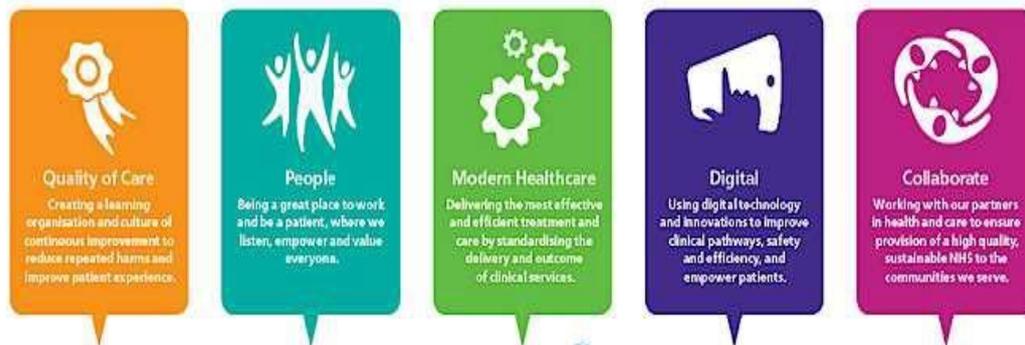




## CONSULTANT RECRUITMENT PACK LOCUM CONSULTANT VIROLOGIST

**“Our vision is to provide an outstanding experience  
and the best outcome for patients and the team”**

We'll do that through our five strategic objectives:



PATIENTS FIRST | PERSONAL RESPONSIBILITY | PASSION FOR EXCELLENCE | PRIDE IN OUR TEAM

Together we care



# CONSULTANT VIROLOGIST

## JOB DESCRIPTION

### Contents

1. Welcome letter
2. About the Trust
3. About the Department/Specialty
4. The Job Description
  - 4.1 Summary Details
  - 4.2 Main Duties
  - 4.3 Job Plan
  - 4.4 Person Specification
5. Values based behaviours
6. Conditions of Appointment
7. Revalidation and Strengthened Medical Appraisal
8. Main Conditions of Service
9. Recreation and Transport
10. Communication and Confidentiality (Information Governance)
11. Development, Modernisation and Change
12. Inclusion Diversity and Rights
13. Monitoring and Maintaining Good Health and Safety
14. Mandatory Training
15. NHS Constitution
16. Quality and Risk Management
17. Whistle-Blowing
18. Requirement For Flexibility In An Emergency Situation
19. Safeguarding



## 1. LETTER OF WELCOME

Hello, I'm Nicola Newman, Managing Director of Berkshire and Surrey Pathology Services (BSPS).

I'm delighted that you are interested in joining our team.

We have an exciting opportunity for a medically-qualified virologist who holds FRCPath Part 2 or is within 6 months of being awarded GMC specialist registration by CCT or CESR to work at St Peter's Hospital in Chertsey, Surrey.

We are one of the country's highest-performing, most integrated and most respected NHS Pathology networks. Our focus on clinical excellence means that we are the perfect place for you to progress as a professional. Our friendly, supportive, open culture makes this a unique place to support great patient care. We are proud to be NHS-managed, and are driven to provide the best quality service for our patients. We strive to be an exemplar network for how modernised, innovative pathology services can be delivered for today's NHS.

BSPS serves six hospitals across five NHS Trusts: Ashford and St Peter's Hospital (ASPH), Frimley Park Hospital, Wexham Park Hospital, Royal Surrey Hospital, Royal Berkshire Hospital, and East Surrey Hospital. Our current workload is around 50 million tests per annum and we have a turnover of approximately £120m. We serve a population of approximately 3.9 million across six pathology laboratories, employing over 1000 whole-time equivalents of staff with over 100 consultants.

We are looking for applicants with enthusiasm and drive, who are good communicators and team-workers, who foster productive working relationships with colleagues, and who are committed to patients, their safety and the quality of the services we provide. We are welcoming applications from candidates interested in full or part-time working.

We'd love to meet you for an informal visit. Please contact me to arrange a visit or for an informal chat about the post.

