

# Speciality Doctor in Oncology

## Job Description



**Salary Range:** £52,530 - £82,400 per annum (full time)

**Base:** Royal Surrey NHS Foundation Trust, Guildford, Surrey

**Directorate:** Oncology



### OUR ROYAL SURREY FAMILY

We are a clinically led NHS trust providing joined up care by bridging the gap between hospital and community services.

We are also a regional cancer centre and provide many world class services and aspire to deliver more for our patients in the future.

Our compassionate, caring and friendly colleagues make up our Royal Surrey family and are at the heart of what we do. We all have a passion for learning, continuous improvement and excelling together through innovation, research and development.

### WHERE ARE WE GOING

We have a clear strategy and a plan for how we will get there. We have turned our goals into 'True North' objectives – ambitious destinations that act as a compass and guide us on our improvement journey.

We are working together towards:

- Zero harm
- Having surplus funds each year to reinvest in services
- Being in the top 10% for staff engagement
- Deliver all nationally set targets for emergency care, referral to treatment and others
- With system partners improve population health, patient experience and reduce the cost of care per person



### HOW WE WILL GET THERE

Royal Surrey is a place with dedicated teams and individuals with a great reputation and history of embracing quality improvement (QI) and transformation work. Continuously improving is one of our core values. For a number of years hundreds of colleagues have been trained in improvement methodology. Today, the Trust has put QI firmly at the centre of its strategic journey. It is seen by the board as the vehicle which the Trust will use to reach the goals set out in the 2018-23 strategy.

*The emphasis is not on starting something new, rather it is building on the learning and skills developed in the past and enhancing those to help shape and improve the future.*



# Introduction

Thank you for your interest in the post of Specialty Grade in Oncology.

Dear Candidate,

The Royal Surrey has a vital role in championing change and improvement in cancer care through research and innovation, education and leading edge practice. We are proud of our international reputation for pushing the boundaries and for our ground breaking work, ensuring our patients receive the very latest and best cancer treatment and care.

At the heart of the hospital are our dedicated clinical staff. So many patients comment on their exceptional commitment and professionalism. The work of our medical body is central to the quality of care we provide, influencing our strategy, our delivery of patient treatment and care and our research programmes. This is a vital role in a high performing cancer care centre working closely with our clinical and non-clinical colleagues across the whole trust, providing cohesive and strong leadership.

We wish you success with your application.

## ***The Oncology Triumvirate***

Dr Sophie Otter – Chief of Service  
Sarah Etherington- Associate Director of Nursing  
Marianne Dabbs- Associate Director of Operations

# THE ROYAL SURREY NHS FOUNDATION TRUST

The Royal Surrey NHS Foundation Trust is a multi-site acute and community Trust, based in Guildford, which serves a population of more than 336,000 across south west Surrey; and a tertiary cancer centre, offering state of the art diagnostic and treatment services to a population of two million. 90,000 patients are admitted for treatment, around 75,000 patients attend our Emergency Department and we deliver around 3,000 babies each year.

The Trust owns Healthcare Partners Limited (HPL) and Royal Surrey Pharmacy Ltd, both are wholly subsidiaries. We attract referrals from across the country for some specialties including urology. Our Minimal Access Therapy Training Unit (key-hole surgery) is one of only three such training units in the UK. Our patients also benefit from state of the art diagnostic equipment including two MRI scanners, four CT scanners, interventional radiology equipment and a gamma camera. We have one of the lowest mortality rates in the country.

As a NHS Foundation Trust, we have a Council of Governors with 26 Governors, and over 8,000 public members. We employ around 4,200 members of staff making us one of Guildford's largest employers. In addition, the hospital is supported by a thriving group of 500 volunteers all of whom provide valuable services on an independent, voluntary basis.

After visiting the Trust in February 2020 for a routine inspection, the CQC has now reported its findings, rating two more core services as 'outstanding'.

- The rating for medical care (including older people's care) has improved from 'good' to 'outstanding'.
- The rating for end of life care has improved from 'good' to 'outstanding'.
- Use of resources has improved from 'good' (while in shadow form) to 'outstanding'.

