

THE HILLINGDON HOSPITALS NHS FOUNDATION TRUST

Job Title:	Locum Consultant Haematologist (6 months)
Department:	Haematology
Number of PAs:	10 PAs + Cat A High intensity on call supplement
Location:	Hillingdon Hospital and Mount Vernon Hospital
Division:	Unplanned Care
Reports to:	Divisional Director for Unplanned Care
Accountable to:	Medical Director / Responsible Officer

1. Job Summary

This job is for 6 months, with a view to extend.

The post-holder will play a key role in realising our ambition to continue to deliver a high quality clinical service by bringing new skills to our Haematology department. The successful applicant will be a committed clinician with sub-specialist interest in Haemato-Oncology and a track record of excellent clinical service delivery, service improvement, teaching, training and other qualities as identified in the person specification.

It is a requirement of the post that every doctor takes part in annual job planning and annual appraisal as part of the revalidation of cycle. Job planning is outlined in point 4, as is a draft proposed job plan.

The post consists of 10 Programmed activities comprised of 8.5 Direct Clinical Activities and 1.5 Supporting Professional Activity. The post-holder will be on call for Haematology covering The Hillingdon Hospital and Harefield Hospital sites on a 1 in 5 on call rota (1 in 4 with prospective cover). This will be one weekday (Monday-Thursday) or one weekend (Friday-Sunday) in 5. Out of hours work is partially covered by the Specialist Registrars but Consultants are first on call at other times.

The department provides the clinical and laboratory haematology service between the two sites of Hillingdon and Mount Vernon Hospital (4 whole time equivalent Consultants). The new appointee will be based at Hillingdon Hospital with a service level contract to provide out of hours on call cover for Harefield Hospital (Guys and St Thomas' Foundation trust (Royal Brompton and Harefield hospitals).

Hillingdon Hospital provides a BCSH Level 2B service with in-patient beds at The Hillingdon Hospital, in accordance to NICE guidance on Haematological cancers. Patients requiring Level 3-4 treatments and radiotherapy are referred to Hammersmith Hospital, with whom we participate in the weekly West London Haematology Cancer Network MDT via audio-visual link. Any teenage and young adults are referred to University College Hospitals TYA unit for ongoing cancer care.

There are currently 3 Haematology Registrars on the Imperial rotation for whom we provide Clinical and Educational supervision and a 4th Trust-funded Registrar/Clinical Fellow post. There is a Foundation year 1 doctor attached to the service who is based at Hillingdon.

The new appointee would be expected to have experience and interest in Haemato-oncology, however given the nature of a District General Hospital practice and requirement for on-call they would also need experience in and be competent in general haematology, including managing and giving consultative advice on complex haemostasis and thrombosis, transfusion and haemoglobinopathy patients.

There are extensive opportunities for research and development with the department partaking actively in current commercial and NIHR portfolio of Haematology and Haemato-oncology trials. Participation would be actively encouraged.

Any applicant who is unable to work full-time will be eligible to be considered for the post. If such a person is appointed, modification of the job plan will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

2. Duties / Responsibilities of the Post

The post-holder will be responsible to the Divisional Director of Medicine, Dr Louise McCusker at The Hillingdon Hospital and job plan negotiated annually.

The post holders will, together with their consultant colleagues and other health care professionals in the Directorate, provide an effective and comprehensive service for our patients and support continuing service developments.

Expectations of the post holder:

1. The post-holder will work closely with their colleagues, be responsible for providing a high quality Haematology service to the residents of Hillingdon, and for development of services appropriate to these ends.
2. The post-holder will participate in the Haematology on call rota; providing emergency out-of-hours cover to both Harefield Hospital and Hillingdon Hospital on an approximately 1:5 basis with prospective cover.
3. The post-holder will, within a Team, be jointly responsible for running an in-patient and out-patient service for haematology including an advisory service for colleagues and primary care via REGO Advice and Guidance.
4. The post-holder will participate with their colleagues in the education, training and professional development of medical and other professional staff for whom they are responsible. They will also be involved in the post-graduate and under-graduate teaching programme and General Practitioner education.
5. The post-holder will be expected to continue their own professional development in line with guidance from the relevant professional bodies and within the framework of clinical governance.
6. The post-holder will be expected to work with the other Haematology Consultants to ensure the Trust meets the various National waiting time targets.

