



CONSULTANT RECRUITMENT PACK

CONSULTANT IN HAEMATOLOGY (General, Malignant)

**“Our vision is to provide an outstanding experience
and the best outcome for patients and the team”**

We'll do that through our five strategic objectives:



Quality of care – creating a learning organisation and culture of continuous improvement to reduce repeated harms and improve patient experience



People – being a great place to work and to be a patient, where we listen, empower and value everyone



Modern healthcare – delivering the most effective and efficient treatment and care through standardisation in the delivery and outcome of clinical services



Digital – using digital technology and innovations to improve clinical pathways, safety and efficiency and empower patients



Collaborate – working with our partners in health and care to ensure the provision of a high quality sustainable NHS to the communities we serve



**WORLD CLASS CARE
FOR OUR COMMUNITY**

CONSULTANT IN HAEMATOLOGY

JOB DESCRIPTION

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Consultants (ASPH)

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Dr Jissan Husain (Red cell Lead)
Dr Andrew Laurie (Medical Director BSPS)
Dr Caroline Hawche (Thrombosis/Haemostasis Lead)
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Consultants (RSCH)

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Dr Louise Hendry (Specialty Lead RSCH)
Dr Matthew Cross
Dr Matthew Rogers
Dr Sophie Lindsay
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WELCOME

We're delighted that you are interested in joining our team.

We have a talented team of dedicated consultants working in a friendly, flexible, and cohesive group. We are enthusiastic, welcoming, and proactive in supporting special interests. We are looking for a motivated innovative colleague to join an integrated clinical haematology service providing services for both Ashford & St Peter's Hospitals (ASPH) and Royal Surrey County Hospital (RSCH) NHS Foundation Trusts.

The team comprises Ten Consultant Haematologists, two training SpRs and a group of Specialist Nurses in Haematology, Anticoagulation, Transfusion and Palliative Care, at both sites.

This vacancy has an 80:20 ASPH: RSCH split and attracts 10 PAs. It is a substantive post, based at St Peter's Hospital, contributing to a cross-site 1:8 joint on call rota, a 1:8 attending rota for level 2 patients at RSCH, and a weekly joint haemato-oncology MDT. Both Trust sites have outpatient clinics, haematology day unit and chemotherapy services, inpatient facilities including side rooms and a full range of diagnostics, A&E, acute medicine and acute surgery services.

The laboratories at both hospitals are managed within the Berkshire & Surrey Pathology Services NHS partnership network that serves an overall population of around 2 million; ASPH is the network hub for immunology, virology, cytology and specialist coagulation services and RSCH is the network hub for molecular diagnostics, trace metals, peptides, and the histology hub for Surrey.

ASPH Trust, where the post is formally hosted, offers fantastic development opportunities for consultants. We will support you with your professional development. There are excellent opportunities to develop individual professional portfolios, and a similar arrangement is offered by RSCH.

Our aim is to provide a high-quality patient experience and an excellent place to work for all staff. We believe that the key to improved patient and staff experience is a high quality, efficient and patient-centred pathway, in which the patient sees the right doctor, right place, first time.

We are welcoming applications from candidates interested in full or part-time working. We are keen to meet you for an informal visit. Contact us to arrange a visit or for an informal chat about the post.

The new post holder will join a networked team of Haematologists, in an integrated service across both ASPH and RSCH sites, with a 80:20 split.

ASHFORD & ST. PETER'S HOSPITALS NHS FOUNDATION TRUST

Established in 1998 from the merger of Ashford and St. Peter's Hospitals, the Trust has been on a long journey of development and improvement to its current position as the largest provider of acute hospital services to Surrey residents. It became a Foundation Trust in December 2010.

Ashford and St. Peter's Hospitals NHS Foundation Trust serves a population of more than 410,000 people living in the boroughs of Runnymede, Spelthorne, Woking, and parts of Elmbridge, Hounslow, Surrey Heath and beyond. The Trust employs around 4,400 individual members of staff. Our turnover was £429 million in 2022/23.