The CQC also inspected urgent and emergency care and, even though they were already dealing with Covid-19 patients at the time, the service has retained its rating of 'good'.

These join the other 'outstanding' ratings for maternity services and for the Trust's



responsiveness and mean that all core services and all aspects of the Trust are either rated as 'outstanding' or 'good'.

We have a great reputation and history of embracing quality improvement (QI) and transformation work – continuously improving is one of our core values. Today, the Trust has put QI firmly at the centre of its strategic journey. It is seen by the Board as the vehicle we will use to reach the goals set out in the 2018-23 strategy.

The Trust's management structure comprises six divisions led by clinician and management partnerships: Medicine and Access, Women and Children, Surgery, Oncology, Diagnostics and Clinical Support Service and Adult Community Services. These divisions are supported by Corporate Services led by Executive Directors. The most recently created division Adult Community Services, came into being on 1 April 2018 when the Trust took over the provision of adult community health care services for people in Guildford and Waverley with ProCare Health (the federation for GP practices). This is the first time an acute Trust has joined forces with a GP federation to provide adult community health services in this way.

## POSTGRADUATE MEDICAL SCHOOL UNIVERSITY OF SURREY

The University of Surrey has become one of the leading academic institutions of the country. Surrey University Campus is adjacent to the hospital and provides excellent opportunities for collaboration in research. The Postgraduate Medical School building opened adjacent to the hospital in 2005 and houses the MATTU (minimal access therapy training unit)

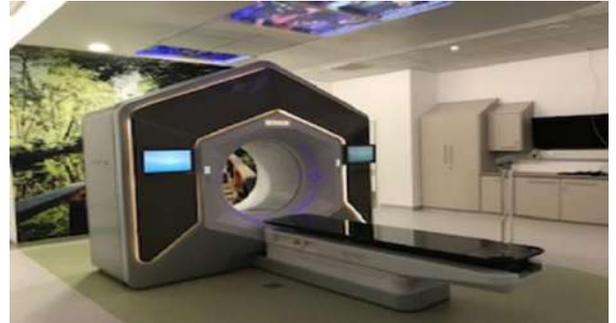


# St Luke's Cancer Centre

Here at St Luke's Cancer Centre, we aim to provide first class, high quality care for all of our patients in a friendly and professional setting. We are a specialist tertiary cancer centre, offering state-of-the-art diagnostic and treatment services to a population of up to two million.

Our services have received International and National recognition and praise and our patients benefit from the latest and most innovative treatments available, delivered by a team of committed and highly skilled staff. We attract referrals from across the whole country for our specialist services, such as urology and brachytherapy.

We are a clinically led service, drawing on the knowledge and experience of our team of 29 Oncologists. The Consultants delivering the service are involved in National and International teaching and research.



We have a strong record of recruitment into clinical trials, including NCRN, commercial and Phase I/II trials, the latter in collaboration with the Clinical Research Centre at the University of Surrey. Strong links exist between St Luke's and the University of Surrey; four of our Oncology Consultants hold joint appointments with the University. All prospective post-holders will be expected and encouraged to perform research.

We currently provide outreach radiotherapy and chemotherapy services at Surrey and Sussex Hospital (Redhill site) and outreach chemotherapy at Frimley Park and Ashford and St Peter's Hospital NHS Foundation Trust (Ashford site). Our Oncologists are mostly based at St Luke's Cancer Centre in Guildford and provide local services at the surrounding cancer units.

Across our two sites, the radiotherapy department is well equipped with state of the art radiotherapy equipment. We are proud to be one of the few departments in the UK to have an **Adaptive Varian ETHOS™**, allowing real time adaptive radiotherapy, plus seven Varian Truebeam® (one STX with ExacTrac and four with 6 degrees of freedom couch).

We have an established SABR programme for lung cancer, and oligometastases. We also provide a nationally renowned High dose rate brachytherapy service, including gynecological, prostate, rectal and oesophageal brachytherapy; with a dedicated brachytherapy theatre on-site, which is also used to house the Contact radiotherapy machine for rectal treatments.