7. The post-holder will be expected to provide clear evidence of their SPA activities. This includes clinical and educational supervision, teaching, audit and personal CPD. Personal CPD must be included as part of annual appraisal, which is mandatory and required for the revalidation process.

Management responsibilities:

To collaborate with the Lead Clinician and the Senior Nurse Management Team in the development and implementation of all relevant policies for the running of the department.

Participation in the medical advisory and liaison work of the hospital Medical Staff Committee and to share the workload of the involvement in any other committees relating to the Haematology Department.

To co-operate with the consultant team in the recruitment and appointment of junior medical staff, in consultation with the Department of People and Development and the Haematology Senior Nurse Management Team. The appointee will also be expected when required to involve themselves with the recruitment and appointment of the registrars and, when necessary, of nurses in the department. They will help to organise and give guidance to the deployment of junior staff duties including allocation and supervision of clinical work where necessary.

3. Service Configuration and Planning The Departments

Hillingdon Hospital

Dr Richard Kaczmariski	Consultant	Haemato-Oncology, Service Lead, R&D
Dr Akila Danga	Consultant	Haemato-Oncology, R&D, MHDU
Dr Taku Sugai	Consultant	Haemato-Oncology, Transfusion, SpR Lead
Dr Ruby Haji	Consultant	Haemostasis and Thrombosis Lead
This post	Consultant	Haemato-Oncology
Trainees/Junior Doctors	3 SpRs, 1 Clinical Fellow (vacant), 1 FY1	
Sr Gemma Taylor	Lead Haematology Nurse	
Haematology Day Unit Team		
Anticoagulant Staff		
Transfusion Practitioner		
Secretarial/Admin Staff	3 secretarial / PA staff	

Haematology Day Care Unit

This is a joint Haematology-Medical Day Care Unit, seeing all Haematology patients for out-patient chemotherapy, transfusions, procedures and review. Also provides infusional treatments (immunotherapies, iron, IVIG) to medical patients. There are facilities for procedures (bone marrows aspirate and trephine biopsies and intrathecal chemotherapy), patient reviews and breaking bad news with our clinical nurse specialists.

In-Patients (Bevan Ward)

In-patients are cared for on Bevan Ward. This is a 24-bedded ward shared with Endocrinology comprising 24 single, en-suite rooms, on average the in-patient number ranges between 8-10. The staff are trained in administering of chemotherapy and experienced in the care of Haematology patients receiving complex chemotherapy regimens. There is on-site diagnostic and interventional radiology providing line placement (PICC and Hickman) and radiologically guided biopsies. There is on-site CCU, EMCU and ICU services available for escalation of care including temporary renal replacement therapy.

Out-Patients

New patients are seen in 5 clinics and there are 3 general follow-up clinics and one dedicated Haemostasis and Thrombosis clinic, majority of clinics operate at the Hillingdon Hospital site with the exception of one general follow up and Haemostasis and Thrombosis clinic that operate from the Mount Vernon Hospital site.

Average patient number in each clinic detailed below:

Monday New patient clinic – average 10 patients (including choose and book/2 Week wait referrals)
Monday Lump Clinic – average 6 patients (New and Follow up patients/2 Week wait referrals)
Monday follow up clinic – average 18 patients
Tuesday follow up clinic – average 45 patients
Wednesday follow up clinic (Mount Vernon) – 2 new patients and average 15 follow up patients
Wednesday Haemostasis and Thrombosis Clinic – 4 new patients and up to 3 follow up patients
Thursday New patient clinic – average 6 patients (including choose and book/2 Week wait referrals)

Specialist clinics include:

Lump Clinic (Haematology - Dr Kaczmarek)
Joint Obstetric Haematology Clinic (Dr Haji – one Monday a month)
Haemostasis and Thrombosis Clinic (Dr Haji)
Paediatric Haematology Clinic (Paediatrics - Dr Ajitsaria, Visiting Consultant - Dr Sohal, Hammersmith Hospital)

The Anticoagulation service operates two nurse led clinics off site at Boundary House (Wednesday and Thursday) and one nurse led clinic at Mount Vernon (providing service for more than a thousand patients on anticoagulation)

There are weekly clinics operating out of MHDU, facilitating day unit reviews of patients by doctors and nurse led Chemotherapy consenting.

