

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Consultant Clinical Neurophysiologist Full-time (10 PAs)</b>
<b>Department:</b>	<b>Neurology &amp; Clinical Neurophysiology</b>
<b>Division:</b>	<b>Unplanned Care</b>
<b>Reports to:</b>	<b>Clinical Lead for Neurology &amp; Clinical Neurophysiology Cluster Director</b>

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### **Kingston Hospital and Surrounding Area**

Kingston Hospital provides a full range of diagnostic and treatment services. The hospital supports some 320,000 people in the surrounding area including the boroughs of Kingston, Richmond, Roehampton, Putney and East Elmbridge. Kingston Hospital is one of the largest employers in the region and employs over 3,700 staff across the widest range of careers. We are proud of our reputation as the largest single site District General Hospital in London and our Maternity Unit is the second biggest in London. In a National survey, we were rated as the Best Maternity Service in London by, the National Health Watchdog, the Care Quality Commission.

Each year, over one million people visit Kingston Hospital for treatment or as a visitor. Out of the top six London Trusts, Kingston is the only District General Hospital: the others are teaching hospitals. Overall, the hospital lies 15th nationally. The Hospital is based about 12 miles from the centre of London with good transport links into the capital and in a beautiful and historic part of the country. It lies very close to Richmond Park and is close to Hampton Court Palace and Kew Gardens, and the River Thames. Further information may be found on the hospital website at [www.kingstonhospital.nhs.uk](http://www.kingstonhospital.nhs.uk)

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### **Trust Culture and Values**

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this our five values are that we are all:

**Caring** – we design and deliver care around each individual patient's needs and wants

**Safe** – we make the safety of patients and staff our prime concern (safety comes first)

**Responsible** – all staff take responsibility for the hospital, its services and reputation

**Value each other** – we all value each other's contribution

**Inspiring** – *we always strive to empower each other to develop and deliver improvements to benefit our patients*

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'

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### **Hospital Management Structure**

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

Chairman: Sukhvinder Kaur-Stubbs

Chief Executive:	Jo Farrar
Medical Director:	William Oldfield
Chief Operating Officer:	Tracey Moore

The Trust has 2 Clinical Divisions, namely Planned and Unplanned Care, each of which has Clusters.

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### **Kingston Hospital Neurophysiology Service**

The neurophysiology service was established in 2016. We offer EMG/nerve conduction studies including single-fibre EMG, SSEPs and EEG and VEPs.

The service consists of a Consultant Neurophysiologist.

Dr David Martin-Lopez - Consultant post jointly with St George's Hospital

Supported by:

#### **Clinical Physiologist**

Mr Shinto Antony

#### **Department Equipment**

EMG/NCS/EP: 2 Dantec – Keypoint (1 portable).

TMS: 1 Magventure.

EEG: 2 Xltek (1 portable).

### **St Peter's Hospital Department of Clinical Neuroscience – Neurophysiology Department Structure**

The Department of Clinical Neuroscience covers the following specialist services:

- Neurology
- Neurophysiology
- Neurorehabilitation

The department consists of a Consultant Neurophysiologist

Dr Cristina Rodriguez-Viña - Consultant post jointly with St George's Hospital

Supported by:

#### **Service Manager**

Ms Sandra Chinyere

#### **Clinical Physiologist**

Mrs Catarina Maximo

Mr Shinto Antony

Mr Joby Jose

Mr Ademola Akano

#### **Department Equipment**

EMG/NCS/EP: 4 Cadwell (1 portable)

VEP: 1 Cadwell with Ganzfeld.

TMS: 1 Magstim.  
EEG: 3 Cadwell (1 portable).  
Home videotelemetry: 1 Cadwell.

### **Kingston Neurology Service**

The neurology service provides general neurological care to Kingston and the surrounding area. The mainstay of our work is out-patient clinics in general neurology, as well as specialist clinics in movement disorders, epilepsy, multiple sclerosis (MS), headache and functional neurological disorders and nurse-led clinics in MS, epilepsy and Parkinson's disease. We offer day unit treatments for MS (currently Natalizumab). We also provide a 5-day ward liaison service (in-reach) for in-patients. Elective lumbar punctures are performed on the neurology day unit at St George's Hospital.

