

# Recruitment information pack



## FAST FORWARD YOUR CAREER

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD LEADING EXPERTS



## RESEARCH OPPORTUNITIES

SUPPORTIVE AND COMMITTED SUPERVISORS

EXPERIENCE LATEST TECHNOLOGIES AND THERAPIES

# WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

## Imperial College Academic Health Science Centre (AHSC)

The Imperial College Academic Health Science Centre (AHSC) is a partnership between our Trust, Imperial College London, The Institute of Cancer Research (ICR), Royal Brompton & Harefield NHS Foundation Trust and The Royal Marsden NHS Foundation Trust. The partnership aims to improve the health and wellbeing of patients and populations by translating research discoveries into new therapies and techniques as rapidly as possible.

Our AHSC is focussed on preventing disease wherever possible, detecting and diagnosing diseases earlier, and developing targeted treatments for all diagnosed conditions. By working together as partners, we capitalise on the academic strengths of Imperial College London, combined with the clinical capabilities and critical mass of the NHS.

As an AHSC, all of our staff are actively encouraged to become involved with education and research alongside their clinical role. We review job plans every year and there is the potential to build in dedicated programmed activities (PAs) for education, training or research.

## Imperial College London

Imperial College London is one of the world's leading universities. The College's 17,000 students and 8,000 staff are expanding the frontiers of knowledge in science, medicine, engineering and business, and translating their discoveries into benefits for our society.

Founded in 1907, Imperial builds on a distinguished past – having pioneered penicillin, holography and fibre optics – to shape the future. Imperial researchers work across disciplines to improve health and wellbeing, understand the natural world, engineer novel solutions and lead the data revolution. This blend of academic excellence and its real-world

application feeds into Imperial's exceptional learning environment, where students participate in research to push the limits of their degrees.

## OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

## OUR HOSPITALS

### Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

#### **Charing Cross Hospital, Hammersmith**

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

#### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

#### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

#### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

#### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

**Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

# WHY JOIN US?

## Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

## Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

## Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

## Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

## Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Make a Difference recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

## **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

## **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

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Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

# JOB DESCRIPTION

Job title	Senior Clinical Fellow in Head and Neck and Advanced Airway Anaesthesia
Directorate/ department	Anaesthesia
Division	Surgery, Cancer & Cardiovascular
Main site of activity	Charing Cross Hospital
Responsible to	Dr Christopher Whiten
Accountable to	Dr Benjamin Graham
On call (to include frequency and details of supplements)	The department currently operates a full shift rota compliant with New Deal and EWTD. 1:8 senior registrar on call rota Salary scale: £37,068 - £57,570 plus on call supplement London Weighting: Inner London

## Background to the post

The Department of Anaesthesia at Imperial College Healthcare NHS Trust is offering a 6 to 12 month Airway fellowship training programme at Charing Cross Hospital covering the advanced airway management/ head and neck curriculum of the Royal College of Anaesthetists. This post is suited to senior trainees who would like to sub-specialise in Head and Neck/ Advanced Airway anaesthesia. It is ideal for either Specialty Registrars approaching the end of their training, or an anaesthetist who has completed their training and is looking to round off their experience prior to securing a consultant post.

One fellowship post will be available from February 2025.



## Job purpose

The post will be available as a full time post (described below). Job plan of a part-time post may be granted by agreement with the Supervisor of the Post and College Tutor.

Post holders will spend the majority of their clinical time concentrating on our airway, head and neck and ENT lists, covering the advanced airway management/ head and neck curriculum of the Royal College of Anaesthetists.

Applicants are required to have completed the FRCA or equivalent qualification and have a minimum of 5 years' experience in anaesthesia and intensive care in a structured training program. In addition to their protected training lists, fellows will be expected to be able to independently manage their own lists supervised by a consultant in a nearby theatre. In addition to elective theatre work, the post holder will cover cardiac arrest calls and the acute pain service when on call. The rota follows a full shift pattern with prospective cover and is EWTD compliant.

## Key stakeholders

Surgery and Cancer Divisional Director	Professor Rajarshi Bhattacharya
Clinical Director Theatres, Anaesthetics & Pain	Dr Benjamin Graham
Head of Service	Dr Christopher Whiten
General Manager	Anne Hall
College Tutors	Dr John Myatt / Dr Dafydd Lloyd
Educational Supervisor	Dr Jim Poncia

## Key areas of responsibilities

The surgical specialties covered at Charing Cross hospital are Head and Neck (including robotic assisted surgery), Neurosurgery (including interventional neuro-radiology), General oncology, Urology (including robotic assisted surgery), ENT, Plastics, Colorectal (including HIPEC), Orthopaedics and Ophthalmology.

## General responsibilities

The post holder will take part in the senior registrar on call rota alongside the other senior registrars and fellows, which operates at a frequency of 1 in 8.

There is a strong departmental tradition of performing, presenting, and publishing research and audit projects. The post holder will support developments in education, research, leadership and quality improvement of head and neck/ airway related projects within the Trust. Where possible, one academic day a week will be allocated to support these non-clinical activities.

The post will be covered by the same arrangements for study leave and supervision that apply to trainees in PMETB approved posts. Study and annual leave are to be taken during weeks when not on call, or sessions moved accordingly.

## Scope and purpose of job description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving

organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/ discussion with the postholder.



## **Outline of timetable**

Normal theatre working day 07:30 – 17:30

Long Day 07.30 – 20:00 (1:8)

Night shift 19.30 – 08:00 (1:8)

## **Clinical Experience offered**

Charing Cross Hospital is a major tertiary referral centre for airway surgery and head and neck cancer with renowned surgeons performing extremely challenging surgery alongside highly skilled airway anaesthetists.

