer (CMO)
Nominal Base:	Royal Berkshire Hospital (Reading), Bracknell (The Royal Berkshire Bracknell Healthspace) and Thatcham, Nr Newbury (The West Berkshire Community Hospital)
Hours:	Full Time: 10 Programme Activities (PA)*
Contract Type:	Fixed-Term 12 Month
Salary:	£93,666 - £126,281 (depending on experience)
New or Replacement Post:	Replacement
On-Call Rota Requirements:	TBC
Pension:	NHS Contributory Scheme
Annual Leave Entitlement:	On appointment: 33 days (pro rata for part time) After 7 years' service: 35 days (pro rata for part time)
Study Leave Entitlement:	30 days in a three year cycle (pro rata for part time). For further details, contact the Medical Education Team.

*1 PA = 4 hours

Section 3: Role Description

Job Summary

The post holder will share clinical and managerial leadership within the Neurorehabilitation service with the present consultants. An office base with secretarial and administrative support will be provided.

The role involves providing consultant cover to 9 complex Neurorehabilitation patients admitted to the Neuro-rehabilitation Unit (NRU). Patients are admitted with various brain injuries including strokes and traumatic brain injuries. Consultant cover for the current community NRU is also provided from the RBFT- through a community ward round and an MDT to support the 8 neurorehabilitation patients that are located at West Berkshire Community Hospital.

The role also includes an outpatient clinic commitment in several locations namely at the Royal Berkshire Hospital (Reading), Bracknell (The Royal Berkshire Bracknell Healthspace) and Thatcham, Nr Newbury (The West Berkshire Community Hospital).

Physiotherapy, Occupational Therapy, Speech and Language Therapy and Neuro-psychology input is provided in line with the BSRM services provision guidelines. We operate at Level 2b Neuro-rehabilitation unit, but occasionally support our acute teams in accepting much more complex level 1 patients should circumstances allow.

This is an inspiring time to join the RBFT as the Berkshire Neurorehabilitation services are transforming to expand services in an integrated acute and community pathway. Due to the pandemic, the Level 2b unit is operating at a temporary base at the West Berkshire Community Hospital. However, the permanent base will be in operation shortly. It is anticipated that the post-holder will take an active role in developing and transforming the services in line with the Trust's visions.

The appointee will join the existing multidisciplinary team to provide specialist care for Complex Neurorehabilitation patients with severe brain injuries in line with the BSRM standards that form the National Best Practice guidelines. The unit contributes data to the UKROC database, and the appointee is expected to ensure that data quality is maintained. The appointee may also be expected to undertake domiciliary visits to deliver spasticity management and neurological reviews. In view of the travelling involved, whilst not essential a car would be useful.

Main Duties & Responsibilities

Clinical Responsibilities:

- To provide and maintain the highest clinical standards in provision of neurological rehabilitation services at a consultant level
- To provide clinical leadership and responsibility for inpatient care
- To carry out weekly ward rounds and attend multidisciplinary team meetings
- To supervise weekly outpatient clinics
- Clinical commitment to the Acute Stroke Service for rehabilitation input
- Assessment of referrals prior to admission for rehabilitation
- Advise General Practitioners and other clinicians on rehabilitation and related issues
- Meet patients, care givers and relatives whenever necessary

Management Responsibilities:

- Clinical supervision of junior medical staff
- Participation in teaching and educational activities
- To comply with Trust Mandatory Training requirements
- Collaborate with colleagues and senior managers to provide a flexible and comprehensive service acceptable to patients and their carers
- To support the Rehabilitation Service in Trust strategic planning and service development
- To ensure the Rehabilitation Service is accessible to those who are in need and benefit from rehabilitation input
- To participate in Clinical Governance and Audit
- To participate in Trust appraisal for senior medical staff
- To monitor high standards of service delivery
- Participation in recruitment and retention of skilled staff
- Whenever necessary, contribute to electronic patient record, telemedicine and paperless hospital
- To have an understanding of service financial planning such as budgeting and income generation

Other Responsibilities:

- To take responsibility of his/her CPD

Section 4: Person Specification

Criteria	Essential (E) Desirable (D)		Assessment Method			
	E	D	A	I	S	R
Education and Qualifications						
Full registration with the GMC/eligible for registration within 6 months of CCST/CESR in Rehabilitation Medicine/ Neurorehabilitation at interview date	✓		✓			
Membership of the Royal College of Medicine of the United Kingdom or equivalent	✓		✓			
Higher degree e.g. PhD/ MD submitted/awarded		✓	✓			
Clinical Experience, Knowledge & Skills						
Fully trained in Rehabilitation	✓		✓	✓	✓	✓
Completion of four years of training at SpR level in Rehabilitation Medicine, or hold a current consultant post in this speciality	✓		✓	✓	✓	✓
Interest and experience in Neurological rehabilitation is essential	✓		✓	✓	✓	✓
General medical experience to manage acute medical conditions on the Rehabilitation Unit	✓		✓	✓	✓	✓
Able to make decisions independently on patient care	✓		✓	✓	✓	✓
Previous responsibility for clinical governance and GMC Good Medical Practice	✓		✓	✓	✓	✓
All aspects of general Neurological Rehabilitation and patient care	✓		✓	✓	✓	✓
Experience in stroke medicine / complex spasticity management		✓	✓	✓		✓
Ability to advise on smooth running of the Rehabilitation Service	✓		✓	✓		✓
Audit Management & IT						
Ability to work within clinical governance guidelines	✓		✓	✓		✓
Undertake audits and present data as required	✓		✓	✓		✓
Good IT skills, use of patient and hospital database	✓		✓	✓		✓
Completion of Audit cycle / QIP	✓		✓	✓		✓
Evidence of clinical leadership role demonstrating accountability for quality of care, financial controls and efficient management of workforce		✓	✓	✓		✓
Research, Teaching Skill & Experience						
Track record of publications in peer reviewed journals	✓		✓	✓		✓
Evidence or providing good teaching and supervision to trainees	✓		✓	✓		✓
Educational qualification		✓	✓	✓		✓
Patient Experience						
Contributes to improving patients experience	✓		✓	✓		✓
See patients as individuals and involve them in decisions about their care	✓		✓	✓		✓
Ability to work in partnership to deliver a patient centred service	✓		✓	✓		✓
Demonstrate an understanding and willingness to embrace user involvement	✓		✓	✓		✓
Personal Qualities						
Able to abide by the Trust CARE Values; Compassionate, Aspirational, Respectful and Excellence	✓		✓	✓	✓	✓

Ability to communicate with clarity and intelligence in both written and spoken English	✓		✓	✓		✓
Ability to support and motivate members of the team	✓		✓	✓		✓
Leadership skills, willingness to take responsibility, and exert appropriate authority	✓		✓	✓		✓
Excellent interpersonal skills	✓		✓	✓		✓
Work collaboratively with multi-disciplinary team, understanding each other's unique role	✓		✓	✓		✓

Assessment Criteria Key: A= Application, I= Interview, S= Simulation, R= References

Section 5: Job Plan Information

This is a 12 month fixed term full time post with a minimum of 10PAs. A final job plan will be agreed upon appointment, ensuring both individual and Trust / departmental objectives align. Job planning commences annually with the Clinical Lead and Directorate Manager, in September, to compliment the departmental business planning process and concludes in December, following sign-off by the CMO.

The balance between Direct Clinical Care and Supporting Professional Activities will be agreed with the post holder in the final job plan. The SPA allocation is 1.5 for personal CME, audit and revalidation requirements including departmental meetings. Additional Pas (APAs) may be allocated for specific agreed objectives for the trust subject to the agreement of the Clinical Director.

Proposed Job Plan

Day	Time	Location	Work	Categorisation	PAs
Monday	09:00-13:00	Royal Berkshire Hospital	Clinic (includes travel time)	DCC	1.0
	13:00-17:00	Royal Berkshire Hospital	Multi-Disciplinary Team Meeting and referrals review	DCC	1.0
Tuesday	09:00 – 13:00	Bracknell Clinic	Clinic (includes travel time)	DCC	1.0
	13:00-17:00	Royal Berkshire Hospital	SPA	SPA	1.0
Wednesday	09:00-13:00	West Berkshire Community Hospital	Family meetings	DCC	1.0
	13:00-17:00	West Berkshire Community Hospital	Spasticity Clinic/ Domiciliary visits	DCC	1.0
Thursday	09:00-13:00	West Berkshire Community Hospital	Ward Round	DCC	1.0
	1300-1700	West Berkshire Community Hospital	Multi-Disciplinary Team Meeting	DCC	1.0
Friday	09:00-11:00	Royal Berkshire Hospital	Referrals Review	DCC	0.5
	11:00-13:00	Royal Berkshire Hospital	SPA	SPA	0.5
	13:00-17:00		Administration	DCC	1.0
Direct Clinical Care (DCC)					8.5
On-call					N/A
Supporting Professional Activities (SPA)					1.5
Other Activities (ANR / ED)					N/A
Total weekly programmed activities					10

Section 6: Term & Conditions of Employment

The main terms and conditions of employment will be the Terms and Conditions for Consultants (England) 2003, as amended from time to time.

The trust is committed to the ongoing training and development of its medical workforce. New consultants are offered a structured two year programme of induction and leadership development and all newly appointed consultants are offered a choice of mentors, available to meet on a regular basis.