The Trust provides a whole range of services across its hospital sites. The majority of planned care, like day case and orthopaedic surgery and rehabilitation services, is provided at Ashford Hospital, with more complex medical and surgical care and emergency services at St. Peter's Hospital.

Our vision and strategy

The health and care sector has undergone significant change since our Together We Care strategy was published in 2018. It is clear, that if we are to meet the challenges faced by today's NHS, how we deliver health and care needs to be updated and modernised. New policy developments will provide us with more opportunities to collaborate with other local health and care providers and local authorities to improve population health, care quality and efficiency, as well as the wellbeing of our staff and volunteers. This will also support us to deliver our mission, values and aims, which have not changed. Delivering high-quality care and sustainable services to the community we serve continues to be our top priority. Quality improvement at all levels, including financial management, is critical to a sustainable NHS, so we will continue to grow and develop as a place of learning and improve and embrace new advances in clinical techniques and digital innovation.

Our vision is to provide an outstanding experience and the best outcome for patients and the team.

You can read more on the "[Our Values](#)" and "[Trust Strategy](#)" pages.

Our Services

We provide the following hospital and community based health services to our catchment population:

- Admitted patient care for planned surgery and emergency medicine and surgery
- Accident and emergency services
- Critical care
- Outpatient services, both in the hospitals and across a number of community settings
- Community midwifery services

Services are split across our three main hospital sites as follows.

Ashford Hospital

Day-case surgery
Elective surgery
Ophthalmology
Outpatients (including paediatrics) and diagnostics; X ray, ultrasound, and MRI scans
Inpatient Rehabilitation
Outpatient Midwifery hub

St Peter's Hospital

Accident and emergency services
Intensive care
Emergency surgical and medical care
Elective and day-case surgery
Orthopaedics (Rowley Bristow unit)
Maternity care
Paediatric services (children's services)
Neonatal intensive care unit which provides care for acutely ill babies
Outpatients and diagnostics; X ray, ultrasound, CT scans, endoscopy (using cameras to look inside the body) and MRI scans
Pathology services (provided through the Surrey and Berkshire Pathology Service)

Woking Community Hospital

Inpatient Neurorehabilitation services

Outpatient Services

Physiotherapy

We run a wide range of specialist clinics in the community. These include Cobham Community Hospital, West Byfleet Health Centre, the Heart of Hounslow Centre for Health, Teddington Memorial Hospital and others - providing more accessible care, closer to where our patients live.

We also have Early Supported Discharge Teams (for stroke) based at Ashford and Milford hospitals (providing services across much of West Surrey). Dermatology services are provided from Royal Surrey County Hospital, Hazlemere Hospital and Cranleigh Health Centre.

Our Policies

As part of our belief in openness and accountability, Ashford and St Peter's is committed to putting our corporate documents in the public domain.

You can find our Trust policies along with other documentation on our Freedom of Information website at www.ashfordstpeters.info.

We've been busy in 2022/23 ...

Over the last year we have:

- Treated **42,014** emergency admissions
- Admitted **37,948** people for planned inpatient and day case treatment
- Seen **118,922** people in our A&E department
- Treated **453,962** patients in our outpatient clinics
- Delivered **3,213** babies
- Had a turnover of **£429m**
- **95,925** patients seen in virtual outpatient clinics

January 2022: CQC publishes reports on surgical and medical care services at Ashford and St. Peter's Hospitals

Overall the Trust continues to be rated as good following this inspection.

THE ROYAL SURREY NHS FOUNDATION TRUST

The Royal Surrey NHS Foundation Trust is a multi-site acute and community Trust, based in Guildford, which serves a population of more than 336,000 across southwest Surrey; and a tertiary cancer centre, offering state of the art diagnostic and treatment services to a population of two million. 90,000 patients are admitted for treatment, around 75,000 patients attend our Emergency Department, and we deliver around 3,000 babies each year.

