

THE HILLINGDON HOSPITALS NHS FOUNDATION TRUST
(Subject to College Approval)

Job Title:	Consultant Dermatologist
Department:	Dermatology
Number of PAs:	8 PA's
Location:	Hillingdon Hospital /Mount Vernon Hospital
Division:	Planned care
Reports to:	Divisional Director for Planned care
Accountable to:	Medical Director / Responsible Officer

1. Job Summary

The post-holder will play a key role in realising our ambition to continue to build a high quality clinical Dermatology and Allergy service. The successful applicant will be a committed clinician with specialist training in Dermatology and a commitment to excellent clinical service delivery, service improvement, teaching, training and other qualities as identified in the person specification. It is a requirement of the post that every doctor takes part in annual job planning and annual appraisal as part of the revalidation of cycle. Job planning is outlined in point 4 as is a draft proposed job plan.

2. Duties / Responsibilities of the Post

General Clinical

The post-holder will be responsible to the Divisional Director of planned care at The Hillingdon Hospital and job plan negotiated annually. It is a 8 PA post –6.5 direct clinical care (DCC),1.5 supporting professional activities (SPA), the latter includes clinical and educational supervision, audit and personal CPD. Personal CPD must be included as part of annual appraisal which is mandatory and required for the revalidation process.

The post holder will, together with his or her consultant colleagues and other health care professionals in the Directorate, provide an effective and comprehensive service for patients and support continuing service developments.

The post holder will be encouraged to develop any areas of expertise of special interest that he or she may have in accordance with the service needs of the department.

Management

To collaborate with the Lead Clinician and the Senior Nurse Management Team in the development and implementation of all relevant policies for the running of the department.

Participation in the medical advisory and liaison work of the hospital Medical Staff Committee and to share the workload of the involvement in any other committees relating to the Dermatology Department, for example (not an exhaustive list) Clinical Governance, Safeguarding Adults, Transfusion, Resuscitation, Medicines Management etc.

Ensure effective use of IT systems within the Trust to deliver an efficient, high quality service.

To co-operate with the consultant team in the recruitment and appointment of medical staff in consultation with the Department of People and Development and the Dermatology Senior Nurse Management Team. He/she will also be expected when required to involve themselves with the

recruitment and appointment of additional doctors to the team and, when necessary, of nurses in the department. He/she will help to organise and give guidance to the deployment of junior staff duties including allocation and supervision of clinical work where

3. Service Configuration and Planning

This is a 8 PA substantive post for a Consultant in Dermatology primarily based at the Mount Vernon and Hillingdon Hospital sites.

You will be expected to undertake all appropriate direct clinical care (DCC) activities that ensure the effective management of the patients under your care. This includes, but is not limited to, the following DCC activities:

Outpatient Clinics ward referrals, Multidisciplinary Team Meetings and development of a special interest clinic. An interest in Paediatric Dermatology would be desirable. The Consultant will be required to take part in the teaching of graduates and Allied Health Professionals.

4. PROPOSED/EXAMPLE OF A WEEKLY JOB PLAN -subject to review on appointment according to service needs and successful candidates specialist interest.

	MON	TUES-	WEDS	THURS	FRI
a.m.	1.DCC General dermatology clinic 9am-13:00 6N 6 F/UP WK1-5 Clinic admin	1.DCC Specialist Interest clinic 9am-13:00 6N 6F WK1-5 clinic admin	1.DCC Minor ops 5 cases Clinic 9am-12:00 (0.75) MDT WKS 2&4 (TIL 14:00) (0.25).	Referral A&G 1PA	1.2WW Clinic 9am-13:00-ADMIN 6N 6 F/UP WK1-5
pm	Admin WKLY 0.05 SPA 0.5	Non working afternoon	OFFICE ADMIN WKLY 1.0	SPA 1.0 WKLY	Non-working afternoon

There is no on call commitment.

All SPA (CPD, Teaching) and DCC activity must be clearly defined in the Job Plan as per the Consultant Job Planning Policy (Policy number 879, ratified October 2017).

