

Imperial College Healthcare NHS Trust Values

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

As an organisation we expect everyone to be:

- Kind** - We are considerate and thoughtful, so you feel respected and included.
- Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- Expert** - We draw on our 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

JOB DESCRIPTION

SECTION 1

1. THE POST

Title of Post:	Locum Consultant in Anaesthesia
Main site of activity:	St Mary's Hospital
Responsible to:	Medical Director
Accountable to:	Divisional Director

1.1 Background to the Post

The post holder will work 5 days during the week (7 clinical sessions). These may include evening sessions and weekend elective working. There may, at a later date, be a 1:10 on-call commitment.

1.2 Accountability

In respect of the consultant contract, the post holder will be professionally accountable to the Divisional Director who is responsible for appraisal of the post holder.

1.3 Job Purpose

To provide clinical services in Anaesthesia in accordance with clinical and legal requirements and in keeping with the international role of the Trust.

This clinical role is divided between attending theatre and pre-operative assessment and care as part of the team based approach.

2. Division Name

Division of Surgery, Cancer and Cardiovascular Services

2.1 An overview

The St Mary's Anaesthetic department includes a busy Major Trauma Unit, as well as General surgery, Vascular surgery, upper GI, Gynaecology, Paediatrics, Ophthalmology and Obstetrics services.

2.2 The work of the department

The successful applicant will become part of this very busy department. The workload at St Mary's Hospital demands a flexible attitude due to the presence of tertiary vascular and a Major Trauma Centre, which is unpredictable by nature. There is no paediatric (<5yrs) component to this job. The department provides a flexible and responsive service to both emergency and elective services both within the operating theatre environment and in remote sites.

3. Key Result Areas, Main Duties and Responsibilities

3.1 Provide High Quality Care to Patients in Anaesthesia

- The post holder must be medically qualified and maintain GMC specialist registration
- To develop and maintain the competencies required to carry out the duties required of the post
- To ensure prompt attendance at agreed direct clinical care Programmed Activities
- To ensure patients are involved in decisions about their care and to respond to their views

3.2 Research, Teaching and Training

- Where possible to collaborate with academic and clinical colleagues to enhance the Trust's translational research portfolio, at all times meeting the full requirements of Research Governance
- To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Divisional Director/Clinical Director
- To act as educational supervisor and appraiser as delegated by the Divisional Director/Clinical Director to ensure external accreditation of training post

3.3 Performance Management

To work with medical, nursing and managerial colleagues to ensure high performance in the following areas:

- Clinical efficiency e.g. LOS reductions, reducing cancelled operations and DNA rates.
- Quality of outcomes e.g. infection control targets, reducing re-admission rates
- Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team
- Operational efficiency e.g. day-case rates, waiting list activity and demand management.

3.4 Medical Staff Management

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal
- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- To participate in the recruitment of junior medical staff as delegated by the Divisional Director/Clinical Director
- To participate in team objective setting as part of the annual job planning cycle
- To be responsible for the annual appraisal of all doctors in training, Trust doctors and non-consultant grades as delegated by the Divisional Director/Clinical Director/General Manager

3.5 Governance

- To review clinical outcomes in designated area using external benchmarking data where appropriate, to identify and advise variances to the Divisional Director/Clinical Director
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- To work closely with the Directorate, Patient and Public Involvement panels in relation to clinical and services developments as delegated by the Divisional Director/Clinical Director
- Participate in ensuring NICE requirements are reviewed and implemented and monitored in the specialty areas
- To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis
- To keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Divisional Director/Clinical Director
- To role model good practice for infection control to all members of the multidisciplinary team

3.6 Strategy and Business Planning

- To participate in the business planning and objective setting process for the directorate and Trust where appropriate
- To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Divisional Director/Clinical Director

3.7 Leadership and Team Working

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national initiatives
- To work collaboratively with all members of the multi-disciplinary team and Imperial College as required
- To chair regular meetings for the specialties
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
- Adhere to Trust/departmental guidelines on leave including reporting absence

4. Teaching Opportunities

The College Tutors run a very successful teaching programme, which the successful applicant may wish to participate in.

5. Research Opportunities

The post holder will be expected and supported to develop research initiatives, appropriate to previous experience and complementary to those programmes that exist within the wider research framework of the Directorate and Trust.

