

# Candidate Pack for: Consultant in Emergency Medicine



North Middlesex University Hospital NHS Trust is a medium sized District General Hospital based in Edmonton in Enfield, North London. We serve a diverse multicultural population largely from the London boroughs of Enfield and Haringey. Many of our patients live in wards that are within the 5% most deprived in the UK and a large proportion of our patients were born abroad. This makes it both a fascinating and a challenging hospital to work in.

Over the last decade we have rebuilt almost all of the hospital and now have facilities that we are proud to work in. We employ over 3,500 staff, more than half of whom live locally. We encourage apprenticeships from the local community and work closely with our local HealthWatch.

We are primarily an emergency led hospital with more than 90% of our bed days being used for patients admitted via our emergency and ambulatory units. As well as offering everything you would expect from a major acute hospital we have a number of tertiary services treating patients with HIV and Sickle Cell Disease and a large cancer and radiotherapy service. We also run our local community Sexual Health Clinics.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our priorities:

### 1. **Providing Outstanding Care**

We will provide:

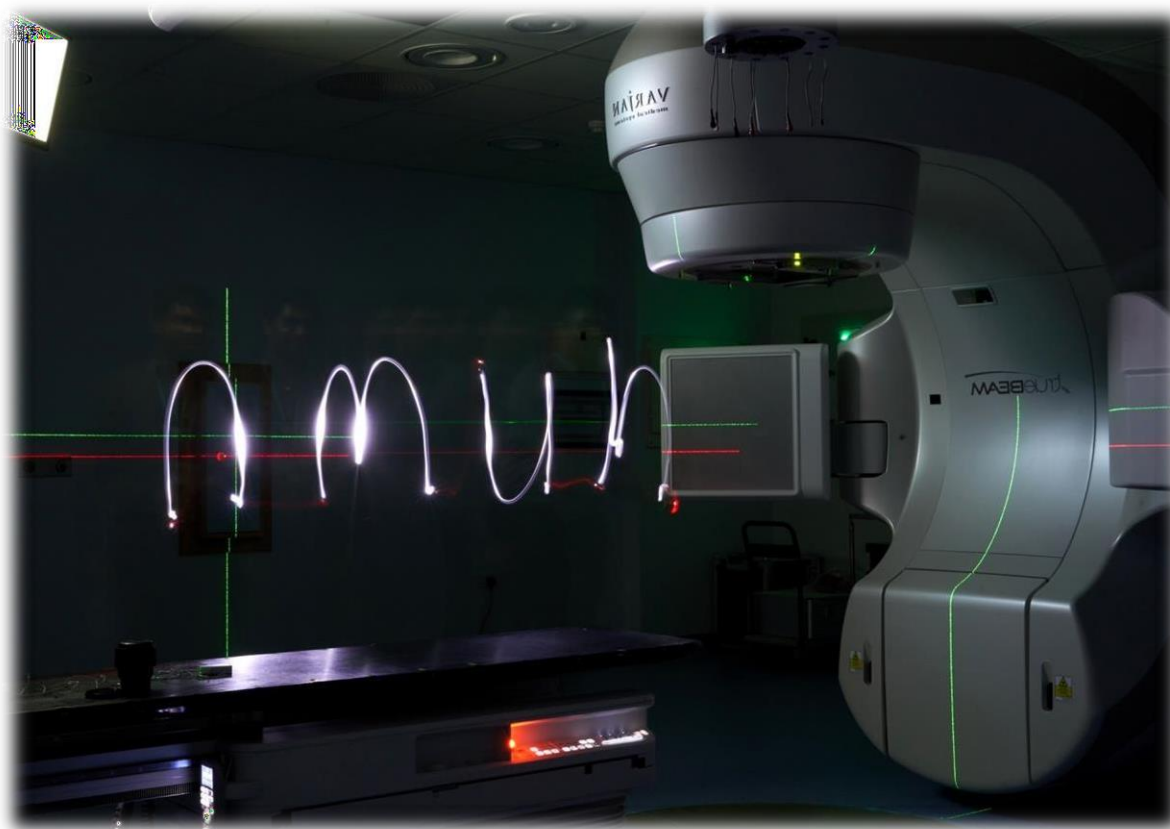
- Excellent outcomes for patients
- Excellent experiences for patients and staff
- Excellent value for money

### 2. **Partnering with Others**

We will work closely with our system partners to integrate health and care and broader public services and guide you towards the best services for you.