The Trust owns Healthcare Partners Limited (HPL) and Royal Surrey Pharmacy Ltd, both are wholly subsidiaries. We attract referrals from across the country for some specialties including urology. Our Minimal Access Therapy Training Unit (keyhole surgery) is one of only three such training units in the UK. Our patients also benefit from state-of-the-art diagnostic equipment including two MRI

scanners, four CT scanners, interventional radiology equipment and a gamma camera. We have one of the lowest mortality rates in the country.

As a NHS Foundation Trust, we have a Council of Governors with 26 Governors, and over 8,000 public members. We employ around 4,200 members of staff making us one of Guildford's largest employers. In addition, the hospital is supported by a thriving group of 500 volunteers all of whom provide valuable services on an independent, voluntary basis.

After visiting the Trust in February 2020 for a routine inspection, the CQC has now reported its findings, rating two more core services as 'outstanding'.

- The rating for medical care (including older people's care) has improved from 'good' to 'outstanding'.
- The rating for end-of-life care has improved from 'good' to 'outstanding'.
- Use of resources has improved from 'good' (while in shadow form) to 'outstanding'.

The CQC also inspected urgent and emergency care and, even though they were already dealing with Covid-19 patients at the time, the service has retained its rating of 'good'. These join the other 'outstanding' ratings for maternity services and for the Trust's responsiveness and mean that all core services and all aspects of the Trust are either rated as 'outstanding' or 'good'.

We have a great reputation and history of embracing quality improvement (QI) and transformation work – continuously improving is one of our core values. Today, the Trust has put QI firmly at the centre of its strategic journey. It is seen by the Board as the vehicle we will use to reach the goals set out in the 2018-23 strategy.

The Trust's management structure comprises six divisions led by clinician and management partnerships: Medicine and Access, Women and Children, Surgery, Oncology, Diagnostics and Clinical Support Service and Adult Community Services. These divisions are supported by Corporate Services led by Executive Directors. The most recently created division Adult Community Services came into being on 1 April 2018 when the Trust took over the provision of adult community health care services for people in Guildford and Waverley with ProCare Health (the federation for GP practices). This is the first time an acute Trust has joined forces with a GP federation to provide adult community health services in this way.

POSTGRADUATE MEDICAL SCHOOL UNIVERSITY OF SURREY

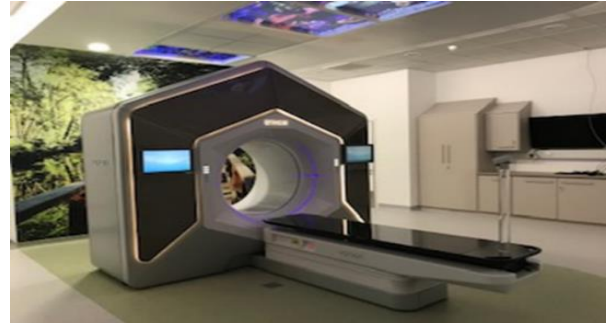
The University of Surrey has become one of the leading academic institutions of the country. Surrey University Campus is adjacent to the hospital and provides excellent opportunities for collaboration in research. The Postgraduate Medical School building opened adjacent to the hospital in 2005 and houses the MATTU (minimal access therapy training unit)

ST LUKES CANCER CENTRE

Here at St Luke's Cancer Centre, we aim to provide first-class, high-quality care for all of our patients in a friendly and professional setting. We are a specialist tertiary cancer centre, offering state-of-the-art diagnostic and treatment services to a population of up to two million.

Our services have received International and National recognition and praise and our patients benefit from the latest and most innovative treatments available, delivered by a team of committed and highly skilled staff. We attract referrals from across the whole country for our specialist services, such as urology and brachytherapy.

We are a clinically led service, drawing on the knowledge and experience of our team of 27 Oncologists. The Consultants delivering the service are involved in National and International teaching and research.



