

CONSULTANT JOB DESCRIPTION

JOB TITLE:	Consultants in Community Paediatrics	
DIVISION:	Women & Children's	
SPECIALTY:	Paediatrics - Community	
NAME OF LINE MANAGER:	Dr Rahul Chodhari (Clinical Director) Richard Gurney (Operations Manager)	
NAME OF RESPONSIBLE OFFICER FOR REVALIDATION:	Dr Jane Hawdon	
NUMBER OF PROGRAMMED ACTIVITIES	10pa Consultant Community Paediatric Post	
LOCATION:	Edgware Community hospital – with occasional clinics at other sites in Barnet.	
MANAGES:	Directly:	None
	Indirectly:	None
JOB SUMMARY: <p>We invite applications for a Consultant Community Paediatrician and Autism Lead. The post holder will be part of the Barnet Community Consultant team at Edgware Community Hospital, with no resident on call.</p> <p>The post is 10pas and will include a mixture of clinical work. We are anticipating a significant investment into our Autism Diagnostic Pathway and the post holder will have a key role in shaping that together with the pathway lead. The post will also supervise trainee doctors in carrying out the supervision of Safeguarding medical examinations (on a rota basis) and general clinics. Clinics will be: child development clinics and Autism Diagnostic Clinics (ADOS)</p> <p>Barnet Child Development team is an enthusiastic and innovative team looking at ways to redefine the way they work in a changing NHS climate, facing the challenges of providing the very best of clinical care in a community setting. It is well supported by an experienced team of therapists employed by partner NHS organisations and has good cross-agency relationships.</p> <p>This post is mainly based at Edgware Community hospital, but with occasional clinical commitments at other sites across Barnet.</p>		

Date reviewed: April 2024

Royal Free London NHS Foundation Trust World Class Values:

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **welcome** all of the time
- Confident because we are clearly **communicating**
- **respected** and cared for
- **reassured** they are always in safe hands

About us

The Royal Free Hospital was founded in 1828 to provide free healthcare to those who could not afford medical treatment. The title 'Royal' was granted by Queen Victoria in 1837 in recognition of the hospital's work with cholera victims.

For many years, Royal Free Hospital was the only hospital in London to offer medical services to women. This began a close association with the London School of Medicine for Women, later renamed the Royal Free Hospital School of Medicine.

Royal Free Hospital moved to its present site in the mid-1970s, bringing together the old Royal Free Hospital in Gray's Inn Road with the Lawn Road, New End and Hampstead General hospitals.

In April 1991 the Royal Free Hampstead NHS Trust became one of the first NHS trusts established under the provisions of the NHS and Community Care Act 1990.

On 1 April 2012 the trust was authorised as a foundation trust, under the name Royal Free London NHS Foundation Trust.

In 2014, Barnet Hospital and Chase Farm Hospital joined our foundation trust, bringing further medical expertise and local care to the NHS services we provide.

Barnet Hospital first provided healthcare in an infirmary in the Barnet Union Workhouse in 1838. Chase Farm Hospital began as a home for pauper children in 1884.

The hospitals were important to medical treatment during both world wars. Between 1916-18, 6,000 wounded and sick soldiers were given medical care at Barnet Hospital, and during the Second World War, Chase Farm cared for wartime casualties under the emergency medical scheme. In 2004 Chase Farm made European history, by carrying out the first total hip replacement procedure with the patient leaving hospital in just 27 hours. At the time in the UK, the average length of stay following a total hip replacement was 11 days.

The Royal Free London NHS Foundation Trust runs three hospitals in London:

- Barnet Hospital
- Chase Farm Hospital
- Royal Free Hospital

Across our three London hospitals, our vision is clear: to deliver world class expertise and local care. We combine globally recognised clinical expertise with local and friendly hospital care to represent the NHS at its best.

Our mission is to be world class in terms of healthcare treatment, clinical research and teaching excellence. We aim to deliver and develop leading local healthcare in all three of our hospitals, to improve lives and help people thrive.