### 3. **Keeping Healthy**

We will use every opportunity we have to promote wellbeing, providing information and education for our community.



## Additional Information

### Location

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset, and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values, and our services

- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity
- A wide range of Continued Professional Development (CPD) opportunities, working with partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

## Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges, and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- An equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at several local health clubs/gyms

## Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

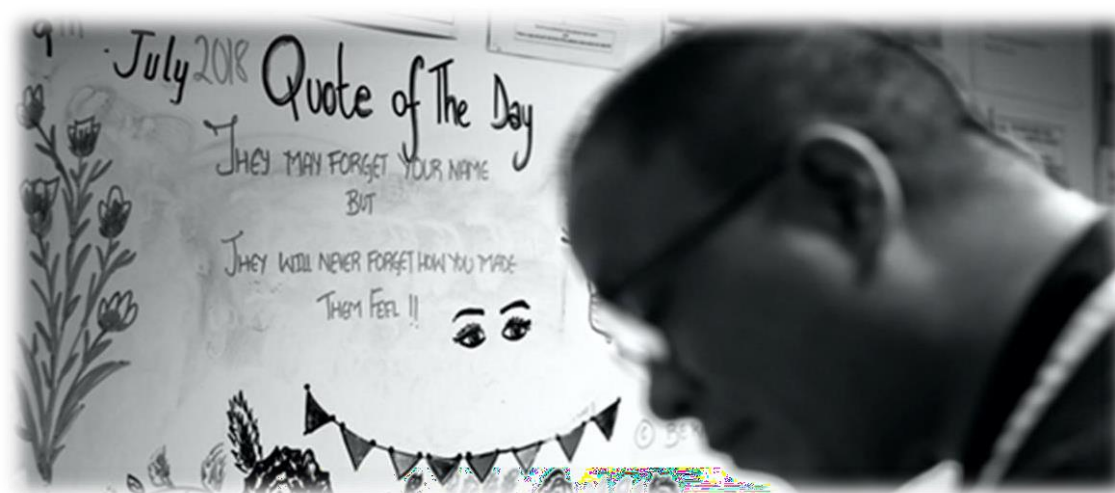
## Road Access and Public Transport

Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

## Follow us on social media





## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 3,500 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

| What it means   | Our behaviours  |
|---|---|
| <ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul> | <ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul> |

### We are fair:

| What it means   | Our behaviours   |
|---|--|
| <ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> <li>We are always looking for opportunities to develop all our staff and our services</li> </ul> | <ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul> |

### We are open:

| What it means  | Our behaviours   |
|--|--|
| <ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul> | <ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul> |



These values are extremely important to us, and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

### Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



## Job Description

|                 |   |
|-----------------|---|
| Job Title:      | Consultant Emergency Medicine                           |
| Grade:          | Consultant – YM72                                       |
| Location:       | North Middlesex University Hospital                     |
| Hours:          | 10 Programmed Activities per week                       |
| Responsible to: | Clinical Director & Deputy Divisional Clinical Director |
| Accountable to: | Medical Director  |

## Job Summary

We are pleased to offer this post at NMUH Emergency Department. The Trust is committed to recruit to a 15-person rota ensuring cover from 8am-12am with on call consultant 12am to 8am. In addition, we have 3.5WTE Paediatric ED consultants, covering PED from 08:00-22:30 five days a week.