Best wishes,

**Nicola Newman**

Email: [nicola.newman3@nhs.net](mailto:nicola.newman3@nhs.net) Tel: 0300 613 4742  
PA : [ruth.cox6@nhs.net](mailto:ruth.cox6@nhs.net) Tel: 0300 613 3497

## 2. ABOUT THE TRUST

*We are rated “Good again”* by the Care Quality Commission (CQC). Chief Executive, Suzanne Rankin, has said: “I am delighted with the outcome of this inspection and that we have maintained our overall Trust rating of ‘Good’ since the last inspection in 2015. I’m particularly proud to see some fantastic improvements – the overall rating for St Peter’s Hospital and for our Children and Young People’s service is now ‘Good’ and our Critical Care service classed as ‘Outstanding’.

**Our vision** – to provide an outstanding experience and best outcome for patients and the team describes how we want every patient and team member to feel about the care and treatment received and the environment and support given to colleagues. Our aims include ensuring patients are treated with compassion, enabled as experts in “me” and care plans are developed through shared decision making, in a safe way and without delay.

**Our values** describe what we believe in, how we will behave and the expectations for teams. The 4Ps were developed in conjunction with staff as part of our Foundation Trust authorisation.

**Our mission** – to enable the vision and aims, is to ‘ensure the provision of high quality, sustainable healthcare services to the community we serve’. Sustainability is essential to achievement of our strategy.

Our staff survey results show continuous improvement on how staff feel about working at ASPH, which is significant in terms of our work on #Rightculture, quality improvement and staff satisfaction. Our Friends and Family test - recommendation of the Trust as a place to work or receive treatment - is **better than** the national average. We know that a **positive and inclusive culture** where staff are engaged and motivated = high quality care for patients.

We place a strong emphasis on being a values-led organisation, and celebrate the contribution of our staff with a staff recognition scheme and an annual staff awards ceremony. We believe strongly in staff engagement, and we have a development programme for new Consultants, team and individual coaching programme and emphasis on learning and development.

ASPH is the largest provider of acute services to residents of Surrey and a growing proportion of west London residents, more than 410,000 people. Our main catchment areas are the boroughs of Runnymede, Spelthorne, Woking and parts of Elmbridge, Hounslow, and Surrey Heath. We have 520 beds covering a wide range of specialties, and a full range of therapeutic and diagnostic services. With a workforce of around 3,800 staff and a budget of £300m, the Trust has an impressive track record of developing integrated models of care.

**Ashford Hospital**, on the A30 near Heathrow Airport and **St. Peter’s Hospital** in Chertsey, near the M3/M25 are the main hospital sites. Medical services are run from the Bradley unit, Woking and Milford Hospital. St. Peter’s Hospital provides acute complex medical and surgical care and emergency services, along with maternity, paediatrics and a number of specialist services. Ashford Hospital focuses on planned care, such as day case and orthopaedic surgery and rehabilitation services. More information on our website <http://www.ashfordstpeters.nhs.uk/>

In 2017/18 we treated 102,000 visits to A&E, 27,000 Emergency Admissions and 42,000 planned in patient/day cases, 483,000 outpatient appointments, helped deliver over 4,000 babies.

We have built positive partnerships with other healthcare organisations across North West Surrey Integrated Care Partnership and with the wider Surrey Heartlands STP to provide high quality care to patients and develop effective models of care across clinical pathways.

On the academic side, we engage in research and education with the University of Surrey, Royal Holloway University of London, Kingston University, Imperial College and St George’s Medical School. Many of our consultants’ job plans have dedicated PAs at other acute hospitals such as St George’s and Epsom & St Helier.

Within easy reach of London, as well as the smaller towns of Weybridge, Woking, and Virginia Water,

the local area has excellent independent and state schools. Leafy Surrey offers a rounded life outside of work, and as an ambitious Trust, Ashford and St. Peter's offers opportunities for individuals to try new things and to gain exposure, and a supportive and welcoming team in which to do this.

### 3. ABOUT THE DEPARTMENT/SPECIALTY

We aim to provide a high-quality patient experience and an excellent place to work for all staff. We believe that the key to improved patient and staff experience is a high quality, efficient and patient-centred pathway, in which the patient sees the 'right doctor, first time'.

#### **Managerial and administrative structure:**

Nicola Newman, Frimley Health NHS Foundation Trust, is the current Director of BSPS and Dr Andrew Laurie, Consultant Haematologist, Ashford & St Peter's NHS Foundation Trust is the Medical Director. These directors are responsible to a management board consisting of the CEOs of the participating Trusts and subject to appointment by the Board.