We have a large SACT service, treating up to 200 patients a day across our four sites, with an ongoing focus on delivering chemo closer to home. We have a well established, innovative nurse led service, with nurse led SACT clinics and PICC service running daily.

The dedicated oncology / haemato-oncology inpatient ward (Onslow) has 34 beds. Chilworth Day Unit has designated facilities for day care chemotherapy and procedures. Chemotherapy is also provided in the community via a mobile infusion and injection service, with partnership with McKesson UK and Lloyd's pharmacy Clinical Homecare Ltd (LPCH).

In addition we have an excellent designated Teenage and Young Adult service, and an established Acute Oncology service.

## Division of Oncology

The Oncology division is dedicated to achieving national targets for cancer waits as well as providing a service that best meets the needs of the patient. This strategy includes an expanding research profile, delivering chemotherapy 'closer to home' with our outreach services as well as responding to growth in demand for Oncology services within the locality and beyond.

# Job Plan & Duties

**This is a 10PA post for a Specialty Grade Doctor in Oncology, based at the Royal Surrey NHS Foundation Trust.**

This post is full time, and will comprise of direct clinical care to support the delivery of Cancer services by our Consultant body and provide support to members of the Oncology team in the medical care of Oncology patients at the Royal Surrey Hospital and East Surrey Hospital.

This post is aimed at a senior Oncology doctor who has experience in Oncology practice in a range of tumour sites. The objective of the role would be to address clinical service demands and to provide oncology expertise in both Clinical and Medical Oncology in the management and treatment of solid tumour sites. This post will have some fixed Acute Oncology and clinic sessions in the timetable, plus some flexible sessions with set tumour groups.

The role will require good MDT working within Oncology, as well as with the wider trust to ensure the oncology patients receive a high quality of medical care. There will be an on-call commitment related to this post.

Candidates who wish to work a different number of programmed activities to that specified in the current job plan will be considered, with negotiation on the content of the job plan on an individual basis. Candidates who wish to apply as part of a job share arrangement will also be considered.

## MAIN DUTIES AND RESPONSIBILITIES:

### *Clinical:*

- Work to a clinical standard of a specialty grade doctor [SAS doctors | Health Careers](#)
- Specifically adopt, in conjunction with colleagues, an active role in the delivery of the Oncology service for the Division.
- Provide direct input to patient care, contribute to multi-disciplinary teams and participate in the delivery and development of management strategies for routine Oncology conditions, both elective and emergency.
- Assume a continuous commitment for the care of patients, even if employed less than full-time and ensure that adequate arrangements are made for leave and off duty periods.
- Promote high professional standards of clinical care for patients, both through direct patient care and by the maintenance of continuing professional development.
- Exercise the freedom to develop specialist elements of the services to reflect perceived priorities within available resources.

### *Junior Medical Staff:*

- Teaching and education of junior medical and other staff
- To maintain statutory and mandatory training as per Trust guidance
- To ensure adequate CPD is maintained appropriate for appraisal and revalidation

### *Management & Service Development:*

- Audit and research
- Work according to ICH GCP
- To support the research team by providing expert medical advice and guidance in a timely way to resolve any issues/queries
- To support the Research Nurses with the timely reporting of Serious Adverse Events and suspected unexpected serious adverse reaction (SUSARs) according to the Medical The Medicines for Human Use (Clinical Trials) Regulations 2004: SI 2004/1031.
- To contribute to the overall improvement of governance within the team through shared learning opportunities and supporting others to share experience
- To actively support the team to recruit patients to clinical trials to the specified time and recruitment target
- In conjunction with clinical colleagues to take responsibility for the best use of departmental staffing and other resources to ensure the maximum efficiency.
- To observe the Trust's agreed policies and procedures, in particular in relation to managing staff, and to follow the Trust's Standing Orders and Standing Financial Instructions.

### *Job requirements:*

- The post-holder is expected to work productively for 42 weeks a year and will be required to undertake annual appraisal, revalidation and job planning within their allocated contract
- The post holder is expected to be able to work across our partner sites. Travel time will be factored into clinic templates and job plans when travelling between sites.
- This post is 10 PA's as set out in the Job plan below (subject to discussion).