Applications for less than full time working would be considered, in addition candidates with a special interest in paediatrics will be able to job share (paediatrics and adults). The department will have on site consultant cover from 8 am until midnight each day.

## Trust Management Structure

### The Executive team are:

|                                   |                   |
|-----------------------------------|-------------------|
| Chief Executive                   | Dr Nnenna Osuji   |
| Medical Director                  | Dr Victoria Jones |
| Chief Nurse                       | Sarah Hayes       |
| Chief Operating Officer           | Shola Adegrooye   |
| Director of Strategic Development | Richard Gourlay   |
| Chief Financial Officer           | Bimal Patel       |
| Director of Human Resources       | Mark Vaughan      |

The operational structure comprises 4 Divisions.

- Medicine & Urgent Care Services
- Surgical, Anaesthetic, Critical Care, & Associated Services
- Women's, Children's, Cancer, & Diagnostic Services
- Community Services

Each division has a triumvirate team responsible for the management and operations of all areas within the remit. This consists of a Divisional Director of Operations, a Divisional Clinical Director, and a Divisional Director for Nursing, AHP's and Quality.

### The Divisional management team are:

|   |                |
|---|----------------|
| Divisional Director of Operations               | Rosalyn Little |
| Divisional Clinical Director                    | Dr Jayne Lim   |
| Divisional Director of Nursing, AHP's & Quality | Zilpa Okeyo    |

**The Management team for the Emergency Department:**

|                               |                  |
|-------------------------------|------------------|
| Clinical Director             | Anmar Alkhamesi  |
| Associate Director of Nursing | Anna May Charles |
| General Manager               | Nick Vincent     |
| Senior Matron                 | Natasha Knutt    |
| Matron                        |                  |
| Service Manager               | Karen Archer     |

**Department Medical Staffing**

| Consultants               | Special Interests   |
|---------------------------|---|
| Dr Turan Huseyin          | Educational Lead and HST Training Program Director                |
| Dr Ghassan Jassim         | Undergraduate Lead  |
| Dr Anmar Alkhamesi        | Clinical Director   |
| Dr Catherine Pearce       | Complaints lead and Trust Safety and Mortality lead               |
| Dr James Harrison         | Data Lead   |
| Dr Adrienn Friczka Nagy   | Recruitment and Rota Lead   |
| Dr Khaled Soliman (Locum) | Guidelines Lead   |
| Dr Sathiya Rajaraman      | Trauma Director   |
| Dr Ehsan Hassan (Locum)   | Audit and Ultrasound Lead   |
| Dr Rajesh Thanasingh      | Equipment and High Intensity User Lead                            |
| Mr Arunchalam Sathyananda | Honorary Consultant   |
| Dr Ahmed Andul-Ghani      | Ultrasound Lead   |
| Dr Natalia Barry          | Governance Lead   |
| Dr Jennifer Currigan      | Adult and Paeds Consultant, Major Incident planning Lead, ST3 TPD |
| Dr Charlotte Clements     | Clinical Director for Paediatrics                                 |
| Dr Katie Knight           | Clinical Lead for Paediatric ED                                   |
| Dr Poonam Patel           | Trust Simulation Lead   |
| Dr Neha Jain              | Deputy Safeguarding Paediatric Lead                               |

| Junior Medical Staffing               |    |
|---------------------------------------|----|
| Associate Specialist                  | 1  |
| Trust Registrar (ST4+) including PEM  | 18 |
| Specialty Registrar (HEE Post)        | 5  |
| Clinical Fellow/Trust SHOs            | 10 |
| CT1/2 (ACCS/GPVTS)                    | 11 |
| Foundation Year 2 Trainee             | 14 |
| Advanced Clinical Practitioner (ACPs) | 10 |
| Urgent Treatment Centre (UTC)         |    |
| Emergency Nurse Practitioners         | 15 |
| General Practitioners (09-24:00)      | 11 |
| Advanced Clinical Practitioner (ACPs) | 1  |



## Administration

Office accommodation with appropriate IT facilities will be made available within the department together with secretarial support. All consultants are required to check their emails on a regular basis.