The Haematology service is currently working on business cases for the development and provision of formal nurse led fit for SACT clinics in MHDU and Specialist CNS clinics in MGUS, MPN, Low grade lymphoproliferative disorders and iron deficiency.

Laboratories

Hillingdon is part of the North West London Pathology consortium, including Imperial and Chelsea and Westminster Trusts with plans to centralise laboratories at a central hub, based at Charing Cross Hospital, with spoke laboratories at acute Trusts.

Pathology laboratories at Hillingdon are provided by North West London Pathology, of which Hillingdon is a member of the Joint Venture. There is a highly-automated on-site laboratory providing FBC, blood film and bone marrow staining coagulation, haemoglobinopathy testing, haematinics and blood transfusion with a satellite laboratory at Mt Vernon. The laboratories provide pathology services to the Trust, Hillingdon, Ealing and Hounslow GPs. The laboratories partake in external quality assurance (EQA).

The Specialist Integrated Haematological Malignancy Diagnostic Service (SIHMDS) is provided by Imperial College Healthcare NHS Trust.

Laboratory Workload Hillingdon Site:

FBC	195,477
Films	5,005
Coagulation	70,559
G&S	33,073
RBC	6,500 units
FFP	516 units
Platelets	561 units

Workload Trends

Snapshot of average monthly follow up 2020

Clinic	March	April	May	June	July	August	Mean
Haem-Onc	305	238	236	266	252	305	267
General	134	128	104	136	112	134	124.6667
Thrombosis	6	6	11	10	11	6	8.333333
Total	445	372	351	412	375	445	
% Activity	137%	114%	108%	127%	115%	137%	

Summary of number of patients seen year 2021-2022 in each clinic

- Haematology follow up Clinic 1 – 1029 patients
- Haematology follow up Clinic 2 – 2303 patients
- Mount Vernon Hospital New/Follow up clinic – 775 patients
- New patient clinic 1 – 572 patients
- New patient clinic 2 – 468 patients
- Cancer referrals as 2WW - 185 patients

Financial year	Haematology Admissions to MHDU	MHDU admissions
2019/2020	2428	3583
2020/2021	1744	2817
2021/2022	2024	3225
2022/2023	2604	3883
2019/2020	2428	3583
2020/2021	1744	2817

Harefield Hospital

The Hillingdon Hospital Haematology team provide out of hours advisory on-call cover only. This includes weekday cover between 5pm and 9am (Monday to Thursday) and weekend cover from Friday 5pm to Monday 9am. This is remunerated under a service level agreement, separate and in addition to the advertised 10PA post.

4. Broad Timetable and Proposed Weekly Job plan – Note daily MHDU reviews, laboratory reporting and referrals advice also factored into general DCC activity.

This is subject to review on appointment according to service needs and successful candidates specialist interest

Weekly Departmental Timetable:

	Monday	Tuesday	Wednesday	Thursday	Friday
am	REGO A&G Daily 'Board Round' New Patient clinic Hillingdon Lump clinic Hillingdon Paediatric clinic (every 2 weeks) Hillingdon Obstetric Haematology Clinic 1 month Anticoagulant Clinic Hillingdon	REGO A&G Teaching Daily 'Board Round' Follow up clinic Hillingdon	REGO A&G Daily 'Board Round' Mt Vernon clinic Haemostasis and Thrombosis clinic MVH Local MDT/ Pre-clinic meeting Anticoagulant Clinic Boundary House	REGO A&G Daily 'Board Round' New patient clinic Hillingdon Anticoagulant Clinic Boundary House	REGO A&G Consultant meeting Consultant Ward Round Clinical Governance/ Morbidity and Mortality meeting (Bi Monthly) Teaching
pm	X ray meeting Follow-up Clinic Hillingdon Nurse led Anticoagulant Clinic Mt Vernon	Grand round Ward round	Procedure list Hillingdon Immune-Haematology MDT Molecular MDT Network MDT Anticoagulant Clinic Boundary House	Procedure list Hillingdon Morphology Review Anticoagulant Clinic Boundary House	Morphology Review Histopathology meeting (every 2 weeks)

Proposed job plan:

Day	Time	Location	Work	PA type	PA Number
Mon	0900-1300	THH	Lab/MH DU/Ward	DCC	1.0
	1300-1400	THH	X-ray meeting	DCC	0.25
	1400-1700	THH	Follow-up clinic	DCC	0.75
Tue	0830- 0900	THH	Spr Teaching	SPA	0.125
	09.00-12.00	THH	REGO A&G	DCC	0.75
	13:00-15:00	THH	Grand round/SPA	SPA	0.5
	15:00-17:00	THH	Consultant Ward round/MH DU/lab	DCC	0.625
Wed	09.00-13:00	OOH	OOH	-	-
	13.00-15.00	THH	Lab/Ward/MH DU	DCC	0.5
	15.00-17.00	THH	Network MDT	DCC	0.5
Thur	09.00-10.00	THH	Clinic Admin	DCC	0.25
	10.00-13.00	THH	New Patient clinic	DCC	0.75
	13.00-17.00	THH	Clinic Admin /Professional development/Teaching	DCC/SPA	0.5/0.5
Fri	08.30-09.30	THH	Consultant Meeting	SPA	0.25
	09.30-12.30	THH	Consultant ward round /Lab/MH DU	DCC	0.725
	13.00-17:00	THH	Bone marrow and film reviews/Clinic admin	DCC	1.0
On Call	1 in 5 with prospective cover		Monday pm off after on call weekend	DCC	1.0

10 PAs - DCC for on call commitment

All SPA (CPD, Teaching) and DCC activity must be clearly defined in the Job Plan as per the Consultant Job Planning Policy (Policy number 879, ratified February 2022).

5. Department Structure – Medical Staffing and other staff

Haematology forms part of the Directorate of Medicine:

Divisional Director	Dr Louise McCusker
Specialty Clinical Leads for Medicine division:	
Care of the Elderly	Dr Eleni Baldwin
Acute Specialities in Medicine	Dr Bob Grover
Non-acute Specialities in Medicine	Dr Jithin George
Accident and Emergency	Dr Salman Khan
Oncology	VACANT
Management structure:	
Divisional Director of Operations:	Wendy Martin
Divisional Director of Nursing	Paula Wheatley
Divisional Director of Nursing (Acute Medicine and Governance)	Clare Byrne
General Manager	Jon Mitchell
Consultants in Division of Haematology:	
Clinical Lead	Dr Richard Kaczmarek
Haematology Consultant	Dr Akila Danga
Haematology Consultant	Dr Taku Sugai
Haematology Consultant	Dr Ruby Haji
Haematology Consultant (Currently Locum)	VACANT

6. Education, Teaching and Training

The Hillingdon Hospital is an Associated Teaching Hospital with Imperial School of Medicine. It also has an active Postgraduate Education programme. Dr Ritu Gupta is the Director of Medical Education. There is a modern Education Centre with a good library and research links with Brunel University. There are weekly meetings for both primary and secondary care staff.

It is expected that the post holder would be a clinical supervisor and educational supervisor and undertake the appropriate courses and development to fulfil the requirements as stipulated by the London Deanery / lead provider networks. There is opportunity for honorary academic appointments with Imperial College, should the candidate be suitably qualified.

Teaching and training responsibilities

The post holder is expected to provide teaching for undergraduate students from Imperial College, London and post-graduate medical staff.

Continuing professional development

The Trusts encourages all their consultants to take part in continuing professional development in order to ensure that their skills are continually updated in line with relevant medical developments. Compliance with the Trust Statutory and Mandatory Training (STaM) matrix is expected. Consultants may apply to the study leave budget for help with expenses associated with education and development.

7. Research

There is a vigorous Research and Development Unit led by Dr Samantha Kon. The unit provides support and guidance for colleagues from all disciplines. There are good opportunities for liaison with academic centres in NW Thames. The successful applicant will be expected contribute to system-wide collaborative working for academic as well as clinical aspects of Haematology and will be actively encouraged to undertake research.

8. Clinical Governance, Audit and Risk Management

Clinical Governance is led by Melanie van Limborgh and Dr Gubby Ayida (Nursing and Medical Directors of The Hillingdon Hospital NHS Trust) and is co-ordinated via a Trust Clinical Governance Department. All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and to co-operate with any investigations undertaken. The post holder will be required to participate in regular clinical governance meetings, both departmental and Trust wide, and in Grand Rounds.