### *Education and support:*

- The department has an active teaching programme to support the middle grade doctors.
- We support the CESR trainee programme for anyone who wishes to follow the programme. [RCR CESR information](#)
- Clinical supervision and mentorship is available for all staff.
- The trust has an active overseas medical support network for any candidates relocating to the UK.



### JOB PLAN

This is an **example** timetable- this is subject to changing depending on the candidate appointed.

Day		Time		Location	Work	Category Of work	Hours and Time	No. of PAs
		Start	Stop					
Monday	Am	09:00	13:00	RSH/ESH	Clinic	DCC		
	pm	13:00	17:00	RSH/ESH	Acute Oncology Session (AOS)	DCC		
Total Monday= 8 hours				DCC= 8 hours: SPA = 0 hours				
Tuesday	Am	09:00	13:00	RSH/ESH	AOS	DCC		
	Pm	13.00	17.00	RSH	SPA	SPA		
Total Tuesday = 8 hours				DCC = 4 hours: SPA= 4 hours				
Wednesday	Am	09:00	13.00	RSH/ESH	AOS	DCC		
	Pm	13.00	17.00	RSH	Admin	DCC		
Total Wednesday = 8 hours				DCC = 8 hours : SPA= 0 hours				
Thursday	am	09.00	13.00	RSH	Admin	DCC		
	pm	13.00	17.00	RSH	Radiotherapy planning	DCC		
Total Thursday= 8 hours				DCC = 8 hours: SPA= 0 hours				
Friday	am	09:00	13:00	RSH/ESH	Clinic	DCC		
	pm	13:00	17:00	RSH/ESH	AOS	DCC		
Total Friday = 8 hours				DCC =8 hours: SPA= 0 hours				
Total time	40 hours			Total DCC = 36 hours		SPA=4 hours		

# SERVICE ACTIVITY & RESOURCES

## ST LUKE'S CANCER CENTRE:

There is a 34 bedded Oncology and Haematology ward, and chemotherapy day unit, providing outpatient and day case chemotherapy. The Trust also provides a designated Teenage and Young Adult service, and a developing Acute Oncology service.

## RESOURCES

### *Mentoring*

Is available for all new recruits into Oncology. This will be discussed prior to you starting.

### *Other Departments*

The RSCH benefits from all of the diagnostic, treatment and support facilities expected of a large modern general hospital. Radiology services include ultrasound scanning, CT, MRI and interventional radiology. Nuclear medicine and PET-CT facilities are available on site. Histopathology and associated pathology services are all available. Critical Care provides pre-operative assessment, high quality peri-operative care with step down care available through all levels and a full outreach facility.

Royal Surrey Hospital clinics are delivered at the following partner sites – Frimley Park Hospital, Ashford and St Peters Hospitals and Surrey and Sussex Hospitals

### *Oncology Medical Staffing*

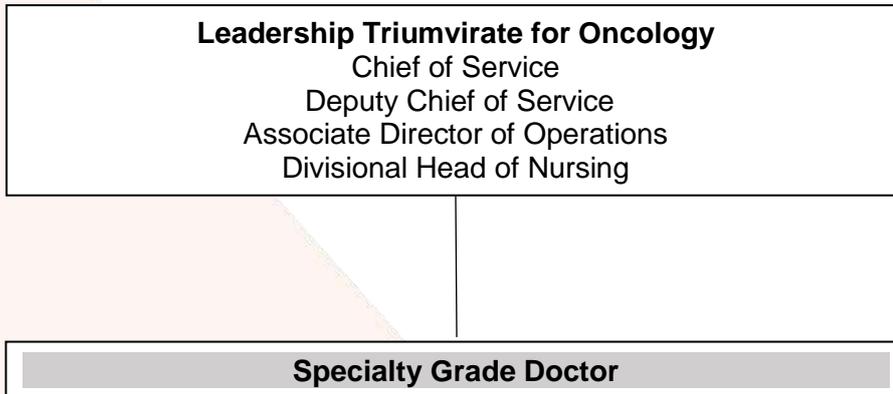
As well as the below consultant body, there are 6.2 WTE SAS doctors and 12.2 WTE registrars within the Oncology medical workforce.