The ED consultant body meets weekly. There is a multidisciplinary team meeting once per week, as well as local educational faculty meetings and monthly multidisciplinary governance meetings chaired by the governance lead with actions, and data distributed to the wide ED team. The Hospital Consultant body meets monthly as the Medical Staff Committee to discuss issues affecting the Medical Staff as a whole. All consultants are expected to participate in the management of their own Department and the Hospital as a whole and will be encouraged to develop their management and leadership skills.

## Services and Facilities

### Emergency Department

The Emergency Department at the North Middlesex University Hospital has an annual attendance of just under 200,000 new patients. 27% of attendances are under the age of 16.

The department moved into a brand new, state of the art, purpose-built air-conditioned unit in May 2010.

The department comprises of 4 streaming rooms, a dedicated initial assessment and treatment area for ambulance arrivals, a 6-bay resuscitation unit, a 18-bay majors area, a separate treatment area for sitting patients, an Urgent Treatment Centre (UTC) and a Paediatric Emergency Department (PED) with a separate waiting area. The department had been redesigned and restructured recently to further optimise patient care.

Acute Medical and Assessment Units are located in close proximity to the department. There is an emergency Radiography Department adjacent to the ED which is staffed 24 hours a day. There is a CT scanner available at all times with excellent consultant-based radiology support.

Full emergency laboratory facilities including a well-resourced point of care testing room are available.

There is a significant trauma workload; the department is part of the London trauma network. The department receives nearly 20% of its workload as ambulance borne. The department has a philosophy of comprehensive patient care where the initial management of the patient is undertaken in the ED and the patient then handed over to in-patient teams. There is an excellent relationship with the in-patient teams with seamless referrals. The case mix has the highest acuity in the North East Thames region with preponderance towards medically unwell patients.

## Duties and Responsibilities:

### Direct Clinical Care (DCCs):

Shop floor presence – This job plan provides a physical consultant presence out in the clinical arena of the Emergency Department. Each consultant will ensure clinical leadership and support to the department and other specialty staff as well as taking on their own patient workload. They will maintain and improve quality of care delivered to patients and guarantee the efficiency of the department.

There will be a consultant present on the shop floor from 0800 hours until 00:00 hours seven days a week.

Sessions are allocated to Clinical administration and shop floor back up – each consultant requires clinical time to undertake clinical administration and to ensure a quality clinical service in times of need.

Overall weekend frequency equals 1 in 7 therefore attracts 5% on call allowance; however, this could be changed by an individual as we are running a self-rostering rota. Doctors are able to have a greater input of the number and type of shift that they are able to work

### Core Shop Floor DCC Roles:

- (i) Medical Controller
- (ii) Resuscitation Room supervision – to include oversight of the paediatric area
- (iii) Assessment Hub Medical Lead – to ensure early senior medical input for ambulance arrivals and to be a point of medical advice for those patients in the locally situated walk-in assessment area

Each of the three roles are allocated on the day .

At certain times there may be more than three consultants on the shopfloor, in that situation the expectation is for the EM consultant to see patients directly.

### Current departmental shifts:

|         |               |
|---------|---------------|
| WEEKDAY | 08:00 -16:00  |
| WEEKDAY | 08:00 -16:00  |
| WEEKDAY | 08:00 -16:00  |
| WEEKDAY | 13:00 -20:00  |
| WEEKDAY | 13:00 - 22:00 |
| WEEKDAY | 16:00 - 24:00 |
| WEEKEND | 08:00 -16:00  |
| WEEKEND | 12:00 -20:00  |
| WEEKEND | 16:00 - 24:00 |

### **Supporting Professional Activities (SPAs):**

Delivery of the highest quality service possible is the main priority of this department. This means integrating evidence-based practice, research, audit and other aspects of clinical governance particularly the delivery of quality training and exceptional risk management. There are many areas for service development and requirements for working with all health care professionals and specialties

