



## **LONDON NORTH WEST UNIVERSITY HEALTHCARE**

### **DIVISION OF WOMEN'S, CHILDREN'S & CLINICAL SERVICES**

#### **Job Description**

<b>Job Title:</b>	<b>Trust Doctor (St 1-3 level)</b>
<b>Division/Department:</b>	<b>Neonates</b>
<b>Responsible to:</b>	<b>Clinical Director Children's Services</b>
<b>Reporting to:</b>	<b>Medical Director Children's Services</b>
<b>Band:</b>	<b>Band 1A</b>
<b>Hours:</b>	<b>Full Time</b>
<b>Contract:</b>	<b>12 Month Fixed Term</b>
<b>Location:</b>	<b>London North West University Healthcare NHS Trust</b> In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

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## 1. INTRODUCTION

### THE TRUST

**London North West University Healthcare NHS Trust** London North West University Healthcare NHS Trust is one of the largest integrated care Trusts in the country bringing together hospital and community services across the boroughs of Brent, Harrow and Ealing. Our 9,000 staff, including 1,300 doctors and 4,000 nurses and serves a diverse population of approximately 850,000. The Trust was established in October 2014 following the merger of The North West London Hospitals NHS Trust and Ealing Hospital NHS Trust and has an annual budget of over £640 million.

This is a pivotal time for the Trust as we pursue a transformational programme of activity to improve the way healthcare is delivered across the acute and community settings in North West London. To evolve as an organisation, we must create an identity and culture that will support the ambitions we have for our services ‘to provide excellent clinical care in the right setting by being compassionate, responsive and innovative.’

During this exciting period of opportunity and change, we have a clear plan to address our challenges and with the commitment of our teams we are making significant progress.

We continue to lead the way in a number of clinical services. Examples of excellence can be seen in our stroke service which is rated the best in the country and at St. Mark’s Hospital, an internationally renowned specialist centre for colorectal diseases. We are also a leading provider in undergraduate and postgraduate medical training and education.

We are proud to be leaders in a number of clinical areas. Examples of excellence can be seen in our stroke service which is rated the best in the country and at St. Mark’s Hospital, an internationally renowned specialist centre for colorectal diseases.

### Key locations

Our hospital services are provided across four acute sites. These are **St Marks’ Hospital; Northwick Park Hospital, Central Middlesex Hospital** and Ealing Hospital. Community services include Clayponds Rehabilitation Hospital, Meadow House Hospice, Denham Unit and Willesden Centre.



**Northwick Park Hospital** was officially opened by Queen Elizabeth II 1970. It is home to the hyper-acute stroke unit, one of only eight such units in London. In December 2014 Northwick Park Hospital's £21m state-of-the art A&E department opened its doors and in January 2016 the new Acute Medical Unit opened providing a total of 63 new beds across the Crick, Darwin and Elgar wards. Medical research, both preclinical and clinical, has been a key feature of the hospital site since the opening and in 1994 the Northwick Park Institute for Medical Research (NPIMR) was formed. By maintaining top-rate research facilities and providing excellence in surgical training, NPIMR ensures the highest standard of science for translation into clinical care.

Northwick Park Hospital also retains complementary and enhanced research activity in several regional specialist units such as the Kennedy-Galton Centre (Clinical Genetics), the Lister Unit (Infectious Diseases) and a Regional Rehabilitation Unit.

**St Mark's Hospital** was founded in 1835 and has developed an international reputation as a specialist postgraduate teaching hospital for patients with intestinal and colorectal disorders. St Mark's is developing a closer academic relationship with Imperial College, in line with the Trust's academic strategy. The hospital moved from the City Road in central London in 1995 to become an integral part of the Northwick Park site.

### **Central Middlesex Hospital**

Central Middlesex Hospital (CMH) is the flagship home for St Mark's Hospital – the National Bowel Hospital and St Mark's Academic Institute, and is also our high volume, low complexity elective centre. It has outstanding facilities for patients and employees, and provides a timely, efficient and exceptional planned care experience. Additionally, CMH is a Sickle cell and Thalassaemia centre, provides a variety of outpatient services, an Urgent Treatment Centre, and will be the home for the NWL Elective Orthopaedic Centre which opens in 2023.