## Teaching & Research and Post Graduate Education

The main medical library is in the Postgraduate Education Centre at the Royal Surrey Hospital where the books and journals are kept. Subscriptions are held with lending libraries. Journals and photocopying arrangements with the National Lending Library are available to all doctors to study. The main library is fully staffed by librarians. The Regional Library and the Regional Drug Information Service are based at the Postgraduate Centre. There are also excellent library facilities at the University of Surrey.



Department Reporting Structure for the post:



Surrey Cancer Research Institute

St Luke's Cancer Centre has very strong links with the newly founded Surrey Cancer Research Institute. SCRI provides a strong research base, essential for improvements in patient care. SCRI has a high quality multidisciplinary cancer research network and provides a platform for researchers to interact, collaborate and be aware of local innovation and the breadth of the network's achievements. SCRI aims to be the 'umbrella' encompassing all types of research, a mechanism of communication to facilitate interactions and collaborations. For more information please visit the SCRI website: <http://www.scri.org.uk/>.



Oncology Consultant body:

NAME	SPECIALTIES (CANCER UNIT COVERED)	OUTREACH CANCER UNIT COVERED	TUMOUR GROUP
<b>Clinical Oncology Consultants</b>			
Vacant	Oncology Clinical / Medical- Senior ward consultant		Ward plus tumour specific TBC
Dr Adrian Franklin, MRCP, FRCR.	Consultant Clinical Oncologist, Radiotherapy Lead	FPH	Gynaecological malignancies and Brachytherapy
Dr Ajay Mehta, MRCP, FRCR.	Consultant Clinical Oncologist	ASPH	Lung, Head and neck and Upper GI malignancies
Dr Alexandra Stewart, DM, MRCP, FRCR.	Consultant Clinical Oncologist, Lead Research (shared role)	SASH	Gynaecological and Colorectal malignancies and Brachytherapy
Dr Anthony Neal, MD, MRCP, FRCR.	Consultant Clinical Oncologist	ASPH	Breast malignancies
Dr Carla Perna, MRCP, FRCR (equiv).	Consultant Clinical Oncologist	FPH	Urological malignancies and Brachytherapy
Dr Charlotte Shelley MRCP, FRCR.	Consultant Clinical Oncologist	SASH	Lower GI malignancies and Lead CUP
Dr Chee Goh, MBChB(hons), MRCP, FRCR, MD(res).	Consultant Clinical Oncologist	SASH	Genito-Urinary malignancies
Dr Christos Mikropoulos, MRCP, FRCR.	Consultant Clinical Oncologist	ASPH	Urological malignancies and Brachytherapy
Dr Felicity Patterson, MRCP, FRCR.	Consultant Clinical Oncologist	SASH	Breast malignancies and Acute Oncology
Dr Jo Lynch, MRCP, FRCR	Consultant Clinical Oncologist		Head and Neck and Skin malignancies, and Lymphoma
Dr Katie Wood, MD, MRCP, FRCR, MBBS, MA	Consultant Clinical Oncologist,	FPH	Head and Neck, Thyroid and Urological malignancies
Dr May Teoh, MBBS, MRCP, FRCR, MD(Res).	Consultant Clinical Oncologist, Education Lead	ASPH	Breast malignancies and Neuro-oncology
Dr Mazhar Ajaz, MRCP, FRCR.	Consultant Clinical Oncologist		Neuro-oncology, Skin malignancies and Melanoma
Dr Nita Patel, MBBS, MRCP, FRCR	Consultant Clinical Oncologist	FPH	Breast malignancies and Acute Oncology
Dr Phil Turner, MRCP, FRCR.	Consultant Clinical Oncologist	ASPH	Lung malignancies, Stereotactic radiotherapy and Brachytherapy
Dr Robert Laing, MRCP, FRCR.	Consultant Clinical Oncologist	FPH	Breast malignancies
Dr Sebastian Cummins, MRCP, FRCR	Consultant Clinical Oncologist	SASH	Gastrointestinal malignancies
Dr Sharadah Essapen, MD, MRCP, FRCR.	Consultant Clinical Oncologist, Chief of Service for Oncology	FPH & ASPH	Gastrointestinal malignancies
Dr Sheel Mehta, MRCP, FRCR.	Consultant Clinical Oncologist	SASH	Urological malignancies, Brachytherapy and Upper Gastrointestinal
Dr Sophie Otter, MRCP, FRCR	Consultant Clinical Oncologist, Mortality and Morbidity Lead, Deputy Chief of Oncology Service	ASPH	Colorectal and Urological malignancies and Brachytherapy
Dr Veni Ezhil, MRCP, FRCR.	Consultant Clinical Oncologist	SASH	Lung malignancies, Stereotactic radiotherapy and Lymphoma
<b>Medical Oncology Consultants</b>			
Dr Agnieszka Michael, MRCP, PhD	Consultant Medical Oncologist, Senior Lecturer University of Surrey, Lead Research (shared role)	FPH	Gynaecological and Kidney malignancies
Dr Alhasan Al-abdullah MRCP	Consultant Clinical Oncologist	SASH	Breast malignancies and Renal malignancies
Dr Madeleine Hewish, MRCP, FRCP	Consultant Medical Oncologist	ASPH	Upper GI and Lung malignancies