9. Induction

The post holder must attend corporate induction and have a local induction undertaken in accordance with relevant Trust policies. In addition, there is specific induction for new consultants with subsequent mentoring. Tailored induction packages are produced for each new consultant according to specialty. There is a Trust programme for structured support for all new consultants within the Trust and access to mentoring. This is a 10 half day mandatory programme commencing every year in April and the cohort consists of all new consultants appointed in the previous 12 months.

10. Revalidation and Appraisal

Revalidation is a process by which all licensed doctors have to demonstrate to the General Medical Council (GMC) that they are up to date and fit to practise. The Trust has the required arrangements in place to ensure that all clinicians have a mandatory appraisal with a trained appraiser and supports clinicians / doctor going through the revalidation process. The Responsible Officer for Revalidation is the Medical Director.

11. Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trusts Raising Concerns at Work (Whistleblowing) Policy.

12. Secretarial/Administrative Support

IT access and support; Radiology - MRI scanner, CT scanner (including PET and SPECT CT), nuclear medicine facilities; Pathology services - biochemistry, haematology, microbiology, histopathology are available. There is secretarial support and suitably equipped office space.

13. Clinical Excellence Awards

There is an agreed local procedure for awarding clinical excellence awards.

14. Private Practice

There are private outpatient facilities on The Hillingdon Hospital site. Bishopswood Hospital on the Mount Vernon site has inpatient facilities. Private practice on Trust premises falls within the Trust's Clinical Governance arrangements. The successful applicant may undertake private practice in accordance with the Trust's Private Practice Policy and Schedules 9 & 10 of Terms and Conditions of Service.

15. Professional Structures

All consultants are members of the Consultant Staff Committee. There is a Local Negotiating Committee representing the British Medical Association, which reports to the Consultant Staff Committee.

16. Preliminary Visits Applicants are invited and encouraged to contact one of the following to discuss the job in more detail:

Contact Person	Job Title	Contact Numbers
Dr Louise McCusker	Divisional Director	louisemccusker@nhs.net
Dr Richard Kaczmariski	Clinical Lead for Haematology	r.kaczmariski@nhs.net

Information about the Trust

The Hillingdon Hospitals NHS Foundation Trust and Surrounding Area

Hillingdon Hospital is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services.

Our services are provided from both Hillingdon Hospital and Mount Vernon Hospital. The Trust has a turnover of around £250 million. We manage 614 inpatient beds and we employ over 3,300 staff. We deliver high quality healthcare to the residents of the London Borough of Hillingdon, and increasingly to those living in the surrounding areas of Ealing, Harrow, Buckinghamshire and Hertfordshire, giving us a total catchment population of over 350,000 people.

The Trust's services at Mount Vernon Hospital include routine day surgery at a modern treatment centre, a minor injuries unit, and outpatient clinics. The Trust also acts as a landlord to a number of other organisations that provide health services at Mount Vernon, including East & North Hertfordshire NHS Trust's Cancer Centre.

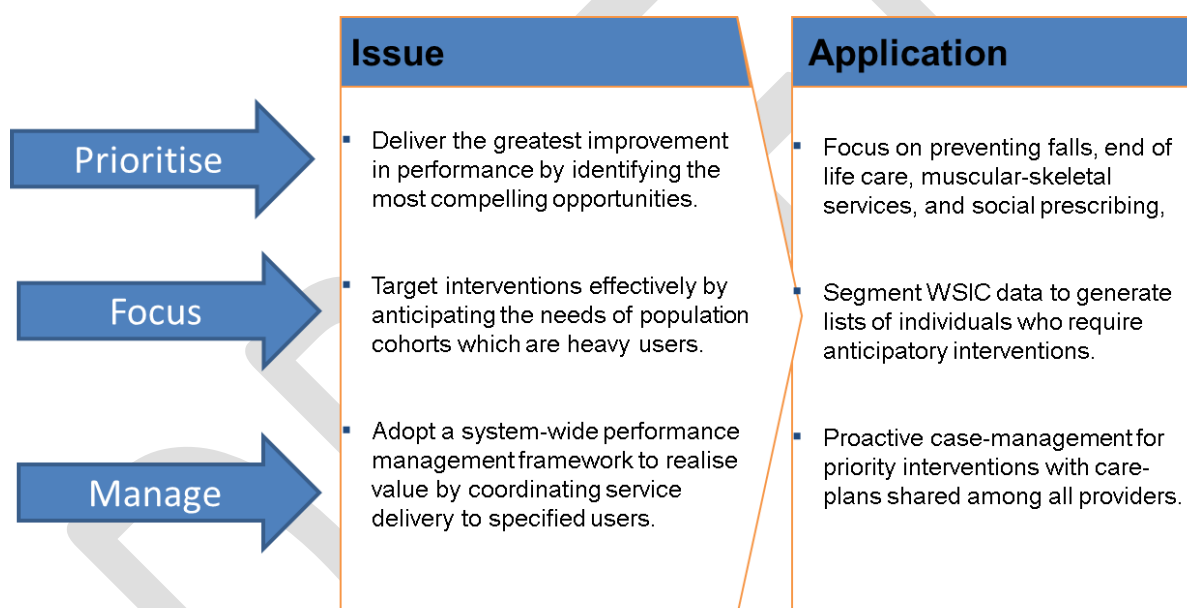
Further details about our activity and achievements are provided in the Trusts' Annual Report, which is available in the publications section of our website.