### **General Responsibilities as Consultant in Emergency Medicine**

The following is not an exhaustive or exclusive list of the duties of a consultant. The appointee is expected to:

- Provide senior clinician services to the Emergency Department as per job plan or as agreed within the Trust, and as required when on call.
- Provide clinical leadership to the department when undertaking clinical care, taking lead clinical responsibility as rostered on a day-to-day basis. Facilitate safe and effective clinical care
- Lead on service design and development to help with establishing pre-operative patient assessment
- Work with consultant colleagues and nursing staff to ensure efficient use of Trust's resources and contribute actively to clinical governance in the department and to development of quality enhancement projects in the unit.
- Show flexibility and undertake different appropriate clinical tasks within allocated DCC sessions after discussion with the clinical manager, as the need arises.
- Actively participate in the Unit's Teaching Programme and undertake supervision, teaching and training of medical trainees and other multi-professional staff, in line with guidance from the relevant Royal Colleges or specialty bodies.
- Actively participate in clinical guidelines development, audit and CPD.

### **Indicative Job Plan/Timetable**

An indicative job plan/timetable for this post with indicative Programmed Activities (PAs) is provided below, but this will normally be re-assessed after 3 months of appointment to ensure it meets the needs of the service.

For a whole-time 10 PA contract: the normal split is

- Direct Clinical Care: 8 PAs on average per week  
(*Clinical activity, clinically related activity, predictable & unpredictable emergency work*)
- Supporting Professional Activities: 2 PAs on average per week (*CPD, audit, teaching & research*) \*\*

**\*\* An additional 0.5 SPA is available to all Consultant Staff subject to review and agreement by job plan which must be approved prospectively by the Clinical Director. After this review the substantive doctor will be on a 7.5 DCCs /2.5 SpAs**

Additional (APA) clinical PAs may be offered to consultants up to 1.5 extra DCCs that if agreed can be taken by the individual.

Job plans are reviewed annually, and applicants are encouraged to study the provisions of the Consultant Contract for England 2003 under which this post is offered.

### **Total Hours, Monitoring and Future Working:**

Based on the above working pattern each new consultant post will attract 10 PAs per week and a band A supplement (5%).

**On Call and Internal Cover:**

Each consultant will be expected to provide an on-call commitment to the department. Whilst on call the consultant must remain contactable at all times and be prepared to give advice on clinical and managerial issues as required by the hospital staff. The consultants must always be prepared to return to the department whilst on call for pressing clinical issues in accordance with escalation policy. The request for a consultant to return to the department should only be made for clinical reasons and is in line with the College of Emergency Medicine recommendations. There will be continuous on call cover from 0000 hours to 0800 hours Monday to Sunday

Prospective cover is included in the self-rostering rota for weekend shifts, evening shifts, on-call shifts. There are sufficient clinical PAs in the Team job plan to guarantee the core DCC shop floor shifts all year round.

The department must always be able to access the services of one of the emergency consultants.

Each successful applicant will share an office with fellow consultants and be supported by the secretarial pool based in the department.

**Other Roles and Responsibilities**

The post holder will work with colleagues and the Clinical Audit and Effectiveness department to ensure that relevant clinical audit is carried out.

Consultants have continuing responsibility for the care of patients in their charge and for the proper functioning of their department. They are expected to undertake administrative duties associated with the care of their patients and the running of their clinical departments. The appointee will be expected to take responsibility for maintaining their continuing medical education to the standard set by the relevant Royal College.

All consultants are expected to participate in the management of their own department and the hospital as a whole and will be encouraged to develop their management and leadership skills. Therefore, it is expected the post holder will make efforts to attend their specialties management meetings where possible.

**Education and training role**

The North Middlesex University Hospital has gained a reputation for teaching excellence in the region due to our dedicated consultant teachers and a rich variety of clinical cases. Formal teaching sessions are organised differently in various departments.

