

**Happy,  
Healthy  
& Heard**



## **Candidate Information Pack**

### **Job Title**

Consultant Haematologist

Medicine, Cancer and Emergency  
Care Division





Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.

We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

**Jonathan Wade, Chief Executive**

### **Introduction to Dartford and Gravesham NHS Trust**

Our ambition is to be an outstanding Trust. This means providing outstanding care for our patients through collaboration with colleagues and partners. We are committed to supporting the development of our staff, recognising the value that each role and individual brings to a team.

Dartford and Gravesham NHS Trust (DGT) is a medium sized acute Trust offering a range of medical and surgical specialties as well as a number of regional services (such as urology cancer). Surgeons value our dedicated Planned Care Centre at Queen Mary's Hospital in Sidcup and colleagues across the Trust maximise the professional development opportunities available as the founding member of the Guy's and St Thomas' Healthcare Alliance.

The Trust is refreshing the clinical strategy in 2023/24 for the next five years, centred on three core elements: providing outstanding care, being a hospital without walls and developing local specialist services.

The Trust has a well-developed and embedded set of values that places the patient at the centre of everything we do.

Our recent achievements include having:

- Been selected as one of the three combined hyper acute and acute stroke units across Kent and Medway which will result in a doubling of stroke activity in the Trust from 2023
- Strong friends and family and patient survey results each year and consistently winning external awards such as CHKS, HSJ, Investors in People silver status and sustainability awards
- A strong track record and clinical strategy that has advanced a comprehensive range of core elective, non-elective, maternity and outpatient services as well as a number of specialist services through partnerships with other Trusts such as paediatric epilepsy
- In August 2019 CQC inspection carried out and has given us 'Good' rating overall.

We are working closely with commissioners, GPs and our community provider (HCRG) to provide services differently, reducing the non-elective demand, supporting patients with long term conditions to better manage their condition in the community and providing a rapid response community care team.

Our strategic aims and annual objectives support the delivery of the Trust's ambition to be an outstanding Trust:

- Quality - maintain and improve the quality of services delivered by DGT
- Workforce - make DGT a great place to work for everyone
- Strategy implementation - implement and embed the clinical and organisational strategy
- Finance – following delivery of a breakeven position in 2022/23; to work smartly within our means and do similarly in 2023/24
- Operations - deliver all NHS constitutional and contractual standards

## **Our history**

Dartford and Gravesham NHS Trust (the Trust) became a legal entity on 1 November 1993. Its headquarters are at Darent Valley Hospital in Dartford, Kent. The Trust offers a comprehensive range of acute services, with a bed-base of 550, to around 400,000 people in North Kent and South East London.

Darent Valley Hospital (DVH) opened in September 2000. The hospital building is run as part of a Private Finance Initiative (PFI). This means the building is owned by a private sector company, The Hospital Company (Dartford) Limited, and the Trust leases the building. Many non-clinical services, such as portering, domestic cleaning, security and facilities maintenance, are provided by Serco. DVH has inpatient beds and specialties that include day-care surgery, general surgery, trauma, orthopaedics, stroke, cardiology, general medicine, maternity and general paediatrics.

Services provided by the Trust at the Planned Care centre at Queen Mary's Hospital (QMH) in Sidcup include elective surgery and outpatient services in general surgery, urology, orthopaedics, gynaecology and paediatrics, diagnostic and therapies. Erith and District Hospital provides x-ray services, outpatients and physiotherapy. Oxleas NHS Foundation Trust is responsible for the buildings at QMH and Erith and the Trust works with it and other provider organisations operating from the sites.

In addition, the Trust also provides services at Gravesham Community Hospital in Gravesend as well as a number of community locations across our population. Since 2015 the Trust has been working

in partnership with Guy's and St Thomas' NHS Foundation Trust, and is now the founding member of the Guy's and St Thomas' Healthcare Alliance. The Healthcare Alliance presents learning and development opportunities to staff such as leadership and team development programmes, mentoring and clinical supervision, and access to training in management and improvement methods. In addition, it has supported the Trust in delivering consistently high-quality care, for example through implementing new services in proactive care for older people undergoing surgery (POPS) and paediatric epilepsy.

