



## **CONSULTANT IN GENERAL SURGERY**

**10 PA's**



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## SECTION 1 - ABOUT THE TRUST

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 just over 3,000 staff, more than half of whom live locally. We encourage apprenticeships from the local community and work closely with our local Health Watch.

The Edmonton Infirmary opened in 1910 and replaced the Union Workhouse that had been founded on the site in 1842. It was renamed as North Middlesex Hospital in 1920. In 2011 our new building opened placing all of the hospital under a single roof for the first time. In 2013 our new maternity and neonatal unit were added.

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.

In our most recent CQC report (2019) we are still found to 'require improvement', but the report noted the achievements since the previous report, with a positive shift in culture and quality, notably in our Emergency and Maternity departments. Our Trust vision and objectives show our aspirations to develop towards 'Good' and 'Outstanding'.

We are a major local employer with a headcount of 3,232 staff in March 2018, half of whom live locally in Enfield and Haringey. In 2017/18 we had a total annual income of £278 million.

Other key figures for our activity are shown in the table and the figure

<b>North Middlesex University Hospital Key Figures</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>16/17-17/18</b>	<b>17/18-18/19</b>	<b>Compound Annual Growth Rate 16/17-18/19</b>
A&E Attendance	167,021	175,167	181,135	5%	3%	8%
Outpatient Attendances	376,348	401,072	426,824	7%	6%	13%
Admissions	83,804	79,608	83,432	-5%	5%	-0.4%
Operation/Procedures	39,193	37,642	40,445	-4%	7%	3%
Babies Born	5,047	4,707	4,564	-7%	-3%	-10%



Each day, on average,  
the trust cares for



## Trust Strategy

The key objectives for the Trust for 2019/20 were based on our vision to provide outstanding care for local people:

- Excellent outcomes for patients
- Excellent experience for patients and staff
- Excellent value for money.

The organisation will continue to work in developing and enhancing the skills of the staff it employs. This will be in line with the patient safety strategy to deliver improved quality in

clinical practice and also through enhancing the clinical management and leadership skills within the organisation. The clinical strategy for the next 5-10 years is anchored on delivering high quality emergency clinical services and networked specialist care to our local population in partnership with our local CCGs and other healthcare providers.

### **Quality Improvement and the Royal Free London Clinical Partnership**

In September 2017, NMUH became the first clinical partner to the Royal Free London Group (RFLG). This means that we are cooperating with the RFLG in terms of quality improvement and service development, to ensure there are consistent approaches to designing and delivering care based on evidence and best practice.

Clinicians from both trusts are now coming together in Clinical Practice Groups (CPGs), sharing their expertise to help transform the standards of care for our patients and local communities. CPGs will embed continued Quality Improvement in the routine work of every department and every clinician.

In October 2018, the NMUH Trust Board considered the case for proceeding to full membership of the RFL Group. Based on engagement with our local stakeholders and a thorough evaluation of the financial and quality impact, the board decided not to pursue full membership, but reconfirmed the Trust's commitment to continuing as a clinical partner in the RFL group.

The North Middlesex Quality Improvement Strategy sets the Trust on a path to embed Quality Improvement QI in everything we do, guided by the 'Model for Improvement'. In 2017 we started a programme 'Listening into Action' that sets the foundations to our QI programme by involving all staff in identifying areas for improvement. Our QI programme includes the CPGs, our Urgent and Emergency Care Improvement Programme and other projects. Working for us will mean that you will have access to the best QI methods and teams to understand and continually improve your own work.

### **Our digital strategy**

We have developed ambitious plans to modernise our information technology over the next three to five years. The "Global Digital Exemplar – Fast Follower" programme started in January 2019 and brings £12m investment within 3 years to achieve:

- clinical noting replacing most paper-based documentation
- electronic prescribing to make the use of medication safer
- mobile devices for nurses to document patient encounters and identify patients at risk
- a new mobile team communication system to replace most pagers
- information exchange with other NHS providers and primary care across North Central London
- working towards a patient portal that promotes patients' active involvement in their care
- clinician's involvement in the design, configuration, testing and implementation of these systems.

## Trust Values

At North Middlesex University Hospital, we provide great care to our patients. As colleagues we are enthusiastic about being the local hospital of choice and this rubs off on our patients. But the way we do things is also important, and by demonstrating the values and behaviours chosen by staff and described in this leaflet, we can make North Mid an even better place to work and receive care.