The post-holder will be expected to teach junior doctors regularly as agreed with the Specialty Lead. They may have the opportunity to become an educational supervisor for trainees.

**Flexible job planning**

Candidates wishing to work less than 10PA's are invited to discuss their interest. Job share arrangements and other adaptation of the job plan to the suitable candidate's needs may be accommodated if the evolving service needs can be met.

## OTHER REQUIREMENTS

### Clinical Governance

This appointee is expected to contribute actively to improving clinical governance in our department. The GMC's Good Medical Practice guidelines form the basis of the responsibilities and standards expected of the Trust's consultants. All newly appointed consultants will be issued with an Induction Programme and mandatory training, all aspects of which are mandatory. There is a well-established annual appraisal process for all consultants and non-consultant career grades in the Trust.

It is a condition of employment that all staff have a responsibility for Infection Control. The appointee will therefore be expected to attend mandatory Infection Control courses on appointment and to participate actively in measures designed to reduce Health Care Associated Infections (HCAIs).

The appointee will be expected to fulfil the relevant Royal College's requirements for Continuing Medical Education (CME) or Continuing Professional Development (CPD) as a minimum.

The Trust considers the development of Clinical Guidelines and Protocols as the foundation of evidence-based medical practice. All consultants are therefore expected as part of their SPAs to contribute to the development and updating of clinical guidelines within their specialty that meet NICE or other peer-body guidance, and to audit their practice according to such guidelines or protocol. There is a dedicated Clinical Services area on the Trust Intranet where clinical guidelines are uploaded by specialty. The Trust has an Audit and Clinical Effectiveness Manager and an IT Developer who work to support consultants on this. The post holder will work with colleagues and the Clinical Audit and Effectiveness department to ensure that relevant clinical audit is carried out.

### Teaching

The North Middlesex University Hospital has gained a reputation for teaching excellence in the region due to our dedicated consultant teachers and a rich variety of clinical cases. Formal teaching sessions are organised differently in various departments.

The teaching timetable for paediatrics is detailed above. We also offer membership teaching and plan to again be a venue for membership exams. We also run a variety of courses for internal and external staff.

### Undergraduate Education

As a university hospital of the University of London, the hospital has a substantial commitment to training of medical students from the University College London (UCL) Medical School and is one of the 2 centres outside the teaching hospitals for UCL Final MBBS examinations. Many consultants are recognised teachers of UCL. Medical students of St. George's International School of Medicine in Grenada also attend for varying periods in different specialties. On occasions, there are elective students from other overseas universities.

### Postgraduate Education



The hospital is currently redeveloping its Education centre to ensure that we can provide education within modern facilities, including a dedicated simulation suite and a comprehensive medical library. The Hospital has an excellent reputation for its postgraduate medical education. There are regular FRCS, MRCP, DCH and MRCOG courses held and ongoing MRCP training. APLS/ NLS and other similar courses are conducted locally.

### Research

The post does not currently have any research commitments however there will be opportunity to develop a research agenda, particularly in the framework of the RFL Group, UCLP and the HSL partners.

### Management

All consultants are expected to participate in the management of their own Department and the Hospital as a whole and will be encouraged to develop their management and leadership skills.

The Hospital Consultant body meets monthly as the Medical Staff Committee to discuss issues affecting the Medical Staff as a whole.