5. Department Structure

Divisional Director	Nikki Jackson
Specialty Clinical Leads for Planned care division:	
	Dr Jacqueline Crawford : Skin
	Dr Amy Guppy : Cancer
	Vacant post : Radiology
	Carole McCarthy : Therapies
	Andrew Caunce : Pharmacy
Management structure:	

Assistant Director of Operations:	Claire Shepard
Assistant Director of Nursing Services :	Janet Lynam
Dermatology Service Manager	Sarah Steele
Consultants / Locum consultants	Subspecialty lead / clinics
Dr Jackie Crawford	General Dermatology/Vulva disorder
Dr Ophelia Dadzie	Hair, Ethnic skin, Dermatopathology
Dr Sheru George	Lasers & Photodermatology; Informatics
Dr Manjeet Joshi	General & Paediatric dermatology
Vacant	Allergy
Dr Catalina Florea	Allergy Specialty Doctor
Dr Farhana Ravat	General & Vulval dermatology
Vacant post	MOHs Surgery
Vacant post	General Dermatology and Paediatric Dermatology
Mr Trevor Viegas	Plastics
Mr Kumar	Maxillofacial Surgeon
Vacant	Contact Dermatitis
Dr Vincy Abraham	Specialty Doctor
Dr Priyanka Mukherjee	Specialty Doctor
Dr Nuriah Ismail	Locum Consultant
Sister Mary Lawlor	Nurse Lead
Tanya Wright	Allergy Dietitian
Amos Jakachira	Lead Nurse
Supported by	
Laura White	Dermatology Secretary
Ashwinder Padda	Dermatology Secretary
Pauline James	Dermatology Secretary
Vini Shah	Dermatology Secretary
Pinderjit Chander	MDT co-ordinator

6. Education, Teaching and Training

The Hillingdon Hospital is an Associated Teaching Hospital with Imperial School of Medicine. It also has an active Postgraduate Education programme. Dr Stella Barnes is the Director of Medical Education. There is a modern Education Centre with a good library and research links with Brunel University. There are weekly meetings for both primary and secondary care staff.

It is expected that the post holder would be a clinical supervisor and undertake the appropriate courses and development to fulfil the requirements as stipulated by the London Deanery / lead provider networks.

Teaching and training responsibilities

The post holder is expected to provide teaching for both undergraduate and post-graduate medical staff and to become a clinical supervisor.

Continuing professional development

The Trusts encourages all their speciality grade doctors to take part in continuing professional development in order to ensure that their skills are continually updated in line with relevant medical

developments. Compliance with the Trust Statutory and Mandatory Training (STaM) matrix is expected. Doctors may apply to the study leave budget for help with expenses associated with education and development.

7. Research

There is a vigorous Research and Development Unit led by Dr Simon Dubrey. The unit provides support and guidance for colleagues from all disciplines. There are good opportunities for liaison with academic centres in NW Thames. The successful applicant will be expected contribute to system-wide collaborative working for academic as well as clinical aspects of Dermatology and will be actively encouraged to undertake research.

8. Clinical Governance, Audit and Risk Management

Clinical Governance is co-ordinated via a Trust Clinical Governance Department. All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and to co-operate with any investigations undertaken. The post holder will be required to participate in regular clinical governance meetings, both departmental and Trust wide, and in Grand Rounds.

9. Induction

The post holder must attend corporate induction and have a local induction undertaken in accordance with relevant Trust policies.

10. Revalidation and Appraisal

Revalidation is a process by which all licensed doctors have to demonstrate to the General Medical Council (GMC) that they are up to date and fit to practise. The Trust has the required arrangements in place to ensure that all clinicians have a mandatory appraisal with a trained appraiser and supports clinicians / doctor going through the revalidation process. The Responsible Officer for Revalidation is the Medical Director.

11. Raising concerns

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trusts Raising Concerns at Work (Whistleblowing) Policy.

12. Secretarial/Administrative Support

The appointed doctor will have available secretarial support, IT access and office facilities.

13. Professional Structures

There is a Local Negotiating Committee representing the British Medical Association, which reports to the Consultant Staff Committee.

14 Preliminary Visits Applicants are invited and encouraged to contact one of the following to discuss the job in more detail:

Contact Person	Job Title	Contact Numbers
Dr Gubby Ayida	Medical Director	01895 279360
Dr Nikki Jackson	Divisional Director	01895 279754
Dr Jacqueline Crawford	Dermatology Clinical Lead	01895 279197

Information about the Trust

The Hillingdon Hospitals NHS Foundation Trust and Surrounding Area

Hillingdon Hospital is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services.

