



JOB DESCRIPTION & PERSON SPECIFICATION

Incorporating general information about Guy's and St Thomas' NHS Foundation Trust

For

LOCUM CONSULTANT IN MEDICAL ONCOLOGY (with an interest in HPB & HCC)

Part time post, 9.75 PAs

**At Guy's & St Thomas' NHS Foundation Trust (GSTT) and King's College Hospital
NHS Foundation Trust**

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1. An introduction to the Appointment

**Locum Consultant in Medical Oncology (Part time post, 9.75 PAs)
From £93,666 p.a. excl. LZ (pro-rata)**

Contract Length: 12 Months

Commencing as soon as possible

Cancer services in Guy's and St Thomas' NHS Foundation Trust (GSTT) are undergoing a major transformation programme to improve the quality of care and patient experience. The programme includes a new Cancer Centre housing ambulatory cancer services, opened in 2016 and a new cancer treatment centre at Queen Mary's Hospital Sidcup (QMS) which opened in May 2017. Clinical pathways have been revised to optimise patient care. This post comprises 9.75 PAs to join the teams at GSTT and KCH.

The post includes MDMs, clinics, and ward rounds at Guy's, as well as MDMs and clinics at KCH. Guy's hosts a well-developed clinical trials unit and the team makes significant contributions to trial recruitment, including close interaction with the Phase 1 trials activity based in the Clinical Research Facility at GSTT.

We are looking for a motivated clinician with an interest in HPB & HCC cancers. The postholder will be working closely with Drs Julien De Naurois, Jose Roca, Gehan Soosaipillai, Saoirse Dolly, Alisa Lumsden, Nick Maisey, Sarah Ngan, Paul Ross & Kiruthikah Thillai. The Clinical Director for Oncology is Dr Hartmut Kristeleit (Hartmut.kristeleit@gstt.nhs.uk) and the Deputy Clinical Director for Medical Oncology is Dr Kiruthikah Thillai (Kiruthikah.thillai@gstt.nhs.uk).

The successful applicant will be a motivated individual with a wide relevant experience who has a CCT in medical oncology. You must be fully registered with the GMC/GDC and hold Licence to Practice and be on the Specialist Register, or within six months of attaining your CCT or equivalent at interview stage.

The post holder will have regular contact with vulnerable adults and/or children (0-18 years) and therefore this post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions

2. Guy's & St Thomas' NH Foundation Trust

Guy's & St Thomas' is one of the largest hospital trusts in the country, with around 17,000 staff, an annual turnover of more than £1.6 billion, and over 2.6 million patient contacts a year. Our hospitals have a long and proud history, dating back almost 900 years, and have been at the forefront of medical progress and innovation since they were founded. We continue to build on these traditions and have a reputation for clinical, teaching and research excellence. See www.guysandstthomas.nhs.uk.

We provide a full range of hospital services for our local community, including community services for the boroughs of Lambeth and Southwark. We also provide specialist services for patients from further afield, including cancer, cardiac, and kidney services. See www.guysandstthomas.nhs.uk.

We are part of King's Health Partners Academic Health Sciences Centre (AHSC), a pioneering collaboration between one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts. Our AHSC is one of six in the UK and consists of King's College London and Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. Across the AHSC we see around 3 million patients a year; have 30,000 staff; 20,000 students; and a combined annual turnover of £2.6 billion. Our AHSC brings together the best of basic and translational research, clinical excellence and world class teaching to deliver ground breaking advances in physical and mental healthcare. See www.kingshealthpartners.org

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends. We also have a positive approach to corporate social responsibility and are keen to engage our staff in an agenda that ranges from promoting environmental sustainability to the creation of local employment opportunities.

Organisational Values:

The post holder will:

- **Put patients first** – consider the patients' needs and wishes in all that they do
- **Act with integrity** – maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- **Take pride in what they do** – strive for highest standards on own work and challenge colleagues to do the same
- **Respect others** – patients, visitors and colleagues. Actively give and receive feedback
- **Strive to be the best** – in terms of patient care and teamwork

Information regarding how we score on patient safety and experience can be found in the following specific report www.guysandstthomas.nhs.uk/about-us/how-we-are-doing/home.aspx

We are a leading NHS organisation in our approach to corporate social responsibility, including energy efficiency and sustainability. We have one of the largest capital investment programmes in the NHS and are making significant investments in our buildings, IT and medical equipment, for the benefit of patients.