We have a strong record of recruitment into clinical trials, including NCRN, commercial and Phase I/II trials, the latter in collaboration with the Clinical Research Centre at the University of Surrey. Strong links exist between St Luke's and the University of Surrey; four of our Oncology Consultants hold joint appointments with the University. All prospective post-holders will be expected and encouraged to perform research.

We currently provide outreach radiotherapy and Systemic anti-cancer therapy services at Surrey and Sussex Hospital (Redhill site) and outreach Systemic anti-cancer therapy at Frimley Park and Ashford and St Peter's Hospital NHS Foundation Trust (Ashford site). Our Oncologists are mostly based at St Luke's Cancer Centre in Guildford and provide local services at the surrounding cancer units.

Across our two sites, the radiotherapy department is well equipped with state-of-the-art radiotherapy equipment. We are proud to be one of the few departments in the UK to have an **Adaptive Varian ETHOS™**, allowing real time adaptive radiotherapy, plus seven Varian Truebeam® (one STX with ExacTrac and four with 6 degrees of freedom couch).

We have an established SABR programme for lung cancer, and oligometastatic. We also provide a nationally renowned High dose rate brachytherapy service, including gynaecological, prostate, rectal and oesophageal brachytherapy; with a dedicated brachytherapy theatre on-site, which is also used to house the Contact radiotherapy machine for rectal treatments.

We have a large SACT service, treating up to 200 patients a day across our four sites, with an ongoing focus on delivering chemo closer to home. We have a well established, innovative nurse led service, with nurse led SACT clinics and PICC service running daily.

The dedicated oncology / haemato-oncology inpatient ward (Onslow) has 34 beds. Chilworth Day Unit has designated facilities for day care Systemic anti-cancer therapy and procedures. Systemic anti-cancer therapy is also provided in the community via a mobile infusion and injection service, with partnership with McKesson UK and Lloyd's pharmacy Clinical Homecare Ltd (LPCH).

In addition we have a excellent designated Teenage and Young Adult service, and an established Acute Oncology service.

Division of Oncology

The Oncology division is dedicated to achieving national targets for cancer waits as well as providing a service that best meets the needs of the patient. This strategy includes an expanding research profile, delivering Systemic anti-cancer therapy 'closer to home' with our outreach services as well as responding to growth in demand for Oncology services within the locality and beyond.

BERKSHIRE AND SURREY PATHOLOGY SERVICES

[Home - Berkshire & Surrey Pathology Services \(berkshireandsurreypathologyservices.nhs.uk\)](http://berkshireandsurreypathologyservices.nhs.uk)

Berkshire and Surrey Pathology Services (BSPS) was formed at the end of 2016 as a contractual joint venture between five acute NHS Foundation Trusts:

- [Ashford and St Peter's Hospital NHS Foundation Trust](#)
- [Frimley Health NHS Foundation Trust](#)
- [Royal Berkshire NHS Foundation Trust](#)
- [The Royal Surrey NHS Foundation Trust](#)
- [Surrey and Sussex Healthcare NHS Trust](#)

The shared service model is administered by a unitary management and governance structure. Pathology services within the BSPS network provides acute services at each of the four Trusts and GP services from the Clinical Commissioning Groups in Berkshire, Surrey, Hampshire, West Sussex and South West London which account for the majority of the work of the laboratories. In addition, laboratory services are provided for private hospitals in Surrey, Hampshire, Hounslow, Richmond and Twickenham and Berkshire. BSPS also receives samples from other NHS Trusts and the independent sectors throughout the UK. BSPS provides Point of Care Analysers to local community Hospitals, CCGs and healthcare service providers nationally.

ABOUT THE DEPARTMENT/SPECIALTY

The appointee will join the four other consultants at Ashford and St Peter's Hospitals NHS Foundation Trust. The laboratory services across the three Surrey sites are delivered within a common shared LIMS platform with integrated laboratory management and access to Cellavision technology.