Our services are provided from both Hillingdon Hospital and Mount Vernon Hospital. The Trust has a turnover of around £250 million. We manage 614 inpatient beds and we employ over 3,300 staff. We deliver high quality healthcare to the residents of the London Borough of Hillingdon, and increasingly to those living in the surrounding areas of Ealing, Harrow, Buckinghamshire and Hertfordshire, giving us a total catchment population of over 350,000 people.

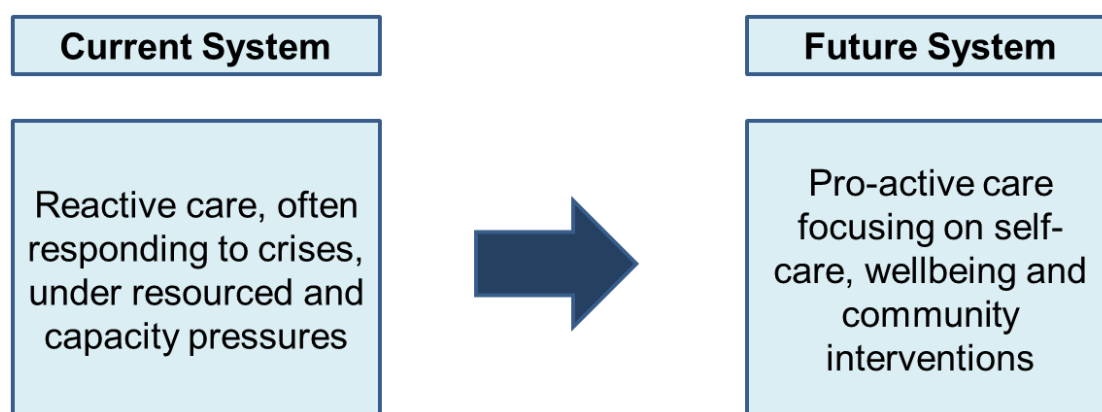
The Trust's services at Mount Vernon Hospital include routine day surgery at a modern treatment centre, a minor injuries unit, and outpatient clinics. The Trust also acts as a landlord to a number of other organisations that provide health services at Mount Vernon, including East & North Hertfordshire NHS Trust's Cancer Centre.

Further details about our activity and achievements are provided in the Trusts' Annual Report, which is available in the publications section of our website.

The North West London Sustainability and Transformation Plan

The STP will transform the way that care is experienced in 2020/21. It is a plan to implement system-wide changes which seek to improve population health & wellbeing, together with care and quality for patients.

'We will turn a reactive, increasingly acute-based model on its head, to one where patients take more control, supported by an integrated system which proactively manages care with the default position being to provide this care as close to, or in people's homes, wherever possible'. The shift in emphasis is illustrated below:



The STP changes the landscape in which the Trust operates; and our 'Strategic Plan 2017-21' explains how we work with other public bodies within the new context to achieve shared objectives.

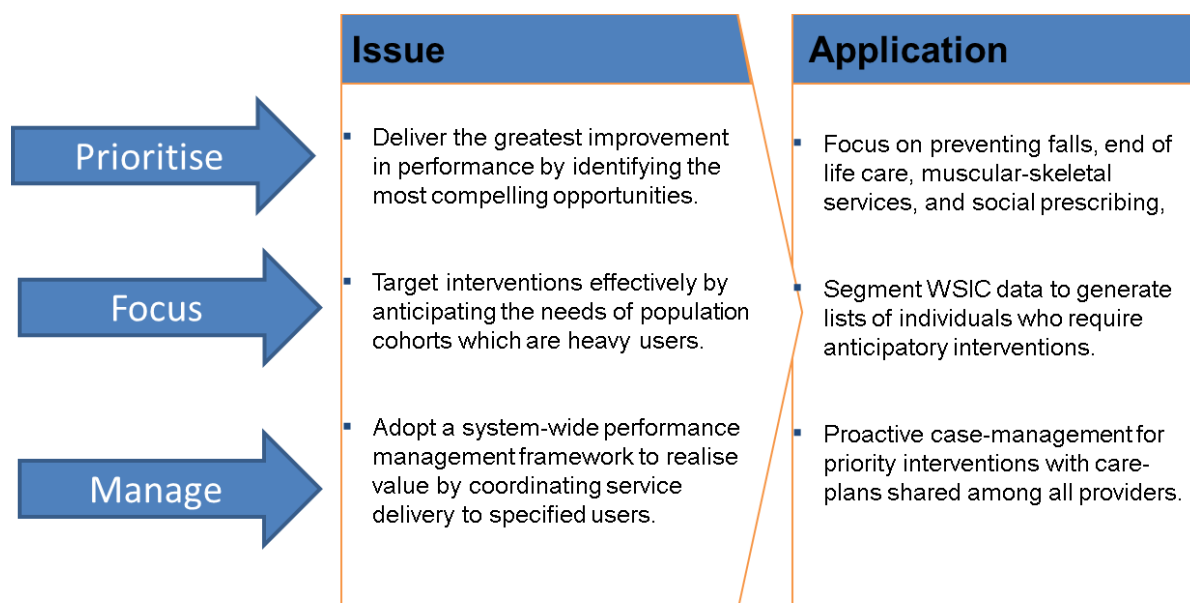
Hillingdon Health and Care Partners (HHCP)