Excellent research opportunities are available throughout the Trust and with Imperial College. A number of funding opportunities are available from the Biomedical Research Centre, the Trust Research Committee and from NIHR. In addition, there are opportunities for research funding from the Medical Research Council, BBSRC, the Wellcome Trust and other medical charities.

An Honorary Academic Appointment with Imperial College Faculty of Medicine will be offered if research and/or teaching is undertaken.

The Trust supports and has facilitated a large number of Honorary Academic appointments with Imperial College Faculty of Medicine. Opportunities should be discussed with the Divisional Director.

6. Job Plan

A formal job plan will be agreed between the appointee and Divisional Director, on behalf of the Medical Director. This is not designed to be exhaustive.

The post holder and Divisional Director/Clinical Director will review the Job Plan annually in line with the provisions in Schedule 3 of the Terms and Conditions. Either may propose amendment of the job plan.

Programmed Activities (PA's)

For a whole-time contract: 10 PA's

Clinical Activities: 9.0 PA's per week (including clinical activity, clinically related activity, predictable and unpredictable emergency work).

A clinical session is equivalent to 1.25 PA's. 1 PA is equivalent to 4 hours during normal hours, or 3 during out of hours. Work will be spread over the five weekdays, but soon weekend work will be incorporated (at a frequency of no more than 1 in 4 weekends).

Supporting Professional Activities: 1.0 PA's per week (including audit, clinical governance, teaching, research, educational supervision of junior staff and CPD).

On-call: There is a complement of 1:10 on the general on-call rota. We have an SHO, junior and senior registrars on call overnight.

The nature of the post of locum consultant entails flexibility. The rota is determined 6 weeks in advance, but changes may be made at shorter notice. Consultants are notified immediately when a change is made. Each week will be different and a couple of sample weeks are given below:

Week 1 (example)

	Am 7:30 to 12:30	Pm 12:30 to 17:30	Evening 17:30 to 20:00
Monday	Gynae 1.25 PA	Free	
Tuesday	Free	Free	
Wednesday	Ophthalmology 1.25 PA	Ophthalmology 1.25 PA	
Thursday	Emergencies 1.25 PA	Emergencies 1.25 PA	

Friday	Gynae 1.25 PA	Gynae 1.25 PA	
Saturday			
Sunday			

Week 2 (example)

	Am 7:30 to 12:30	Pm 12:30 to 17:30	Evening 17:30 to 20:00
Monday	Trauma 1.25 PA	Free	
Tuesday	Obstetrics 1.25 PA	Obstetrics 1.25 PA	
Wednesday	Trauma 1.25 PA	Trauma 1.25 PA	
Thursday	Urology 1.25 PA	General surgery 1.25 PA	
Friday	Free	Free	
Saturday			
Sunday			

7. Administrative/Secretarial support

The Post holder will be supported by a departmental secretary and will be expected to take part in departmental administration and management.

8. Office Facilities Give

The Trust provides comprehensive Internet access and IT support. The post holder will have office facilities and computer access in the anaesthetic department on the 4th floor of the QEQM building.

SECTION 2

PERSON SPECIFICATION

Post: Locum Consultant in Anaesthesia

Divisional Director: Professor Catherine Urch

Clinical Director: Dr Stewart Berry

Lead Clinician: Dr Benjamin Graham

Attributes/skills	Essential	Desirable	Measurement
Qualifications Higher qualifications	On GMC registered Medical Practitioner GMC specialist registration or within 6 months of being admitted to the GMC's specialist register Appropriate Royal College Membership	MD, PhD	Application form
Knowledge/Skills Clinical expertise in Specialty/sub specialty	Advanced Anaesthetic training in subspecialty areas relevant to job plan If an established consultant, demonstration of adequate subspecialty exposure sufficient to satisfy interview panel Able to take responsibility for clinical care of complicated patients for major surgery Training and or significant experience in the management of patients for emergency surgery in the subspecialty areas undertaken by the Trust		Application/interview
Leadership/ Management skills	Able to take responsibility, show leadership, make decisions, exert appropriate authority Have proven skills in leading, motivating, developing and managing the performance of colleagues	Knowledge of finance / budgets Management of staff	Application/interview
Teaching & Training	Experience of teaching and training undergraduates / postgraduates and junior medical staff	Undertaken teaching course	Application/interview