### **Ealing Hospital**

Officially opened in 1979 Ealing Hospital is a busy district general hospital providing a range of clinical services including A&E, 24/7 urgent care centre, ENT and cardiology. The hospital predominantly provides secondary care to its local community across Greenford, Hanwell, Northolt, Southall and West Ealing.

## 2. TRUST MANAGEMENT

### The Trust Board

#### Executive Directors

Pippa Nightingale  
James Walters  
Lisa Knight  
Dr Jon Baker  
Simon Crawford  
Tracey Connage  
Jonathan Reid  
Dawn Clift

Chief Executive Officer  
Chief Operating Officer  
Chief Nurse  
Chief Medical Officer  
Deputy Chief Executive & Director of Strategy  
Chief People Officer  
Chief Financial Officer  
Director of Corporate Affairs

#### Non-Executive Directors

Matthew Swindells  
Janet Rubin  
David Moss  
Vacancy  
Professor Desmond Johnston  
Ajay Mehta  
Sim Scavazza  
Simon Morris  
Bob Alexander  
Dr Syed Mohinuddin  
Huda Asad

Chair in Common  
Vice Chair/ Non-Executive Director  
Non-Executive Director  
Non-Executive Director  
Non-Executive Director  
Non-Executive Director  
Non-Executive Director  
Non-Executive Director  
Non-Executive Director  
Non-Executive Director  
Associate Non-Executive Director

#### Divisional Medical Directors

Dr Miriam Harris  
Dr Henry Penn  
Dr Chris Nordstrom  
Dr Matthew Bartlett  
Dr Scott Rice

Prof Omar Faiz and Miss Carolynne Vaizey

Ealing Site  
Integrated Medicine  
Emergency & Ambulatory Care  
Surgery  
Women's, Children's & Clinical  
Services  
St Marks

### 3. TRAINING AND EDUCATION

#### **Training and education at Northwick Park Hospital and Central Middlesex Hospital**

- The Trust houses a large Postgraduate Education Department with offices on all three sites and has Deanery-funded Postgraduate Educational Fellows. The Department oversees the training of approximately 514 doctors in postgraduate training and 200 educational and clinical supervisors. Pre-registration nurse training is provided by the Trust in conjunction with University of West London. 100 students benefit from the wide range of clinical experience which is available; both for qualification and registration.
- The Trust has established an extensive programme of post registration speciality based nurse training to enhance patient care and service delivery.
- The main facilities available for running courses within the campus are based in the Medical Education Centre which is situated immediately above the John Squire Medical Library. The John Squire Medical Library is the North West reference library for the National Library Association, The Medical Education Centre houses the Postgraduate Education Office, 6 seminar rooms, and the Himsworth Hall which can be used when registrants total 100-300. In addition The Jonathan Levi Lecture Theatre is situated at the centre of the hospital. This lecture theatre is used for the weekly hospital Grand Rounds and can accommodate approximately 100 attendees.

#### **Training and education at Ealing Hospital**

Ealing Hospital has close academic and service links with Imperial College Healthcare NHS Trust. These include Specialist Registrar rotations in medicine and surgery, which are co-ordinated through the London Deanery. Many consultants have joint appointments or academic sessions at Imperial.

Ealing Hospital is an Associated University Hospital of the University of London and has students from Imperial College School of Medicine on attachments in medicine, surgery, paediatrics, obstetrics and gynaecology, anaesthetics, A&E and other departments. The value of medical training is well recognised and consultants devote appreciable time and effort to teaching junior staff and medical students.



There is an active Postgraduate Education department with many weekly meetings in the various specialties and a general weekly lunchtime Grand Round for medical staff from all departments. The postgraduate centre has undergone extensive improvements in recent years with a large lecture theatre, several seminar rooms and a well-equipped library and literature search facility. The postgraduate library is a multi-disciplinary facility providing state of the art information access on all medical issues, computer facilities with Internet access, and a clinical video library. Ealing Hospital also takes postgraduate students from the University of Buckingham and has several academic appointments at Professorial level in Medicine.