HHCP represents a partnership of organisations from primary, community, and acute care; as well as the voluntary sector. We collaborate under an Alliance Agreement, to deliver integrated care services. The constituent organisations are:

- The Hillingdon Hospitals NHS Foundation Trust (THH)
- Central North and West London NHS Foundation Trust (CNWL)
- Hillingdon Primary Care Confederation of 44 GP practices
- Hillingdon for All (H4ALL) – an umbrella group of five voluntary-sector providers of social care.

HHCP's data-sharing capabilities represent the best in class among providers in North West London. To facilitate case management, the Hillingdon Care Record connects, via the Medical Interoperability Gateway (MIG) to EMIS and pulls GP summary, medication history and diagnostic history into the application. As a result, relevant information flows with the patient's movements along pathways. Clinicians and support staff can monitor their progress by having full access to necessary case-notes and outcomes reports.

HHCP are harnessing the capabilities afforded by the 'Whole Systems Integrated Care Data Warehouse' by employing a data-driven approach to improving the quality of care for specific population cohorts. This involves identifying people's needs by applying algorithms to their electronic health records; before supporting them pro-actively with appropriate services so they don't need to visit hospital.



Brunel Partners Academic Centre for Health Sciences

In 2017, the Trust launched a ground-breaking partnership with Central and North West London NHS FT (CNWL) and Brunel University London to establish the Brunel Partners Academic Centre for Health Sciences. This new centre aims to revolutionise the way health and social care is delivered to meet the changing needs of society. It provides the perfect setting for cutting edge research that will transform the way health services are delivered in the future both here and beyond. And it will help us to attract the brightest and best employees through innovative training and development opportunities.

Trust CARES Values

The Trust has defined its culture as one that puts compassionate care, safety and quality at the heart of everything we do. Our CARES values stand for:

Communication	Recognising the importance of listening and communicating in practice.
Attitude	Striving to understand others' needs, responding with care, compassion and professionalism.
Responsibility	Taking responsibility for consistently delivering excellence and being open in all that we do.
Equity	Recognising that people are different and value everyone equally.
Safety	Viewing patient, staff and visitor safety as a priority.

Hospital Management Structure

The Hillingdon Hospital NHS Foundation Trust is managed by a Trust Board, made up of the Chairman, the Chief Executive, full time Executive Directors and part-time Non-Executive Directors.

Chief Executive: Patricia Wright	Chairman: Lord Morse KCB
Medical Director: Dr Gubby Aiyda	Chief Operating Officer: Tina Benson

The Trust has four Clinical Divisions, namely Planned care, Unplanned care Mount Vernon and Clinical Support Services, each led by Divisional Director.

Planned care:	Dr Nikki Jackson
Unplanned care:	Dr Stella Barnes –Interim
Mount Vernon & Clinical support services:	Jane Murphy –Divisional manager

Each Divisional Director is supported by an Assistant Director of Operations, Director of Nursing/Midwifery and a number of Consultant Speciality Leads.

Terms and Conditions of Employment

ALL APPLICANTS SHOULD ENSURE THEY HAVE READ AND UNDERSTOOD THE FOLLOWING CONDITIONS

The post-holder is covered by The Hillingdon Hospitals NHS Trust Terms and Conditions of Service (see below), which have been jointly agreed for the purpose of this appointment. The appointment is superannuable, unless you choose to opt out of the National Health Service Superannuation Scheme. The post-holder is covered by the National Terms and Conditions of Service –Specialty Doctor (England) April 2008. Candidates unable to work whole time are invited to apply as part of a job share and will be eligible to be considered for the post.