## SECTION 4 - GENERAL INFORMATION/CONDITIONS OF EMPLOYMENT

- The post is covered by those terms and conditions of service of consultants 2003 (England) which are appropriate to the Trust. The Trust may, however, introduce future changes in standard terms and conditions of service after negotiation. All local policies and procedures apply. The appointment is pensionable under National Health Service regulations unless the successful candidate chooses to opt-out of the scheme.
- Employees of the Trust are expected to maintain a safe working environment and observe obligations under organisational and departmental Health & Safety Policies, maintaining awareness of safe practices and assessment of risk.
- Employees of the Trust are required and expected to acquaint themselves of all the Trust policies that are relevant to their area of work. The operative policies at any time are available on the Trust Intranet.
- The Trust is committed to providing safe and effective care for patients. To ensure this, there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance, or health of medical colleagues. All medical staff practising in the Trust should ensure that they are familiar with the procedure and apply it.
- All Consultants have a continuing responsibility for the care of patients in their charge and for the proper functioning of their departments. They are required to undertake the administrative duties associated with the care of their patients and the running of their clinical departments. The Consultant will be expected to attend meetings of the appropriate department and CBU as required.
- All Consultants are expected to assume responsibility, both singly and corporately, for the management of junior medical staff. They are expected to be responsible for approving and monitoring junior staff rotas and junior staff locum arrangements, where appropriate. They are also expected to concern themselves with the professional development, both clinical and personal, of their trainees.
- All Consultants are required to participate in the Trust's annual appraisal process which

identifies personal and professional development needs, agrees plans for them to be met, while reviewing the doctors work and performance and considering the doctors contribution to the quality and improvement of service delivery. The annual appraisal and documentation forms the evidence needed to meet the requirements for the GMC revalidation process.

- All consultants are required to participate in the Trust's annual job plan review process. Job Plans will list all NHS duties of the Consultant, the number of programmed activities and agreed supporting resources. Job Plans may only be changed with the agreement of the Trust.
- Where you intend to undertake private professional services other than such work carried out under the terms of this contract, whether for the NHS, for the independent sector or for another party, the provisions in Schedule 6 of the Terms and Conditions apply.
- Reference should be made to the "Code of Conduct for Private Practice" which sets out standards of best practice governing the relationship between NHS work, private practice and fee-paying sessions.
- Candidates unable, for personal reasons, to work whole time are invited to apply and will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis in consultation with consultant colleagues, the Clinical Lead, and the Clinical Director.
- All applicants to any post within the Trust are required to declare any involvement, either directly or indirectly, with any firm, company or organisation that has a contract with the Trust. Failure to do so may result in an application being rejected or if it is discovered, after appointment that such information has been withheld, and then this may lead to dismissal.
- The Consultant will be required to live within 10 miles by road (or 30 minutes travelling distance) of the main hospital base. Reimbursement of removal and associated expenses will be subject to agreement and in line with existing Trust Policy.
- This appointment is subject to the receipt of a satisfactory medical clearance from the Trust's occupational health department.
- The appointee will be expected to provide cover for annual and study leave of their consultant colleagues.
- Reimbursement of removal and associated expenses are discretionary and will be subject to agreement by the Trust. There is no guarantee that any reimbursement of expenses will be made.

A copy of the Terms and Conditions – Consultants (England) 2003 is available from Gerry Lambe, Recruitment Manager, Human Resources Department, North Middlesex University Hospital (020 8887 2914) or from [www.doh.gov.uk/consultantframework](http://www.doh.gov.uk/consultantframework).

### **Annual Leave**

Annual leave is given in accordance with the Terms and Conditions of Service and the Trust Policy relating to Medical and Dental Staff. Whole-time Consultants are entitled to six weeks and two days' leave a year (32 working days) if within 7 years of service, or 6 weeks and 4 days (34 working days) after 7 completed years of service. Annual leave for part-time staff is pro rata this whole-time amount.

Consultants are expected to plan their annual leave well in advance so that their absence is not detrimental to the service. They should give no less than 6 weeks' notice of intention to take leave.

### **Study and Professional Leave**

Study and professional leave is given in accordance with the Terms and Conditions of Service relating to Medical and Dental Staff. Consultants are currently entitled to assistance with expenses associated with approved study leave. It is the current policy of the Trust to assist consultants with reasonable fees and expenses associated with approved continuing medical education (currently up to approx. £500 per annum). Consultants are expected to plan Study Leave in advance so that their absence is not detrimental to the service.