Clinical services are provided from three divisions – Infection & Immunity, Blood Sciences, and Cellular Pathology – each for which is led by an Associate Medical Director (AMD), who is the operational line manager of the BSPS consultants (each of whom is also accountable professionally to the Medical Director of their employing Trust). A Specialty Lead is appointed from the Consultant staff of each discipline (Microbiology, Virology, Immunology, Clinical Biochemistry, Haematology and Blood Transfusion, Histopathology and Cytopathology). The Specialty Leads, together with the AMDs and General Managers, form the Pathology Executive Team. Managerial relationships within the Directorate comply with the Strategic Review of Pathology Services. Mrs Kamal Sandhu, General Manager, is the budget holder for the Infection & Immunity division (Microbiology, Virology, Immunology and Molecular Diagnostics).

The virology laboratory is based at St Peter's Hospital and performs all of the virology work for this hospital as well as the other five hospitals within BSPS. The microbiology service is delivered from two hub laboratories, at Frimley Park Hospital (FPH) and Wexham Park Hospital (WPH). The laboratory has undergone "Laboratory Benchmarking" in addition to a review by the Audit Commission. The department takes part in National External Quality Assurance Schemes (NEQAS) for all laboratory tests. The laboratory has a well-developed clinical governance structure comprising research and development, training and education, audit and clinical effectiveness, risk management, health and safety and operational management. The laboratory is UKAS-accredited.

There is one integrated laboratory information management system (LIMS) – Winpath Enterprise – which is shortly to be upgraded from version 7.21 to 7.24 (in April). The LIMS is used by all pathology staff across the six hospital sites, so there is end-to-end visibility of all pathology results across the network. There is complete interfacing between WinPath and the electronic patient records (EPR systems of all five of the BSPS Trusts).

The Virology and Microbiology departments have a joint Clinical Governance Committee and both specialties have Quality Groups and Senior Staff hub meetings to ensure clinical leadership, and the delivery and development of high-quality service to our users.

#### **Laboratory activity**

Based at St Peter's Hospital, Chertsey, the large hub laboratory provides the virology service within BSPS which includes serology, molecular, Surrey and Hampshire Chlamydia Screening and Infectious Diseases in Pregnancy Screening (IDPS). The Laboratory is accredited to ISO 15189:2012 standards under the UKAS number 9737. The full repertoire of tests is available on the accredited scope. The laboratory is currently in the process of implementing new state of the art automation and equipment for both serology and molecular testing including a shared track with Blood Sciences and Immunology.

Current annual activity for the Virology Laboratory is in excess of 700,000 samples

The virology laboratory operates during the following hours:

- Weekdays 7 a.m. to 7 p.m.
- Saturdays 9 a.m. to 1 p.m.

## Virology staffing

### Laboratory:

0.8 WTE Band 8a Lead Biomedical Scientist  
0.4 WTE Band 8a Lead Biomedical Scientist for IT  
2.28 WTE Band 7 Senior Biomedical Scientists  
3.4 WTE Band 6 Specialist Biomedical Scientists  
6.0 WTE Band 5 State Registered Biomedical Scientists  
1.0 WTE Band 5 IT and Quality Support Officer  
1.0 WTE Band 4 Associate Practitioner  
6.0 WTE Band 3 Senior Pathology Support Workers

### Clinical:

1.0 WTE Consultant Virologist (this post, current post-holder on extended leave)  
1.0 WTE Associate Specialist in Virology – Dr Nadeeka Janage

There is very close clinical liaison with the hospital clinicians and GPs to provide advice on the diagnosis and treatment of patients with viral infection and matters relating to infection control.