### 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.

## Management Structure

## The Executive team are:

Chief Executive Officer	Nnenna Osuji
Medical Director	Dr Victoria Jones
Director of Nursing & Midwifery	Sarah Hayes
Chief Operating Officer	Shola Adegoroye
Director of Strategic Development	Richard Gourlay
Director of Finance	Bimal Patel
Director of Human Resources	Mark Vaughan

The operational structure comprises 3 Divisions:

- Medicine and Urgent Care Services
- Surgery and Cancer Associated Services
- Women's, Children's and Clinical Support Services

Each Division has a Divisional Clinical Director, a Divisional Director of Operations and a Divisional Head of Nursing. This team is supported by Clinical Directors, Service Managers and Matrons.

MEDICINE and URGENT CARE
Accident and Emergency
Ambulatory Care
Clinical Site Management
General and Acute Medicine
Respiratory
Care of the Elderly
Cardiology
Diabetes and Endocrinology
GI & Endoscopy
Renal
North Mid@Home
Discharge
Neurology and Stroke Medicine
Rheumatology
Dermatology
Haematology and Anticoagulation

SURGERY
Trauma and Orthopaedics
General and Emergency Surgery
Urology
Breast Services
Colorectal
Ophthalmology
Anaesthetics and Pain Management
Critical Care
Theatres
Admissions
Cancer Performance
Oncology and Palliative Medicine
Radiotherapy and Medical Physics
Outpatients and Medical Records

WOMEN'S, CHILDREN'S and CLINICAL SUPPORT
Paediatrics and Adolescent Services
Gynaecology
Obstetrics
Neonatal
Pharmacy
Therapies
Sexual Health and HIV
Pathology
Radiology and Nuclear Medicine

## SECTION 2 - ABOUT THE DEPARTMENT

The post is within the Surgery Division:

The Divisional Management Team are:

Divisional Director of Clinical Services – To be appointed

Divisional Director of Operations – Anita Vincent

Divisional Director of Nursing – Rachel May

The General Management team are:

General Manager – Albert Bondoc

Service Manager – Jessica Austin

Deputy Divisional Director for Surgery – Mr Mike Kurer

Clinical Director- Ms Laura Spanu

### Services

The General Surgery departmental workload covers broad general surgical, colorectal, breast and benign upper GI conditions.

There is a separate vascular cover for the whole of North central London, based at the Royal Free Hospital. Consultants run vascular services at the North Middlesex Hospital and are commissioned from the Royal Free Hospital.

The Colorectal workload covers the full range of benign disease. A TAMIS service is well established and there is a pelvic floor diagnostic centre on-site. We perform neuromodulation for incontinence. The North Middlesex Hospital is an accredited endometriosis centre and the Colorectal service forms part of this Unit. Laparoscopic Surgery and Enhanced recovery are well established in the Trust.

Emergency work is predominantly abdominal and allied general surgical conditions including some trauma. The demographics of our catchment area imply late presentation and often advanced pathology. Therefore, broad laparoscopic, general and emergency colorectal skills are essential requirements of the post in line with the trust strategy of reducing length of hospital stay through implementation of the Enhanced Recovery Programme across specialties.

The breast service is well established providing one stop symptomatic clinics for over 3000 patients per year. In addition to outpatient facilities, the unit has imaging including digital



mammography, High resolution Ultrasound scan and vacuum assisted biopsy facilities. Breast MRI service is provided by the Hospital as well as sentinel lymph node mapping. The service treats about 300 new breast cancer cases per year. Parallel oncology clinics are held with the oncologists specialising in breast cancer and breast clinical nurse specialists. A Breast Reconstruction service is currently provided on-site and in conjunction with Plastic Surgeons at the Royal Free Hospital where joint procedures take place. A full range of immediate and delayed reconstructive procedures is offered.

The Upper Gastrointestinal service is a busy benign practice, with cancer cases being referred to centralised services at University College Hospital. Our hot gallbladder service is already delivered by our Surgery Consultants and is well established and we perform more hot laparoscopic cholecystectomies than many of our surrounding Trusts. It is hoped that the successful candidate(s) will help to grow this further.