In 2019 we were selected by the Joint Committee of CCGs to be one of three hyper-acute stroke units (HASU) in Kent and Medway. The new unit is due to open in 2023 and will deliver clinically sustainable, high quality stroke services to local residents 24/7. By having a specialist stroke unit we aim to deliver significantly improved outcomes for stroke patients and their families. The benefits of the HASU / ASU model are nationally well evidenced, with London saving extra 96 lives between 2008-12 compared to other stroke services in the UK.

### Trust Strategy 2020-2025

The strategy has been focused on becoming a learning organisation with continuous improvement at the heart of its culture. We will continuously improve the: quality of care we provide, improving from a 'Good' Care Quality Commission rating to 'Outstanding'; engagement, sense of belonging and fulfilment of our talented teams; management of our finances and how we use our estate; early adoption and roll out of emerging technologies that support new ways of working and give patients greater ability to manage their health; and ways we collaborate with our system partners.

Our Trust Strategy focuses on the following six strategic priorities:



## **Relationships between Consultants, Managers and the Trust Board**

The management of all staff, hospitals and other health care facilities within the Trust is the responsibility of the Trust Board discharged through its Chief Executive, Divisional Medical Director, Associate Directors of Operations and Associate Directors of Nursing. Consultants have a responsibility for the reasonable and effective use of such Trust resources as they use and influence. It is Trust policy that Consultants take responsibility for budgets where expenditure is under their control.

Each Consultant is responsible for the management of his/her practice, including supervision, appraisal and discipline of such junior doctors who report to them. Consultants form part of the clinical workforce and are fundamental to developing and implementing the Trust strategy and journey to Outstanding. Each Consultant will be expected to participate in data driven quality improvement and a collaborative approach to developing their service and the output of the wider organisation in line with the Trust strategy. The Trust recognises that the relationship between consultants and managers is of the utmost importance. To achieve a successful and effective service, Consultants contribute to the running and development of services and to the development of policy and strategy for the whole Trust. When contracts are agreed, Consultants will be expected to treat patients for whom there is a contract and not to treat patients for whom there is no contract or extra contractual agreement.

## **Dartford and Gravesham NHS Trust locality**

We are uniquely placed for access to London and rural Kent. This means that living and working in the area gives a great choice of places to live, and relax. London, Bromley, Canterbury, Bexley, Orpington, Sevenoaks and Tunbridge Wells are all within easy commuting distance. Each of these areas offers excellent transport links, green spaces and schools.

Rail: Ebbsfleet International Station (Channel Tunnel) is within our area, which runs a 20-minute train service to central London as well as the Eurostar offering quick access to Europe. Dartford is a main terminal for three suburban train lines to London Bridge, Charing Cross, Waterloo East, Cannon Street and Blackfriars. There are frequent buses from Dartford station to the on-site bus stop.

Road: The main road from London to Canterbury, the A2 is no more than five minutes away allowing easy access to London, the Kent Coast and the Continent. Just as close is the M25 motorway providing easy access to Gatwick, Stansted and Heathrow airports, the Home Counties and the national motorway network. The M20 also connects Dartford and the Kent coast. Kent is known as the Garden of England. As you travel into Kent from Dartford and Gravesend you are sure to agree. With castles, country parks, gardens and stately homes to visit, riverside walks, the coast and a variety of seaside towns to suit all tastes, you will always find something to do, whatever the weather!

Schools and childcare: Kent offers an excellent range of primary and secondary schools. Kent continues to operate a grammar school system, with places allocated by an 11+ examination. There are also excellent independent schools in the area. The Trust operates a childcare voucher scheme providing flexible and cost-effective support for working parents,

Bluewater is one of the largest shopping centres in Europe, and is located five minutes from the hospital. This has gained national renown and offers a stunning mix of designer and specialist shops, department stores, all mixed liberally with places to eat and to be entertained, all housed in the most modern of facilities. Lakeside shopping centre and Retail Park at Thurrock in Essex is a short distance across the Dartford River Crossing.

London is less than an hour away from Dartford or Gravesend by rail or road. The choice of things to do and see is vast, with museums, national landmarks, cathedrals and ancient churches, theatres with international stage shows and musicals, shopping in the West End and Knightsbridge, Royal Gardens, Parks and Restaurants.

## **1. Introduction to Haematology Services within Medicine, Cancer and Emergency Care Division**

Haematology Services sits within the Medicine, Cancer and Emergency Care (MCEC) Division at Darent Valley Hospital, with oncology services being provided by visiting oncologists from the local cancer centre supported by our Acute Oncology Service. The Haematology Services team work closely with their colleagues in Adult Medicine and Surgery.