The virologists also work closely with the medical microbiologists at St Peter's Hospital and across the other five hospitals within BSPS. These colleagues are:

Frimley Health Foundation Trust  
(FPH & WPH)

Dr Emma Hutley  
Dr David Garner  
Dr Manjula Meda  
Dr Jane Democratis  
Dr Neha Chopra

Royal Sussex County Hospital

Dr James Clayton  
Dr Reela Varghese

St Peter's Hospital

Dr Abraham Teferi (who also provides Virology services)  
Dr Kanchan Dhamija  
Dr Sorrhush Soleimani

East Surrey Hospital

Dr Bruce Stewart (AMD for Infection & Immunity)  
Dr Karen Knox  
Dr Bradley Wilding

Royal Berkshire Hospital

Dr George Jacob  
Dr Shabnam Iyer  
Dr Nilangi Virgincar

## 4. JOB DESCRIPTION

### a. SUMMARY DETAILS

<b>Job Title:</b>	Locum Consultant Virologist
<b>Hours:</b>	10 PAs full time (8.5 DCC, 1.5 SPA)
<b>Accountability:</b>	Professionally to Ashford & St Peter's Trust Medical Director Managerially to BSPS Managing Director
<b>Reporting to:</b>	BSPS Associate Medical Director for Infection & Immunity
<b>Base:</b>	St Peter's Hospital, Chertsey. The post-holder may be required to work at any other Trust site from time to time, or any other location where BSPS provides services.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, the post-holder may be required to undertake other duties that are consistent with the role / grade. The detail and emphasis of the role may change with clinical and technical advances in the specialty, you will be expected and supported to keep up to date with this.

Significant and long-term changes to the role would be in consultation with you and in line with the needs of your work area.

### **Brief outline of the Post**

This is a fixed-term (6 months in the first instance, but potentially extendable) locum NHS consultant post, required due to the extended absence of the current substantive consultant post-holder. The employing Trust is Ashford and St Peter's NHS Foundation Trust (ASPH), and the work site is based in the Virology Laboratory at ASPH. The successful candidate will hold the new consultant contract with 10 Programmed Activities.

The post-holder must be a registered medical practitioner and hold full and specialist registration (with a licence to practise) with the General Medical Council (GMC), or be eligible for registration within six months of interview. It is expected that the successful applicant will hold FRCPath or equivalent higher degree and have wide experience in clinical and diagnostic virology and infection management.

The post-holder will be responsible, along with the Associate Specialist for Virology and the Consultant Microbiologists, for the delivery and development of a comprehensive, efficient and cost-effective clinical virology service to the hospitals in the BSPS collaboration, GP and community services within the catchment area, and UKHSA.

The post-holder will work closely with the Trust's Director for Infection Prevention & Control (DIPC) and the Infection Control lead as required.

### b. MAIN DUTIES OF THE POST

- To work productively and effectively as a team member with the Associate Specialist in Virology and the virology laboratory BMA, MLA and administrative staff to ensure the delivery of a high-quality, safe, comprehensive virology service to the Trusts and communities of the BSPS network.
- To validate, verify, authorise and interpret virology and related laboratory results.
- To communicate critical/urgent results to clinical users and microbiologist colleagues.
- To provide clinical advice on the management of patients with viral infectious diseases.
- To engage with infection control and public health colleagues in the management of incidents and outbreaks.

- To work according to the agreed job plan.
- To uphold the principles of patient safety and confidentiality in line with regulations (e.g. GDPR) and published guidance (e.g. NICE, GMC Good Medical Practice).
- To carry out clinical duties to the level of their clinical competence and in line with departmental SOPs and guidelines.
- To conduct themselves according to the principles and precepts laid out in the GMC's Good Medical Practice standards.
- To contribute to the wider functioning of the department, division and network, including adoption of new ways of working, quality improvement activity, data analysis, audit, NEQAS, laboratory quality management, service development, etc.
- To contribute to the delivery of the Trust's vision, values and annual strategic objectives.
- To comply with Royal College CPD requirements and undertake SPA activity commensurate to requirements for maintaining consultant competency and revalidation.
- To provide prospective cover for colleagues on annual and study leave.
- To comply with all relevant Trust policies, including but not limited to health and safety at work, GDPR, grievance and disciplinary procedures, sickness absence and leave management, equality and diversity, safeguarding.

### **Key working relationships**

- Virology department colleagues – associate specialist, deputy general manager, band 8 leads, BMS/MLA/administrative staff
- Associate Medical Director for Infection & Immunity
- General Manager for Infection & Immunity
- BSPS medical microbiologist colleagues
- Hospital clinicians caring for patients with viral infections in the Trusts of the BPS network
- General Practitioners in the catchment area of the BSPS network
- Infection Prevention and Control (IPC) nursing teams in the Trusts of the BSPS network
- Local Health Protection Teams
- Clinical virology network colleagues

### **Consultant On-Call Rota**

There is no on-call commitment with this post at present

### **IT & Secretarial Support**

The Trust will provide the post holder with a PC and secretarial support.