#### **4. RESEARCH AND DEVELOPMENT**

The creation of the new Trust has enhanced our R&D programme which is resulting in improvements in patient care. In 2015/16 over 70 consultants were active in research projects. The Trust acts as host to the London (North West) CLRN as part of its research “HUB”, sustaining research on a local and national basis. The Trust has an extensive research portfolio which is assessed against national guidelines: <http://www.guardian.co.uk/healthcare-network-nihr-clinical-research-zone/trust-research-activity-league-tables> making it a top performer in North West London.

The R&D Department is extremely active working at a local and national level supporting clinical research through extensive collaborations. The experienced team works on a wide range of studies including Cancer, Cardiology, Dementia, Gastroenterology, Infectious Disease, Medicines for Children, Rheumatology and Stroke. There are also strong links with the Pharmacy Department where we are a leader on pharmacy research training. The Trust plays great emphasis on supporting research, especially where it can demonstrate an impact on patient care. To support research we also have an agreement with Imperial Innovations Ltd. who are on site to help promote and grow new ideas through developing intellectual property.

The Trust also hosts the NPIMR also have an independent unit of Parexel on site who are a major Clinical Research Organisation who carries out Phase I studies and attend joint meetings to promote clinical research.

The R&D Department is also in the process of expanding its clinical research facilities to take on more clinical trials and extend our links with industry. Thus making the Trust a vibrant place to undertake clinical research.

## 5. THE APPLICATION PROCESS

Applicants are advised that they **must fully complete** the application form.

Applicants may wish to cut and paste elements of the C.V. into the application form. Alternatively, applicants may prefer to submit their C.V. **in addition** to a fully completed application form.

N.B. 1) Application forms that are not fully completed and/or state “see C.V.” will not be accepted or considered.

N.B. 2) Applicants are advised to consider the person specification and submit in their additional information, evidence which demonstrates how they meet the listed requirements. The short listing process will be based on the evidence provided.





## **THE POST**

## **THE DEPARTMENT**

The neonatal unit is a “local neonatal unit” (previously level II) and is part of the NW London neonatal Network. The hospital has around 5,000 deliveries per year. There are 28 cot spaces of which 5 are funded for intensive care. The unit cares for all babies born at ≥27weeks gestation and has around 1200 intensive care days per year. Nitric oxide, active cooling and cardiac echo are available on site. The post is a supporting post. The appointee will join a team of 16 junior doctors led by 6.2 Consultants Neonatologists at the North West London Hospitals NHS Trust and the post is an appointment at Northwick Park Hospital. The candidate will be required to provide a comprehensive service covering all aspects of the specialty and will be expected to work collaboratively with multidisciplinary team.

## **MEDICAL STAFF OF LNWHT NEONATES SERVICE AT NORTHWICK PARK HOSPITAL**

### **Consultants**

<u>Name</u>	<u>Whole time Equivalent</u>	<u>Specialist Interests</u>
Dr Khadija Ben-Sasi	10PA	Consultant Neonatologist, Clinical Lead
Dr Richard Nicholl	5PA	Consultant Neonatologist
Dr Krzysztof Zieba	10PA	Consultant Neonatologist
Dr Edit Fukari-Irvine	10PA	Consultant Neonatologist
Dr Renton L'Heureux	10PA	Consultant Neonatologist
Dr Brindha Muthusamy	10PA	Consultant Neonatologist
Dr Marianna Marothy	7PA	Locum Consultant Neonatologist

### **SAS, Trust and Junior Doctors**

<u>Grade</u>	<u>Whole time Equivalent</u>
7 Neonatal Middle Grades (St4+)	1.0
9 Neonatal St1-3	1.0

### **Nurse Specialists**

**Ann Jones**                      **Neonates Matron**

**Cecilia Lam**                      **NDN**



## **DUTIES OF POST**

### **Aim of the Children Services Directorate:**

The aim of the Directorate is to provide integrated preventive, curative and long-term follow-up services for all children up to the age of 16 years both in the community and in hospital, in the most appropriate setting. We will treat adolescents over 16 where appropriate, particularly those with chronic illness or mental health problems and provide shared care for young adults presenting with oncological problems until their 18<sup>th</sup> birthday where appropriate.