Audit	Understanding of principles of clinical audit		Application/interview
Academic achievements including research / publications	Evidence of achievement appropriate to appointment at consultant level at ICHT Evidence of involvement in research	Involvement in research ethics application and grant application Interest in continuing clinical research	Application/interview
Language	Be able to speak and write English to the appropriate standard necessary to fulfill the job requirements		Application/Interview
Interpersonal Skills	Ability to build rapport, work with others, persuade and negotiate as necessary Empathy, understanding, listening skills, patience, social skills appropriate to different types of client Able to change and adapt, respond to changing circumstances and to cope with setbacks or pressure Able to work as part of a team		Interview
Probity	Honesty, integrity, appreciation of ethical dilemmas Must be able to demonstrate and model the key Trust values of kind, aspirational, collaborative and expert		
Communication Skills	Excellent written and spoken communications, ability to build rapport, work with others. Persuade, negotiate IT skills and computer literacy		Interview
Decisiveness/ Accountability	Ability to take responsibility, show leadership, make decisions, exert appropriate authority		Interview
Patient Focused Skills	Empathy, understanding, listening skills, patience, social skills appropriate to different types of client		Interview
Reliability	Punctuality, attendance and sense of responsibility		Interview, References
Flexibility	Able to change and adapt,		Interview

	respond to changing circumstances		
Resilience	Ability to cope with setbacks or pressure		Interview
Thoroughness	Preparedness, commitment		Interview
Drive/Enthusiasm	Self-starter, motivated, shows interest		Interview
Physical requirements	Occupational health clearance for the role specified Will be required to be within 30 minutes of hospital when on-call		Occupational health interview

SECTION 3

THE ORGANISATION

1. IMPERIAL COLLEGE HEALTHCARE NHS TRUST

Imperial College Healthcare NHS Trust was created on October 1, 2007 by merging St. Mary's NHS Trust and Hammersmith Hospitals NHS Trust and integrating with the faculty of medicine of Imperial College London. One of the largest NHS trust in the country, we have come together to establish the UK's first academic health science centre (AHSC). The Trust has an annual turnover of over £950 million, approximately 10,000 staff, and it see over 500,000 patients a year.

The creation of the AHSC, a partnership between the NHS and Imperial College London, is a major advance for patient care, clinical teaching and scientific invention and innovation. The fusion of the different strands of our work and the achievements that can now be realised will lead to significant benefits for patients and greater advances in healthcare than could be delivered apart.

Imperial College Healthcare NHS Trust already has a world-leading reputation. Hammersmith and St Mary's hospitals have two of the highest clinical ratings in the country, rated second and third best Trusts for clinical performance, quality of care and safety.

The Trust was awarded the status of a generic Biomedical Research Centre by the National Institute of Health Research (NIHR) in 2006 for its excellence in translational and clinical research – one of only 5 in the UK.

Imperial College London has a campus on all main sites and is increasingly integrated with all the clinical specialties. The Clinical Sciences Centre of the Medical Research Council (MRC) is also based at Hammersmith Hospital providing a strong foundation for clinical and scientific research.

Imperial College Healthcare NHS Trust is one of the largest education, training and research centres nationally; it is the clinical partner of the Imperial Academic Health Science Centre. All of our staff are actively encouraged to become involved with education and/or research, in addition to their clinical role. There is an annual review of job plans, with potential educational or research PAs available for dedicated education, training or research time. These PAs are awarded ad personam, relate to specific workload with metrics and are subject to annual performance review.

2. THE AHSC VISION AND MISSION

The vision for our academic health science centre (AHSC) is that the **quality of life** of our patients and local populations will be **vastly improved** by taking the discoveries that we make and translating them into **medical advances** - new therapies and techniques - and by promoting their application in the NHS and around the world, in as fast a timeframe as is possible.

Our mission is to make our AHSC one of the **top five AHSCs in the world** within the next ten years, channeling excellence in research to provide world-class healthcare for patients.

Achieving this challenging mission will significantly improve the quality of healthcare for the local community, London and the UK as a whole, and enhance the UK's position as a global leader in biomedical research and healthcare.