#### Department's Medical Staffing

Consultants	Special Interests	Additional Responsibilities
<b>Miss Laura Spanu</b>	Emergency, General and Upper GI Surgery	Clinical Lead General Surgery
<b>Mr Lee Dvorkin</b>	Colorectal, General and Laparoscopic Surgery	Foundation Training Programme Director
<b>Mr Romi Navaratnam</b>	Colorectal, General and Laparoscopic Surgery	Colorectal Cancer Lead
<b>Mr Noel Thin</b>	Colorectal, General and Laparoscopic Surgery	

<b>Miss Jasdeep Gahir</b>	Oncoplastic Breast & General Surgery	
<b>Miss Bernadette Pereira</b>	Oncoplastic Breast Surgery	Not on Emergency Rota
<b>Miss Anokha Joseph/Leyla Swafe - jobshare</b>	Consultant Breast and Oncoplastic Surgeon	Not on Emergency Rota
<b>Mr Shailesh Mohandas</b>	Consultant General Surgeon	
<b>Mr Manoj Nair</b>	General Surgery with Special Interest	
<b>Mr Lawrence Devoto</b>	Locum General Surgery with Special Interest	
<b>Ms Ellie Douka</b>	Consultant General Surgeon	
<b>Locum Consultant</b>	This post to be changed to Specialist Grade in General Surgery with Special Interest	
<b>Ms Maleene Patel</b>	Locum General Surgery with Special Interest	
<b>Consultant General Surgery</b>	General Surgery with Special Interest	<b>VACANT</b>

### Other Medical Staff

12 Registrars

1 RCS Senior Colorectal Fellow

7.5 SHOs

11 FY1s

### Key Nursing Staff (or AHP)

5 Clinical Nurse Specialists

2 Stoma nurses

1 Emergency nurse practitioner

1 Biofeedback nurse

1 Enhanced Recovery Nurse

### 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 consultant body meets fortnightly. There are bi-monthly multidisciplinary governance meetings chaired by the governance lead with actions, and data distributed to the wider team.

There are weekly Departmental Meetings for teaching and training.

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.

## SECTION 3 - ABOUT THE POST

### Post Details

<b>Job Title</b>	Consultant General Surgery
<b>Division</b>	Surgery
<b>Professionally Accountable to</b>	Medical Director
<b>Responsible to</b>	Clinical Director & Divisional Director
<b>Type of contract</b>	Substantive
<b>Number of PA's</b>	10 PA's
<b>Base</b>	North Middlesex University Hospital

### Background to the post

This post heralds a change in the General Surgery department. There will be 12 Consultant and General Surgeons and 1 Specialist Grade, all taking an equal part in a 1 in 12 on-call commitment. In addition, in keeping with London standards and the principle of continuity of care, all patients will be seen by a consultant/Specialist Grade every weekday. Three of those posts will be colorectal cancer posts and the other 9 will be General Surgery posts, where the successful candidates will be able to develop an interest, such as benign colorectal surgery, laparoscopic or benign upper Gastro-intestinal surgery. The general workload covers broad general surgical, colorectal, breast and benign upper GI disorders.

The post has arisen due to the increase in General Surgery referrals and volume of work in this speciality. This post is a substantive appointment and joins an already well established 'Emergency Surgery Department' within the specialty of General Surgery. There is an emergency daytime service run by general surgeons with a specialist interest in Emergency General Surgery, including emergency laparoscopic surgery, with dedication to acute gallbladder laparoscopic surgery. There are currently 7 surgeons in post. This post also joins the 3 established Colorectal Surgeons. The post is approved by the Royal College of Surgeons. There will be a 1 in 12 on call rota and a consultant of the week, weekday ward round.

The post will allow for development of a Laparoscopic general and colorectal interest to complement existing services. For the sake of clarity, elective cancer resection work is **not** currently part of the remit of the post. There is a need for expertise in all other areas of Laparoscopic general surgery including urgent lap cholecystectomy and Colo-proctology, TAMIS surgery, Functional bowel disease, endometriosis surgery and advanced endoscopy. This is due to increasing demands for this kind of work.

This post is for 10 Programmed Activities (7.5 PAs direct clinical care and 2.5 PAs supporting professional activities). There is an expectation that by taking on other SPA roles. This would be subject to Divisional agreement.

Applications for less than full time working and job-sharing would be considered.

### **Duties of the post / Indicative Job Plan**

A formal job plan will be agreed between the appointee and their clinical manager in line with the Job Planning Guidelines in force in the Trust. Once agreed with the clinical manager, job plans are finally signed off by the Medical Director or delegated Associate Medical Director. An indicative job plan for this post is provided below which will normally be re-assessed after 3 months of appointment to ensure it meets the needs of the service. The job plan is designed to have a balance of emergency and elective work.

Job plans are reviewed annually, usually following an Appraisal meeting. Applicants are encouraged to study the provisions of the 2003 Consultant contract under which this post is offered.

This 10 PA post will comprise of ....