### **Annual Leave**

Annual leave entitlement is 32 days per year pro rata (e.g. 16 days for a 6-month contract) plus public holidays.

### c. INDICATIVE JOB PLAN

(To be confirmed, depending on the needs of the service)

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<b>AM (9am – 1pm)</b>	Telephone advice to users of the service Authorising results Clinical handover meeting (DCC – 1 PA)	Telephone advice to users of the service Authorising results (DCC – 1 PA)	Telephone advice to users of the service Authorising results (DCC – 0.5 PA)  Core SPA (0.5 PA)	Telephone advice to users of the service Authorising results. (DCC – 1 PA)	Telephone advice to users of the service Authorising results. (DCC – 1 PA)
<b>PM (1pm – 5pm)</b>	Telephone advice to hospital & community users of the service Authorising results on GP samples (DCC – 1 PA)	Telephone advice to users of the service Authorising results (DCC – 0.5 PA)  Core SPA (0.5 PA)	Telephone advice to users of the service Authorising results (DCC – 1 PA)	Telephone advice to users of the service Authorising results. (DCC – 0.5 PA)  Core SPA (0.5 PA)	Telephone advice to users of the service Authorising results (DCC – 1 PA)

### SUPPORTING PROFESSIONAL ACTIVITIES (SPA)

ASPH is committed to ensuring that all Consultants have dedicated SPAs within their job plan which they will be expected to carry out on-site/in the workplace. Core SPA activity is intended to cover the essential developmental and supporting requirements for consultant revalidation. Activities include:

- CPD and educational meetings
- Teaching and training
- Audit
- Laboratory meetings
- Job planning and appraisal
- Mandatory and statutory training
- Service development and quality improvement work

Formal study leave is provided for by an annual entitlement of 10 days and £1000.

### LEARNING, DEVELOPMENT AND RESEARCH

- St Peter's Hospital has a modern postgraduate education centre with lecture facilities and conference rooms. In addition the lunchtime restaurant provides an opportunity for hospital staff of all grades to meet informally. The library facilities are extensive with computer and internet access.
- The Trust encourages and supports consultants with a special interest to develop their interest, where it meets department objectives, and can be audited and reviewed, and provide learning opportunities for other staff.
- Participate in clinical audit activities of the department and hospitals, ensuring record-keeping is effective.
- Undertake research and develop special interests within the limits of clinical and service workload and to initiate and guide the junior doctor medical staff in such interests.
- Undertake continuing professional development internally and externally with study leave entitlement as appropriate.

## **Arrangements for Visiting the Trust**

Applicants are encouraged to visit the Departments or telephone to discuss the post. Informal enquiries and arrangements to visit should be made to:

### **Dr Nadeeka Janage**

Specialist Doctor in Virology  
St Peter's Hospital  
Chertsey  
Surrey KT16 0PZ  
01932 723029  
[nadeeka.janage@nhs.net](mailto:nadeeka.janage@nhs.net)

### **Dr Bruce Stewart**

Consultant Microbiologist and  
Associate Medical Director  
East Surrey Hospital  
Redhill, Surrey, RH1 5RH  
01737 239104  
[bruce.stewart@nhs.net](mailto:bruce.stewart@nhs.net)

