

# Candidate Information Pack



# Message from Vanessa Purday, Chief Medical Officer

Thank you for your interest in working at Lewisham and Greenwich NHS Trust.

We are looking for exceptional medical leaders, who share our values, are inclusive and committed to driving improvements in everything we do.

I joined the Trust in June 2023 and am delighted to work for an organisation whose vision and values align with my own. Delivering high quality, compassionate care for patients has been the cornerstone of my career to date, a goal that is shared by the team at Lewisham and Greenwich.

We are looking for clinicians who will embed our values within the Trust and help us achieve our goal of making our Trust 'a great place to work'. We want colleagues who are willing to go the extra mile to make patients feel that they are at the centre of everything we do. If you have the commitment, professionalism and dedication to really make a difference then we want to hear from you.

We have a range of programmes to offer you that will support your professional growth and development as a clinician and a senior leader.

I am proud to work for Lewisham and Greenwich NHS Trust. I hope you are excited by the opportunities that this role presents and that you will be inspired to apply to join our team.

Dr Vanessa Purday  
Chief Medical Officer

# Our vision is

**To be exceptional.** In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

## Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



**Being accountable**  
over staying  
comfortable



**Listening**  
over always  
knowing best

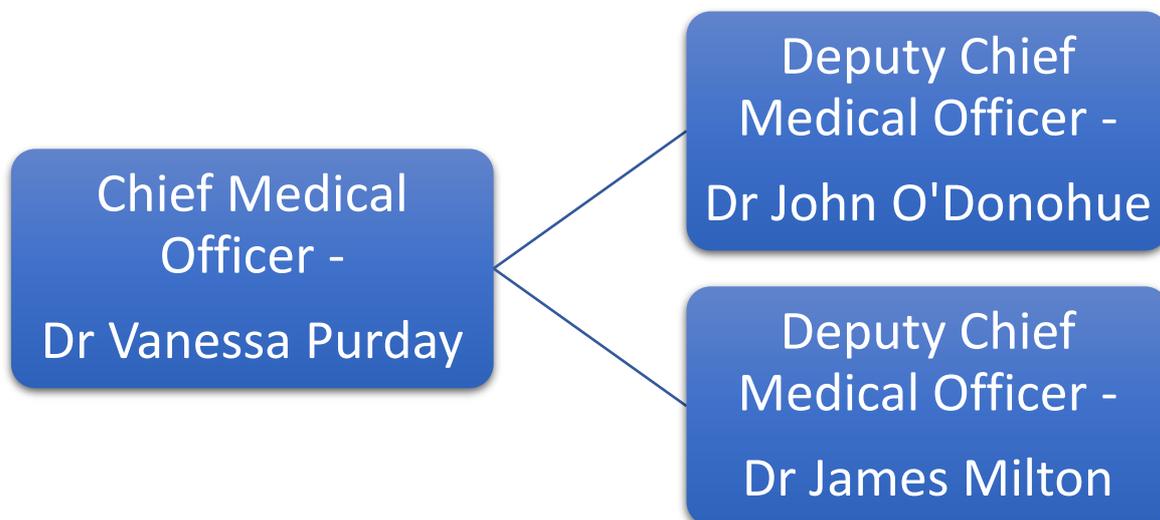


**Succeeding  
together**  
over achieving alone

## LGT in numbers



## Deputy Chief Medical Officers



**Senior Clinical Fellow  
General Surgery**

# CONTENTS

Section	Page
Section 1. Summary of Post.....	7
Section 2. General details of the post.....	7
Section 3. Responsibilities of the post.....	4
Section 4. Personal Specification.....	9
Section 5. Full details of the post.....	11
A. Department at Lewisham & Greenwich NHS Trust .....	11
B. Division/ Directorate.....	<b>Error! Bookmark not defined.</b> 11
Section 6. General Information about the Trust.....	13
Section 7. Application and Visiting Information .....	15

## Section 1. Summary of Post

### Specific duties and weekly programme

An exciting opportunity has arisen for a Senior Clinical Fellow (SpR) to work as part of the General Surgical team at Lewisham and Greenwich NHS Trust, based at the University Hospital Lewisham site. The post will provide training opportunities in Upper GI, Bariatric and Lower GI surgery.

