



# Senior Clinical Fellow

Cardiology

Emergency Care and Integrated Care Division

## JOB DESCRIPTION



Chelsea and Westminster Hospital  
NHS Foundation Trust



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# Welcome



Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England.

We have two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

- We employ over 7,000 staff and 500 volunteers
- We treat someone in A&E every 90 seconds
- We deliver a baby every 50 minutes
- We operate on a patient every 16 minutes
- We do 50 imaging procedures each hour
- We serve a diverse population of 1.5 million from the beginning to the end of life

## Our values

Our PROUD values demonstrate to staff, patients and the public the standards of care and experience they should expect from our services:

- **P**utting patients first
- **R**esponsive to patients and staff
- **O**pen and honest
- **U**nfailingly kind
- **D**etermined to develop

## Job summary

**Job title** Senior Clinical Fellow, Cardiology  
**Band** Medical & Dental

Senior Clinical Fellow- Cardiology- April 2024  
Chelsea and Westminster Hospital NHS Foundation Trust

<b>Division</b>	Emergency Care
<b>Responsible to</b>	Service Director
<b>Accountable to</b>	Clinical Directors
<b>Type of contract</b>	Temporary
<b>Hours per week</b>	40 hrs
<b>Location</b>	Chelsea & Westminster and West Middlesex Hospitals

## **Job Summary**

### **Background to the Posts:**

These posts arise from innovation and transformation work within the cardiology service at the Trust. These posts will work with the cross-site team, including CCG, ICS and community partners, to deliver these projects.

### **Key Result Areas, Main Duties and Responsibilities**

The Cardiology Department at the Trust treats all patients with a primary cardiac diagnosis providing inpatient care in our CCU and dedicated Cardiology Ward on the West Midd site and a heart failure ward and a wide range of specialist outpatient clinics and community outreach services. Services are in high demand and the department is undergoing a period of expansion in the scope of services provided to accommodate this demand. We work closely with our tertiary care partners across West London.

This post will work with the project team to deliver this project in Hounslow and the wider ICS , supporting GP practices and working with the cardiology team to determine evaluation strategies.

### **Medicine Directorate**

The Medicine Clinical Directorate offers a high quality, safe and patient focused service.

The Directorate is part of the Division of Emergency & Integrated Care. The Division covers a wide range of services and clinical specialties that manage the flow of emergency medical patients throughout the organisation.

The clinical specialties include:

- A&E
- Acute Medicine & Ambulatory Emergency Care
- Care of the Elderly & Stroke
- Neurology
- HaemOnc, Cancer Services and Palliative Care
- Gastro, Endoscopy & Hepatology
- Diabetes & Endocrine
- Cardiology
- Respiratory
- Rheumatology

- Nephrology

## **Cardiology Department Staff**

### **2.3 Divisional Management Board**

The Divisional Medical Director for the Emergency and Integrated Care Division is a member of the management executive which includes the Medical Director. Divisional Medical Directors are managerially accountable to the Medical Director who in turn is accountable to the Chief Executive and work to mutually agreed corporate objectives. The Emergency and Integrated Care Division management team is:

Professor Kevin Shotliff                      Divisional Medical Director

Anna Letchworth                              Director of Operations

Dr Emma Rowlandson and Dr Julian Collinson    Clinical Director for medical specialties

Dr Sadia Khan                                  Service Director

The day to day operational management is covered by the team.

## **Clinical Service**

The Clinical Fellows will report professionally and managerially to the Divisional Management team comprising the divisional Medical Director and Divisional Director of Operations, via their clinical Service Lead. The Service Lead for Cardiology currently is Dr Sadia Khan.

## **Key responsibilities**

You will be expected to agree annual objectives with your Clinical Service Lead which fit with the needs of the service, Division and Trust. It should be noted that all clinical fellows are expected to contribute towards the long term development of their service specialty.

### Diagnosics

The Cardiology Department provides a wide range of diagnostic services. These include:

- 24 Hour Blood Pressure
- 24 Hour ECG
- 48 Hour ECG
- 7 Day Monitoring
- Dobutamine Stress Echo Test
- Echo and Contrast
- Echocardiogram
- Event Recorder

- Exercise Stress Test
- TOE
- Treadmill Stress Echo
- Cardiac CT
- Tilt Testing

Many of these diagnostics are available for direct access by GPs.