### **Division Profile**

Division Medical Director	Dr Jonathan Kwan
Division Director of Operations	Claire Payne
Divisional Director of Nursing	Caroline Bates
Cancer Clinical Lead	Prof Sanjeev Madaan
Clinical Director (Adult medicine)	Dr Rupinder Gill
Macmillan Lead Cancer Nurse/Clinical Services Manager	Marie Payne
Interim General Manager for Cancer and Haematology	Michelle McCann

### **The Consultant Staff within Haematology are:**

- Dr Natalie Heeney, Lead Consultant Haematologist
- Dr Joy Galani
- Dr Vijay Dhanapal
- Dr Skye Yip
- Vacant Post – This post

### **Visiting Oncologists**

- Dr Julia Hall, Clinical Oncologist, MTW
- Dr Riyaz Shah, Medical Oncologist, MTW
- Dr Amanda Clarke, Clinical Oncologist, MTW
- Dr Nair, Clinical Oncologist, MTW
- Dr Bofo-Yienkyi, Clinical Oncologist, MTW

The Haematology Service is looking to employ a minimum of a full-time replacement consultant. The appointee will have joint and shared duties with the four existing substantive full time

consultants for Haemato-oncology patients, Pine Therapy Chemotherapy Day Unit, liaison expert haematology, lab and Blood Bank expert cover and an on-call consultant rota 1:5 (including the post holder).

All consultants are supervising two rotating training Haematology Specialist Registrars, a middle grade haematology doctor, 3 junior doctors, a physician associate and work along with four specialist haematology nurses and the acute oncology nursing Service.

Dartford and Gravesham NHS Trust Haematology Service has a catchment area for North West Kent, Dartford, Gravesend, Swanley and Bexley as its main urban centres serving a local population of approximately 400,000 people.

Level 2 Haematology Services are delivered in a designated shared Haemato-oncology ward. These patients have a variety of diagnoses - benign, sickle cell disease, or, malignant.

The Pine Therapy Day Unit caters for delivery of chemotherapies, supportive treatments as transfusions, venesections and immunoglobulin replacement; in addition, acutely unwell patients are reviewed within working times as necessary. Currently our Pine Service runs six days a week, Monday to Saturday with plans for a future seven-day service.

The Haematology Department works in close collaboration with regional South East Kent NHS Trusts as Medway NHS Foundation and Maidstone-Tunbridge Wells. Furthermore, we share care with the haematology Departments at King's College Hospital and Guys and St Thomas's both for benign and malignant diagnosis. There is a weekly regional haemato-oncology MDM on a Friday afternoon with video link / internet virtual meeting.

The hospital Pathology Services share management structure between Medway Maritime and Darent Valley Hospital, centralise cold blood science samples from community and hospitals and all microbiology work on the main laboratory, which is based at Darent Valley Hospital and provide urgent blood science services and blood transfusion on both sites.

Haemato-Oncology patients are invited to enter national and pharmaceutical clinical trials as seen appropriate in collaborating with referral centres. Currently, the local Service is limited to non-interventional trials sharing the trial nurses from the medical team, the future perspective is to expand with a designated Haematology Clinical Trial team.

## **Clinical Support Services**

### **Pathology**

The newly refurbished and updated Pathology laboratory and service includes Haematology, Transfusion, Clinical Chemistry, Microbiology, Serology, and Mortuary.

This purpose-built facility has a central, shared automated section and central specimen reception. Specimens are delivered via a pneumatic tube system.

The department is fully computerised with extensive links to wards and outpatients as well as to GP practices.

The Haematology Department processes 288000 full blood counts annually using four state of the art Beckman Coulter (BCUK) DxH haematology analysers and is soon to go live with a BCUK Slidemaker/Stainer (SMS).

The department also has a Starrsed ESR analyser. The current solution for coagulation is Sysmex (CS2100i coagulation analysers) shortly moving to IL TOP 700 coagulation analysers. The department currently performs approximately 83000 coagulation screens and INRs annually.

Antenatal haemoglobinopathy screening is carried out in accordance with the National Screening Programme, Dartford & Gravesham being a high prevalence area. High liquid performance chromatography (HPLC) using a BioRad Variant II analyser is the method employed within the department (performing approximately 6000 per year).