How the Royal Free will achieve its mission

We will achieve our mission by making sure that we have:

- **Excellent outcomes**, in our clinical treatment, research and teaching
- **Excellent experiences** for patients, staff and GPs
- **Excellent value**, by improving the efficiency and productivity of our services, and reducing costs
- **Full compliance**, meeting or exceeding all regulatory standards and outcomes we are set
- **A strong organisation**, investing effectively in our staff and infrastructure to make sure we are fit for future challenges

How the Royal Free measures its performance

In order to meet our aims, we want to ensure that our three London hospitals are in the top 10% of all healthcare providers for:

- quality of clinics and treatments
- medical research
- teaching and training new medical staff
- patient satisfaction and experience
- value for money

We set corporate objectives on an annual basis to help us achieve our mission.

The University College London Medical School

University College London is the largest of over 50 colleges and institutes which make up the federal University of London and is consistently rated as one of the U.K.'s premier academic institutions. The University College Medical School is a general medical school in the Faculty of Medicine of the University of London, formed on 1 August 1998 by the merger of the Royal Free Hospital School of Medicine and University College School of Medicine. A joint Department of Medicine, with around 400 staff, has existed between the two Schools since January 1994. The Department encompasses a broad range of basic and clinical research programmes and undertakes teaching of undergraduates and postgraduates.

Research

Research and development is a major component of the Royal Free London NHS Foundation Trust strategy and reflects the Trust's desire to maintain its position as one of the top ten trusts for R&D income in the UK. The research efforts of the Trust and Medical School are closely integrated and there are extensive facilities for both clinical and basic science research. Consultant staff are expected to participate in research according to their skills and speciality. An audit system for quality in R&D was introduced during 1998 and reflects an individual's commitment to this area. Applicants should prepare an outline of the research they would wish to undertake if appointed.

The Children's Department:

Children's services are managed within the Women's, Children's Directorate. The senior management team are as below.

Mike Greenberg	Medical Director – Barnet site	Tim Wickham	Divisional Director
Ruth Ouzia	Divisional Director of Operations	Rahul Chodhari	Clinical Director
Laila Hamidi-Manesh	Service Lead Barnet site	Clare Cane	Neonatal service Lead
Helen Swarbrick	Trust Safeguarding Matron	Elizabeth Aryeetey	Head of Children's Nursing
Mark Berelowitz	CAMHS Service Lead.	Susie Gabbie	Service Lead Royal Free Site
Richard Gurney	Service Line Lead Community Paediatrics		

Consultants are accountable clinically and managerially to the Divisional Director and Clinical Director.

The medical staff in the Barnet Community team are:

Name	Clinical Interest/s
Lara Shaffer	Community & Neurodisability
Camille Brooks	Community, Neurodisability & Children Looked After
Christine Jenkins	Down's & Community
Christina Snowden	Community, Designated Doctor Children Looked After & Adoption & Fostering
Lee Cainier	Named doctor Safeguarding/ SEN, Community
Geetha Nagendran (Assoc. Specialist)	Community
Ella Rachamin (Specialist Grade Doctor)	Down's syndrome/ Special school, Child Death Overview Panel,
Kimberly Watson	Community, Named Doctor for Children Looked After

Barnet Community Paediatric site:

The Barnet Community Paediatric Team are based at Edgware Community Hospital, Burnt Oak Broadway, Edgware HA8 0AD.

Clinical work takes place mostly at Edgware Community Hospital and in some Special Schools.

Nature of Employment and Hours of Work

This is a substantive post employed through the Royal Free NHS Foundation Trust.

Normal working hours are 9am – 5pm Monday to Friday.

Proposed Job Plan:

All the Community Consultant Paediatricians work a weekly rota. The work patterns include duties in community clinics, liaison with the wider multi-disciplinary and multi-agency teams in Barnet and participation in Quality Improvement work locally and with the other RFL community teams across NCL.