### Out-patient Services

The Cardiology Department provides a wide range of both consultant and nurse led clinics including Arrhythmia, Rapid Access Chest Pain, pacemaker and Cardioversion clinics. In addition, the department supports the Heart Failure Service in delivering community based clinics.

### In-patient Services

The Cardiology Department provides clinical leadership to the Coronary Care Unit and associated Cardiology ward consisting of 30 inpatient beds on the West Middlesex site as well as an inreach service on both sites. Daily ward rounds are undertaken with the dedicated cardiology medical and nursing team and the ward cover is shared between all of the consultants who work as a ‘superfirm’. Weekend arrangements are covered by the on-call team. We are currently in the process of developing a virtual heart failure ward and an ambulatory heart failure service.

### **Appraisal**

The post holder is required to participate in the annual appraisal system in line with the Trust’s appraisal guidelines. Individual appraisal interviews will be held annually and reports, (including updated job plans) submitted to the Medical Director and HR Director. You are expected to inform yourself of the annual timetable for appraisal and ensure that appropriate time is set aside to update your portfolio.

### **Medical Management Relationships**

In addition to the management structure supporting the Business Unit as described above, the medical management relationships are as follows:

Medical Director	Dr Roger Chinn
Associate medical director West Midd	Dr Iain Beveridge
Chair of Medical Staff Committee	Dr Zulifqar Mirza

The Trust supports the requirements for continuing medical education as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.

Annual appraisal is undertaken by a designated appraiser

(i) ***Teaching***

The hospital undertakes clinical teaching of medical undergraduates from Imperial College Medical School. This hospital as a whole has established and maintains close links with the Medical School.

The successful candidate will be expected to participate in teaching / supervisory sessions for junior doctors at West Middlesex Hospital.

(ii) ***Quality and Audit***

Participate in Clinical audits and the wider service specific Clinical Governance issues.

Each department in the Trust dedicates one half-day a month to an audit meeting and has an active programme of audit with the assistance of the Audit Co-ordinator and Audit Assistants, who provide the staffing and a structural framework for the development and reporting of audit projects.

The post holder will be actively encouraged to undertake audit with the help of a Consultant

## ADMINISTRATION

Office and secretarial services are available. Discharge summaries are the joint responsibility of all team members, but are supervised by the Registrars /senior clinical fellows

## ANNUAL AND STUDY LEAVE

Annual leave entitlement is 27 days per annum. Leave arrangements need to be co-ordinated with other members of the team.

Study leave entitlement is identical to that enjoyed by the Specialist Registrars and amounts to 15 days in any 6 months.

## Appraisal

All Staff in the department will have a named Consultant who will act as a mentor. He/she will undertake regular appraisal. Duties and competence will be assessed and support given to agree personal development plans.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

### **ADDITIONAL INFORMATION**

The following supplementary information will form part of your job description.

#### **Codes of Professional Conduct:**

Staff are required to abide by the professional code of the conduct relevant to their governing body e.g. NMC Code of Conduct for Nursing and GMC code for doctors.

#### **Induction & Development Reviews:**

All staff are required to undertake the Trust's Corporate Induction prior to taking up their post. They are also expected to have a local induction to their place of work which will be undertaken by their line manager or nominated person and sent to Learning & Development for record keeping.

All staff are expected to have an annual development review with their line manager, this includes a review of their current job description.

#### **Confidentiality:**

Information relating to patients, employees and business of the Trust must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organizations. All staff must operate within the requirements of the Raising Concerns at work (Whistleblowing Policy).

#### **Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Trust), and assist in ensuring the compliance of other staff.

#### **Infection & Prevention Control:**

Compliance with the West Middlesex University Hospital Infection Control Policy and Procedures, including hand hygiene, is the responsibility of all employees who work in clinical areas. Failure to do so may result in formal action being taken against an employee.

#### **Working Time Regulations:**

The Trust is committed to the principle that no member of staff should work, on average, more than 48 hours per week. Staff who do exceed this limit need to complete an opt out form. Any member

of staff who undertakes work outside the Trust, regardless of whether they exceed 48 hours or not, must inform their manager of this in writing.

### **Equality & Diversity:**

The Trust is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

### **Policies:**

It is the responsibility of staff to be familiar with the Trust policies that affect them, and work within the scope set out in them. These can be found on the Trust's Intranet site, any queries should be raised via the line manager. Managers are responsible for ensuring staff know of, and work within Trusts policies, procedures and protocols.