We have access to CT and MRI scans, with visiting neuroradiologists from St George's contributing to reporting. DaTscans are offered by the nuclear medicine department.

The neurology service consists of the following consultant staff:

Dr Ali Al-Memar – general neurology  
Dr Lara Sanvito – general neurology and multiple sclerosis  
Dr Ivy Ong – general neurology and headache  
Dr Marianne Novak – general neurology and functional disorders  
Dr Jeremy Isaacs – general neurology and clinical lead  
Dr Udo Wiesmann – general neurology and epilepsy  
Dr Fiona Moreton – general neurology and stroke  
Dr Ioana Cociasu – movement disorders  
Dr Victoria Wallace – general neurology and multiple sclerosis

#### **Junior Medical Staff**

Specialist Registrars from St George's attend some specialist clinics and in-reach sessions

#### **Clinical Nurse Specialists**

Epilepsy: Dmitrij Peretz  
Multiple Sclerosis: Joanna Sasson and Natalia Gonzalez  
Parkinson's Disease: Patrice Gallogly

Clinics take place in Kingston Hospital and a number of peripheral sites.

### **St Peter's Hospital Department of Clinical Neuroscience – Neurology Department**

Our Neurology Team provide both inpatient and outpatient services to patients.

Inpatient services are in the form of a daily ward round to all patients requiring assessment or input from a Consultant Neurologist.

Outpatient services include both general neurology and specialist clinics in the following areas:

- Parkinson's and Movement Disorder – including Botox for Movement Disorders
- Multiple Sclerosis including DMT
- Headaches – including Botox and Vagal Nerve Stimulation
- Functional disorders
- Epilepsy
- Advanced Nurse Practitioner Lumbar Puncture Clinic (one of the first in the country)

The neurology department provides general neurological care to St Peter's and the surrounding area. The mainstay of our work is out-patient clinics in general neurology, as well as specialist clinics.

The neurology service consists of the following consultant staff:

Dr Jan Coebergh: Speciality Lead, general neurology, neuropsychiatry, movement disorders

Dr David Barnes: general neurology, multiple sclerosis,

Dr Khaled Abdel Aziz: general neurology, headache/migraine, MS

Dr Kirsten Kamman: general neurology, epilepsy

Dr Vijay Nar: general neurology,

Dr Tiago Teodoro: general neurology, movement disorder

#### Junior Medical Staff

Neurology Registrar from St George's on Rotation

#### Clinical Nurse Specialists

Kelly Ayre: PD

Samantha Truscott: PD

Eva Barton: MS

Charlotte Hillard: MS

Emily Whisker: LP

Natalie Thompson: Headache

Jane Goldberg: MS (retires in June)

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#### **Professional Structures**

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

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#### **KEY RESPONSIBILITIES/OUTCOMES:**

1. Maintain full registration with the General Medical Council and on the Specialist Register in Clinical Neurophysiology and up to date skills.
2. Share with colleagues responsibility for the day-to-day management of the Neurophysiology service.
3. Have the ability to work as a member of a team together with Clinical Neurophysiologists, Clinical Physiologists, Clinicians, Managerial and Secretarial staff.
4. Contributing to the provision of a specialist clinical service related to neurophysiology.

### **Job plan for Consultant in Neurophysiology**

#### **1. Job content**

Day	Time	Location	Work	Categorisation	No. of PAs
Monday	9.00-13.30	SPH	EMG	DCC	1
	13.30-15.00	SPH	EEG/NCS reporting	DCC	0.5
	15.00-17.30	SPH	SPA	SPA	0.5
Tuesday	9.00-13.30	KH	EMG	DCC	1
	13.30-15.00	KH	EMG	DCC	0.5

	15.00-16.00	KH	IP EMG/IP EEG reporting	DCC	0.25
	16.00-17.30	KH	SPA	SPA	0.25
Wednesday	9.00-13.30	KH	EMG	DCC	1
	13.30-15.00	KH	EMG	DCC	0.5
	15.00-16.00	KH	IP EMG/IP EEG reporting	DCC	0.25
	16.00-17.30	KH	SPA	SPA	0.25
Thursday	9.00-13.30	SPH	EMG	DCC	1
	13.30-16.00	SPH	EMG	DCC	0.75
	16.00-17.30	SPH	IP EMG/IP EEG reporting	DCC	0.25
Friday	9.00-13.30	SGH	Neuroscience grand round.	SPA	1.5
	13.30-15.00				
	15.00-17.00	SPH/KH	IP EEG reporting	DCC	0.5
TOTAL PAs	Direct Clinical Care (DCC) = 7.5 Supporting Professional Activity (SPA) = 2.5	10			