The Departmental job plan includes the following work:

- Child development clinics, which includes specialist assessment of Social Communication Disorders
- EHCP Medical Assessment Clinics
- Initial Health Assessments for children looked after.
- CLA Designated and Named Role and Medical Advisor Adoption and Fostering

- SEN Liaison Role (includes Complex Needs Panel)
- Participation in the Childrens' Safeguarding rota for Barnet
- Intake Triage meeting to the Child Development Service (a Multi-Agency weekly meeting)
- Participation in local pathway development and strategic meetings with Integrated Care Board
- Designated Doctor for Child Death

All clinics have 1 PA face to face time and 1 PA clinic admin and follow-up.

A weekly clinic would mean 42 clinics over the calendar year; a fortnightly clinic would be 21 etc.

This post 10pa:

Child Development clinic	4 pa (84 clinics / pa)
Autism diagnostic clinic	2 pa (42 clinics p/a)
Consultant Autism Lead	1.5 pa
Supervising Safeguarding Medicals	1.5 pa
SPA	1 pa

All posts will:

- a) Contribute to the provision of a neurodevelopment assessment service within the Child Development Team. He/she will assess and manage children with neuro-disability in close collaboration with therapy, education and primary care colleagues.
- b) Contribute to Autism assessments
- c) Contribute to the supervision of postgraduate trainees working in the department.
- d) Have a ratio of 2:8 PA's (pro-rata) for SPA (Supporting Clinical Activities), which will include Statutory and Mandatory training, attendance at Directorate and team meetings, clinical governance, audit and research.
- e) Will work closely with other departments and agencies relevant to the job, in particular Social Services, Physiotherapy, Occupational Therapy, Speech & Language Therapy and Education.
- f) Undertake Continuing Professional Development with an allocation of Study Leave as specified in the RFL Consultant Contract.

Individual posts will also include roles from the Departmental job plan, to be discussed at interview.

ADMINISTRATIVE SUPPORT

All Consultants will have some secretarial/admin support and office space/equipment; the office is currently based at Edgware Community Hospital.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.

- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

CONFIDENTIALITY AND RECORDS MANAGEMENT

You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties, which will in many cases include accessing personal confidential data relating to patients and staff. You must treat all information in a discreet and confidential manner and if applicable to your role comply with your professional obligations and codes of practice relating to confidentiality (such as the GMC's Confidentiality Guidance).

Your obligation to respect the confidentiality of information you encounter during the course of your duties continues after your employment with the Trust has ceased.

Personal confidential data regarding patients and staff must not be disclosed either verbally or in writing to unauthorised persons. It is particularly important that you should ensure the authenticity of telephone enquiries.

Written paper records containing patient or staff personal confidential data must be kept securely at all times.

Electronic records containing patient or staff personal confidential data must always be encrypted to the required trust standard, this includes when personal confidential data is saved to portable devices or media such as USB memory sticks, tablets, smartphones, compact discs and external USB hard drives.

Unauthorised deliberate access to records without permission or good reason is not permitted. Staff must not share access controls, passwords or CRS smartcards under any circumstances.

Staff who make entries into in health records must ensure that notes are legible and attributable. Staff are encouraged to follow the generic medical record-keeping standards prepared by the Health Informatics Unit of the Royal College of Physicians.

You must not use social networking websites, or similar media to discuss any aspect of your employment or to give an opinion about patients, colleagues or the trust.

Staff must not use recording equipment (such as camera phones/cameras/video cameras) to take images whilst on Trust premises except with the explicit (written) consent of the individual(s) in the image. Under no circumstances may these images be posted/uploaded onto a social networking website or similar media.

All data held by the Trust must conform to the requirements of the Data Protection Act 1998 ("DPA"). Under the DPA, patients and staff have a right of access to their records, but you should be aware that unauthorised disclosure of personal information (including such information that is recorded on computer) is unlawful. Further guidance is available from your manager.

If it is necessary to share Trust personal confidential data in order to effectively carry out your work, you must make sure that as far as is reasonable this information will be exchanged securely, on a strictly 'need to know' basis, using the minimum that is required and be used only for the purpose for which the

information was given. If you are unsure about this, you should seek advice from your manager or the Trust's Caldicott Guardian.