Hillingdon Health and Care Partners (HHCP)

HHCP represents a partnership of organisations from primary, community, and acute care; as well as the voluntary sector. We collaborate under an Alliance Agreement, to deliver integrated care services. The constituent organisations are:

- The Hillingdon Hospitals NHS Foundation Trust (THH)
 - Central North and West London NHS Foundation Trust (CNWL)
 - Hillingdon Primary Care Confederation of 44 GP practices
 - Hillingdon for All (H4ALL) – an umbrella group of five voluntary-sector providers of social care.
- HHCP's data-sharing capabilities represent the best in class among providers in North West London. To facilitate case management, the Hillingdon Care Record connects, via the Medical Interoperability Gateway (MIG) to EMIS and pulls GP summary, medication history and diagnostic history into the application. As a result, relevant information flows with the patient's movements along pathways. Clinicians and support staff can monitor their progress by having full access to necessary case-notes and outcomes reports.

HHCP are harnessing the capabilities afforded by the 'Whole Systems Integrated Care Data Warehouse' by employing a data-driven approach to improving the quality of care for specific population cohorts. This involves identifying people's needs by applying algorithms to their electronic health records; before supporting them pro-actively with appropriate services so they don't need to visit hospital.



Brunel Partners Academic Centre for Health Sciences

In 2017, the Trust launched a ground-breaking partnership with Central and North West London NHS FT (CNWL) and Brunel University London to establish the Brunel Partners Academic Centre for Health Sciences. This new centre aims to revolutionise the way health and social care is delivered to meet the changing needs of society. It provides the perfect setting for cutting edge research that will transform the way health services are delivered in the future both here and beyond. And it will help us to attract the brightest and best employees through innovative training and development opportunities.

Trust CARES Values

The Trust has defined its culture as one that puts compassionate care, safety and quality at the heart of everything we do. Our CARES values stand for:

Communication	Recognising the importance of listening and communicating in practice.
----------------------	--

Attitude	Striving to understand others' needs, responding with care, compassion and professionalism.
Responsibility	Taking responsibility for consistently delivering excellence and being open in all that we do.
Equity	Recognising that people are different and value everyone equally.
Safety	Viewing patient, staff and visitor safety as a priority.

Hospital Management Structure

The Hillingdon Hospital NHS Foundation Trust is managed by a Trust Board, made up of the Chairman, the Chief Executive, full time Executive Directors and part-time Non-Executive Directors.

Chief Executive: Patricia Wright	Chair: Matthew Swindells
Medical Director: Dr Gubby Ayida	Chief Operating Officer: Ms Tina Benson

The Trust has three Clinical Divisions, namely Planned Care, Unplanned Care and Mount Vernon & CSS each led by Divisional Director.

Unplanned Care	Dr Louise McCusker - Divisional Director
Planned Care	Miss Nikki Jackson - Divisional Director
Mount Vernon & CSS	Dr Stella Barnes – Divisional Director

Each Divisional Director is supported by an Divisional Director of Operations, Director of Nursing/Midwifery and a number of Consultant Speciality Leads.

Terms and Conditions of Employment

ALL APPLICANTS SHOULD ENSURE THEY HAVE READ AND UNDERSTOOD THE FOLLOWING CONDITIONS

The post-holder is covered by The Hillingdon Hospitals NHS Trust Terms and Conditions of Service (see below), which have been jointly agreed for the purpose of this appointment. The appointment is superannuable, unless you choose to opt out of the National Health Service Superannuation Scheme. The post-holder is covered by the National Terms and Conditions of Service – Consultants (England) 2003. Candidates unable to work whole time are invited to apply as part of a job share and will be eligible to be considered for the post.