Chairman
CEO
Medical Director
Chief Financial Officer
Director of Nursing
AHSC Director & Director of Research

Sir Richard Sykes
Professor Tim Orchard
Dr Julian Redhead
Mr Richard Alexander
Professor Janice Sigsworth
Professor Jonathan Weber

We need all our staff to work together to fulfil the promise of the AHSC, and all staff need to be inspired to share in making discoveries and finding new ways of treating patients. We are tearing down institutional barriers to enable this to happen, and devising new ways of working between doctors, scientists, nurses, administrators and managers. We have already made a start with our innovative Divisional Structure.

The clinical services of the Trust are organised into 3 Divisions which are clinician led and have the autonomy to organise themselves into optimum vehicles for the delivery of world class, integrated research and healthcare.

Divisions	Director
Medicine and Integrated Care Surgery, Cancer and Cardiovascular Women's, Children's and Clinical Support	Dr Francis Bowen Professor Catherine Urch Professor TG Teoh

Each Division has a Director of Research (usually a Head of Division) and a Director of Education, who will work with the Divisional Director to ensure that opportunities for translational research and postgraduate education for all staff are maximised.

3. IMPERIAL COLLEGE LONDON

Imperial College London is a science-based institution with a reputation for excellence in teaching and research. Professor Alice Gast joined as President of College on 1st September 2014, and in succession to Baroness Eliza Manningham-Buller, the Chairman of the Court and Council appointed May 2015 is Sir Phillip Dilley.

Professor Gast has been appointed under the new leadership model announced in April 2012. The new structure incorporates two senior posts, the President and the Provost. As President, Professor Gast will lead the College's strategy, including the development of its new 25 acre campus Imperial West, and its links to government, industry, philanthropists and alumni.

The Mission

Imperial College embodies and delivers world-class scholarship, education and research in science, engineering and medicine, with particular regard to their application in industry, commerce and healthcare. We foster interdisciplinary working internally and collaborate widely externally.

Strategic Intent

- To remain amongst the top tier of scientific, engineering and medical research and teaching institutions in the world
- To develop our range of academic activities to meet the changing needs of society, industry and healthcare
- To continue to attract and develop the most able students and staff worldwide
- To establish our Business School as one of the leading such institutions in the world
- To communicate widely the significance of science in general, and the purpose and ultimate benefits of our activities in particular

The academic and research staff of 3,569 includes 66 Fellows of the Royal Society, 74 Fellows of the Royal Academy of Engineering, 76 Fellows of the Academy of Medical Sciences, one Fellow of the British Academy, four Crafoord Prize winners and two Fields Medalists. Fourteen Nobel Laureates have been members of the College either as staff or students.

The College has over 15,500 students (9,000 Undergraduate, 5,500 Postgraduate and 1,000 visiting). There are students from over 120 countries. Over 50 percent of students come from

countries outside the UK. There are 3,800 academic and research staff with more than 30% of staff from outside of the UK.

In *THE* World University rankings 2014-15, College is ranked 3rd in Europe and 9th in the world with the Faculty of Medicine ranking 3rd in Europe and 4th in the world in the clinical, pre-clinical and health subject areas.

External assessment of the College's teaching quality in many different subject areas has been judged to be of high standard.

Research

The quality of the College's research has been judged consistently to be of the highest international standard and the proportion of income from research grants and contracts is one of the highest of any UK university.

Imperial is home to the greatest concentration of high-impact research of any major UK University. REF's new impact measure ranks Imperial's research highest of any major university. Moreover, eight of Imperial's 14 REF-assessed research areas are top or joint-top for "outstanding" or "very considerable" impact.

The concentration of research in science, engineering and medicine gives the College a unique and internationally distinctive research presence. Interdisciplinary working is fostered at the College through its institutes and centres, which include the Institute of Biomedical Engineering, the Grantham Institute for Climate Change and the Energy Futures lab. Their strength lies in the expertise drawn together from across Imperial to tackle some of the world's greatest problems.

Imperial's enterprise culture ensures that discoveries in the lab are quickly translated to the market place. The technology transfer company Imperial Innovations Limited is responsible for managing and commercializing Imperial College Intellectual Property (IP) and draws upon a pipeline of technology emanating from Imperial's research. In 2011, Imperial College Healthcare NHS Trust appointed Imperial Innovations as its representative Technology Transfer partner, with the current contractual relationship running until February 2015.