- Emergency Surgeon of the day: This is a long day of being the on-call emergency Consultant from 8am to 8pm and includes CEPOD theatre, emergency ward round and patient review. This is on a 1 in 8 rota for the Day on call and 1 in 12 for the out of hours, weekend and bank holiday on call.
- Internal Cross- cover for the 12 other surgeons when on leave
- All day Elective operating session per fortnight (1.25 PA's approximately)
- Colonoscopy for applicants with JAG accreditation (based on service requirement)
- Outpatient clinics per week
- 1 Virtual clinic per week
- 1 in 8 Monday to Friday morning, continuity Ward rounds
- Out of hours on-call 1 in 12
- Patient Admin I PA
- SPA (2.5 SPA)

\*On-call frequency will be 1 in 12 including weekends (STC). This has been calculated at around 1PA of DCC (See detailed summary on Allocate Zircadian). This allocation includes weekend

ward rounds to comply with London Emergency Surgical Standards. Unpredictable work is carried out from home, returning to work within 30 minutes as dictated by the caseload.

There are 2.5 SPAs. Thus, this post represents 7.5 DCC to 2.5 SPA. Upon agreement with the Divisional Director, the post holder can take on additional SPA/PA activities. It is envisaged that the post holder will maintain a subspecialty colorectal/ upper GI interest to complement existing services.

A summary including the detailed breakdown of PA's/hours is provided here:

	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Week 1</b>	SPA	SPA	Theatres	Theatres	SPA (2 hours)	OPA – TEL Clinic	Admin	OPA – VC (2 hours)	Outpatient - F2F Clinic	Outpatient - F2F Clinic
<b>Week 2</b>	SPA	SPA	DAY ON CALL PA Allocation	DAY ON CALL PA Allocation	SPA (2 hours)	OPA – TEL Clinic	Admin	Ward rounds	Outpatient - F2F Clinic	Outpatient - F2F Clinic

### Support and office facilities

There is a Team Leader overseeing the provision of administrative support and monitoring the turnaround times for secretarial work. Clinical typing uses a digital system to allow the rapid turnaround of letters and other documents. The postholder will have access to the Clinical Nurse Specialists including the Emergency Nurse Practitioner. As part of our Emergency dept, the postholder will have a full junior medical team supporting their clinical workload. Currently the junior staff are shared with all the consultants equally and include 4 registrars, 2 SHO's and 6 FY1's. The postholder has access to the Academic Centre and Audit department to support their other professional needs.

### Indicative Job Plan (STC)

The indicative job plan is appended to this application. Because there are 3 Cancer surgeons, doing their own ward round rota and 8 General Surgeons doing a 1 in 8 Continuity Ward Round rota, and all surgeons are doing 1 in 12 On-Call, it has been necessary to create a 1 in 24 weekly rota, although the majority of day-to-day activities are on a fortnightly basis. This job plan may be subject to change according to the clinical needs of the department.

### General Responsibilities of the Consultant General Surgeon

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

- Provide senior clinician services to both the Emergency Department and the General Surgery Department as per job plan or as agreed within the Trust, and as required when on call.
- 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.
- Provide senior clinician services to area of special interest as per the job plan or as agreed within the Trust.
- Show flexibility and undertake different appropriate clinical tasks within allocated DCC sessions at the request of 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.

### **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.

Consultant Grades 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.

### **Education and training role**

The North Middlesex University Hospital has gained a reputation for teaching excellence in the region due to our dedicated consultant and senior 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.

### **Flexible job planning**

Candidates wishing to work less than full time 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 developing 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 and comparable grades. All newly appointed consultants and comparable grades 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.

### **Quality Improvement, Clinical Audit and Guidelines**

The Trust considers quality improvement an essential part of everybody's job, particularly for clinical leaders including all consultants and comparable grades. As we implement our new QI strategy, we will provide our leaders with training in QI methodology and adapt our clinical audit programme to fit into this. As a Consultant Grade you are expected to contribute actively to this activity.

You should audit your departmental and personal practice in keeping with national guidance such as NICE and keep local guidelines up to date. The Trust is currently redesigning its intranet to provide a single port of access to all guidelines.

### **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 two centres outside the teaching hospitals for UCL Final MBBS examinations. Many consultants are recognised teachers of UCL. Medical students at St. George's University International School of Medicine in Grenada also attend for varying periods in different specialties.

### **Postgraduate Education**

The hospital has recently redeveloped its education centre with 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. ALS 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 and comparable grades 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**

- A Mentor will be offered to the newly appointed Consultant.
- Commitment to revalidation.
- 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 and comparable grades 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 and comparable grades are expected to assume responsibility, both singly and corporately, for the management of junior medical staff. In particular, 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 and comparable grades 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.
- 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.
- 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 and comparable grade 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.
- The successful applicant will share an office a fellow consultant with desks and computers and be supported by the secretarial pool based in the department.