Two BioRad (Diamed) Gel Stations are used to perform blood grouping and antibody screening. The department issues approximately 6500 red cells per year. Future plans include repatriation of thrombophilia and factor assay investigations that are currently referred to other hospitals and implementation of wireless temperature monitoring throughout the department.

The Pathology computer system in use at present is Telepath to which Consultants have direct access in their offices. An Order - Comms System is in place for requesting most laboratory investigations.

All aspects of the laboratory service which have a NEQAS scheme are undertaken and the laboratory has been CPA accredited.

Routine Services are provided from 9am to 5.00pm and supported by out of hours services for Chemistry and Haematology and an on-call service for Microbiology and Mortuary.

Histopathology and Cytology are provided by Maidstone and Tunbridge Wells NHS Trust.

## **Radiology**

The Radiology Department employs 16 Consultant Radiologists, each specialising in an imaging modality, and in the region of 59 radiographers. The Department is well equipped with modern imaging modalities.

The Department undertakes a full range of general radiographic work, ultrasound, CT, MRI, nuclear medicine and vascular and non-vascular interventional radiology for both inpatients and outpatients. GPs have access to general radiography, barium examinations, ultrasound and CT. The Radiologists vet all requests for special procedures and the Royal College of Radiologists' Guidelines for the Use of a Radiology Department are applied.

We conform to NICE guidelines regarding cancer treatment and the Radiologists support all the MDMs. Fast track facilities are in place for chest clinic patients and CT guided lung biopsies are carried out as routine. The Radiology Department is very progressive encouraging role development and extension.



## **2. Job Description**

This post is advertised to replace a full time Consultant Haematologist post however, anyone who wishes to work less than full time is encouraged to apply. Any aspiring applicant who has potential for part-time duties is encouraged to contact the consultant for a private discussion. If the latter is deemed the successful candidate, modification of the job content will be discussed on a personal basis with the Trust. There is the opportunity to job share and work flexibly as the service allows.

We are looking for a dynamic individual with drive and vision, who will play a key role in the multi-professional Specialist Haematology team, providing clinical care to patients in the hospital and community. This will include clinical supervision of non-consultant grade medical colleagues and specialist nurses. They will also contribute to the development of Haematology Services, within the community and hospital setting including educational activities.

The post holder will be based at Darent Valley Hospital (DVH). The service is in the process of being reconfigured to allow for multi-disciplinary team working, to encourage sub-specialisation and expansion of the core team delivering Haematology services. The aim is to expand our enthusiastic team to meet the increasing population needs within our catchment area.

### **Duties and Responsibilities of the post**

The post holder has responsibility for the delivery of haematology care and will be responsible for the day-to-day supervision of speciality doctors. The post holder along with their consultant haematology colleagues, will work collaboratively with the Management Team to deliver the clinical care strategy to ensure the highest quality of care for patients and families in all settings.

- The post holder will be expected to participate in community services across the whole catchment area. The post holder will be based at Darent Valley Hospital and will provide a telephone clinic service for Queen Mary's Hospital.
- The post holder will be expected to be involved in the development of all the clinical services with close liaison with colleague Consultants and the Senior Management Team.
- The post holder will provide clinical supervision to the specialty doctors. The post holder will contribute to the on-call rota, 1: 5 (with the addition of the post holder). If more than one person is appointed then the on call rota will be altered appropriately.
- Information Technology plays an integral role in developing the strategy for the department. The post holder will need to play a key role in determining the IT requirements of the Haematology services. IT training for all systems used will be provided.

### **Clinical Duties**

To participate with all Haematology consultants in the planning, delivery, and development of clinical services. The post holder will rotate between the services (Inpatient, Referrals, and laboratory) with the agreement of other Consultants.

The post holder is expected to:

- Participate in the multidisciplinary meetings for Haematology-Oncology. Haematology Malignancy MDT is by teleconferencing with King's College Hospital and other west Kent Hospitals every Friday afternoon. The post-holder will be expected to work with local managers and colleagues to enhance the service.