Salary - The Hillingdon Hospitals NHS Foundation Trust holds the contract for this post. The job plan will be agreed beforehand in accordance with the requirements of the Consultant contract. Salary: ranges from 79,860 - £107, depending on service. In addition, a London Weighting Allowance of £2,162 per annum is payable. The postholder will be able to progress through pay thresholds as per the attached appendix.

GMC Registration - The successful candidate will be required to have and maintain full registration with the General Medical Council.

Clinical and Professional Responsibility - The doctor will have a continuing clinical and professional responsibility for the care of patients in his/her charge and proper functioning of his/her department. He/she will also undertake the administrative duties associated with the care of his/her patients and the running of the service. It is also the duty of a doctor to:

- Keep patients (and/or their carers if appropriate) informed about their condition
- Involve patients (and/or carers if appropriate) in decision making about their treatment
- Maintain professional standards and obligations as set out from time to time by the General Medical Council (GMC) and comply in particular with the GMC's guidance on 'Good Medical Practice' as amended or substituted from time to time.

Confidentiality - Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use of disclosure of patient or other personal information is a dismissible offence and, in the case of computerised information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998. It should be noted that contracts of employment for Consultant staff are the subject of discussion at national level and any changes will be incorporated into your contract.

Job Plan - It has been agreed between senior management within The Hillingdon Hospital and senior medical staff that the annual review of individual consultant's weekly timetable/job description will, in most cases, be carried out by the relevant Clinical Specialty Lead and signed off by the Divisional Director. Management will meet with each Divisional Director to review the overall service provided by a speciality/department. Programmed activities may be re-allocated from time to time to align with alterations in circumstances such as changes in staffing, introduction of new services and expansion or reduction of existing services.

A doctor is responsible for carrying out any work related to and reasonably incidental to the duties set out in their Job Plan such as:

- The keeping of records and the provision of reports
- The proper delegation of tasks
- Maintaining skills and knowledge

Doctors shall be expected in the normal run of their duties to deputise for absent colleagues so far as is practicable, even if on occasions this would involve interchange of staff within the same employing organisation. This does not include deputising where an associate specialist colleague is on a rota with doctors in training. When deputising is not practicable, the employing organisation (and not the doctor) shall be responsible for the engagement of a locum tenens, but the consultant shall have the responsibility of bringing the need to the employer's notice. The employing organisation shall assess the number of Programmes Activities required.

Removal expenses - Reimbursement of removal expenses and associated expenses will be available at the discretion of the Hillingdon Hospitals NHS Foundation Trust.

Medical Clearance - Prior to employment we require a satisfactory medical examination report is a condition of employment for medical and dental staff in the NHS. The successful candidate may therefore be required to undergo such an examination unless a satisfactory one has been carried out within the last twelve months.

Arrangements for Annual and Study Leave - The appointee will be expected to make their own arrangements regarding annual leave and study leave cover, liaising with the other colleagues. Doctors who have completed a minimum of two years' service in the specialty doctor grade and/or in equivalent grades or who had an entitlement to six weeks' annual leave a year or more in their immediately previous appointments shall be entitled to annual leave at the rate of six weeks a year. Doctors other than those mentioned above shall be entitled to leave at the rate of five weeks a year. Study leave entitlement is ten days per year. Study leave may be declined if Core Skills Training (STaM) and annual appraisal are not up to date.

Rehabilitation of Offenders Act 1974 - As the nature of work you will be undertaking during your appointment involves direct contact with people who are receiving a health service, we have been obliged to ask you to complete a disclosure form (at enhanced level), which will be processed by the Criminal Records Bureau. We require you to disclose any convictions, cautions, reprimands and warnings you may have under the conditions of the above order. You are not entitled to withhold such information about convictions which otherwise might be 'spent'. Failure to disclose such convictions could result in the termination of your appointment.

Disclosure and Barring Service - The post is subject to a DBS at enhanced level. The appointed candidate will be required to complete the NHS Pre-, and Post-Appointment Declaration form as outlined in HSC2002/008.