In 2013/14 there were 18 AHSC patents filed, the average per year over the past five years was 12 patents with a grand total 61. In 2013/14 there were 116 AHSC invention disclosures. The average per year over the past 5 years was 118 disclosures with a grand total of 588.

Since 2005, the Group has raised £206 million in proceeds from investors, which has enabled it to invest in a portfolio of spin-out companies. In 2013, the Group received a loan facility for £30 million from the European Investment Bank, providing funds for investment in healthcare ventures. Since the IPO in 2006, Innovations has invested £160.9 million, and its portfolio of companies has raised investment of over £750.0 million. The Group has holdings in 93 portfolio companies.

Teaching and Learning

The College's overall educational aim is to ensure a stretching and exhilarating learning experience. While maintaining its traditional emphasis on single honours degree courses, Imperial also aims to give students the opportunity to broaden their experience through courses relevant to student and employer needs.

The Graduate School of Life Sciences and Medicine is the focus of postgraduate education and research in these areas. It maintains, enhances and monitors quality, and disseminates best practice, whilst initiating and developing new programmes, particularly those with an interdisciplinary slant.

Location

The College now has one of the largest operational estates of any UK University. It includes seven central London campuses: the main South Kensington Campus, Charing Cross Campus, Chelsea

and Westminster Campus, the Hammersmith Campus, the Northwick Park Campus, the Royal Brompton Campus and St Mary's campus; there are also two campuses outside London: the Silwood Park and Wye Campuses.

THE FACULTY OF MEDICINE

The Faculty of Medicine is one of Europe's largest medical institutions – in terms of its staff and student population and its research income. It was established in 1997, bringing together all the major West London medical schools into one world-class institution. It maintains close links with a number of NHS Trusts with whom it collaborates in teaching and research activities. FoM has 20 Wellcome Trust (WT) Investigators (highest in the UK) and 20 National Institute for Health Research (NIHR) Senior Investigators among its staff and contains 29 externally funded, peer reviewed research centres. The AHSC partners have pioneered many of the major medical advances of the 20th century including vaccines; (Wright, 1913, typhoid vaccine), antibiotics (Fleming, 1927, Penicillin), clinical imaging (Bydder and Young, 1990) and biological therapy (Maini and Feldman, 1998, anti-TNF). The Faculty is led by the Dean), Professor Gavin Screaton. There are three Vice Deans

Vice Dean Education & Institutional Affairs
Vice Dean Research
Vice Dean Health Policy and Engagement

Professor Jenny Higham
Professor Jonathan Weber
Professor Ara Darzi

Although on several sites, its academic divisions function as one Faculty, fully integrated within the College. There are five academic Schools, Institutes and Departments:

Schools, Institutes and Departments

Head of Department

Department of Medicine
Department of Surgery and Cancer
Institute for Clinical Sciences
National Heart and Lung Institute
School of Public Health

Professor Martin Wilkins
Professor Jeremy Nicholson
Professor Amanda Fisher
Professor Kim Fox
Professor Elio Riboli

SECTION 4

MAIN CONDITIONS OF EMPLOYMENT

Terms and Conditions of – Consultant (England) 2003 and amendments are applicable to this appointment. Copy of which is available from the NHS Employers website

Salary scale: ££77,913 to £105,042 pa

London Weighting: Inner London

Consultant staff are accountable to the Divisional Director/Clinical Director for their day to day activities, including the quality of their clinical work.

Hours of Work

The hours of work for this post are 40 per week (10 Programmed Activities). Trust arrangements for adherence to the EU Working Time Directive are in place. Consultants are required to participate in monitoring working hours. Those working in excess of 48 hours per week have the option to opt out of the total hours monitoring aspect of the working time directive.

Additional Programmed Activities

The Trust may offer you additional programmed activities over and over the standard 10. The remuneration for this is covered by clause 21 of your main contract of employment, and Schedules 13 and 14 of the Terms and Conditions – Consultants (England) 2003, as amended from time to time. The additional Programmed Activity is not pensionable. Additional Programmed Activities are not subject to pay protection arrangements.