- Attend relevant professional meetings and other educational activities so as to attain the necessary points to satisfy the requirements for accreditation by the Royal College of Pathologist or The Royal College of Physicians and to stay updated in the latest medical knowledge.
- Participate in the hospital's Clinical Governance processes, working together with others to improve the standard of care to develop best practice.
- Lead on haematology clinics
- Take an active role in the training and support of all staff within the hospital and community setting, as appropriate. This will include supporting specialist nurses through clinical assessment skills and non-medical prescribing programmes.

#### **Education:**

- To play an active role in the induction and training of new staff.
- To develop opportunities for teaching on haematology issues with Doctors and other care providers in the local hospital and community.
- To support teams through informal teaching opportunities during patient visits and team meetings, ward rounds and multidisciplinary meetings.

#### **Quality, audit and research:**

- To play an active role to facilitate clinical audit to aid service improvement and development.
- To support the research agenda and participate in research studies as appropriate.
- To support the investigation of verbal and written complaints in line with the organisations policy.
- To actively investigate and report any recorded incidents including medication incidents.

#### **General:**

- Adapt and develop in line with the changing needs of the role.
- Works flexibly across sites and departments from time to time as may be requested by their managers.
- Undertakes other duties commensurate with the seniority of the post as may be requested by their managers.
- To follow all policies and procedures.
- The post holder shall work within their professional Code of Conduct at all times.
- This job description will be reviewed with the post holder annually.

#### **Work Programme:**

It is envisaged that the post holder will initially concentrate clinically on work within Darent Valley Hospital and provide a telephone service for Queen Mary's Hospital, Sidcup.

A formal Work Plan will be agreed once in a substantive post between the appointee and their Clinical Director, and Divisional Director on behalf of the Medical Director. This will be effective from the commencement date of the appointment. The Work Plan for the first three months will be agreed between you and the Division. The Work Plan will then be reviewed annually, following the Appraisal Meeting. The Work Plan will be a prospective agreement that sets out a Consultant's duties, responsibilities, and objectives for the coming year. It should cover all aspects of a Consultant's professional practice including clinical work, teaching, research, education, and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives and details of the support required by the Consultant to fulfil the job plan and the objectives.

The following provides a suggested schedule of the type of clinical activity and clinically related activity components of the job plan which occur at regular times in the week. Based on a 10 PA contract, there will be 8.5 Direct Clinical Care (DCC) sessions and 1.5 (SPA) Supporting Professional Activity sessions for this post:

Provisional assessment of Programmed Activists in Job Plan:

- Direct Clinical Care: 8.5 PA's on average per week  
(Includes clinical activity, clinically related activity, predictable and unpredictable emergency work)
- Supporting Professional Activities: 1.5 PA's on average per week.  
(Includes CPD, audit, teaching, research)

Agreement should be reached between the appointees and the lead clinician with regard to the scheduling of all activities including Supporting Professional Activities. Supporting Activities must be undertaken in the hospital.

During on call week consultant will be on site Monday – Friday (Saturday if no SpR cover).

## Provisional Job Plan

Day	A.M.			P.M.	
Monday	Flexible SPA 1.0PA			Flexible Admin 14:00-16:00 0.5PA	
Tuesday	Triage/A&G 09.00-13.00  1.0 PA DCC	Admin 13.00-13.30  0.125 PA DCC		Myeloid Clinic* 13.:30-17:30  1.0 PA DCC	
Wednesday	DVH Clinic (1 in 2) 09:00 - 13:00 1 PA DCC  Alternating with Day unit review 09.00- 13.00 (1 in 2) 09.00-13.00 1 PA DCC			Chemotherapy prescribing 13.00-17.00   1.0 PA DCC	Admin 17.00-17.30   0.125 PA DCC
Thursday	Lymphoid Clinic DVH* 09.00-13.00  1.0 PA DCC		Grand Round 13:00 - 14:00  0.25 PA SPA	Morphology 14.00-15.30  0.375 DCC	Chemotherapy Huddle 15:30 – 16:30  0.25 PA DCC
Friday	Radiology MDT 09:00 – 10:30  0.375 PA DCC	Morphology 10.30-13.00  0.625 DCC	Teaching 13:00 - 14:00  0.25 PA SPA	HaemOnc MDT 14:00 – 16:30  0.625 PA DCC	Admin 16.30-17.30  0.25 PA DCC

\* Fixed sessions

On-call availability supplement - 5% (Category A). DCC 2.0 PA

### On-Call Commitment

1:5 with 1:3 cover from the SpR.