The post holder will be responsible for the care of elective inpatients and daycare patients as well as emergency admissions under the direction of the Consultant Surgeons including general and specialist out-patient clinics and regular ward work. The successful applicant will participate in the Senior Clinical Fellow 1:8 non-resident on call rota.

The Department has a commitment to the career progression of Career Grade Doctors and skills required for specialist aspects of the post which will be developed within the post.

It would be ideal for a surgeon with significant experience in surgery, particularly towards the end of his/her training looking for further experience prior to obtaining CCT or commencing work as a consultant. The successful candidate will have the option to assume a faculty position and participate in research activities. Applicants must have full registration with the GMC and a minimum of 3 years' experience working in General Surgery ST3+ posts.

This is an exciting time to join the surgical department as we develop a wider clinical community and focus on expanding our surgery services. The future plan for clinical services will provide the ideal opportunity for innovation and developing new approaches to patient care across a wide catchment population. Being part of a wider clinical community will also provide greater opportunity for professional development.

## Section 2. General details of the post

<b>Title:</b>	<ul style="list-style-type: none"><li>• Senior Clinical Fellow General Surgery</li></ul>
<b>Location:</b>	<ul style="list-style-type: none"><li>• University Hospital Lewisham</li></ul>
<b>New or Replacement Post:</b>	<ul style="list-style-type: none"><li>• New</li></ul>
<b>Accountable to:</b>	<ul style="list-style-type: none"><li>• Medical Director</li></ul>
<b>Reports to:</b>	<ul style="list-style-type: none"><li>• Clinical Director</li></ul>
<b>Works with:</b>	<ul style="list-style-type: none"><li>• Consultants in General Surgery, Director of Operations and other members of the General Surgical department, gastroenterologists and specialist nurses working in a multidisciplinary approach.</li></ul>
<b>Key tasks:</b>	<ul style="list-style-type: none"><li>• Maintenance of the highest clinical standards in the management of patients</li><li>• Share best practice and promote team working within the General Surgical Department</li><li>• To have responsibility for ensuring active participation in continuing medical education</li></ul>

## Section 3. Responsibilities of the post

Responsible for day-to-day care of General Surgery in-patients.

- (b) Working under the supervision of allocated Consultants
- (c) Attendance at Outpatient Clinics (Upper GI, Bariatric & Lower GI)
- (d) Care of any General Surgery patients in Intensive Care
- (e) Attendance at Elective and CEPOD lists
- (f) 1:8 non-resident on call rota
- (h) Attend weekly clinical teaching and handover
- (i) Participation in any research activities of the department is encouraged
- (j) Any other appropriate duties as directed by the Consultant Surgeons

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

The key terms and conditions governing the appointment are detailed below. All other Terms and Conditions are detailed in the Trust Consultant Contract, copies of which are available from the Medical Centre and Medical Staffing Manager.

The post will be full time or maximum part time, employed by the Lewisham and Greenwich NHS Trust.

- a) Medical: All appointment is subject to Occupational Health clearance and will only be confirmed when this has been given.
- b) Salary: Appointment will be offered at an appropriate point on the Pay scale.
- c) Responsibilities: The list of duties given above is not an exhaustive list and the post holder may be asked to undertake other duties in line with this grade of post as may be required by the Clinical Director from time to time.
- d) Hours of Work: The hours of work of the Consultant will be those required for the effective conduct of his/her duties.
- e) Annual Leave: The post is subject to 32 days annual leave plus Bank and Public Holidays. All leave must be notified/agreed in advance with a minimum of six weeks notice with the Clinical Director together with arrangements for cover. The annual leave year runs from the date of appointment.
- f) Superannuation: The post is superannuable under the NHS Superannuation Scheme unless within 13 weeks of starting employment with the Trust you are notified otherwise or you opt out of the scheme.
- g) Housing: The post holder will be required to live within 10 miles by road or within 30 minutes (by road) from the hospital unless specific approval is given by the Trust to their residing at a greater distance.