**d. PERSON SPECIFICATION**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>- Medical Degree: MBBS or equivalent</li> <li>- FRCPATH or show evidence of equivalent qualification</li> <li>- Full and specialist registration (and a licence to practise) with the General Medical Council (GMC) (or eligible for registration within six months of interview)</li> <li>- Applicants that are UK trained, must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview.</li> <li>- Applicants that are non-UK trained, they will be required to show evidence of equivalence to the UK CCT</li> </ul>	<ul style="list-style-type: none"> <li>- MRCP or show evidence of equivalent qualification</li> <li>- Joint training (Virology &amp; ID) or show evidence of equivalent qualification</li> </ul>
Experience & ability	<ul style="list-style-type: none"> <li>- Experience in Infection Control and management of outbreaks.</li> <li>- Experience of clinical and laboratory virology</li> <li>- Thorough understanding of the principles of and experience in clinical audit</li> </ul>	<ul style="list-style-type: none"> <li>- Experience in developing effective and collaborative working relationships.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>- Must be able to demonstrate, in relation to people who use Trust and other related services:</li> <li>- knowledge &amp; awareness of diversity and human rights</li> <li>- ability to communicate effectively with them and with other staff to ensure that their care, treatment and support are not compromised</li> <li>- a good understanding of their communication, physical &amp; emotional needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence</li> <li>- Understanding principles of clinical governance</li> <li>- Excellent written and verbal communication skills</li> <li>- Ability to work constructively in a multidisciplinary team, be flexible and responsive to the needs of colleagues and provide team leadership</li> <li>- Evidence of ability to continuously improve patient and staff experience</li> <li>- Ability to manage competing demands in a busy acute environment and cope and manage own emotions under stress</li> <li>- Ability to empathise with patients and their families and to treat them with compassion and sensitivity</li> <li>- Competent in the use of IT/computer systems</li> </ul>	
Teaching	<ul style="list-style-type: none"> <li>- Medical and non-medical undergraduate and postgraduate teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>- Postgraduate certificate in education</li> </ul>

Knowledge	<ul style="list-style-type: none"> <li>- NHS Constitution</li> <li>- Trust vision, values, strategic objectives and key work programmes</li> <li>- Must be able to demonstrate knowledge of the professional code of conduct and guidance issued by the GMC and adhere to this.</li> </ul>	
Leadership and Management	<ul style="list-style-type: none"> <li>- Understanding of NHS policy and delivery of national performance targets (including hospital acquired infections)</li> <li>- Flexible, pragmatic and a problem-solving approach.</li> <li>- Ability to inspire and motivate others</li> </ul>	<ul style="list-style-type: none"> <li>- Evidence of previous active participation in leadership and management activities</li> <li>- Experience of managing budgets and staff</li> <li>- Experience of change management</li> <li>- Management qualification</li> </ul>
Research	Experience of research, particularly in collaboration with other clinicians	<ul style="list-style-type: none"> <li>- Willingness to continue participation in research</li> <li>- Ability to supervise postgraduate research</li> <li>- Publication in peer reviewed journals</li> </ul>

# Values and Behaviours

## Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
Care	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you work past is the standard you accept
Compassion	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
Communication	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
Humility	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

## Passion for Excellence

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Positivity	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
Innovation	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
Integrity	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo

## Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
Commitment	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
Self-awareness	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
Integrity	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
	Courage	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth

## Pride in our Team

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Constructiveness	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
Selflessness	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
Integrity	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
		Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words



## 5. VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

## 6. CONDITIONS OF APPOINTMENT

The appointment will be subject to NHS Employment Checks. These include:

- Occupational Health screening by questionnaire, and if required a medical examination arranged through the Occupational Health Department prior to appointment. Confirmation of Hepatitis B immune status will be required.
- Disclosure and Barring Service Check - Enhanced
- Identity and Right to Work checks
- Satisfactory references covering the last three years
- The appointee must have full and specialist registration (and a licence to practise) with the GMC
- Applicants that are UK trained, must also be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview. Applicants that are non-UK trained, they will be required to show evidence of equivalence to the UK CCT.
- The passing of a medical examination shall be a condition of employment for all new entrants to the NHS and for those returning to the NHS after a period of service outside Great Britain
- Revalidation
- The appointee is required to live not more than 30 minutes travel time by road from St. Peter's Hospital unless by prior arrangement
- Medical negligence indemnity is provided by the Trust for all duties covered by this post. Post holders should ensure they understand those aspects of medical practice not covered by this indemnity.

## 7. REVALIDATION AND STRENGTHENED MEDICAL APPRAISAL

- Revalidation of licensed doctors is required every five years and is based on comprehensive appraisals undertaken annually. It is designed to improve the quality of patient care by ensuring that licensed doctors remain up to date and continue to be fit to practice.
- Annual appraisal is a contractual requirement for all medical staff as part of Revalidation. It is the personal responsibility of all doctors to ensure they have an annual appraisal and maintain a portfolio, contains the annual appraisal documentation, which the GMC may request to inspect should the need arise.
- The appointed consultant would be expected to participate in CPD, in relevant quality assurance schemes and proficiency testing. Time and funding will be provided for CPD activity.