The Appointee

The appointee will have an overriding duty of care to patients and is expected to comply fully with best practice standards. The appointee will be expected to adhere to local policies and procedures and to take note of the standing orders and financial instructions of the Trust. In particular, where the consultant manages employees of the Trust, they will be expected to observe and apply the Medical Workforce policies and procedures of the Trust.

Equality & Diversity Opportunities

As an inclusive employer we work hard to ensure our entire staff community feels valued, engaged and appreciated. We understand and recognise the crucial value of diversity in our workforce and to be an organisation that represents the diversity of the communities we serve. Equality, Diversity and Inclusion are embedded into our way of life – our strategies, policies and our expected Behaviours Framework which clearly set out the standards we expect in terms of everyone's responsibility in an inclusive culture here at the Trust.

Colleagues at the Royal Berkshire NHS Foundation Trust are amongst the most engaged of any NHS Acute Trust in England and over recent years we have made huge strides forward in further developing career progression and opportunity across our workforce. In addition to a range of corporate priorities and actions, we have a range of forums and networks to connect our staff and drive forward an even better experience at work – these include BME Networks; LGBT+ forums a Staff Disability Network and a Staff Carers Network.

Continuing Professional Development

The appointee is required to participate in personal appraisal and revalidation programme annually. There is a revalidation officer to provide administrative support and advice for

medical staff maintaining their credentials for revalidation. The medical workforce is actively encouraged to take part in a CPD programme and can allocate up to 1.5 Pas to SPA activities into their job plan.

Clinical Governance

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes as required within GMC Good Medical Practice (GMP) and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the General Data Protection Regulation (GDPR).

GMC's Good Medical Practice Standards

Good medical practice describes what it means to be a good doctor. It says that as a good doctor you will:

- make the care of your patient your first concern
- be competent and keep your professional knowledge and skills up to date
- take prompt action if you think patient safety is being compromised
- establish and maintain good partnerships with your patients and colleagues
- maintain trust in you and the profession by being open, honest and acting with integrity.

This guidance is split into four sections which describe the professional values and behaviours we expect from any doctor registered with us. We expect you to use your professional judgement and expertise to apply the principles in this guidance to the various situations you face.

This guidance came into effect 22 April 2013. It was updated on 29 April 2014 to include paragraph 14.1 on doctors' knowledge of the English language.

For more information please visit:

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice>

Conflict of Interest

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

Health and Safety Responsibilities

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Provide leadership on Health & Safety risk issues across the organisation
2. Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work
3. Participate in mandatory training updates
4. Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager

Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Provide clinical leadership which instils a culture of zero tolerance on HCAI (healthcare associated infection) across the organisation
2. Following consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique
3. Being aware of and follow all Trust infection control guidelines and procedures relevant to their work
4. Participate in annual mandatory training updates
5. Challenge colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager

6. Review compliance with national policy to ensure high reliability in reducing HCAI's and ensure results are used to inform action e.g. audit of antibiotic use to amend prescribing practice

Safeguarding Children and Adults

The RBFT takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:

1. Attending mandatory training on Safeguarding Children and Adults
2. Being familiar with the individual and Trust requirements under relevant legislation
3. Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes
4. Reporting any concerns to the appropriate manager or authority.

Private Practice

All consultants should adhere to the Department of Health Code of Conduct for Private Practice which outlines the basis for the relationship between NHS and Private Practice activity. A declaration of all internal and external private practice should be disclosed as part of the annual job plan review and failure to do so may be in breach of the Fraud Act 2006.

Relocation Expenses

Financial assistance may be given to newly appointed to support costs incurred during their relocation, providing (generally) this is their first appointment in the NHS. The relocation must also comply with the Trusts requirements concerning the place of residence.

Residential Criteria

A consultant is required to reside within 30 minutes or 10 miles by road from their principal place of work unless agreed otherwise with the CMO.

Salary

The current salary applicable to the post is as per national pay scales.

Pre-Employment Health Assessments

The successful candidate will be required to complete a health questionnaire. This will be treated in the strictest confidence and will not be seen by other employees of the Trust except for those in Occupational Health or with prior agreement from yourself.

Interview Expenses

Consultant candidates who have been summoned by a prospective employing organisation to appear before a selection board or invited to attend in relation to their application shall be entitled to appropriate expenses in the below situations:

- reimbursement of eligible expenses shall be paid as per the Consultant 2003 terms and conditions
- a candidate should not be reimbursed for more than 3 attendances once shortlisted to interview and a consultant that visits but does not apply should not be entitled to reimbursement on more than 2 occasions
- reimbursement will not be paid to a consultant who is offered but does not take up the post

All expenses are paid as per the Consultant 2003 terms and conditions of service.

Study Leave

Study leave will be obtainable within the limit confirmed in the Terms and Conditions of Service of Hospital Medical and Dental Staff (England & Wales) as amended subject to the Regional Postgraduate Medical Education Policy.

Disclosure & Barring Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary to submit a disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.