Additional Increments

Increments over and above the minimum of the salary scale will only be given for previous consultant level experience or where training has been lengthened by virtue of being in a flexible training scheme or because of undergoing dual qualification. Time spent doing a higher qualification or additional years spent doing clinical work, research or sub-specialty training does not count towards additional credit (see Schedule 12 of the Terms and Conditions).

Relocation Expenses

The successful applicant would be required to live less than ten miles or half an hour from the main hospital. Where a move is necessary to take up a post within the Trust, relocation expenses may be paid. Contact the Medical Personnel Department for further details.

Clinical Excellence Award

Consultants with at least one year's service will have the opportunity to apply for the new Clinical Excellence Award which is administered in line with the ACCEA guidelines.

On-Call Availability Supplement

If you are required to participate in an on-call rota, you will be paid a supplement in addition to your basic salary in respect of your availability to work during on-call periods. The supplement will be paid in accordance with, and at the appropriate rate shown in, Schedule 16 of the Terms and Conditions.

Pension

Membership of the NHS Pension Scheme is available to all employees over the age of 16. Membership is subject to the regulations of the NHS Pension Scheme, which is administered by the NHS Pensions Agency. Employees who subsequently wish to terminate their membership must complete an opting out form - details of which will be supplied upon you making a request to the Trust's Pensions Manager, based in payroll. A contracting-out certificate under the Pension Schemes Act 1993 is in force for this employment and, subject to the rules of the Scheme, if you join the Scheme your employment will be contracted-out of the State Earnings Related Pension Scheme (SERPS).

Annual Leave

Schedule 18 of the Terms and Conditions sets out the entitlement for annual leave (Inclusive of Statutory two days) as follows:

Number of years of completed service as a consultant	
Up to seven years	Seven or more years
32 days	34 days

Fee Paying Services and Private Professional Services

In carrying out any Fee Paying Services or Private Professional Services, consultants will observe the provisions in Schedule 9 of the Terms and Conditions in order to help minimise the risk of any perceived conflicts of interest to arise with their work for the NHS.

Fee Paying Services should not be carried out during your Programmed Activities except where the consultant and his/her Clinical Manager have agreed otherwise. Where this agreement exists, you will remit to us the fees for such services except where you and your clinical manager have agreed that providing these services involves minimal disruption to your NHS duties. Schedule 11 of the Terms and Conditions refers.

Subject to the provisions in Schedule 9 of the Terms and Conditions, consultants may not carry out Private Professional Services during your Programmed Activities.

Appraisal and Clinical Governance

The National Appraisal Scheme for Consultant Medical Staff (Department of Health Circulars AL(MD)5/01 and AL(MD)6/00) applies to your post. You must co-operate fully in the operation of the appraisal scheme. You must also comply with our clinical governance procedures.

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Scheme 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.

Medical Examinations

All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract

Disclosure and Barring Service

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Fitness to Practice

Prior to making an appointment to a post, the Trust needs to establish if applicants for such positions have ever been disqualified from the practice of a profession or required to practise subject to specified limitations following fitness to practise proceedings by a regulatory body in the UK or in another country, and whether they are currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health/social care professionals, including such a regulatory body in another country.

Professional Registration/License to Practice

Staff undertaking work which requires professional/state registration/license are responsible for ensuring that they are so registered/licensed and that they comply with any Codes of Conduct applicable to that profession. Proof of registration/license to practice must be produced on appointment and, if renewable, proof of renewal must also be produced.

Work Visa/ Permits/Leave to Remain

If you are a non-resident of the United Kingdom or European Economic Union, any appointment offered will be subject to the Resident Labour Market test (RLMT). The Trust is unable to employ or continue to employ you if you do not obtain or maintain a valid Right to Work (leave to remain).

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 the specific duties relating to their role.

Confidentiality

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

Health and safety

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and 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.

In addition 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 (such as a private company, public organisation, other NHS or voluntary organisation) 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, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

Code of Conduct

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from,

errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all.

The above is a brief summary; you are encouraged to access the full document at: www.nhs.uk/constitution

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 all staff should ensure that they apply alcohol gel to their hands and also 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.

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.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Talking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Information Quality Assurance

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

Freedom of Information

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Management of a Violent Crime

The Trust has adopted a security policy in order to:

- help protect patients, visitors and staff
- safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

No Smoking

The Trust operates a non-smoking policy.

Professional Association/Trade Union Membership

It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.