Salary - The Hillingdon Hospitals NHS Foundation Trust holds the contract for this post. The job plan will be agreed beforehand in accordance with the requirements of the new consultant contract. Salary: ranges from £79,860 - £107,668 depending on service. In addition, a London Weighting Allowance of £2,162 per annum is payable.

GMC Registration - The successful candidate will be required to have and maintain full registration with the General Medical Council. They should be on, or within six months of being admitted to the GMC's Specialist Register.

Clinical and Professional Responsibility - The Consultant will have a continuing clinical and professional responsibility for the care of patients in his/her charge and proper functioning of his/her department. He/she will also undertake the administrative duties associated with the care of his/her patients and the running of the service. It is also the duty of a consultant to:

- Keep patients (and/or their carers if appropriate) informed about their condition

- Involve patients (and/or carers if appropriate) in decision making about their treatment
- Maintain professional standards and obligations as set out from time to time by the General Medical Council (GMC) and comply in particular with the GMC's guidance on 'Good Medical Practice' as amended or substituted from time to time.
- Maintain professional standards and obligations as set out from time to time by the General Dental Council (GDC) (Dental consultants only)

Confidentiality - Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use of disclosure of patient or other personal information is a dismissible offence and, in the case of computerised information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998. It should be noted that contracts of employment for Consultant staff are the subject of discussion at national level and any changes will be incorporated into your contract.

Job Plan - It has been agreed between senior management within The Hillingdon Hospital and Consultant staff that the annual review of individual consultant's weekly timetable/job description will, in most cases, be carried out by the relevant Clinical Specialty Lead and signed off by the Divisional Director. Management will meet with each Divisional Director to review the overall service provided by a speciality/department. Programmed activities may be re-allocated from time to time to align with alterations in circumstances such as changes in Consultant staffing, introduction of new services and expansion or reduction of existing services.

A consultant is responsible for carrying out any work related to and reasonably incidental to the duties set out in their Job Plan such as:

- The keeping of records and the provision of reports
- The proper delegation of tasks
- Maintaining skills and knowledge

Consultants shall be expected in the normal run of their duties to deputise for absent consultant or associate specialist colleagues so far as is practicable, even if on occasions this would involve interchange of staff within the same employing organisation. This does not include deputising where an associate specialist colleague is on a rota with doctors in training. When deputising is not practicable, the employing organisation (and not the consultant) shall be responsible for the engagement of a locum tenens, but the consultant shall have the responsibility of bringing the need to the employer's notice. The employing organisation shall assess the number of Programmes Activities required.

Removal expenses - Reimbursement of removal expenses and associated expenses will be available at the discretion of the Hillingdon Hospitals NHS Foundation Trust.

Medical Clearance - Prior to employment we require a satisfactory medical examination report is a condition of employment for medical and dental staff in the NHS. The successful candidate may therefore be required to undergo such an examination unless a satisfactory one has been carried out within the last twelve months.

Arrangements for Annual and Study Leave - The appointee will be expected to make their own arrangements regarding annual leave and study leave cover, liaising with the other Consultants. Annual leave entitlement is thirty-two days per year, increasing with seniority, and study leave entitlement is ten days per year. Study leave may be declined if Core Skills Training (STaM) and annual appraisal are not up to date.

Rehabilitation of Offenders Act 1974 - As the nature of work you will be undertaking during your appointment involves direct contact with people who are receiving a health service, we have been obliged to ask you to complete a disclosure form (at enhanced level), which will be processed by the Criminal Records Bureau. We require you to disclose any convictions, cautions, reprimands and warnings you may have under the conditions of the above order. You are not entitled to withhold such information about convictions which otherwise might be 'spent'. Failure to disclose such convictions could result in the termination of your appointment.

Disclosure and Barring Service - The post is subject to a DBS at enhanced level. The appointed candidate will be required to complete the NHS Pre-, and Post-Appointment Declaration form as outlined in HSC2002/008.