Safeguarding - The Hillingdon Hospital NHS Trust is committed to and has a duty to make arrangements to safeguard and promote the welfare of children, young people and vulnerable adults (Children Act, 1989 and 2004; Safeguarding Vulnerable Groups Act, 2006). Staff groups will have different training needs to fulfil their duties, depending on their degree of contact with children, young people and vulnerable adults and on their level of responsibility. Each employee has a responsibility to cooperate with their manager in attending the relevant training and to adhere to safeguarding legislation, local policy and processes.

NB: For posts with substantial access to children, the following paragraph will be included:-This post has substantial access to children under the provision of Joint Circular No: HC(88)9, HOC 8/88, WHC (88)10. Therefore, any offer of employment will be subject to a satisfactory DBS check having been completed.

No Smoking Policy - It is the policy of the Trust to promote health. Smoking is therefore prohibited throughout all Trust premises and grounds.

Security - Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or the Support Services Dept.

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

Infection Control - It is the responsibility of all staff to recognise their role in maintaining a safe environment for patients, visitors and staff to minimise the risk of avoidable Healthcare Associated Infection. Employees are responsible for ensuring that they are fully aware of the Trust's Infection

Prevention and Control policies and the post holder will undertake infection control training on an annual basis.

Hepatitis B - The successful candidate will be required to provide documentary evidence of natural or acquired immunity to Hepatitis B, before taking up employment. Where this is not possible, the post holder will be required to demonstrate by recent (within the last year) evidence of serology showing the absence of Hepatitis B surface antigen. These provisions are to meet the requirement of the Department of Health's instructions to Trusts (HSG(93)40).

Equal Opportunities - The post holder is required at all times to carry out responsibilities with due regard to the Trust's Equality and Human Rights Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk Management – **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.**

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. Interests that might appear to be in conflict should also be declared.**

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required 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 or other NHS 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 between your private patient's interest and your NHS duties.

Code of Conduct for Professional Groups - All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DOH, Code of Conduct for Senior Manager).

PERSON SPECIFICATION

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
CARES VALUES	<ul style="list-style-type: none"> Demonstrating ability to meet the Trust 'CARES' values (Communication, Attitude, Responsibility, Equity, Safety) 		Application Form (in first instance and interview)
Education and Professional Qualifications	<ul style="list-style-type: none"> Full GMC Registration with License to Practice Allergy CCT Dermatology MRCP 	<ul style="list-style-type: none"> specialist interest in Contact dermatitis Higher Degree 	Application form
Specific Additional Skills			Application Form (in first instance and interview)
Leadership and Management Skills	<ul style="list-style-type: none"> Well-developed effective leadership and management skills – NHS Leadership Framework. Demonstrates ability, initiative, drive to contribute to the strategy, deliver and support change and improve services for patients placing care at the heart of the service Ability to lead and manage complex systems Ability to effectively plan and manage resources, people and performance Ability to develop, influence, communicate and deliver the strategy working with divisions 	<ul style="list-style-type: none"> Attended management training course Attended Leadership Training course Knowledge of Finance / Budgets 	Application Form (in first instance and interview) NHS Leadership Framework
Clinical Experience	<ul style="list-style-type: none"> Ability to make decisions at Consultant level 		Application/interview Reference

Speciality/Sub speciality			
Experience in Training, Research and Clinical Governance/audit	<ul style="list-style-type: none"> • Demonstrable commitment to teach, train and assess teaching of undergraduates, post graduates and nursing staff • Proven teaching experience • Experience of clinical audit and enable delivery of good practice • Evidence of quality and service improvement 	Clinical supervisor training courses completed. Relevant research articles in peer-reviewed journals	Application/interview
Academic Achievements / Research / publications		Published works Previous experience of participation in research. Commitment to research, publication and presentations.	Application/interview Published work
Personal Qualities	<ul style="list-style-type: none"> • Demonstrate leadership, team player, flexibility and organisational skills within a multidisciplinary team • Ability to motivate staff, to facilitate changes in clinical practice. • Committed to patient focused care, learning and CPD • Excellent written and verbal communication skills, enthusiasm and approachability. • Commitment to continuing professional development and clinical governance 		Application/interview
Other IT Personal circumstances	<ul style="list-style-type: none"> • Basic IT skills, i.e. able to handle e-mails and presentations • Live within reasonable travelling distance of the hospital or within 10 miles of THH (negotiable) 	More advanced IT skills	Application/interview