3. Clinical Directorate & Department Information

Title of Post:	Locum Consultant in Medical Oncology
Nature of Appointment:	Part Time
No. of Programmed Activities:	9.75
Responsible To:	Clinical Director of Oncology
Accountable To:	Clinical Director of Oncology
Employing Authority:	Guy's & St Thomas' NHS Foundation Trust
Start Date:	As soon as possible
Duration:	12 months

As one of the country's leading cancer centres – treating more cancer patients than any other provider in London – we provide the very best of cancer care. We employ some of the top cancer specialists in the country, have invested in the very latest state-of-the-art facilities and pioneering treatments, and match these with extensive research programmes.

Guy's and St Thomas' NHS Foundation Trust is an internationally renowned healthcare organisation with expertise across the full spectrum of medical care. That means that if our cancer patients need surgery, diabetes treatment or psychological support, we have specialists right here, on site, who can work as part of the cancer team. For our patients, that means joined-up care, all in one place, for an all-round better experience of healthcare.

What's different about us?

- a large provider – we run the largest NHS cancer service in London and all radiotherapy for patients across south east London
- research and teaching – our research and education activities allow us to give the latest treatment and innovations, including robotic surgery and new radiotherapy techniques
- sidestep A&E – if our patients have any treatment complications, they can be fast-tracked through our acute oncology assessment unit rather than waiting in A&E
- dedicated wards – if overnight stays are needed, admission is to one of our cancer wards, run by specialist staff
- The whole person – when we assess our patients, we don't just look at medical needs. We look at how cancer affects emotional, social and family life too, to provide a package of care that works for each patient
- emotional and psychological well-being – our psychological teams can offer support to help patients cope with their cancer journey
- other support – our patients and their carers can access high-quality complementary treatments such as massage during their treatment.

Dr Hartmut Kristeleit is Clinical Director of Oncology. The Oncology service is provided by a team of 32 Clinical Oncologists and 36 Medical Oncologists.

Medical Oncology Consultant Staff:

Dr Hartmut Kristeleit
Dr Emma Beddowes
Dr Flaminia Bruno
Dr Julien DeNaurois
Dr Saoirse Dolly
Dr Deborah Enting
Dr Amanda Fitzpatrick
Dr Alexandros Georgiou
Dr Spyros Gennatas
Dr Sharmistha Ghosh
Dr Mark Harries
Dr Sheeba Irshad
Dr Debra Josephs
Dr Eleni Karapanagiotou
Dr Rebecca Kristeleit
Dr Ailsa Lumsden
Dr Nick Maisey
Dr Janine Mansi
Dr Justin Mencil
Dr Cienne Morton
Dr Nirupa Murugaesu
Dr Mark Nathan
Dr Sarah Ngan
Dr Elias Pintus
Dr Anne Rigg
Dr Jose Roca
Dr Paul Ross
Dr Sarah Rudman
Dr Ines Sandri
Dr Debashis Sarker
Dr Kate Smith
Prof James Spicer
Dr Gehan Soosaipillai
Dr Kiruthikah Thillai
Dr Eirini Tsotra
Dr Yin Wu
Dr Harris Gousis

4. King's College London Information

The School of Cancer & Pharmaceutical Sciences (<http://www.kcl.ac.uk/cancer>) has a multidisciplinary research portfolio that maps onto and spans the entire cancer patient journey. By fostering a culture of innovation in cancer patient care through research excellence, we aim to break down traditional clinical and academic boundaries and draw together members of the School, and our associated major NHS partners, to achieve a fully integrated cancer research pathway. This is reflected in the coordinated strategic planning that provides the foundations for our KHP Comprehensive Cancer Centre, which has been awarded Organisation of European Cancer Institutes' accreditation, and Cancer Research UK Centre Status.

The School plays host to a number of specialist research centres; including a Breast Cancer Now Unit, CRUK Comprehensive Cancer Imaging Centre, Experimental Cancer Medicine Centre (ECMC) and the NIHR Biomedical Research Centre. Together with the resources of our Bio-Banks, the fluid interaction between the various departments provides us with substantial capabilities for the delivery of translational research activity that serves to define and deliver future cancer treatments. The ECMC lies at the heart of our clinical drug development programme.