The head and neck oncology service manages patients for complex resections and plastic reconstructions, including free flaps. These cases can also include joint procedures with neurosurgery. The airway service is an internationally recognised unit dealing with patients with severe airway pathology including those requiring laryngotracheal reconstructions. Additionally, robotic assisted head and neck surgery is included in our service. The ENT service provides a range of procedures in rhinology (including base of skull surgery) and otology, which is often combined with the neurosurgery.

There is ample opportunity to develop practical skills in a number of advanced airway techniques including:

- Fibre-optic intubation devices
- Trans-tracheal cannulation
- Supraglottic, subglottic and trans-tracheal jet ventilation
- THRIVE
- Video-laryngoscopy
- Fibre-optic techniques are enhanced with sessions supervised by our consultant surgical colleagues in head and neck outpatient clinics performing flexible nasal endoscopies.

## **Clinical Governance**

The Trust adheres to a strict clinical governance programme. Within the directorate there is an active and on-going programme of Governance supported by Dr Preea Gill representing Anaesthesia. There are regular Clinical Governance, Critical Incident and Mortality & Morbidity meetings within the Division of Anaesthesia occurring bi-monthly.

## **Research and Audit**

Fellows will be encouraged to participate in projects under the supervision of a consultant anaesthetist. Fellows are also expected to initiate and complete at least one research/ quality improvement/ audit project, participate in departmental academic activities and encouraged to present their completed work at national or international meetings during the year.

A rolling programme of departmental audit meetings takes place supported by Dr Dafydd Lloyd and the post holder is expected to participate in the clinical audit programme. Computer literacy will be an advantage.

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## **Education and Teaching**

Teaching is a core component of the fellowship and fellows will have opportunities to provide teaching to undergraduates, postgraduates and allied health professionals. The department has a well-established weekly teaching programme from which the fellows can benefit from learning the topical issues and relevant literature.

Our department also runs an active multidisciplinary programme of airway workshops and training days, which the post holder will have the opportunity to lead as a key person on the faculty.

The post holder will additionally have access to all of the general educational resources available on site including:

- Libraries: Imperial College Library on site
- Information Technology: Computers in theatres and the anaesthetic department
- In hospital Information Technology and Management training courses organised through the Charing Cross Post Graduate Centre.

## PERSON SPECIFICATION

Job title	Directorate/ department	Divisional directorate	Clinical director
Senior Clinical Fellow in Head and Neck and Advanced Airway Anaesthesia	Anaesthesia	Surgery, Cancer & Cardiovascular medicine	Dr Benjamin Graham

Criteria relevant to the role	Essential	Desirable	Measurement
Education/ qualifications	Full GMC registered/ licensed Medical Practitioner	Post graduate qualification or further degree	Application form
Higher qualifications	Final FRCA or equivalent (DESA, FANZCA accepted)	Distinctions, prizes	
Relevant experience in specialty/ sub specialty	Minimum of 5 years' experience in anaesthesia and intensive care in a structured training programme  Knowledge of UK Health Systems  Understands current issues in NHS & Anaesthesia	Evidence of developing interest in head and neck anaesthesia	Application form/ interview/ assessment
Clinical skills	Demonstrates a broad range of advanced clinical and assessment skills in anaesthesia	Advanced life support (ALS) provider or equivalent, ATLS, ALS, EPLS	Application form/ interview/ assessment
Audit	Understanding of the application of audit and clinical governance to clinical practice	Initiated and completed quality improvement projects	Application form/ interview/ assessment
Academic achievements including research/ publications	Good understanding of principles of research	Participated in research  Peer reviewed publications	Application form/ interview/ assessment

		Experience of presenting data locally/ regionally/ nationally	
Teaching	Experience in delivering teaching sessions	Trained educator (e.g. GIC, Train the Trainer)  Initiated, led and delivered a teaching programme	Application form/ interview/ assessment
Language	Excellent understanding of English, both written and oral		Application form/ interview/ assessment
Communication skills	Excellent understanding of English, both written and oral	Advanced computer skills	Interview/ assessment
Patient focused skills	Respects & promotes individuals rights, interests, preferences & cultures Able to prioritise clinical need  Able to establish good working relations with patients and carers		Interview/ assessment
Reliability	Punctual, communicates with colleagues  Ability to work to set priorities, targets and objectives		Interview/ assessment
Flexibility	Ability to work flexibly as required  Good time management		Interview/ assessment
Resilience	Recognizes stressful situations & responds appropriately  Able to adapt to change		Interview/ assessment

Thoroughness	Aware of own limitations		Interview/ assessment
Drive/enthusiasm	Demonstrates initiative, enthusiasm & common sense	Independently initiates & takes a leading role on projects	Interview/ assessment
Probity	Honesty, integrity, appreciation of ethical dilemmas.  Must be able to demonstrate and model the key Trust values of Kind, Collaborative, Expert and Aspirational.  Understands principles of patient confidentiality & data protection		Interview/ assessment
Physical requirements	Occupational health clearance for the role specified		Occupational health assessment
Team work	Familiar with team working  Ability and experience in leading teams  Demonstrates professionalism		Interview/ assessment

## **Additional information**

### **1. Health and safety**

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

### **2. Medical examinations**

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### **3. Equal opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **4. Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### **5. Disclosure & Barring Service/safeguarding children and vulnerable adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **6. Professional registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

### **7. Work visa/ permits/Leave to remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

### **8. Conflict of interests**

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. In accordance with the Trust's



Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## **9. Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with, and adhere to, current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents' library section on the intranet.

## **10. No smoking**

The Trust operates a smoke free policy.

## **11. Professional association/trade union membership**

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.