Clinical haematology sits within the Medicine Division (Divisional Director: Dr Jonathan Robin, Consultant Acute Physician) and laboratory haematology/blood transfusion sits within the Diagnostics and Therapeutics Division. Each division is supported by a divisional manager as well as designated finance and HR representatives. The Trust gained Foundation status in late 2010, licensed from the 1st December, and was the first Trust to have done so under the new standards.

The formation of an integrated pathology network with our neighbouring Trusts, Frimley Park Hospital and the Royal Surrey County Hospital was formalised as the Surrey Pathology Services on 1st April 2012 with subsequent inclusion of Wexham Park Hospital and Heatherwood. In 2016 the Surrey Pathology Service expanded to become the Berkshire & Surrey Pathology Services (BSPS: Director of Pathology Nicola Newman) with the integration of The Royal Berkshire Hospital NHS Trust pathology service. The locality laboratory at St Peter's Hospital provides the network specialist coagulation service. The network immunology, virology and cytology laboratories are also located on the St Peter's site. An integrated network-wide management structure for the laboratory pathology services is in place including detailed governance and line management arrangements with shared budgetary mechanisms between the partner organisations.

In July 2016 an SLA with the Royal Marsden Hospital (RMH) was agreed and signed leading to the SI HMDS service for the Alliance being delivered by the RMH.

All sites provide 'hot' haematology, blood transfusion and biochemistry laboratory services for their respective hospitals. The main histopathology and cytology laboratories are located at RSCH. The microbiology laboratories and main haematology laboratory are located at FPH, where CellaVision is installed, allowing potential for remote blood film review. General practice work from RSCH's catchment is analysed at the FPH laboratory taking full advantage of its investment in automated specimen handling. The two sites share a single laboratory information system (Winpath Enterprise). A molecular biology laboratory provides a broad and expanding range of tests.

Clinical haematology services are provided within the framework of a new integrated service and a shared haematology oncology MDT with the Royal Surrey County Hospital and within the wider context of the St Luke's Cancer Alliance. This post will include all elements of haematology practice (malignant and non-malignant).

The busy day unit is supported by a junior doctor, a haematology clinical nurse specialist and four haematology nurses (band 6 x3, band 5 x1) managed by a band 7 Specialist lead nurse for the haematology day unit and infusion unit at Ashford. The haematology nurses also support the level-1 inpatient activity. Two anticoagulant clinical nurse specialists and an anticoagulant specialist BMS deliver the anticoagulant service with the clinical support of the consultants and the hospital transfusion practitioner is based within the blood transfusion laboratory working closely with the biomedical scientists and network team of HTPs.

At Royal Surrey County Hospital Clinical Haematology is managed within the Surgery and Oncology Specialty Business Unit (SBU) which is based in the St Luke's Cancer Centre site at the RSCH and provides services including radiotherapy to residents of Surrey, West Sussex and Hampshire, a catchment over 1.3 million. Clinical Haematology falls under the Clinical directorate of Oncology and Haematology.

The consultant haematologists are members of the Oncology and Surgery Specialty Business Unit with admitting rights to the 31 bedded oncology/haematology ward and the support of junior oncology

medical staff (6 junior doctors, 2 covering Haematology (one GP trainee and one CMT) in addition to one haematology specialist registrar. There are currently 8 level 2 beds nominally designated for haematology inpatients, but admission is according to clinical need and ring-fencing is currently not applied. Access to the general medical and oncology outpatient clinics, general and oncology day unit facilities is also provided. There is no private ward at the RSCH.

There is 24-hour junior doctor cover/presence on the haematology/oncology ward with direct admission under haematology care set by a series of defined criteria. There is no haematology SpR on call. Haematology Advise out of hours comes directly from the consultant. Only registrar grade or above can contact the haematologist out of hours. For ward emergencies the medical registrar and ITU provide cross-cover.