We are focused on recruiting and supporting the highest calibre staff, and we promote equality of opportunity by ensuring that current and prospective members of staff are treated solely on the basis of merit, ability, and potential without any discrimination. We promote a positive working, learning, and social environment free from prejudice, harassment, or bullying. We are actively involved in the Athena SWAN initiative, a charter which recognises excellence in an institution's commitment to Diversity and Inclusion in science, technology, engineering, mathematics and medicine (STEMM) subjects, and the Life Sciences faculty has obtained an Athena SWAN Silver award in recognition of our activities. More information about the charter can be found here: <http://www.ecu.ac.uk/equality-charters/athena-swan/>. We expect all members of staff to engage with and apply the principles of Athena SWAN.

King's College Hospital:

King's College Hospital NHS Foundation Trust is a large provider of acute and specialist services that serves a population of over 1 000 000 in South East London and Kent. The trust operates from three acute sites; King's College Hospital Denmark Hill, Princess Royal University Hospital Bromley and Orpington Hospital.

The trust has over 1300 beds including 1050 acute, 125 maternity and 144 critical care beds. The trust receives over 250,000 emergency attendances, 115,000 inpatient spells and 960,000 outpatient attendances. All core services are provided from King's College Hospital Denmark Hill and Princess Royal University Hospital while outpatient and surgical services are provided from Orpington Hospital.

King's College Hospital NHS Foundation Trust is located on multiple sites serving the economically diverse boroughs of Southwark, Lambeth, Bromley and Bexley. As a major employer with over 10,500 staff we play an important part in helping reduce local, social and health inequalities. The Trust provides a broad range of secondary services, including specialist emergency medicine (e.g. trauma, cardiac and stroke). It also provides a number of leading-edge tertiary services, such as liver transplantation, neurosciences, haemato-oncology, foetal medicine, cardiology and cardiac surgery, on a regional and national basis. The trust provides services to a population from the significantly deprived boroughs of Lambeth and Southwark and also the more affluent borough of Bromley. Specialist services are also provided on a regional and national basis.

King's College Hospital NHS Foundation Trust has an enviable track record in research and development and service innovation. In partnership with King's College London the Trust has recently been awarded a National Research Centre in Patient Safety and Service Quality. It is also a partner in two National Institute for Health Research biomedical research centres. The first is a Comprehensive centre with King's College London and Guy's and St Thomas' NHS Foundation Trust and the second is a Specialist centre with the South London and Maudsley NHS Foundation Trust and the Institute of Psychiatry. King's College Hospital NHS Foundation Trust has also recently strengthened its research and development infrastructure in order better to support clinical researchers across the organisation.

Further information about King's College Hospital NHS Foundation Trust can be found on its website (www.kch.nhs.uk).

5. Key Result Areas, Main Duties and Responsibilities

The post-holder will be accountable to Dr Hartmut Kristeleit, Clinical Director of Oncology.

The successful applicant will:

Provide High Quality Care to Patients

- Must be medically qualified and maintain GMC specialist registration and hold a licence to practice
- Should develop and maintain the competencies required to carry out the duties required of the post.
- Must ensure prompt attendance at agreed direct clinical care Programmed Activities.
- Ensure patients are involved in decisions about their care and to respond to their views.

Research, Teaching and Training

- Collaborate where possible with academic and clinical colleagues to enhance the Trust's translational research portfolio, at all times meeting the full requirements of Research Governance.
- Provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director.
- Act as educational supervisor and appraiser as delegated by the Clinical Director to ensure external accreditation of training posts.

Performance Management

- Work with medical, nursing and managerial colleagues to ensure high performance in the following areas:
 - Clinical efficiency e.g. LOS reductions, reducing cancelled operations and DNA rates.
 - Quality of outcomes e.g. infection control targets, reducing re-admission rates.
 - Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team.
 - Operational efficiency e.g. day-case rates, waiting list activity and demand management.

Medical Staff Management

- Work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.
- Ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- Participate in the recruitment of junior medical staff as and when required.
- Participate in team objective setting as part of the annual job planning cycle.

- Be responsible for the annual appraisal of doctors in training, Trust doctors, Clinical Fellows and non-consultant grades as delegated by the Clinical Director/General Manager.

Governance

- Review clinical outcomes in designated area using external benchmarking data where appropriate, and identify and advise variances to the Clinical Director.
- Participate in clinical audit, incident reporting and analysis, and ensure resulting actions are implemented.
- Work closely with Patient and Public Involvement panels in relation to clinical and services developments, as delegated by the Clinical Director.
- Participate in ensuring NICE requirements are reviewed, implemented and monitored in the speciality areas.
- Ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis.
- Keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the Clinical Director.
- Act as a role model for good practice in infection control to all members of the multidisciplinary team.