### **The objectives of the Directorate are:**

- To achieve further development of the Directorate in terms of integration of its complex elements
- Undertake multi-disciplinary work with mutual respect and support
- To develop business plans for each of the areas within the Directorate
- Establish an academic profile for the Directorate in terms of high quality teaching and research
- Acquire the administrative resources needed to fulfil our ambitions
- Define effective information flows within and without the Directorate by exploiting all available technologies

### **Implementation of the objectives**

The Directorate aims to implement the above objectives in 4 key areas:

#### **Service**

- To initiate new approaches to child health that may be applicable in other districts;
- To be at the cutting edge of service development;
- To serve as the interface between the primary health care practitioner and the tertiary health care services.

#### **Research**

To conduct research in key areas of child health including:

- Health service delivery.
- Neonatal services.
- Information technology for child health;
- Children safe guarding
- Common childhood problems such as asthma, gastroenterology; infectious diseases



## **Liaison**

To set up close links with other agencies involved in the care of children order to develop a seamless continuum of care.

## **Teaching**

To provide continuing training in the following areas:

- Specialist registrars in paediatrics and child health
- Dedicated MRCPCH membership teaching
- SHOs and GP Trainees
- Foundation year training
- Medical students from Imperial College
- Nurses from the hospital and community
- Public

## **This post**

- Delivery rate is 4,800 per year. NNU (Level II) has 5 intensive, 3 HDU and 16 special care cots. NICU admits around 400 babies per year, 135 intensive admissions per year (1200 int. days per year). Daily Consultant led ward rounds.
- All Trust employees are expected to be flexible in terms of site of work within Trust premises and the post will be based at Northwick Park Hospital.
- The neonatal trainees are responsible for the care of babies in the neonatal intensive care unit, on the postnatal wards and in the labour ward

## **Description of Training:**

- The management of the babies in the NICU, SCBU & in the Post-natal Wards with support and doctors of registrar and consultant
- Be part of ward rounds in the Neonatal Unit and the Post-natal Wards and performing relevant practical procedures (peripheral venous cannulation, lumbar puncture, cranial ultra sound scans, etc). There is also a daily Consultant Ward Round.
- Chance to perform procedures such as umbilical lines, long lines and endotracheal intubation under supervision.
- participate in Multicenter Trials
- Attend Perinatal Morbidity/Mortality Psychosocial Meetings and Network teaching.



### **Teaching & Non-Training Opportunities:**

- The St1-3 act as Tutors to the Medical Students.
- Weekly General Paediatric, Neonatal & Hospital Grand Rounds and Child Psychiatry Seminars
- Weekly Journal Club and Junior Medical Staff Teaching Sessions. Weekly X-rays meetings
- Monthly Perinatal Ultrasound, Mortality/morbidity, Psychosocial Meetings
- opportunities for research & audit
- All junior doctors are expected to complete in-house mandatory and statutory training sessions.

### **Pattern of Work:**

There are 9 SHOs on the neonatal unit. There is a separate registrar's and SHO rota for General Paediatrics. Currently, there are 9 persons full shift rota. Average hours of work EWTD compliant at <48 per week:

The Neonatal and General paediatrics ST1-3 (SHOs) work a full shift system with set fortnight holidays up to their entitlement. It is required that those on duty participate in formal, systematic hand-over periods at the beginning and end of each shift.

The post holder should be prepared to perform additional duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant in consultation, where practicable, with his/her colleagues, both senior and junior. Commitments arising in such circumstances are, however, exceptional and the post holder 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 EWTD regulations.

All on call and daily shifts are heavily supervised by Registrars and Consultants.