4. JOB DESCRIPTION

4.1 SUMMARY DETAILS

Job Title:	Consultant in Haematology
Hours:	10 PAs full time
Responsible to:	Lead Consultant/Specialty Lead
Accountable to:	Chief Executive
Professionally accountable to:	Medical Director
Base:	Your main base will be Ashford/St Peter's Hospital with a 1:8 non-residential on call rota covering both clinical and laboratory haematology. This will cover the St Peters Hospital, Ashford Hospital and Royal Surrey County Hospital site. You may be required to work at any other Trust site from time to time, or any other location where the Trust provides services

4.2 MAIN DUTIES OF THE POST

- Deliver Clinical, Educational, Managerial Services of the highest professional standard at Consultant Level to the Department
- Work with existing consultants and the multi-disciplinary team to provide a high quality well-led service for patients of Ashford & St Peter's and Royal Surrey County Hospital, including the diagnosis, investigations, treatment, and management of patients in accordance with Trust policies and practices.
- Deliver Direct Clinical Care to patients, through all parts of the Department assisting clinical decision-making and sharing equally in the workload.
- The Consultant team will provide comprehensive senior clinical cover to the Department.
 - Assessment of patients
 - Provide consultant cover in ward rounds, multi-disciplinary team meetings, clinics, supporting the day unit, anticoagulant service, and laboratory responsibilities.
 - Consultant cover time required, Consultants will be expected to review all potential admissions and develop rapid assessment triage strategies to ensure early investigations and disposition of patients is achieved.
 - Contribute to teaching/training and undertake audit and managerial responsibilities as appropriate to experience.

Any changes will be by negotiation and will be reflected in the job plans of the team.

- Have a continuing responsibility for the care of patients in his/her charge, ensuring safe handover as appropriate.
- Engage fully with the care of patients outside the department and provide a prompt opinion on request from consultant colleagues in other specialties.
- Engage with medical, nursing, management and all relevant co-workers in the delivery of department objectives: to provide clinical leadership, improve the patient experience; ensure the highest quality clinical care.
- Actively participate in and support other staff with education, research, audit and clinical governance activities involving a multi-disciplinary workforce across the department
- Participate in the professional training of the staff in the department, both medical and non-medical, and contribute as required to teaching sessions for other hospital staff as well as undergraduate and postgraduate staff, including supervision of junior medical staff. Teaching and training will require verification of teaching certification.
- Support recruitment, appraisal, development, and mentoring activities to a multi-disciplinary, multi-professional team.
- Undertake any other duties appropriate for a consultant.

LEARNING, DEVELOPMENT AND RESEARCH

- The Trust encourages and supports consultants with a special interest to develop their interest, where it meets department objectives, and can be audited and reviewed, and provide learning opportunities for other staff.
- Participate in clinical audit activities of the department and hospitals, ensuring record-keeping is effective.
- Undertake research and develop special interests within the limits of clinical and service workload.
- Undertake continuing medical education internally and externally with study leave entitlement as appropriate.

SUPPORTING PROFESSIONAL ACTIVITIES (SPA):

ASPH is committed to ensuring that all Consultants have dedicated SPAs within their job plan which they will be expected to carry out on site/ in the workplace. Specific responsibilities will be developed on appointment and according to areas of interest, but Supporting Professional Activities (SPA's) are intended to include:

- Audit, research, and local clinical governance activity
- Formal teaching and preparation (e.g. giving lectures, seminars)
- Post-graduate teaching, and training (e.g. of junior doctors, medical students)
- external teaching and education delivery (e.g. ATLS, APLS)
- Clinical management, attendance at departmental and trust meetings
- Appraisal, Job planning and rota organisation
- Service development, quality improvement work, Major incident planning

SPA activity will be scheduled based on individual preference, and to meet the needs of the service.

4.3 THE JOB PLAN

The Job Plan has 8.5 PAs of Direct Clinical Care (DCC) and 1.5 Supporting Professional Activities (SPA) which will be organised on an 8 week rota. The rota allows for Consultants to alternate working on busy and less busy days in order to equalise workloads.