## Section 4. Personal Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full GMC Registration and Licence to Practice</li> <li>• MB BS or equivalent</li> <li>• MRCS or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• FRCS or equivalent</li> <li>• PhD / MS / MD / MSc</li> </ul>	APPLICATION/ EVIDENCE
<b>Clinical Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years experience within General Surgery at ST3+ level</li> <li>• Minimum of 6 months UK clinical experience</li> </ul>		INTERVIEW/ APPLICATION/ EVIDENCE
<b>Clinical Audit/Research</b>	<ul style="list-style-type: none"> <li>• Experience of clinical audit</li> <li>• Demonstrable understanding and acceptance of the principles of Clinical Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Peer reviewed publications</li> <li>• Research experience</li> </ul>	INTERVIEW/ APPLICATION/ EVIDENCE
<b>Teaching Experience</b>	<ul style="list-style-type: none"> <li>• Willingness to teach all grades of professional multidisciplinary team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Under and Postgraduate teaching</li> </ul>	INTERVIEW/ APPLICATION/ EVIDENCE
<b>Management and Administrative Experience</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in clinical management</li> </ul>		INTERVIEW/ APPLICATION/ EVIDENCE
<b>Other Attributes</b>	<ul style="list-style-type: none"> <li>• Desire to continue personal development</li> <li>• Effective communicator, able to work in a close-knit team and co-operate with all medical and paramedical staff</li> <li>• Familiarity with information technology and general computer skills</li> <li>• Professional attitude towards work; reliability, good record of attendance and tidy personal appearance</li> </ul>		INTERVIEW/ APPLICATION/ EVIDENCE

## Section 5. Full details of the post

GENERAL SURGERY Department at Lewisham & Greenwich NHS Trust

### **THE GENERAL SURGERY DEPARTMENT QUEEN ELIZABETH HOSPITAL**

The General Surgery department currently consists of 10 Consultants, 2 Associate Specialists, 7 Specialist Registrars, 3 Specialty Doctors, 4 SHO level and 8 FYI posts.

#### **Medical Staffing**

##### Consultants

Mr M Siddiqui – Upper GI and Divisional Director

Mr P Sorelli – Colorectal and Clinical Director

Mr K Thakur – Breast

Miss E Ntakomyti - Breast

Mr R Kerwat – Upper GI

Mr N Aston – General

Miss T Oke – Colorectal

Mr I Nikolopoulos – Colorectal

Mr M Toeima – Emergency & Colorectal

Mr M Madanur – Emergency & Upper GI

##### Other Medical Staff

2 x Associate Specialist (Mr A El-Gaddal, Mr I Chishti)

11 SpRs (7 Deanery training grades and 4 Trust Grades)

4 SHO level (1 Trust SHO, 1 CT1, 2 F2s) doctors

7 FY1 level doctors

### **THE GENERAL SURGERY DEPARTMENT LEWISHAM HOSPITAL**

#### **Medical Staffing**

##### Consultants

Mr D Birch – Colorectal

Miss C Byrne – Colorectal

Mr A Miah - Colorectal

Miss C Borg – Upper GI & Bariatric

Mr R Mamidanna – Upper GI & Bariatric

Miss A Reyhani – Emergency & Upper GI

Mr A Uzkalnis – Emergency & Upper GI

#### Other Medical Staff

Mr A Razvi Associate Specialist

8 SpR level doctors

7 SHO level doctors

4 FY1 level doctors

There is an extensive post-graduate and under-graduate (GKT Medical School) programme to which the successful candidate will be expected to contribute.