Strategy and Business Planning

- Participate in business planning and objective setting processes for the Directorate and Trust where appropriate.
- Represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Clinical Director.

Leadership and Team Working

- Demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust, and when participating in national or local initiatives.
- Work collaboratively with all members of multi-disciplinary teams, and Kings Health Partners member organisations, as required.
- Chair regular meetings for the specialty.
- Resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- Adhere to Trust/departmental guidelines on leave including reporting absence.

Job Plan

Your job plan is anticipated to contain 9.75 Programmed Activities per week on average to be carried out at Guy's & St Thomas' and at KCH. The specifics of the job plan are flexible and can be agreed between the successful candidate and the department. The job plan includes on-call commitments. This is an outline programme and you will be expected to discuss and agree a detailed job plan including your personal and professional objectives with your Clinical Director within 3 months of your start date.

The job plan will be negotiated between the consultant and their clinical director at least annually. Although the job plan is flexible, the initial job plan for this post is proposed to be:

Med Onc GI 9.75 Pas 8.75 DCC 1 SPA	Hospital/ location	Type of Work	AM/PM	Frequency: (e.g. 1x4 wks, 1x6 wks 1x1wk)	Direct clinical care or supporting activity
Monday 2.25 PA (2.25 DCC)	KCH	HPB MDM Clinic admin HCC Clinic	AM PM	1x1 1x1 1x1	0.5 DCC 0.50 DCC 1.25 DCC
Tuesday 2.75 PA (2.75 DCC)	Guy's	AOS Ward Round HPB Clinic and Admin	AM PM	1x1 1x1	1 DCC 1.75 DCC
Wednesday 1.5 PA (0.5 DCC & 1 SPA)	Guy's King's	SPA HPB MDM	AM PM	1x1 1x1	1 SPA 0.50 DCC
Thursday 2 PA (2 DCC)	KCH Guy's	HCC MDM Telephone clinic On treat telephone clinic	AM PM	1x1 1x1 1x1	0.5 DCC 0.5 DCC 1 PA
Friday 1.25 PA (1.25 DCC)	Guy's Guy's	HPB Clinic Clinic admin	AM PM	1x1 1x1	1 DCC 0.25 DCC

This post involves supporting the HPB & HCC services at GSTT & KCH.

Proposed Weekly Timetable

Final agreement on the timetable of commitments will be agreed on taking up the post and then reviewed at least annually as part of the job planning process.

In response to the COVID-19 pandemic, the model of care delivery for Inpatient Services within Medical Oncology has been reconfigured. Inpatient services are currently delivered by two teams of weekly attending consultants on a rotational bases:

Team A: Thoracic, Urology and Gynaecological Malignancies, with Phase 1 Trials

Team B: GI, Breast and Melanoma

The post holder will be included in the team A rota on a 1 in 9-10 week basis. During the ward attending week at Guy's Hospital, the consultant will prioritise inpatient care and will be released from other clinical commitments.

On Call Rota

On call commitment: 1 in 17 Category B Low

Category A: *this applies where the consultant is typically required to return immediately to site when called or has to undertake interventions with a similar level of complexity to those that would normally be carried out on site, such as telemedicine or complex telephone consultations.*

Category B: *this applies where the consultant can typically respond by giving telephone advice and/or by returning to work later.*

Frequency of Rota Commitment	Value of supplement as a percentage of full-time basic salary	
	Category A	Category B
High Frequency: 1 in 1 to 1 in 4	8.0%	3.0%
Medium Frequency: 1 in 5 to 1 in 8	5.0%	2.0%
Low Frequency: 1 in 9 or less frequent	3.0%	1.0%

6. General Information Relating to Terms and Conditions of Service

Main Conditions of Employment;

The Terms and Conditions applicable to this appointment are available on request.

As an organisation, we are committed to developing our services in ways that best suit the needs of our patients. This includes asking certain groups of staff to work more flexibly so that we can offer services to patients in the evenings and at weekends. We regard this flexibility as essential if we are to continue to provide first class patient care in the future. As a result, any offer of employment to a consultant post will be subject to you agreeing to work a new more flexible pattern of working in the future if required and in accordance with the provisions of the new Guy's and St Thomas' NHS Foundation Trust consultant contract.