You are responsible for ensuring that all information is stored, used, transported and accessed appropriately and that security levels are maintained at all times in accordance with the trust's Information Governance policies.

Any breaches of these conditions during your employment may result in disciplinary action and may be regarded as gross misconduct. Further, any unauthorised disclosures of personal information may be an offence under the Data Protection Act 1998, or may breach the common law duty of confidentiality and/or professional obligations. Any such breach may result in criminal proceedings being taken against you and/or a civil action for damages by the Trust or another affected party

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

All staff are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

Smoke Free

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,

TERMS AND CONDITIONS GUIDE FOR APPLICANTS

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

1. Applicants should hold the Fellowship or Membership of the appropriate Royal College or Faculty or overseas equivalent and maintain appropriate CME accreditation. Applications will be considered from those unable for personal reasons to work on a full-time basis. Any candidates wishing to work on a part-time basis should indicate this when submitting his/ her application.
2. The NHS (Appointment of Consultants) Regulations 2005 prevent appointment of any applicant for consultant posts commencing after 1st January 1997 who is either not:
 - On the GMC specialist register
 - In possession of the CCT, or EEA/EU equivalent, (although doctors who have completed higher specialist training and are within 6 months of being placed on the specialist register may be appointed)

It is the responsibility of applicants to satisfy all necessary GMC requirements prior to appointment. Applicants must ensure they provide evidence in their application identifying eligibility to be placed on the specialist register. This would ideally be in the form of a notification from the GMC.

3. The appointment is covered by the Terms and Conditions of Service of the Royal Free London NHS Foundation Trust and is subject to the National Health Services (Superannuation) Regulations.
4. As an employee of the Royal Free London NHS Foundation Trust you will be expected to practice at all times in accordance with the infection control standards specified in trust policies and procedures and the Health Act (2006) *Code of Practice for the prevention and control of health care associated infections*.
5. The full time basic salary for the first appointment of an NHS consultant (as at 1st April 2009) is set out below, including payment for agreed additional programmed activities. Part-time consultants will be paid pro rata, based on the number of agreed weekly Programmed Activities in the consultant's Job Plan.
Salary on commencement and subject to progression will be in accordance with Paragraphs 4-9 of Schedule 14 of the Terms and Conditions.

Pay thresholds

Threshold	Period before eligibility for threshold	Basic salary (full-time) (22/23)
1	Starting salary	£93,666
2	After 1 year completed	£96,599
3	After 2 years completed	£99,532
4	After 3 years completed	£102,465
5	After 4 years completed	£105,390
6	After 9 years completed	£112,356
7	After 14 years completed	£119,323
8	After 19 years completed	£126,281

A London Weighting Allowance of £2,162 per annum is payable and pro rata for part-time consultants.

6. There are separate arrangements for those whose first appointment as an NHS consultant was before 31st October 2003. These are stated in the terms and conditions of service. The successful

applicant will be required to complete a health statement and the Trust may require an appointee to pass a medical examination as a condition of appointment.

- 7 **Private Professional Services and NHS Programmed Activities:** subject to the provision in Schedule 9 of the Terms and conditions, you may not carry out Private Professional Services during your programmed activities.
8. Significant new clinical services may only be developed after agreement has been reached with the relevant management team and the financial arrangements approved.
9. Assistance may also be given to newly-appointed consultants towards the cost of the removal expenses, provided that the consultant moves from a position within the National Health Service, that removal is necessary to comply with the Trust's requirements concerning the place of residence and a written request is sent to the Workforce department before or immediately after appointment.
10. It is now NHS policy that all new staff with patient contact will require satisfactory disclosures from the Criminal Records Bureau or successor organisation. With effect from 1 November 2004 the trust will therefore seek disclosures for all new medical appointments. The Trust must check the criminal background of all employees. Candidates must provide information on application relating to any criminal convictions they have had, even if they are 'spent' for other purposes. Posts in hospitals are exempt from the provisions on Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. We will keep any information given completely confidential.