This is an indicative weekly timetable for the current staffing. A specific job plan will be agreed between the appointed Consultant and to meet the needs of the service. The Job Plan will be reviewed annually.

**Consultant in Haematology
Proposed weekly timetable**

SPH – St. Peter's Hospital AH- Ashford Hospital RSCH – Royal Surrey County Hospital

		Description	No. of PAs	DCC/SPA
Monday	am	DCC administration/ in-reach SPH ward round	0.5/0.5	DCC
	pm	Outpatient clinic- St Peter's	1.0	DCC
Tuesday	Am	Investigative or laboratory work/ DCC administration	0.75/0.25	DCC DCC
	pm	Investigative or laboratory work/ DCC administration	0.5 0.5	DCC DCC
Wednesday	am	DCC administration	1.0	DCC
	pm	Outpatient clinic- Ashford	1.0	DCC
Thursday	am	In-reach SPH ward round Clinical Management	0.5 0.5	DCC SPA
	pm	MDT/ DCC administration	0.25 0.75	DCC DCC
Friday	am	SPH- Outpatient Clinic	1.0	DCC
	pm	CPD	1.0	SPA
Saturday	am	RSCH- Ward Round and on site laboratory support (1:8) – predictable on call	0.25	DCC
Sunday	am	RSCH- Ward Round and on site laboratory support (1:8) – predictable on call	0.25	DCC
On-call		1: 8 (prospective cover)		

Supporting Professional Activities (SPA's) are intended to cover formal post-graduate teaching, audit research, appraisal and clinical management as required. The balance of sessions between Ashford & St. Peter's is flexible. Teaching and training will require verification of teaching certification.

TOTAL 10 PAs consisting of 8.5 DCC and 1.5 SPA + 1:8 on non-resident on call commitment

Consultant On-Call Rota (Frequency of rota/detail of rota)

The postholder will be required to participate in the department rota on a 1:8 basis. The on call availability supplement will be Category A. The PAs may be adjusted, subject to the job-

plan and agreed work commitment, such as prospective colleague cover and additional duties.

RESOURCES

Mentoring

New consultants are offered a mentor by the Trust to support professional development during the transition from higher specialist training to consultant.

Other Departments

The ASPH benefits from all the diagnostic, treatment and support facilities expected of a large modern general hospital. Radiology services include ultrasound scanning, CT, MRI and interventional radiology. Nuclear medicine and PET-CT facilities are available on site. Histopathology and associated pathology services are all available. Critical Care provides pre-operative assessment, high quality peri-operative care with step down care available through all levels and a full outreach facility.

Appraisal and Revalidation

At ASPH, we support the implementation and monitoring of all current revalidation requirements as identified by the Department of Health and the revalidation support team. We provide advice and information to medical staff on appraisal/revalidation process and systems and ensure all doctors are participating in an annual appraisal. We co-ordinate and provide training for medical staff in preparation for appraisals to meet the requirement for revalidation.

Admin Support & Office Space

The Consultant will be provided with PC access to the Trusts information systems, internet and Trust intranet, as well as secretarial and administrative support. Appropriate office space will be provided within the department.