There is appropriate administrative support and secretarial support and availability of office space for the new post holder.

## **Section 6. General Information about the Trust**

### **Trust Profile**

Lewisham and Greenwich NHS Trust was established in October 2013, following the integration of Lewisham Healthcare NHS Trust and Queen Elizabeth Hospital in Woolwich. The Trust provides a comprehensive portfolio of high quality acute healthcare services to a critical mass of more than c.526,000 people living across the London Boroughs of Lewisham, Greenwich and North Bexley together with a broad portfolio of community services, primarily, but not exclusively, for those living in Lewisham. We are responsible for NHS services at University Hospital Lewisham, Queen Elizabeth Hospital in Woolwich and in a number of community settings throughout Lewisham. In addition, we provide some services at Queen Mary's Hospital in Sidcup. The Trust employs more than 6,000 staff on both the hospital and community sites, which makes us one of the biggest employers in South East London.

University Hospital Lewisham itself is in the centre of the London Borough of Lewisham and provides a wide range of elective and emergency healthcare to an urban residential population including people from a broad sweep of socio-economic and ethnic backgrounds. The Trust also provides some emergency and tertiary elective services to residents of neighbouring Primary Care Trusts, particularly Greenwich, Bexley and Bromley. The hospital site, University Hospital Lewisham, is a campus for the Guy's, King's and St Thomas' School of Medicine.

Our health professionals also provide care to adults and children across a range of health centres, community clinics, and in patients' own homes within the borough of Lewisham. Adult services include community matrons, district nurses, the diabetes team, the Home Enteral Nutrition (HEN) Team who provide care to people who need to be fed by a feeding

tube, and the sexual and reproductive health team. Services for children and young people include health visiting, occupational therapy, physiotherapy and speech and language services.

Queen Elizabeth Hospital is located in Woolwich, Greenwich and provides a broad portfolio of primarily acute services for those living in Greenwich and North Bexley. The site currently houses over 520 beds, 7 main theatres, 2 day theatres and state-of-the art imaging and laboratory facilities.

### **Management Structure**

The Trust Board is responsible for policy and the Trust Management Executive is responsible for operational management. The Trust Chief Executive is Ben Travis and the Trust Board Chair is Val Davison. The Medical Director is Dr Elizabeth Aitken, Consultant Physician.

Lewisham and Greenwich NHS Trust has five clinical divisions, each led by a Divisional Medical Director who is a practicing healthcare professional. These divisions are:

- Women's, Children's, and Sexual Health
- QEH Medicine
- UHL Medicine and Community
- Surgery & Cancer, incorporating Anaesthetics & Critical Care
- Allied Clinical Services (Dr Ronny Sandhu)

This structure helps us to draw upon the knowledge of experienced healthcare professionals in the community and hospital, who work closely together. Our focus is on providing the best services where they are needed – be it a hospital, community health clinic or in a patient's own home.

### **Medical Services**

The Trust provides the full range of acute general hospital services: medical, surgical and emergency services for the local community. We also provide a range of specialist surgical services: ear, nose & throat, vascular and paediatric day care surgery, and services for patients with cystic fibrosis.

As well as hospital services, Lewisham and Greenwich NHS Trust has over 700 staff members in the community, providing and supporting a range of adults' and children's services.

University Hospital Lewisham has 500 beds including a well-equipped 14-bed Critical Care Unit providing level 3 and level 2 care, a 5-bed Cardiac Care Unit and a 46-bed Medical Admissions Unit with 8 monitored beds providing level 1 care. The hospital has a highly rated Stroke Unit linked to the Hyper-acute Stroke Service at Kings College Hospital. The Vascular Surgery Unit at Lewisham Hospital specializes in carotid artery surgery. The hospital has 11 operating theatres of which 2 are dedicated paediatric theatres and 1 is a dedicated obstetric theatre.