Programmed activity	Number
Direct Clinical Care	7.5 PA
Supporting Professional Activities	2.5 SPA
Other NHS Responsibilities	N/A
External Duties	N/A
<b>TOTAL PROGRAMMED ACTIVITIES</b>	<b>10 PA</b>

### Indicative Workload

Clinic templates are subject to annual review and job planning with the respective service leads. An indicative workload at both hospitals would be 4-6 patients seen in each EMG clinic, depending on complexity; 1 patient assessed in a 0.5 PA inpatient EMG session; 10-15 EEGs to report in a 1 PA reporting session (reduced to 5-7 in a 0.5 PA reporting session) depending on complexity.

### Optional remote reporting

Support for EEG and NCS remote reporting will be provided.

### On call duties

There is no formal on-call commitment. Occasional work out of hours may be required for urgent bedside tests, which will be flexibly worked including time off in lieu if necessary.

### Consultant's Job Plan

Job planning will be based on a partnership approach. The clinical manager will prepare a draft job plan, which will then be discussed and agreed with the consultant. Job plans will list all the NHS duties of the consultant, the number of programmed activities for which the consultant is contracted and paid, the consultant's objectives and agreed supporting resources. The duties and responsibilities set out in a Job Plan will include, as appropriate:

- Direct Clinical Care duties.
- Supporting Professional Activities.
- Additional NHS responsibilities

- External Duties

### **Educational Facilities**

The Postgraduate Medical Centre has been recently refurbished and there is an excellent multidisciplinary library. There is an active Postgraduate programme for junior staff co-ordinated by the Clinical and College Tutors with regular meetings, seminars, x-ray sessions and numerous tutorials. Medical students are attached to the medical teams from Imperial College and St George's Hospital Medical School.

### **Continuing Medical Education**

The appointee will be required to meet, as a minimum, the requirements of his/her Royal College in respect of continuing medical education. Collaborative research with other clinical colleagues is encouraged by the Trust.

### **Protecting Patients Guiding Doctors**

The Trust supports fully the General Medical Council's performance procedures designed to protect patients and guide doctors. In the context of a doctor's fitness to practice, the Trust requires all doctors to follow the GMC's principles of Good Medical Practice, which encourages and promotes effective self-regulation.

### **Secretarial / Administrative support**

The post holder will have access to secretarial support and a shared office at Kingston Hospital. A PC will be provided.

### **Governance / Audit**

The post-holder is expected to fully participate in the department's governance and contribute to this. The post holder will also be expected participate in audit activities within the department.

### **CPD**

The department has an active CPD programme including monthly academic seminars, a weekly half-day grand round / literature review, audit programme and journal club, among many other CPD opportunities. The post-holder is expected to fully engage with this and maintain their CME/CPD, including the requirements for external CPD.

### **Mentoring**

The post holder will be offered with a senior mentor to support their progress.

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### **Appraisal and revalidation**

All employees are expected to engage in annual appraisal, supported by trained appraisers, as well as maintain a portfolio to present for revalidation purposes to the Trust's responsible officer.

### **Health Clearance**

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

### **Criminal Records Bureau Disclosure**

A Criminal Records Bureau check and disclosure will be required before appointment for all posts with access to children or vulnerable adults.

### **Confidentiality and Disclosure of Information**

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

### **Raising concerns**

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

### **Data Quality/Security**

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

### **Acceptance of Gifts and Hospitality**

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

### **Codes of conduct and professional standards**

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

### **Risk (managerial and supervisory staff only)**

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

### **Health and Safety**

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

### **Infection Control**

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

### **Personal Property**

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

### **Equal Opportunities**

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of their age, colour, creed, ethnic or national origin, marital status, nationality, physical or mental disability, race, religious belief, sex or sexual orientation.

### **No Smoking**

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

### **Security**

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

### **Safeguarding children and vulnerable adults**

Kingston Hospital NHS Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced Criminal Records (CRB) check will be required. All employees have a 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 their role.