Salary scale: As stated in the advert

London Weighting: As stated in the advert

ASPECT OF JOB	DETAILS
Additional Increments	Increments over and above the minimum of the salary scale will only be given for previous consultant level experience or where training has been lengthened by virtue of being in a flexible training scheme or because of undergoing dual qualification. Time spent doing a higher qualification or additional years spent doing clinical work, research or sub-speciality training does not count towards additional credit (see Schedule 13 of the Terms and Conditions).
Additional responsibilities	<p>These are responsibilities undertaken within or without the Trust – and are specific to individual consultants, examples include undergraduate and postgraduate deans and Caldicott Guardian</p> <p>Any additional NHS responsibilities, which are deemed appropriate, need to be agreed in advance with the clinical director and allocated as PA time for additional NHS responsibilities in the job plan. The timing and location of these activities should be included in the job plan.</p>
Additional Programmed Activities (APAs)	<p>Consultants must offer the Trust any additional capacity they may have if they wish to undertake private professional services. The Trust may, but is not obliged to, offer the consultant the opportunity to carry out up to one Programmed Activity per week on top of the standard commitment set out in their contract of employment.</p> <p>APAs are a temporary addition to the substantive contract and they must be agreed</p>

	<p>annually. They are subject to change or withdrawal upon three months' notice given by either party. If a consultant fails to submit the job plan for annual review then any APAs previously agreed will not automatically be renewed, but will be subject to withdrawal and pay will automatically revert to the number of substantively agreed PAs as set out in the contract until the matter is resolved.</p>
Annual Leave	<p>Schedule 18 of the Terms and Conditions sets out the entitlement for annual leave as follows:</p> <p>Up to Seven years completed NHS service as a consultant – 32 days (based on a 7 day week) Seven or more years – 34 days (based on a 7 day week).</p>
Appraisal	<p>The appraisal process is distinct though inter-linked with the job planning process, and needs to have been undertaken prior to the launch of the job planning process. Guidance on appraisal is available from the Medical Directors office (GSTT).</p>
Clinical Excellence Awards	<p>Consultants need to have fully participated in the appraisal and job planning process prior to applying for Clinical Excellence Awards.</p>
Clinical Governance	<p>It is a Trust requirement that clinical staff participate in 4 formal clinical governance sessions each year. 100% attendance is expected. Individual specialities may undertake additional governance sessions providing it does not impact on clinical activity.</p>
Code of Conduct on Private Practice	<p>A consultant who wishes to undertake private practice must offer any additional capacity to the Trust for NHS work. Full time consultants who are currently working the equivalent of 11 or more Programmed Activities, and who have agreed with their clinical manager that the same level of activity should form part of their Job Plan, will not be expected to offer any additional NHS work.</p> <p>The provision of services for private patients should not prejudice the interest of NHS patients or disrupt NHS services. With the exception of the need to provide emergency care, agreed NHS commitments should take precedence over private work; and NHS facilities, staff and services may only be used for private practice with the prior agreement of the NHS employer.</p>

	As part of the annual job planning process, consultants should include in their job plan, details of regular private practice commitments, including the timing, location and broad type of activity to facilitate effective planning of NHS work and out of hours cover.
Confidentiality	The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). All employees of Guy's and St Thomas NHS Foundation Trust must not, without prior permission disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.
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. In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require 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, other NHS or 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 of interests between any work that you undertake in relation to private patients and your NHS duties.
Criminal Records Bureau	Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the

	<p>appointment is confirmed. All doctors who are offered employment will be subject to an enhanced disclosure check by the Criminal Records Bureau before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Criminal Records Bureau and Disclosure websites at www.direct.gov.uk</p>
Direct Clinical Care (DCC)	<p>All contracts must be predominantly DCCs and all Programmed Activities (including SPAs) must be evidenced and agreed.</p> <p>DCC activity is work directly relating to the prevention, diagnosis or treatment of illness and includes;</p> <ul style="list-style-type: none"> ○ Emergency duties ○ Operating sessions ○ Ward rounds ○ Frontline clinical work (ICM, HDU, HBC) ○ Outpatient activities ○ Clinical diagnostic work ○ Other patient treatment ○ Public health duties ○ MDT meetings about direct patient care ○ Administration directly related to these activities above <p>All of this detail needs to be included in the weekly timetable and must include start and end times for each activity.</p>
External duties	<p>Some consultants undertake additional duties for organisations which are associated with the NHS but not formally part of it. Some examples include;</p> <ul style="list-style-type: none"> ○ College work and examinations ○ National representation on committees and teaching ○ London Deanery ○ Trade union activities ○ External lectures <p>External duties need to fulfil the following criteria;</p> <ul style="list-style-type: none"> ○ Demonstrable benefit to the individual, the Trust or the wider NHS ○ Agreed in advance ○ No loss of service delivery within the specialty/department unless replacement of this loss is agreed ○ Part of appraisal and regular review, with number of days and activities undertaken recorded ○ External duties will not normally count towards the assessment of additional PAs