Queen Elizabeth Hospital currently houses over 520 beds, 7 main theatres, 2 day theatres and state-of-the art imaging and laboratory facilities.

### **Academic Activities and Research**

The Trust has a well-developed partnership with Kings Health Partners (KHP), an Academic Health Science Centre (AHSC) for South East London and works closely with them in the delivery of local clinical services, research, education and training activities. The Trust is part of the London (South) Comprehensive Local Research Network and of the South London Academic Health Science Network (AHSN). The Trust plays a part in the well-established clinical networks, predominantly for specialist services, including Cancer, Cardiac, Stroke, Maternity and Neonatal services, across South East London. Participating in these networks provides access for local people to tertiary centres for high quality specialist care whilst ensuring patients are able to receive much of their care closer to home

### **Location, Housing and Transport**

There is a wide variety of housing available in the North Kent area and many of the consultant staff live in nearby Blackheath, Bromley, Beckenham or Greenwich where there are good state and public schools as well as a variety of shopping centres.

### **University Hospital Lewisham**

Most of the hospital wards overlook the Ravensbourne River and Ladywell Park with lawn tennis courts and a recreation area. The hospital is located on Lewisham High Street and is very well served by public transport: bus, rail and DLR. Ladywell station is only five minutes walk from the hospital through Ladywell Park and provides a convenient quarter hourly train service. Ladywell Station is on the railway line between Hayes in Kent and London Bridge or Charing Cross in Central London. Lewisham Station is 10 minute walking distance or a short bus ride away from Lewisham Hospital. Trains from Victoria, Cannon Street and London Bridge Stations run through Lewisham Station to all areas of Kent. The DLR terminates at Lewisham Station.

Bus routes to Lewisham High Street are as follows:

208-Orpington via Bromley, 54-West Croydon, P4-Brixton, 199-Canada Water, 47- Deptford, 284-Grove Park Cemetery, 75-Croydon via Sydenham, 122-Crystal Palace/Plumstead, 136-Peckham/Grove Park, 185-Victoria, 484-Camberwell.

Furthermore, a cycle-to-work scheme is actively promoted by the Trust.

### **Queen Elizabeth Hospital**

The hospital is located on Stadium Road and is well served by public transport: bus and rail. Charlton, Woolwich Dockyard, and Woolwich Arsenal are only a short bus ride away from the hospital. All stations are a short train journey from London terminals.

A number of buses stop outside or close to the hospital, including: **161, 178, 244, 291, 386, 469, 486.**

## Section 7. Application and Visiting Information

### Applications

Applications for the post should be submitted in the form of the completed on line application form on:

[http://jobs.lewishamandgreenwich.nhs.uk/job\\_list/s2/Medical\\_dental?ts=1](http://jobs.lewishamandgreenwich.nhs.uk/job_list/s2/Medical_dental?ts=1)

### Please also attach your CV

If you are not on the specialist register please can you provide latest evidence/ confirmation that you will be on the specialist register or have a CCT within 6 months of interview date. Please note that this is required for the shortlisting panel.

### Lewisham & Greenwich NHS Trust

Medical Staffing Department at Queen Elizabeth Hospital Woolwich

Telephone: 020 8836 6753

### Further information and to arrange a site visit

If you would like to discuss this post please contact Mr Paolo Sorelli, Clinical Director Surgery LGT  
[paolo.sorelli@nhs.net](mailto:paolo.sorelli@nhs.net).

## Section 5. Responsibilities of the post

### Main Responsibilities:

## Section 6. General information about the Trust

### Trust profile:

Lewisham and Greenwich NHS Trust is a community focused provider of local and acute care, providing high quality services to over one million people living across the London boroughs of Lewisham, Greenwich and Bexley.

With a turnover of around £700 million, we provide services at Queen Elizabeth Hospital in Woolwich, University Hospital Lewisham and a range of community settings in Lewisham.