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### **Main Conditions of Service**

The appointment will be on the basis of the new consultant contract laid down by the Hospital Medical and Dental Staff Terms and Conditions of Service and General Whitley Council (2003). Local arrangements have been reached and implemented by the Trust through a formal negotiating process. Any subsequent changes will be notified to the successful candidate and thereafter form part of his/her contract of employment. The arrangement of duties will be such as may be agreed from time to time between the employing Trust and the person appointed.

A consultant has continuing clinical and professional responsibility for patients admitted under his or her care of, (for consultant in public health medicine) for a local population. It is also the duty of a consultant to:

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

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

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

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

### **Appraisal**

Appraisal is mandatory. A number of consultants in each department have received training in this process. One of these consultants will be identified as the successful candidate's appraiser. Training for appraisees will be provided. The appraisal process is in accordance with GMC guidelines using GMC documentation.

### **Medical Clearance**

Prior to employment we require a satisfactory report from our Occupational Health Department.

To enable the Trust to comply with Department of Health Guidelines for "Protecting Health Care Workers and Patients from Hepatitis B", it will be necessary to provide evidence of Hepatitis B status to the Occupational Health Department, in order for them to ensure that those involved in "exposure prone invasive procedures" fit the criteria within these guidelines and to enable them to offer continued protection to all medical staff.



## **Salary**

The salary scale will be that applying to Hospital Medical and Dental Staff.

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## **Informal Discussions**

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

Jeremy Isaacs, Clinical Lead (KH)

[jeremy.isaacs@nhs.net](mailto:jeremy.isaacs@nhs.net)

David Martin-Lopez, Consultant in Neurophysiology (KH)

[david.martinlopez@nhs.net](mailto:david.martinlopez@nhs.net)

Sandra Chinyere, Service Manager (ASPH)

[sandra.chinyere@nhs.net](mailto:sandra.chinyere@nhs.net)

Cristina Rodríguez-Viña, Consultant in Neurophysiology (ASPH)

[cristina.rodriquezvina@nhs.net](mailto:cristina.rodriquezvina@nhs.net)

## **Person Specification**

### **Consultant in Neurophysiology**

<b>Criteria for Selection</b>	<b>Essential Requirements</b>	<b>Desirable Requirements</b>	<b>Assessment Method</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Full GMC Registration (or eligibility to obtain) via CCT (proposed CCT date must be within 6 months of interview), CESR or European Community Rights.</li><li>• RCP or equivalent (eg: MRCP).</li><li>• On GMC Specialist Register for Clinical Neurophysiology <i>or</i> within 6 months of CCT from the date of the interview <i>or</i> have confirmed eligibility for Specialist Registration.</li></ul>	<ul style="list-style-type: none"><li>• MD/PhD/MBA</li></ul>	<ul style="list-style-type: none"><li>• Application Form (in first instance) and Interview</li></ul>
<b>Clinical Experience</b>	<ul style="list-style-type: none"><li>• Current wide range of experience, including EEG, EMG, NCS, TMS and EPs.</li></ul>		<ul style="list-style-type: none"><li>• Application Form (in first instance) and Interview</li></ul>
<b>Management Skills</b>	<ul style="list-style-type: none"><li>• Practice in line with Trust principles and protocols.</li></ul>	<ul style="list-style-type: none"><li>• Attended management training course.</li><li>• Knowledge of finance / budgets</li></ul>	<ul style="list-style-type: none"><li>• Application Form (in first instance) and Interview</li></ul>

<b>Experience in Training, Audit and Research</b>	<ul style="list-style-type: none"> <li>• Demonstrable commitment and ability to teach and train undergraduates and junior doctors.</li> <li>• Experience of clinical audit.</li> <li>• Relevant research articles in peer-reviewed journals.</li> </ul>	<ul style="list-style-type: none"> <li>• Completed 'Train the Trainers' course.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form (in first instance) and Interview</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Demonstrate leadership skills within a multidisciplinary team.</li> <li>• Ability to motivate staff, to facilitate appropriate changes in clinical practice and to work as part of a team.</li> <li>• Excellent written and verbal communication skills, enthusiasm and approachability.</li> <li>• Commitment to continuing professional development and clinical governance</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form (in first instance) and Interview</li> </ul>

**Date: 03/04/2023**