### **STUDY AND TRAINING**

This appointment is not recognised for training; however, the successful candidate will have access to the same education and training facilities in the Department as the registrar grades on the North West London training rotation. The post does not have access to Deanery study leave budgets.

The amount of study leave accorded to medical staff for recognised courses is as set out in the Hospital Medical and Dental Terms and Conditions of Service.

The Trust is working with Health Education NW London to create developmental pathways for non-training posts. These will become available to the post-holder when implemented.



Northwick Park Hospital has an active Postgraduate Education Department hosting many weekly meetings in the various specialities and a general weekly lunchtime Grand Round every Tuesday at 1pm which is multi-disciplinary. There is a large Lecture Theatre and several well-appointed seminar rooms, with a well-equipped medical library and literature search facility.

This is a provisional job plan and will be mutually agreed with the Clinical Director of Paediatrics. On occasion and as patterns of service provision evolve and change, further rescheduling of clinical sessions may take place following negotiation with the Department of Paediatrics and the Clinical Director.

**Teaching:** there is a strong emphasis on both undergraduate and postgraduate teaching in the Directorate. Medical students from Imperial College MS are attached to the unit. The appointee may participate in their training.

**Research:** the Neonatal Unit has participated in a number of multicentre trials.

**Supervision:** each trust doctor has a Consultant Educational Supervisor and receives regular appraisal.

## 6. PERSON SPECIFICATION

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<b>Qualifications</b>	MRCP  MBBS or equivalent	MRCPCH
<b>Registration</b>	Registration with the General Medical Council	
<b>Knowledge and Expertise</b>	Senior house officer (SHO)  Paediatrics/neonatology speciality/sub-speciality	Previous Specialist Registrar  Previous neonatal experience
<b>Teaching</b>	Good presentation skills	Previous teaching experience
<b>Management and Audit</b>	Satisfactory understating of Audits and clinical risk and quality	Previous Management & Audit experience
<b>Research/publications</b>		Previous research/publications experience

<b>Language</b>	Are able to speak and write English to the appropriate standard necessary to fulfil the job requirements	
<b>Personal skills</b>	<p>Team player</p> <p>Organised</p> <p>Ability to work under stress</p>	



## **6. MAIN CONDITIONS OF SERVICE**

### **STATEMENT OF PRINCIPLE**

The Trusts' principal purpose is to provide for all the needs of patients in their care. The Trusts expect all its employees whatever their jobs to support and enhance patient care and overall service quality.

The Trusts expect that each of the employees shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of the hospitals, in accordance with the Staff Charter. Individuals must at all times carry out their duties with due regard to the Trusts' Equal Opportunities Policy.

### **TERMS AND CONDITIONS OF SERVICE**

The post is subject to the provisions of the New Consultant Contract Terms and Conditions of Service for Hospital Medical and Dental Staff, including any locally agreed terms and conditions which are relevant to the post. As these are developed the appointee will be notified and therein after, these will form part of the contract of employment. Details of these are available from the HR Department.

The appointee will be entitled to be a member of the NHS Pension Scheme. If he/she chooses to become or remain a member of the Scheme, remuneration will be subject to deductions of Superannuation contributions in accordance with the Scheme. Membership of the Scheme is automatic unless election is made at any time in favour of provision under a Personal Pension Plan. After opting out of the Scheme the employee would assume full responsibility for pension provision and compliance with the Social Security Act 1986.

### **SALARY**

Remuneration will be in accordance with the NHS rates for doctors £37,068 to £57,570 per annum.

### **ADDITIONAL PROGRAMMED ACTIVITIES**

Any additional PA's will be payable at 1/10<sup>th</sup> of your basic salary as defined in schedule 14 of the Terms and Conditions of Service.

### **ON CALL**

If you take part in an on call rota you should be eligible for an availability supplement to your basic salary. This will be paid as defined in schedule 16 of the Terms and Conditions of Service.





## **ANNUAL AND STUDY LEAVE**

Annual leave entitlement is 25 working days plus two statutory days. This increases to 30 days plus two statutory days after reaching the third point of the pay scale.