The Trust is a centre for the education and training of medical students enrolled with King's College London's GKT School of Medical Education. We are a training centre for nurses, midwives and allied health professionals. We are pioneering new roles that will support the changing needs of our patients and are one of the largest employers of physician associates in the country.

We are committed to working with our partners to deliver the best outcomes for our local communities. This means playing an active role in the South-East London Integrated Care System (ICS), and in formal partnerships including the South East London Acute Provider. There are collaborative, provider partnerships with our local mental health trusts and borough based boards of the ICS in Bexley, Greenwich and Lewisham.

### **Trust management structure:**

Lewisham and Greenwich NHS Trust has five clinical divisions, each led by a Divisional Medical Director who is a practicing healthcare professional.

These divisions are:

- Women's, Children's and Sexual Health
- QEH Medicine
- UHL Medicine and Community
- Surgery
- Allied Clinical Services

This structure helps us to draw upon the knowledge of experienced healthcare professionals in the community and hospitals, who work closely together. Our focus is on providing the best services where they are needed – be it a hospital, community health clinic, or in a patient's own home.

### **Medical services:**

The Trust provides the full range of acute general hospital services: medical, surgical and emergency services for the local community. We also provide a range of specialist surgical services: ear, nose and throat, vascular and paediatric day care surgery, and services for patients with cystic fibrosis.

As well as hospital services, Lewisham and Greenwich NHS Trust has over 700 staff members in the community, providing and supporting a range of adults' and children's services.

University Hospital Lewisham has 500 beds including a well-equipped 14-bed Critical Care Unit providing level 3 and level 2 care, a 5-bed Cardiac Care Unit and a 46-bed Medical Admissions Unit with 8 monitored beds providing level 1 care. The hospital has 11 operating theatres of which 2 are dedicated paediatric theatres and one is a dedicated obstetric theatre.

Queen Elizabeth Hospital currently houses over 520 beds, including an 18-bed Critical Care Unit, 7 main operating theatres, 2 day theatres and state-of-the art imaging and laboratory facilities.

### **Academic activities and research:**

The Trust has a well-developed partnership with Kings Health Partners (KHP), an Academic Health Science Centre (AHSC) for South East London and works closely with them in the delivery of local clinical services, research, education and training activities. The Trust is part of the London (South) Comprehensive Local Research Network and of the South London Academic Health Science Network (AHSN). The Trust plays a part in the well-established clinical networks, predominantly for specialist services, including Cancer, Cardiac, Stroke, Maternity and Neonatal services, across South East London. Participating in these networks provides access for local people to tertiary centres for high quality specialist care whilst ensuring patients are able to receive much of their care closer to home.

### **Location, housing and transport:**

There is a wide variety of housing available in the North Kent area and many of the consultant staff live in nearby Blackheath, Bromley, Beckenham or Greenwich where there are good state and public schools, as well as a variety of shopping centres.

### **University Hospital Lewisham:**

Most of the hospital wards overlook the Ravensbourne River and Ladywell Fields with tennis courts and a recreation area. The hospital is located on Lewisham High Street and is very well served by public transport: bus, rail and DLR. Ladywell station is only five minutes' walk from the hospital through Ladywell Fields and provides a frequent train service. Ladywell Station is on the railway line between Hayes in Kent and London Bridge or Charing Cross in Central London. Lewisham Station is 10 minute walking distance or a short bus ride away from Lewisham Hospital. Trains from Victoria, Cannon Street and London Bridge Stations run through Lewisham Station to all areas of Kent. The DLR terminates at Lewisham Station.

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### **Queen Elizabeth Hospital**

The hospital is located on Stadium Road on the edge of Woolwich Common and is well served by public transport. Charlton, Woolwich Dockyard, and Woolwich Arsenal stations are only a short bus ride away from the hospital. All stations are a short train journey from London Bridge and other central terminals.

Buses stopping outside or close to the hospital include: 161, 178, 244, 291, 386, 469, 486. A free shuttle bus for staff runs six times a day between UHL and QEH.