Safeguarding - The Hillingdon Hospital NHS Trust is committed to and has a duty to make arrangements to safeguard and promote the welfare of children, young people and vulnerable adults (Children Act, 1989 and 2004; Safeguarding Vulnerable Groups Act, 2006). Staff groups will have different training needs to fulfil their duties, depending on their degree of contact with children, young people and vulnerable adults and on their level of responsibility. Each employee has a responsibility to cooperate with their manager in attending the relevant training and to adhere to safeguarding legislation, local policy and processes.

No Smoking Policy - It is the policy of the Trust to promote health. Smoking is therefore prohibited throughout all Trust premises and grounds.

Security - Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or the Support Services Dept.

Health and Safety - The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Infection Control - It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection Prevention and Control policies and the post holder will undertake infection control training on an annual basis.

Hepatitis B - The successful candidate will be required to provide documentary evidence of natural or acquired immunity to Hepatitis B, before taking up employment. Where this is not possible, the post holder will be required to demonstrate by recent (within the last year) evidence of serology showing the absence of Hepatitis B surface antigen. These provisions are to meet the requirement of the Department of Health's instructions to Trusts (HSG(93)40).

Equal Opportunities - The post holder is required at all times to carry out responsibilities with due regard to the Trust's Equality and Human Rights Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk Management - All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

Conflict of Interests - You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

Code of Conduct for Professional Groups - All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DOH, Code of Conduct for Senior Manager).

DRAFT

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
CARES VALUES	<ul style="list-style-type: none"> Demonstrating ability to meet the Trust ‘CARES’ values (Communication, Attitude, Responsibility, Equity, Safety) 		Application Form (in first instance and interview)
Education and Professional Qualifications	<ul style="list-style-type: none"> Full GMC Registration with License to Practice Entry on the General Medical Council (GMC) Specialist Register via one of the following: <ol style="list-style-type: none"> Certificate of Completion of Training (CCT) (the proposed CCT date must be within 6 months of the interview) Certificate of Eligibility for Specialist Registration (CESR) European Community Rights 	Additional degrees e.g. BSc, MSc, MD, PhD	Application form
Higher Qualifications	<ul style="list-style-type: none"> MBBS, MRCP and FRCPath or equivalent 		
Knowledge/Skills	<ul style="list-style-type: none"> Specialist training in all aspects of clinical and laboratory haematology. 		Application/interview
Clinical expertise in Specialty/sub specialty	<ul style="list-style-type: none"> Experience and interest in haemato-oncology 		

Leadership and Management Skills	<ul style="list-style-type: none"> Well-developed effective leadership and management skills – NHS Leadership Framework. Demonstrates ability, initiative, drive to contribute to the strategy, deliver and support change and improve services for patients placing care at the heart of the service Ability to lead and manage complex systems Ability to effectively plan and manage resources, people and performance Ability to develop, influence, communicate and deliver the strategy working with divisions 	<ul style="list-style-type: none"> Attended management training course Attended Leadership Training course Knowledge of Finance / Budgets 	<p>Application Form (in first instance and interview)</p> <p>NHS Leadership Framework</p>
Experience in Training, Research and Clinical Governance/audit	<ul style="list-style-type: none"> Demonstrable commitment to teach, train and assess teaching of undergraduates, post graduates and nursing staff Proven teaching experience Experience of clinical audit and enable delivery of good practice Evidence of quality and service improvement 	<ul style="list-style-type: none"> Clinical and educational supervisor training courses. Completed education supervisor's course Relevant research articles in peer-reviewed journals GCP trained and certified 	Application/interview
Academic Achievements / Research / publications	<ul style="list-style-type: none"> An understanding of general principles, scientific method and interpretation of literature 	<ul style="list-style-type: none"> Published works Previous experience of participation in research. Commitment to research, publication and presentations. 	<p>Application/interview</p> <p>Published work</p>

Personal Qualities	<ul style="list-style-type: none"> • Demonstrate leadership, team player, flexibility and organisational skills within a multidisciplinary team • Ability to motivate staff, to facilitate changes in clinical practice. • Committed to patient focused care, learning and CPD • Excellent written and verbal communication skills, enthusiasm and approachability. • Commitment to continuing professional development and clinical governance 		Application/interview
Other IT Personal circumstances	<ul style="list-style-type: none"> • Basic IT skills, i.e. able to handle e-mails and presentations • Live within reasonable travelling distance of the hospital or within 10 miles of THH (negotiable) 	More advanced IT skills	Application/interview