### 3. Person Specification

#### Consultant Haematologist

Selection Criteria			
	Essential	Desirable	When Evaluated
<b>Qualifications</b>	<p>MBBS or equivalent medical qualification.</p> <p>Full and Specialist registration (and with a licence to practise) with the General Medical Council (GMC)</p> <p>Applicants that are UK trained, must also be a holder of a Certificate of Completion of Training (CCT)</p> <p>Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT</p> <p>MRCP or evidence of equivalent qualification</p> <p>FRCPath (UK) or evidence of equivalent qualifications</p> <p>GMC license to practise as a specialist haematologist in the UK</p>		<p>Application form</p> <p>Application form</p> <p>Application form</p> <p>Application form</p>
<b>Clinical Skills</b>	<p><b>Clinical Knowledge &amp; Expertise:</b> Wide experience in all aspects of haematology.</p> <p>Experience of Multidisciplinary Team working at senior level.</p> <p>Ability to take full and independent responsibility for clinical care of patients at consultant level</p>	<p>Demonstrates ability in managing common acute and chronic Haematological conditions, including emergencies and Transplant patients</p> <p>Experience of providing leadership</p> <p>Experience working with children and young people</p>	<p>Application form/Interview / Selection centre</p>
<b>Personal Skills</b>	<p><b>Communication Skills:</b> Demonstrates clarity in written / spoken communication &amp; capacity to</p>	<p><b>Management and Leadership Skills:</b></p>	<p>Application form</p>

	<p>adapt language as appropriate to the situation</p> <p>Able to build rapport, listen, persuade &amp; negotiate</p> <p><b>Problem Solving &amp; Decision Making:</b> Capacity to use logical / lateral thinking to solve problems / make decisions, indicating an analytical / scientific approach</p> <p>Experience and enthusiasm for audit and research</p> <p>Knowledge and experience of Clinical Governance issues</p> <p>Ability to apply research outcomes to clinical problems</p> <p><b>Empathy &amp; Sensitivity:</b> Capacity to take in others' perspectives and treat others with understanding; sees patients as people Demonstrates respect for all</p> <p><b>Managing Others &amp; Team Involvement:</b> Able to work in multi-professional teams &amp; supervise junior medical staff</p> <p>Ability to show leadership, make decisions, organise and motivate other team members for the benefit of patients through, for example, audit and quality improvement projects</p> <p>Capacity to work effectively with Others</p> <p>Knowledge of national, statutory and legal influences in haematology care</p> <p>Experience and enthusiasm for teaching healthcare professionals at different levels</p>	<p>Experience of service innovation and development Demonstrates an understanding of NHS Management and resources.</p> <p>Evidence of effective multidisciplinary team working and leadership supported by multi-source feedback or other workplace-based assessments</p> <p>Evidence of effective leadership in and outside medicine Ability to supervise medical staff</p> <p>Experience of participation in research projects. Publication in relevant journals</p> <p><b>IT Skills:</b> Demonstrates information technology skills</p> <p><b>Other:</b> Evidence of achievement outside medicine Evidence of altruistic behaviour e.g. voluntary work Teaching qualifications</p>	<p>Interview / Selection centre</p> <p>References</p>
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	<p><b>Organisation &amp; Planning:</b> Capacity to manage / prioritise time and information effectively</p> <p>Capacity to prioritise own workload &amp; organise ward rounds</p> <p>Evidence of thoroughness (is well prepared, shows self-discipline / commitment, is punctual and meets deadlines)</p> <p><b>Vigilance &amp; Situational Awareness:</b> Capacity to monitor developing situations and anticipate issues</p> <p><b>Coping with Pressure and managing uncertainty:</b> Capacity to work under pressure Demonstrates initiative &amp; resilience to cope with changing circumstances Is able to deliver good clinical care in the face of uncertainty</p>		
<b>Probity</b>	<p><b>Professional Integrity:</b> Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality) Capacity to take responsibility for own actions</p>		<p>Application form</p> <p>Interview / Selection centre</p> <p>References</p>

#### 4. Additional support

##### Office & Secretarial support

The post-holder will be provided with suitable office accommodation and IT facilities located within the Pathology Department. The appointee will be provided with secretarial support for clinical and administrative needs to enable her/him to discharge their duties and responsibilities.