Dr Panagiotis Koliou, MRCP	Consultant Medical Oncologist		Breast and Melanoma malignancies
Dr Tony Dhillon, PhD, FRCP	Consultant Medical Oncologist, Professional Director for Cancer Services		HPB and Colorectal malignancies
Prof Hardev Pandha, MB, ChB, FRCP, FRACP, FSB, PhD.	Consultant Medical Oncologist		Urological Malignancies
<b>Palliative Care Consultants</b>			
Dr Amy Watret, MB BS	Palliative Care Consultant		Palliative and Enhanced Supportive Care
Dr Charlotte Leach, BM BS	Palliative Care Consultant		Palliative and Enhanced Supportive Care
Dr Katherine Webber, MB BS	Palliative Care Consultant		Palliative and Enhanced Supportive Care
<b>Haematology Consultants</b>			
Dr Elizabeth Grey-Davies, BMBS, Bmedsci, MRCP, FRCPath.	Consultant Haematologist		Haematology
Dr Louise Hendry, FRCP, FRCPath.	Consultant Haematologist, Haematology Lead		Haematology
Dr Matthew Cross, FRCP, FRCPath.	Consultant Haematologist		Haematology
Dr Matthew Rogers, BMBCh, MA(oxon), MRCP, FRCPath	Consultant Haematologist		Haematology
Dr Sophie Lindsay, MB ChB	Consultant Haematologist		Haematology