### **Probation**

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

### **Equality, Diversity and Inclusion**

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

### **Health & Safety**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

### **Data Protection and Caldicott**

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

### **Customer Care**

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full training will be given.

### **Infection Control**

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of

sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

## Smoking Policy

The Trust provides a smoke free work environment.

## Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

## Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

## Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

## Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

## Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

## Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-ho

**PERSON SPECIFICATION****Post:** Consultant in Emergency Medicine**Department:** Emergency Medicine

| <b>Person Specification</b><br>Consultant in Emergency<br>Medicine Requirements | <b>ESSENTIAL</b>   | <b>DESIRABLE</b>   | <b>MEASURED BY</b>        |
|---|--|--|---------------------------|
| Qualifications/Training   | <ul style="list-style-type: none"><li>• MBChB or equivalent medical degree</li><li>• Full GMC registration.</li><li>• On the GMC's Specialist Register OR within six months of CCT at time of scheduled interview.</li><li>• FRCER or Equivalent</li></ul>   | <ul style="list-style-type: none"><li>• Higher degree, e.g. MSc, MD</li><li>• Instructor Status on a life support course (ALS/ATLS/APLS)</li></ul> | Application               |
| Clinical experience   | <ul style="list-style-type: none"><li>• Is able to demonstrate having achieved the competencies equivalent to the Highest Specialist Emergency Medicine Training.</li><li>• Trained in UK Emergency Medicine</li><li>• Ability to take full and independent responsibility for clinical care of patients within the ED</li></ul> | <ul style="list-style-type: none"><li>• Experience in Service transformation</li></ul>   | Application and interview |



|                      |  |   |                           |
|----------------------|--|---|---------------------------|
| Knowledge and skills | <ul style="list-style-type: none"> <li>• Ability to work as part of multidisciplinary team</li> <li>• Commitment to continuous professional development</li> <li>• Willing to work unsupervised and make decisions</li> <li>• Good communication skills, including communicating bad news</li> <li>• Demonstrated ability to manage time effectively</li> <li>• Meets the requirements of the GMC's 'Good Medical Practice'</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of risk management, annual job planning, appraisal review process, etc.</li> </ul>                                       | Application and interview |
| Academic             | <ul style="list-style-type: none"> <li>• Evidence of participation in clinical audit/QI project, understanding the role of these in improving the medical practice</li> <li>• Experience and knowledge of critical appraisal of evidence, so as to improve clinical outcomes</li> <li>• Willingness to teach all grades of professional multidisciplinary staff</li> </ul>   | <ul style="list-style-type: none"> <li>• Research degree</li> <li>• 'Training the Trainers' certification</li> <li>• Research/publications relevant to specialty</li> </ul> | Interview                 |
| Management           | <ul style="list-style-type: none"> <li>• Knowledge of the management and structure of the NHS</li> <li>• Understanding of management issues including medical management, clinical governance, service planning, and quality improvement</li> </ul>  | <ul style="list-style-type: none"> <li>• Evidence of leadership attributes and experience</li> <li>• Evidence of motivational skills</li> </ul>                             | Interview                 |

|          |   |  |                           |
|----------|---|--|---------------------------|
| Personal | <ul style="list-style-type: none"> <li>• Ability to communicate effectively with patients, their relatives, colleagues, managers, other agencies, and staff at all levels</li> <li>• Energy and enthusiasm</li> <li>• Ability to work under pressure</li> <li>• Flexible approach</li> <li>• Caring attitude to patients, carers, and colleagues</li> </ul> |  | Interview                 |
| Other    | <ul style="list-style-type: none"> <li>• Ability to fulfil all the duties of the post, including on -call commitments and travel requirements</li> <li>• Satisfactory Enhanced DBS and required immigration status</li> <li>• Demonstrate ability to meet the Trust's values</li> </ul>   |  | Application and interview |