	<p>particularly where they replace required Trust clinical work</p> <p>It is important that before consultants enters into any new external commitments which would impact on their job plan, that they secure the agreement of their Clinical Director to assess the impact on the service and colleagues.</p>
Fee paying services	<p>The approach defining how to handle fee paying services is covered in the section on Private Practice and set out in the terms and conditions of the consultant contract (Schedules 9, 10 and 11). It is important for consultants to identify whether they should remit any fee paid to them to the Trust, or whether they may keep the fee. As a general rule, if it is payment for activity carried out in Trust paid time, then the fee should be given to the Trust. (<i>See Policy on PP for GSTT</i>)</p> <p>The job plan must include all private practice sessions undertaken in the Trust or elsewhere with times and locations, even if in another hospital and even if “out of hours”.</p>
Freedom of Information	<p>The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.</p>
Health and safety	<p>The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.</p>
Infection Control	<p>It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policies including those that apply to their duties, (such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps) in relation to the prevention of the spread of health care associated infection (HCAI's) and the wearing of uniforms. They must attend mandatory training in Infection Control and be</p>

	<p>compliant with all measures known to be effective in reducing HCAs.</p> <p>Clinical staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.</p>
Information Governance	<p>All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.</p>
Information Quality Assurance	<p>As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.</p>
Management of Violent Crime	<p>The Trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property.</p>
Meal/Rest Breaks	<p>As a matter of good practice, as well as statutory obligations, work activities should be designed, as far as practical, to allow for meal breaks to be taken. The Trust policy is that these should be planned around a minimum of 30 minutes additional to a 6 – 8 hour working day and an hour additional to an 8 – 12 hour working day.</p> <p>The national Contract does not provide for these breaks to be paid, nor is there the funding in the system for discretionary payment.</p>

	<p>However, there will be times when activities are unavoidably scheduled in a way that precludes a consultant taking a break, and that activity can then count as working time. It is important, both in terms of equity of treatment and overall affordability, that we are as consistent as possible in our approach.</p>
Medical Examinations	<p>All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.</p>
Normal and premium working time	<p>Premium time is outside the period 7am to 7pm Monday to Friday, and any time on a Saturday or Sunday, or public holiday.</p> <p>For any work scheduled during premium time there will be a reduction in the timetabled value of the PA itself (or another) to 3 hours.</p> <p>Scheduled PA work during premium time will be a reduction in the timetable value of the PA itself (or another) to 3 hours.</p>
No smoking	<p>The Trust operates a non-smoking policy.</p>
On-call arrangements (including Emergency Work arising from on call)	<p>Category of on-call duties:</p> <p>Predictable on-call: predictable emergency work – this is emergency work that takes place at regular and predictable times, often as a consequence of a period of on-call work (e.g. post take ward rounds). Calculation of PAs will take account of the frequency of the on-call pattern.</p> <p>Unpredictable on-call: Unpredictable emergency work arising from out of hours duties. This is work done whilst on call and associated directly with the consultants on-call duties e.g. recall to hospital to operate on an emergency basis. This should be averaged from the diary cards and annualised to a maximum of 2 PAs, taking into account the frequency of the on-call commitment.</p> <p>Category A on-call supplement.</p> <p>This applies where the consultant is typically required to return immediately to site when called or has to undertake intervention with a similar level of complexity to those that would normally be carried out on site, such as</p>