# PERSON SPECIFICATION

Area	Essential	Desirable	How Tested
<b>Values and Behaviours</b>			
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√		A/I
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√		A/I
Value diversity and difference, operates with integrity and openness	√		A/I
Treating others with compassion, empathy and respect.	√		A/I
Share information openly and effectively with patients, staff and relatives	√		A/I
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√		A/I
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√		A/I
Actively develops themselves and others	√		A/I
<b>Qualifications / Registration</b>			
Full GMC Registration with license to practice	√		A/I
Have completed a minimum of 12 years' medical work (either continuous period or in aggregate) since obtaining a primary medical qualification	√		A/I
FRCR or Equivalent	√		A/I
Teaching/Education Qualification	√		A/I
Higher Degree eg MD, PhD or equivalent	√		A/I
<b>Experience</b>			
Oncology expertise in specialist tumour group	√		A/I
Fully trained Specialist in chosen field, experience in Clinical Oncology	√		A/I
Ability to offer opinion on and take independent responsibility for Oncology patients in the specialist tumour group	√		A/I
Understand the principals of Clinical Governance	√		A/I
Experience of research		√	A/I
<b>Management and personal development</b>			
Evidence of commitment to audit and improving clinical practice	√		A/I
Evidence of Clinical Leadership	√		A/I
CPD - Evidence of post qualifying and continuing professional development	√		A/I
Evidence of leadership courses		√	A/I
Understanding of leadership principles		√	A/I
Evidence of teamwork	√		A/I
Works well within a multidisciplinary environment and in a team structure.	√		A/I
<b>Professional values, behaviours, skills and knowledge</b>			
Practices with professional values as set out in GMC Good Medical Practice	√		A/I
Demonstrates subject specific competencies	√		A/I
Highly motivated with ability to influence and inspire others	√		A/I
<b>Patient Safety and Quality Improvement</b>			
Reflects on personal behaviour and practice	√		A/I
Participation in audit and Quality improvement projects	√		A/I
<b>Personal Attributions</b>			
Commitment to personal development	√		A/I
Enthusiasm	√		A/I
Approachability	√		A/I
Dedicated to teaching	√		A/I
Demonstrate ability to undertake service development	√		A/I
Car driver with a valid UK driving licence		√	A/I
Management Leadership & Initiative skills	√		A/I

# TERMS & OTHER RESPONSIBILITIES

## Study Leave & Continuing Professional Development

Study and professional leave will be granted at the discretion of the department and in accordance with Terms and Conditions, and the Trust's policies and procedures.

The appointee will be expected to participate in clinical audit and CPD

The Trust supports the concepts of CPD, clinical audit and EQA, and encourages all consultants to participate in these activities by providing time and resources.

## Terms and Conditions of Service

Terms and Conditions of service will be those applicable to the 2003 Consultant Contract and any offer of employment is subject to satisfactory Occupational Health clearance as per Clothier Report recommendations. The appointee must not start work until this clearance is received.

Employment will also be governed by the Trust's employment policies and procedures.

The appointee will be required to live no more than 30 minutes' drive from the Trust, unless specific approval is given to a greater distance by the Chief Executive

## Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation), or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

## Confidentiality

All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law.

Any member of staff found to have permitted unauthorised disclosure of personal confidential

and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy.

No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

## Equal Opportunities

The Trust is aiming to promote equal opportunities. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.

Members of staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

## Corporate Governance

The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.

One of the controls assurance standards relates to Health & Safety. Under the Health & Safety as Work Act 1974, all of us have a duty:

- To take reasonable care of ourselves and others at work; and
- To co-operate in meeting the requirements of the law.

Further details are available from the Trust's Health & Safety Advisors.

## Safeguarding

The Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young



people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care.

All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

### Infection Control

It is now a requirement of the Department of Health that you accept personal responsibility for compliance with infection control policies and procedures at any time when you are working in clinical areas.

#### Antimicrobial stewardship

You will actively contribute to the Trust's Antimicrobial Stewardship Program by promoting the responsible, safe and cost-effective prescribing of antimicrobials to optimise clinical outcomes, minimise adverse reactions and errors and to limit the development of antimicrobial resistance in patients.

You will adhere to Trust agreed local antimicrobial guidelines and policies and to take steps to address any shortcomings.

You will work with the Antimicrobial Steering Group on guideline development, improvement and implementation and to engage in clinical audit as part of the antimicrobial stewardship program.

Where necessary you will contribute to Root Cause Analyses and panel reviews for cases of healthcare associated infections such as Trust-apportioned *C.difficile* as requested by the infection control team.

### Our vision, mission and values

The Trust recently undertook a listening exercise with its staff which has formed our new vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

### Our Mission

Together we deliver compassionate, safe care every day.

### Our Vision

To provide nationally celebrated, community focused health and care.

### Our values are:

- **Continuously improving**  
Continuously improving is not just a value. It's what unlocks our innovation.
- **Excelling together**  
Excelling together is not just a value. It's what we do every day.
- **Caring together**  
Caring together is not just a value. It's what sets our Royal Surrey family apart.
- **Learning together**  
Learning together is not just a value. It's what keeps our services safe.

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

*The Royal Surrey Hospital NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.*