## 8. MAIN CONDITIONS OF SERVICE

- This appointment is covered by local Terms and Conditions of Services and Ashford & St. Peter's Hospital's NHS Foundation Trust policies. Where local terms and conditions do not exist, the NHS Terms and Conditions – Consultants (England) 2003 apply.
- The post is graded as consultant based on the 2003 Consultant Contract.
- The appointment is for 10 programmed activities, 8 direct clinical care and 2 supporting professional activities. Sessional commitments will be reviewed at annual appraisal. Applicants wishing to work fewer PAs are welcome to apply.
- Any Consultant who is unable to work full-time for personal reasons will be eligible to be

considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

- Annual leave and study leave entitlement will be in line with the NHS Terms and Conditions of Service. Wherever possible, leave requests should be made 6 weeks before the start of the intended leave and the leave must be discussed with consultant colleagues within the department before being booked.
- Where a practitioner intends to claim reimbursement of removal or associated expenses it is important for them to mention this to the Trust before taking up the post. In this way, eligibility can be determined before the practitioner incurs expenses which the Trust may not deem as being appropriate for reimbursement.
- The Trust provides a 24/7 service. Accordingly, you may be required to work such hours as the Trust specifies, including nights, evenings and weekends. For the avoidance of doubt, paragraph 6 of Schedule 3 to the Consultant Contract does not apply to this appointment.
- All staff will have a general mobility clause in their contracts which will enable them to be moved between sites as required by BSPS Management Team. Consultant staff may on occasion be required to work across multiple sites. A licence to practice for the non-prime site will be issued

## 9. RECREATION AND TRANSPORT

In the immediate locality there are leisure centres at Staines-upon-Thames, Sunbury, Woking and Feltham, squash courts in Egham and Feltham and many golf courses nearby. Windsor, Runnymede, Hampton Court, Wisley (RHS) Gardens the Thames and other places of interest are within a 10 mile radius.

Central London is easily accessible with regular trains from Ashford and Woking to Waterloo. The motorway network, M25, M3 and M4 are also close by. Heathrow airport is 20 minutes by car and Gatwick Airport is 30 to 40 minutes by car.

## WORKING FOR THE TRUST

### GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <http://www.ashfordstpeters.org.uk/employment>. ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <http://www.ashfordstpeters.org.uk/organisational>

## 10. COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality Policy <http://trustnet/documents/menu113.htm> and Information Governance Policy <http://trustnet/documents/menu1107.htm>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at [http://www.ashfordstpeters.org.uk/attachments/799\\_Freedom%20of%20Information%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/799_Freedom%20of%20Information%20Policy.pdf)

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <http://trustnet/documents/menu11.htm>

## 11. DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <http://www.ashfordstpeters.org.uk/organisational>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role / band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

## 12. INCLUSION DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, ethnicity, religion or belief, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site: <http://www.asph.nhs.uk/annual-equality-and-diversity-report>

## 13. MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies

posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

## 14. MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

## 15. NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

### Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <http://www.dh.gov.uk/en/Healthcare/NHSConstitution>

## 16. QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.

<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Risk & health & safety policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustnet/documentss/menu8.htm>;
- Fire policy is available at <http://trustnet.asph.nhs.uk/documents/document306.htm>;
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

## 17. WHISTLE-BLOWING (Raising Concerns Policy)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at:

[http://www.ashfordspeters.org.uk/attachments/1276\\_Whistle%20Blowing%20Policy.pdf](http://www.ashfordspeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf)

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

## 18. REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

## 19. SAFEGUARDING

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection and they must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trusts local and SSCB's Child Protection and Safeguarding procedures.

Information on Child Protection is available at:

[http://www.ashfordstpeters.org.uk/attachments/1247\\_Child%20Protection%20Safeguarding%20Policy.pdf](http://www.ashfordstpeters.org.uk/attachments/1247_Child%20Protection%20Safeguarding%20Policy.pdf)  
and

<http://trustnet/docsdata/paed/index20.htm>

Information on the Abuse or Suspected Abuse of Vulnerable Adults is at:

[http://www.ashfordstpeters.org.uk/attachments/723\\_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf](http://www.ashfordstpeters.org.uk/attachments/723_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff required to have a DBS disclosure for their post will undergo a recheck every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.