	<p>telemedicine or complex telephone conversations.</p> <p>Category B on-call supplement.</p> <p>This applied where the consultant can typically respond by giving telephone advice and or by returning to work later.</p> <p>Level of supplement.</p> <p>The level of supplement depends upon the frequency of the rota: High (1-4): A=8%; B=3% Medium (5-8): A=5%; B=2% Low (9 or more): A=3%; B=1%</p>
Pension	<p>Membership of the NHS Pension Scheme is available to all employees over the age of 16. Membership is subject to the regulations of the NHS Pension Scheme, which is administered by the NHS Pensions Agency. Employees not wishing to join the Scheme or who subsequently wish to terminate their membership must complete an option out form – details of which will be supplied upon you making a request to the Trust's Pensions Manager, based in Payroll. A contracting-out certificate under the Pensions Schemes Act 1993 is in force for this employment and, subject to the rules of the Scheme, if you join the Scheme your employment will be contracted-out of the State Earnings Related Pension Scheme (SERPS).</p>
Personal objectives	<p>Personal objectives should be specific, measurable, achievable, agreed, relevant, timed and tracked. Objectives are expected to include delivery of activity levels and quality standards, the introduction of new ways of working, and performance within budgetary limits.</p> <p>These should be kept under review throughout the year and assessed as part of the appraisal process.</p>
Professional Association/Trade Union Membership	<p>It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.</p>

Professional Registration/Licence to Practice	Staff undertaking work which requires professional/state registration/licence are responsible for ensuring that they are so registered/licensed and that they comply with any Codes of Conduct application to that profession. Proof of registration/licence to practice must be produced on appointment and if renewable, proof of renewal must also be produced.
Professional and study leave	<p>Consultants can apply for professional and study leave over a three year period up to 30 days (on average 10 days per year). Statutory and Mandatory training must be taken within the leave allocation.</p> <p>This should be identified in advance and specified in the job plan and reflected in the personal objectives.</p>
Programmed activities (PAs)	<p>A full-time consultant is contracted for 10 PAs and the Trust will not offer more than 12 PAs in total i.e.</p> <ul style="list-style-type: none"> • Programmed activities less than 11 = basic contract of 10 PAs • Programmed activities of 11 and above but less than 12 = basic contract + 1 APA • Programmed activities of 12 and above = basic contract + 2 PAs <p>A PA is for a 4 hour session – anything taking less time is counted as pro rata (i.e. 3 hours = 0.75 of a PA).</p>
Research and development	Any research undertaken by a consultant needs to be approved as part of the Trust's specific R&D policy as well as the job planning process itself. Research-related activity can be taken during SPA time– and it is best that it features as agreed specific Programmed Activities in order to ensure that it is substantive research and the costs and funding are properly identified. Research needs to distinguish between grant application, supervision, actual R&D and committee work. R&D-related activity and outcomes need to feature in objective-setting (and appraisals).
Safeguarding children and vulnerable adults	Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring

	that they are aware of the specific duties relating to the role.
Supporting Professional Activities (SPAs)	<p>The Clinical Director should identify and quantify SPA activity that is proportionate to the size of the department and its objectives.</p> <p>A full time consultant will have a maximum allocation of 1 PA to cover such responsibilities including CPD, audit, job planning, revalidation and appraisal.</p> <p><i>SPA time can be made of:</i></p> <ul style="list-style-type: none"> ○ <i>Training, medical education and formal teaching</i> ○ <i>Continuous professional development</i> ○ <i>Audit</i> ○ <i>Clinical governance</i> ○ <i>Job planning</i> ○ <i>Appraisal and revalidation</i> ○ <i>Research</i> ○ <i>Recruitment</i> <p><i>SPA activity needs to be of benefit to both the consultant and the Trust, be specified, scheduled and on-site (off-site by exception) with clear outputs and reflected in the personal objectives.</i></p>
Sustainability	It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.
Teaching commitments	<p>Consultants are expected to participate in education as part of their employment – teaching done in clinic, theatre and on the ward is part of DCC activity and not awarded separate PA allocation although it can be recognised that this might affect the volume of clinical activity undertaken.</p> <p>As a guide, a maximum of 0.5 PA per consultant should be allocated to under graduate teaching. Additional education and training commitments; an educational supervisor will attract 0.25 Programmed Activities a week per trainee (capped at 4 trainees/1PA).</p>
Team-based job planning	This can be used either to launch job planning to establish a framework within which the individual job plans are then agreed or throughout the process. The consultant work to be delivered is quantified and a team approach