### **Flexible Working**

The Trust actively encourages managers to consider a variety of flexible working arrangements, i.e. part-time, job share, flexible work patterns, to enable staff to achieve a successful balance between their work and personal lives. If you have specific requests that you wish us to consider please indicate these on your application form.

These duties are not exhaustive and will be reviewed with the postholder, allowing for amendments within the broad scope and band level of the role.

### **Conditions of Service**

a) The post is covered by the Terms and Conditions of Service of the Hospital medical and Dental Staff (England and Wales) to be read in conjunction with General Whitley Council Conditions of Service.

b) Contractual Changes

Major change is under way across the whole London area and therefore, any rotational training scheme a trainee joins may change during his or her tenure.

It should be noted that the Trust is not required to obtain the agreement of trainees to these changes.

c) Whole-time employment:

d) Salary of post: £31,301 - £47,175 per annum

London weighting £2,162 per annum

e) Medical examination and vaccination will be required prior to commencement, including Hepatitis B status. The Trust reserves the right to insist that you are able to demonstrate satisfactorily your Hepatitis B status at any point in time during the course of employment and not just prior to your first day of employment. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

- f) The postholder should be prepared to perform duties in occasional emergencies and unforeseen circumstances. Commitments arising in such circumstances are, however, exceptional and the postholder will not be required to undertake work of this kind for prolonged periods or on a regular basis. All efforts will be made to ensure that work of this kind does not result in continuous hours of duty which exceed the **New Deal** continuous hours of duty limits

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

**Key working relationships:**

- Consultants in cardiology
- Other Medical staff of the department
- Specialist nurses in cardiology
- CCU and Cardiology ward staff
- Cardiac Physiology Staff
- 4 other registrar grade colleagues.

**Person specification**

**Job title** Trust Grade Medical Practitioner in Cardiology  
**Band** Equivalent to Speciality Registrar- Year 3+

**Division**                      Emergency Care and Integrated Care Division

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

**E** = essential

**D** = desirable

**Trust values**

Putting patients first	<b>E</b>
Responsive to patients and staff	<b>E</b>
Open and honest	<b>E</b>
Unfailingly kind	<b>E</b>
Determined to develop	<b>E</b>

**Education and qualifications**

Full registration with GMC with a license to practise	<b>E</b>
MRCP PACES or equivalent	<b>E</b>
MBBS or equivalent	<b>E</b>
ALS certificate	<b>D</b>

**Experience**

Experience of managing general medical inpatients	<b>E</b>
General cardiology experience	<b>D</b>
Courses / audit relevant to cardiology	<b>D</b>
Experience of cardiology procedures	<b>D</b>

**Skills and knowledge**

Proficient in Microsoft office	<b>E</b>
Excellent verbal and written communication skills	<b>E</b>
Effective interpersonal skills	<b>E</b>
Aptitude and evidence of interest in research	<b>D</b>

**Personal qualities**

Ability to work as part of a multidisciplinary team	<b>E</b>
Empathetic	<b>E</b>
Supportive of junior colleagues	<b>E</b>

## COMPETENCIES FOR SENIOR CLINICAL FELLOW

### UNDERSTANDING SELF

- projects a confident, professional image; is credible; acts as a positive leader role model;
- is positively and constructively ambitious;
- is committed to own professional and personal development
- knows own strengths and limitations;

is emotionally even tempered and resilient in a range of complex, demanding and sensitive situations;

- remains motivated and focused when under pressure or experiences setbacks;
- acts with honesty and integrity;

### COMMUNICATING AND INFLUENCING

- Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.
- Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

### WORKING WITH OTHERS

- builds rapport and maintains good working relationships with colleagues within and across departments and hospitals;
- shows respect for others and develops a constructive working environment;
- is a team player with collegial working style;
- provides open and constructive feedback;
- develops, supports and motivates juniors;

*All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.*

### MANAGING SELF

- prioritises work so that targets are achieved;
- appropriately allocates resources;
- is efficient and organised;
- manages time effectively;
- pays attention to detail;
- maintains regular work attendance;
- is punctual;

### PLANNING AHEAD

- identifies future requirements; focuses on long term goals rather than short term issues;
- concentrates efforts on the activities that most significantly impact on effectiveness;
- achieves plans by putting in place processes to continually monitor and review progress;
- anticipates likely events and develops appropriate alternative plans;
- is aware of the impact changes may have on agreed goals and objectives;
- adapts to and resolves these changes as they arise





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NHS Foundation Trust

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