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 and comparable grades 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).

## **TRUST STANDARDS**

### **Equal, 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 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 law and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. Email must not be used to transmit person identifiable information between Trust and other premises without advice concerning additional document protection.

### **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.

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### **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.

### **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.

### **Rehabilitation of Offenders**

Because of the nature of the work of this post, it is exempt from the Section 4(2) of the Rehabilitation of Offenders Act (1974) by virtue of the Rehabilitation of Offenders Act (Exemption Order 1975). Applicants are therefore not entitled to withhold information about convictions including those which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to application for positions to which the order applies.

### **Disclosure & Barring Service**

Posts are offered subject to enhanced clearance from the Disclosure & Barring Service.

### **Personal Conduct**

All staff within the Trust are expected to treat other members of hospital staff with courtesy and respect. The Trust’s rules and policies including the disciplinary procedure apply to all staff without exception. The attention of consultant medical staff is drawn to the GMC document “Good Medical Practice”. The Trust will take this into account when considering the conduct of medical staff in relation to any incident.

### **Security**

It is the responsibility of all employees to work within the security policies and procedures of the Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

### **Data Protection**

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action.

## **No Smoking**

North Middlesex University Hospital NHS Trust operates a No Smoking Policy and all staff are advised that it is a disciplinary offence to smoke inside or outside Trust buildings or anywhere within the grounds of the hospital.

## **ADDITIONAL INFORMATION**

### **Prospects of Change**

National and local discussions, including sustainability and transformation plans (STPs) may result in changes to the configuration of services over time. This may require changes to work patterns, for example some consultants may future be expected to undertake some clinical sessions in a dedicated elective centre off-site. This may result in changes to the working arrangements for individual consultant staff, but staff will be consulted about specific proposals as it affects them.

### **Method of Payment**

Payment of salary is made into bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There are no facilities for any other form of payment.

### **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. On-site we offer car parking and restaurant facilities. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### **Benefits**

Cycle to Work Scheme, car leasing, season ticket loans, subsidised restaurant facilities, and much, much more.

### **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.

### **Visits for applicants**

1. Intending applicants are welcome to visit the hospitals (at their own expense). Please contact Ms Laura Spanu, Clinical Lead for Surgery at the North Middlesex University Hospital at [laura.spanu@nhs.net](mailto:laura.spanu@nhs.net).
2. Short listed candidates are encouraged to visit the hospital before being interviewed by the Trust's Advisory Appointment Committee.

## **PERSON SPECIFICATION – CONSULTANT GENERAL SURGEON**

<b><u>Requirements</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Method of Assessment</u></b>
<b>Qualifications/Training</b>	Full GMC registration with a licence to practice.	Appropriate Higher degree	Application form
<b>Relevant Experience</b>	Experienced in emergency general laparoscopic surgery, including hot gallbladder surgery and colorectal Surgery	Specialist interest complementary to existing services	Application form/Interview
	If a subspecialty interest is declared then the applicant is expected to meet the CCT requirements for that specialty	Aptitude to develop and bring innovative techniques to the Trust	Application form/Interview
		<p>Colorectal surgery experience and ability to run colorectal clinics and theatre sessions</p> <p>A minimum of two years as a Locum General and Emergency Surgeon.</p> <p>JAG accreditation in Colonoscopy</p> <p>Experience of TAMIS</p> <p>Stapled haemorrhoidopexy/HALO</p> <p>Familiarity with North Middlesex University Hospital and the local community.</p> <p>Familiarity with treatment including cancer pathways.</p> <p>Management and Quality Improvement roles.</p>	Application form/Interview

<b>Skills &amp; Abilities</b>	Demonstrable clinical interests that complement the General Surgical Service.	Demonstrable ability to undertake Laparoscopic Cholecystectomy and hernia repair.	Application form/Interview
	Demonstrable commitment to research		Application form/Interview
	Commitment to continuous professional development		Application form/Interview
	Ability to work in multi-disciplinary teams		Application form/Interview
	Experience in the surgical management of non-specialised conditions in children as it pertains to general surgical emergencies		
<b>Personal skills/qualities</b>	Conscientious		Interview
	Hard working		Interview
	Insightful		Interview
<b>Requirements</b>	Excellent communication skills, both oral and written, and an ability to relate to staff and patients.	Ability to support and motivate staff during periods of pressure	Application form/Interview
	Knowledge of resource management issues.	Computer literate	Application form/Interview
	Ability to stay calm under pressure.	Previous participation in quality initiatives	Application form/Interview
	Team player		Application form/Interview
	Full GMC Registration with License to practice		Application form/Interview