##### Mentoring and Continuous Professional Development (CPD)

All newly appointed consultants will be offered a mentor within the programme administered by our Associated Medical Director. They will also be offered either a well-structured “New Consultant Development Programme” or “Clinical Lead/Clinical Director Training Programme”, each lasting for 6 months, depending on the level of seniority of the appointee. All consultants are also encouraging to part-take other CPD programmes as appropriate in addition to the usual CME requirement.

## **5. Terms and Conditions**

The post is covered by the published Terms and Conditions of Service for Specialty doctor 2021 (England). Dartford and Gravesham NHS Trust will be the employer. The successful candidate's salary will be determined in line with these terms and conditions.

### **Annual Leave – Consultant**

Annual leave entitlement is six weeks each annual leave year from the anniversary of appointment to Consultant, unless already of consultant status when his/her existing annual leave year dates can be retained. Notification must be made six weeks in advance to the Rota Managers and relevant departments that will require this information in order not to disrupt the delivery of the service. The Trust's Medical Staff Leave Policy applies.

### **Study Leave**

Study leave entitlement is 30 days in three years with £750.00 per annum towards expenses at the discretion of the Medical Director. Application must be made six weeks prior to the leave to the Medical Education Department.

### **Sickness**

If you are absent due to sickness, notification to the Rota Manager is essential together with other key areas; failure to do this will result in nil pay. A Self-Certificate must be sent from the 1<sup>st</sup> day of sickness covering you to the 7<sup>th</sup> day.

A Medical Certificate is required from the 8th day onwards covering the period until you return to work. Without this, sickness benefit cannot be paid. Long-term sickness will require you to be seen by Occupational Health prior to return to work.

### **Location**

Whilst the duties of the NHS appointment will be primarily at the hospital(s) stated, the appointment will be made to the Dartford and Gravesham NHS Trust and there will be a commitment to attend occasionally at any other hospital or clinic in the Trust, as may be necessary from time to time.

### **Registration**

Full registration with the General Medical Council with a license to practice is required. Failure to maintain registration during employment could lead to disciplinary action being taken against you.

### **Appraisal and Revalidation**

The General Medical Council's Good Medical Practice Framework for appraisal and revalidation sets out the broad areas which should be covered in medical appraisal and on which recommendations



to revalidate doctors will be based.

The Framework is based on Good Medical Practice (GMP), the GMC's core ethical guidance for doctors, updated in 2006, which sets out the principles and values on which good practice is founded. GMP is used to inform the education, training and practice of all doctors in the UK. The Framework sets out clearly what the GMC will require a doctor to do at their appraisal, in order to revalidate.

All NHS staff, including doctors, is expected to have annual appraisals. The appraisal process is central to ensuring the whole workforce is engaged; training and development needs are recognised; and that all staff is working to the highest standard.

It is essential that doctors ensure that their managers, who are usually also doctors, provide regular and effective appraisals. Effective and regular appraisal will be at the heart of revalidation so it is essential that well managed processes are in place now. The primary aims of medical appraisal are:

- to identify personal and professional development needs of doctors
- to ensure that doctors are adhering to the GMC's Good Medical Practice framework.

An appraisal will usually take place between the subject doctor (appraisee) and a colleague (the appraiser) familiar with their work and it is expected that this will take place annually in line with the organisation's business and planning cycle. It is expected that there will normally be five consecutive appraisals in a revalidation cycle of five years. The Trust's Appraisal Guide for Doctors is available on the intranet together with all the relevant forms and information.

## **Performance**

Continuation of your appointment under this agreement is subject to satisfactory performance. Your performance and progress in relation to agreed standards will be reviewed at regular intervals.

## **Indemnity**

The Trust will cover all medical staff for NHS work under NHS Indemnity. Dartford and Gravesham NHS Trust is required to encourage Medical and Dental staff to ensure that they have adequate defence cover for any work that does not fall within the scope of the Indemnity Scheme (HSG (96) 48 refers). Any private practice undertaken on NHS premises must be covered by subscription to a medical defence organisation.

## **Whistleblowing Policy**

Darent Valley hospital is committed to the highest standards of quality, probity, openness and accountability. We are committed to tackling any issues of abuse or serious malpractice. As part of that commitment, we encourage employees with serious concerns about any aspect of our work or practices of fellow employees to come forward and express those concerns to someone who can help.