Study leave consists of 30 days over a three year period. Approval of annual and study leave is subject to the procedures set out within the individual departments and the Postgraduate Medical Centre.

So far as is practical, the Consultant appointed will be expected to share in the provision of cover for the annual and study leave of other Consultants in the specialty.

## **SPECIAL TERMS**

The Trust is prepared to negotiate with the appointee alternative Terms and Conditions of Service (e.g. a limited term appointment) where this would result in a mutual benefit to both the Trust and the postholder.

## **MEDICAL REPORT**

This post is subject to satisfactory health assessment. If appointed, you will be required to bring the documentary evidence from either an occupational health department or a virology department, of satisfactory Hepatitis B status, to which this appointment is subject, because it involves undertaking exposure prone invasive procedures. Please note this is not just evidence of immunisation. In addition, written evidence should be brought of any tests of immunisation for Tuberculosis or Rubella. If you are recommended for appointment, satisfactory health clearance must be completed before the appointment can be confirmed. If you do not have such clearance you will NOT BE PERMITTED TO START WORK on the proposed first day of duty.

## **DISCLOSURE AND BARRING SERVICE CHECKS**

You will also be required to complete a Disclosure and Barring Check (DBS), and the clearance from the DBS must have been received, before commencing employment.  
<https://www.gov.uk/disclosure-barring-service-check/overview>  
<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>.

## **REHABILITATION OF OFFENDERS ACT**

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions including those which are 'spent'. Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal.



## **REGISTRATION**

The person appointed will be required to be fully registered with the GMC and/or GDC.

## **MEDICAL INDEMINITY**

The Trust is financially responsible for the negligent acts and omissions of Consultant medical and dental staff in the course of their Trust employment. If, however, any private practice, within a NHS hospital or any other private hospital is undertaken, the appointee will be personally responsible for subscribing to a recognised defence organisation. The Trust will not be responsible for category 2 (eg. reports for insurance) or 'Good Samaritan' Acts. Health Circular HC (89) 34 provides full details of 'Claims of Medical Negligence against NHS Hospital and Community Doctors and Dentists'.

The Department of Health advises practitioners to maintain defence body membership in order to ensure they are covered for any work which does not fall within the scope of NHS Indemnity.

## **PROSPECTS FOR CHANGE**

The proposals set out in the White Paper "Equity and excellence: Liberating the NHS", are likely to impact on current working arrangements. The Trust will consult the members of staff concerned at the appropriate time, but meanwhile wishes to draw the attention of applicants to the possibility of change in the future.

## **PLACE OF WORK**

The appointee may be required to work elsewhere within the Trust and/or at Community Resource Centres (hosted by other health agencies) within The London North West University Healthcare NHS Trust catchment area in accordance with the Trust's principal aim of flexible working by staff to enhance patient care and he/she will be fully consulted.

## **ACCESS TO HOSPITAL BASE**

The successful candidate will be expected to live within easy access, normally not more than approximately 10 miles by road from the London North West University Healthcare NHS Trust. The reimbursement of removal and associated expenses will be subject to the criteria laid down in the Trust's Conditions of Service. In the event of the Trust agreeing to reimburse interest charges on a Bridging Loan,

reimbursement will normally be made in full up to a maximum period of six months. Reimbursement will not be continued beyond this period. The private residence must be maintained in contact with the public telephone service.



Assistance can be given with the cost of installation and rental charges.

## **NO SMOKING POLICY**

It is the policy of the Trust to promote positive health. Smoking, therefore, is actively discouraged and is prohibited in the majority of the Hospital including offices.

## **SECURITY**

In the interests of safety and security the appointee will be required to wear Hospital Staff Identification Badge at all times whilst at work.

## **INFORMATION GOVERNANCE**

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data. The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks). The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

## **GENERIC RESPONSIBILITIES**

To comply with **all** Trust Policies and Procedures, which may be varied from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:



To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.

To comply with the Trust's Smoke-Free Policy

To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy
- Contact Occupational Health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. London North West University Healthcare NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.