	<p>is taken to agreeing and delivering the activity with agreement, for example on the typical length and frequency of ward rounds, patient related administration, MDT or department meeting attendance. In all cases, individual job plans need to be agreed and signed off.</p> <p>Directorates/departments are expected to agree the number, frequency, timing and nature of clinical activities.</p>
Working from Home	<p>The Trust expects consultants to conduct their work activity from their normal place of work and to be available to participate in the everyday activities of their department and the hospital. By exception, work can be undertaken from home. This is a matter of agreement between the individual consultant and their clinical director. Where home working is undertaken, it must be done on the basis that:</p> <ul style="list-style-type: none"> • Time spent regularly working from home is clearly documented in the job plan. • The department is aware that a colleague will be working from home and the views of colleagues will be taken into account. • Whilst working from home, the member of staff is available for normal contact from the hospital. • The appropriate facilities are available at home for the work to be undertaken. • The arrangement is discretionary and subject to the needs of the service, and may therefore be reviewed and changed. • The work output may be reviewed at the annual job planning meeting. <p>In addition consultants should be aware that the Trust has a number of policies that support staff in helping to maintain a good work/home life balance.</p>
Workload and productivity indicators	<p>It is expected that on average, a consultant will work for 42 weeks over the year net of annual and professional leave.</p> <p>For each PA, regular, relevant activity and workload indicators need to be established, such as the average number of patients to be seen in the clinic, numbers of operations, beds numbers to be covered on a ward round, minimum number of radiological films expected to be reported.</p>

	<p>These specific activity levels need to make the necessary contribution so that the Trust delivers on its service obligations. General Managers will be able to assist in producing relevant activity data.</p> <p>Productivity indicators should also be used – such as the new: follow up outpatient ratio and number of patients per operating list. Each specialty will set the target numbers in advance of the job planning process commencing as part of their capacity plan. Delivery on target will be assessed as part of the appraisal process.</p>
Work Visa/Permits/Leave to Remain	<p>If you are a non-resident of the United Kingdom or European Economic Union, any appointment offered will be subject to the Resident Labour Market test (RLMT). The Trust is unable to employ or continue to employ you if you do not obtain or maintain a valid Right to Work (leave to remain).</p>

7. Person Specification

	Essential Criteria	Desirable Criteria	Where evaluated
Professional Qualifications	<p>Full UK GMC Registration.</p> <p>On GMC Specialist List in Medical Oncology or within six months of attaining CCT.</p> <p>NB: Non-UK trained doctors must be on the GMC register and Specialist Register in Medical Oncology by date of interview.</p> <p>MRCP.</p>	Higher degree (MD, PhD or equivalent).	APP Form GDC/ GMC CV
Clinical Experience	<p>Training in management of HPB & HCC cancers.</p> <p>Experience in leading and delivering recruitment to early phase clinical trials, including advanced therapies.</p> <p>Experience of multidisciplinary cancer care.</p> <p>Experience of clinical trial development and operation.</p> <p>Experience of Acute Oncology.</p>	Wide general experience in Medical Oncology and an ability to offer expert clinical opinion in a range of problems within the speciality.	APP Form Ref/ Int
Clinical Skills	Management of all aspects of care of patients with complex cancers undergoing intensive treatment.		APP Form Ref/ Int
Audit Management & IT	Competent in undertaking and supervising audit.		APP Form Ref/ Int
Research, Teaching skill & experience	<p>Experience of applying translational research techniques in a clinical context, to study cancer as a disease and target for treatment.</p> <p>Clinical research experience as principle or sub-investigator.</p> <p>Experience of teaching and training undergraduates,</p>	<p>Ability to apply research outcomes to clinical problems.</p> <p>A background in discovery and development of new molecularly-defined therapies.</p> <p>An awareness of current speciality</p>	APP Form Ref/ Int

	<p>postgraduates and junior medical staff.</p> <p>Familiarity with research and clinical governance associated with delivery of advanced therapy investigational medicinal products.</p>	<p>specific developments, initiatives and issues.</p> <p>Evidence of training in research methodology.</p>	
Leadership / Management skills	<p>Communication; Ability to communicate with clarity and intelligently in written and spoken English; ability to build rapport, listen, persuade/ negotiate.</p> <p>Accountability; Ability to take responsibility, lead, make decisions and exert appropriate authority.</p> <p>Interpersonal Skills; Empathy, understanding, listening skills, patience and ability to work co-operatively with others.</p> <p>Able to change and adapt, respond to changing circumstances and to cope with setbacks or pressure.</p> <p>Ability to work as part of a team.</p> <p>Staff Management; Experience of performance management, developing and motivating staff.</p> <p>Finance; Knowledge of finance and budgets.</p>	<p>Enthusiasm and the ability to work under pressure.</p> <p>Commitment to Continuing Medical Education and Professional Development.</p>	APP form Ref/Int

Evaluation Key: APP Form [Application Form] Ref [References] Int [Interview]