## **Infection Control**

All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines

for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps. All staff is required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

### **Equality and diversity**

We committed to the concepts of equality and diversity. You are required to fulfil your responsibilities under this policy and to ensure that no individual receives less favourable treatment on the grounds of their gender, sexual orientation, marital status, disability, religion, creed, colour, race, ethnic or national origin, HIV status, age, social background, trade union membership or non-membership and is not placed at a disadvantage by requirements or conditions which cannot be shown to be justifiable.

### **Health and safety**

To share in the responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. You have a responsibility under health and safety legislation and Trust policies to abide by safe systems of work, undertake required training, to identify risks, and to follow the incident reporting system, which will ensure that the Trust can manage risks to patients, visitors and staff.

### **Confidentiality and IT**

All personal matters relating to patients' diagnosis and treatment and personal information relating to members of staff are strictly confidential and under no circumstances is such information to be divulged to unauthorised person(s). Breach of this condition may result in disciplinary action including dismissal. A breach of confidentiality may also result in a civil action for damages.

It is a condition of employment that all medical staff complies with the Trust's IT policy in respect of secure use and safeguarding confidentiality. It is a condition of employment that the post holder:

- Attends and satisfactorily completes mandatory training as they relate to the medical care and management of patients
- Conforms to the Trust's IT security policy, which includes:
  - Safeguarding the confidentiality of his/her password
  - Not allowing the use of his/her password by anyone else
  - Logging off promptly at the end of each task
  - Not using other people's passwords
  - Not misusing the internet facilities available through the Trust's IT system
  - Safeguarding patient confidentiality.

The Trust monitors the use of its IT facilities, passwords, e-mail and internet traffic. Failure to comply with the Trust's IT Security Policy will be taken seriously and may result in formal disciplinary

action.

## **F) APPOINTMENTS PROCESS**

### **Pre-employment checks**

The satisfactory completion of pre-employment checks confirming your right to live and work in the UK, satisfactory language skills, DBS disclosure, references, health check, professional registration and qualifications is a condition of the appointment. Further information on these requirements is provided below.

### **Disclosure and Barring Service**

This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore is subject to a satisfactory Enhanced Disclosure and Barring Service Disclosure check. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. Failure to disclose such convictions could, in the event of employment, result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to the particular post.

A copy of the Trust's Policy Statement on the Recruitment of Ex-offenders and the DBS Code of Practice is available on request to the Human Resources Department.

### **Occupational Health**

A full examination will not normally be required but the successful candidate will be required to complete a health questionnaire.

Posts are offered on the understanding that the applicant will comply with local requirements regarding immunisations. Applicants will be asked to supply written evidence to the Occupational Health department of degree of immunity to Hepatitis B. If not immunised, the result of a test that indicates freedom from carrier state will be required and immunisation should then be commenced. Applicants should be aware of the guidance to HIV infected health care workers from the Department of Health and the GMC/GDC.

**Informal visits and any further questions;**

The Trust encourages informal visits to enable prospective candidates to get to know us and help to prepare for the interview. Informal visits are not mandatory and do not form part of the selection process.

Prospective candidates are invited to visit the Trust by arrangement with:

<b>Dr Natalie Heeney</b> <b>Consultant Haematologist</b> <b>Darent Valley Hospital</b> <b>Dartford DA2 8DA</b> <b>natalie.heeney1@nhs.net</b> <b>Tel: Secretary (01322 428507)</b>	<b>Marie Payne</b> <b>Macmillan Lead Cancer Nurse/ Clinical Services</b> <b>Manager, Cancer Services</b> <b>Darent Valley Hospital</b> <b>Dartford DA2 8DA</b> <b>mariepayne@nhs.net</b> <b>Tel: 01322-428100 Ext 6795)</b>
<b>Dr Jonathan Kwan</b> <b>Division Medical Director</b> <b>Darent Valley Hospital</b> <b>Dartford DA2 8DA</b> <b>jonathankwan@nhs.net</b> <b>Tel: Secretary (01322 428411)</b>	<b>Dr Rupinder Gill</b> <b>Clinical director</b> <b>Darent Valley Hospital</b> <b>Dartford DA2 8DA</b> <b>rupinder.gill4@nhs.net</b> <b>Tel: Secretary (01322 428411)</b>

The Trust is not empowered to pay travel expenses and/or subsistence in connection with pre-interview visits.