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## **Section 7. Why Join Us?**

### **Learning and development opportunities to enable you reach your potential**

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). We will support your personal development with access to appropriate training for your job and the support to succeed. We have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

### **Feel supported by a positive culture**

Our leadership team ensure they are accessible, 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 people are our greatest asset. When we feel supported and happy at work, this positivity reaches those very people we are here for, the patients. Engaged employees perform at their best and our Equality, Diversity & Inclusion (EDI) initiatives contribute to cultivate a culture of engagement. We have four staff networks, a corporate EDI Team and a suite of programmes and events which aim to insert the 5 aspirations:

1. Improving representation at senior levels of staff with disabilities, from black, Asian, and ethnic minorities background, identify as LGBTQ+ and women, through improved recruitment and leadership development
2. Widening access (anchor institution) and employability

3. Improving the experience of staff with disability
4. Improving the EDI literacy and confidence of trust staff through training and development
5. Making equalities mainstream

### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Staff Awards 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.

### **Access excellent benefits and enjoy your social life**

At the start of your employment, you will join the NHS pension scheme – one of the most generous schemes in the UK. We will provide support and opportunities for you to maintain your health, well-being and safety. As a Trust employee, you will also be able to access well-being initiatives including Zumba and meditation classes, from on-site accommodation and employee travel. We offer you a good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. 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!

## **Section 8. General conditions of appointment**

### **Terms and conditions of service:**

All appointments are offered on the Terms and Conditions of Service NHS Medical and Dental Staff (England) (full details of these are available from the NHS Employers website.).

### **Occupational health:**

All appointments are subject to occupational health clearance and will only be confirmed when this has been given. The successful applicant will be required to complete a health statement and the Trust may require an appointee to pass a medical examination as a condition of appointment.

### **Disclosure and Barring Service (DBS):**

It is NHS policy that all new staff with patient contact require a satisfactory report from the DBS. The Trust must check the criminal background of all employees. Candidates must provide information on applications relating to any criminal

convictions they have had, even if they are 'spent' for other purposes. Posts in hospitals are exempt from the provisions on Section 4 (2) of the Rehabilitation of Offenders Act 1974. Any information provided will be kept strictly confidential.

### **Salary:**

The basic salary for a whole time medical staff reflects a commitment of a 40 hour week. Appointment will be offered at the appropriate pay threshold point on the NHS nodal points pay scale. Part-time medical staff will be paid pro-rata, based on the agreed number rota per week. A London Weighting Allowance is payable.

### **Superannuation:**

The post is superannuable unless you opt out of the scheme or are ineligible to join and your remuneration will be subject to deduction of superannuation contributions in accordance with the National Health Service Superannuation Scheme.

### **General information:**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. It will be reviewed with the post holder on a regular basis.

### **Confidentiality:**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

### **General Data Protection Regulation 2018:**

All staff who contribute to patient care records are expected to be familiar with, and adhere to, the Trust's Corporate Records and Medical Records Management Policies. Staff should be aware that patient care records throughout the Trust will be subject to regular audit.

All staff who have access to patient care records have a responsibility to ensure that these are maintained efficiently, and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018.

### **Systems and IT skills requirements:**

All Trust staff need to have the essential IT skills in order to use the Trust clinical information systems as well as other required IT related applications in their jobs. Initial and ongoing IT applications and IT skills training will be provided to support this requirement.

### **Health and safety**

All staff must comply with Trust Health and Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Professional registration**

- I. If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. General Medical Council) it is a condition of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you of which, if any, professional body you must be a member.
- II. You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- III. Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- IV. If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore, throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or any required qualifications.

### **Risk management:**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group.

### **Clinical Ethics Committee:**

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility.

In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate; managers are responsible for bringing these risks to the attention of the Clinical Ethics Committee if resolution has not been satisfactorily achieved.

### **Safeguarding:**

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.