4.4 PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Full and specialist registration (and a licence to practise) with the General Medical Council (GMC) (or eligible for registration within six months of interview) Applicants that are UK trained, must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview. Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT FRCPPath or equivalent qualification 	<ul style="list-style-type: none"> Higher degree, e.g., MD or PhD or equivalent.
Experience	<ul style="list-style-type: none"> Providing direct clinical care Active participation in clinical audit Experience in developing effective and collaborative working relationships. 	<ul style="list-style-type: none"> Leading a change or innovation in the workplace with a multi-disciplinary team
Skills	<ul style="list-style-type: none"> Highly skilled in the management and treatment of patients admitted to the specialty. Must be able to demonstrate values consistent with the Trust Values Based Behaviours and be willing to develop self to an Exemplary level and act as a role model for others, in particular in relation to patients: <ul style="list-style-type: none"> Knowledge & awareness of diversity and human rights and the competencies appropriate to your role to support their diverse needs and human rights. Ability to communicate effectively with them and with other staff to ensure that their care, treatment and support are not compromised. A good understanding of their communication, physical & emotional needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence. Ability to empathise with patients and their families and to treat them with compassion and sensitivity. Excellent written and verbal communication skills Ability to work constructively in a multidisciplinary team, be flexible and responsive to the needs of colleagues. Ability to manage competing demands in a busy acute environment and cope and manage own emotions under stress. Competent in the use of IT/computer systems 	<ul style="list-style-type: none"> Evidence of ability to continuously improve patient and staff experience. Demonstrate the Trust Values Based Behaviours at Exemplary level.
Teaching	<ul style="list-style-type: none"> Medical and non-medical undergraduate and postgraduate teaching experience Teaching and training will require verification of teaching certification 	<ul style="list-style-type: none"> Postgraduate certificate in education
Knowledge	<ul style="list-style-type: none"> NHS Constitution Trust vision, values, strategic objectives and key work programmes 	

	<ul style="list-style-type: none"> • Must be able to demonstrate knowledge of the professional code of conduct and guidance issued by the GMC and adhere to this. 	
Leadership and Management	<ul style="list-style-type: none"> • Evidence of previous active participation in leadership and management activities • Ability to inspire and motivate others. • Understanding of NHS policy and delivery of national performance targets (including hospital acquired infections) • Flexible, pragmatic and a problem-solving approach. 	<ul style="list-style-type: none"> • Experience of managing budgets and staff • Change management techniques. • Management qualification
Research	<ul style="list-style-type: none"> • Evidence of research, particularly in collaboration with other clinicians • Willingness to continue participate in research. 	<ul style="list-style-type: none"> • Ability to supervise postgraduate research. • Publication in peer reviewed journals
Other	<ul style="list-style-type: none"> • Ability to be flexible to meet the needs of the team, the service, and the Trust. 	

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, the post holder may be required to undertake other duties that are consistent with the role / grade. The detail and emphasis of the role may change with clinical and technical advances in the specialty, you will be expected and supported to keep up to date with this. Significant and long-term changes to the role would be in consultation with you and in line with the needs of your work area.

Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Care	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you work to is the standard you accept
Compassion	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
Communication	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
Humility	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
Commitment	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
Self-awareness	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
Open-mindedness	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
Courage	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Positivity	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
Insight	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
Initiative	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
Innovation	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo

Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
Constructiveness	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
Selflessness	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
Collaboration	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
Integrity	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words



4 VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

5 CONDITIONS OF APPOINTMENT

The appointment will be subject to NHS Employment Checks. These include:

- Occupational Health screening by questionnaire, and if required a medical examination arranged through the Occupational Health Department prior to appointment. Confirmation of Hepatitis B immune status will be required.
- Disclosure and Barring Service Check - Enhanced
- Identity and Right to Work checks
- Satisfactory references covering the last three years
- Registration with professional body
- Revalidation
- The appointee is required to live not more than 30 minutes travel time by road from St. Peter's Hospital unless by prior arrangement
- Medical negligence indemnity is provided by the Trust for all duties covered by this post. Post holders should ensure they understand those aspects of medical practice not covered by this indemnity.

5. REVALIDATION AND STRENGTHENED MEDICAL APPRAISAL

- Revalidation of licensed doctors is required every five years and is based on comprehensive appraisals undertaken annually. It is designed to improve the quality of patient care by ensuring that licensed doctors remain up to date and continue to be fit to practice.
- Annual appraisal is a contractual requirement for all medical staff as part of Revalidation. It is the personal responsibility of all doctors to ensure they have an annual appraisal and maintain a portfolio, contains the annual appraisal documentation, which the GMC may request to inspect should the need arise.

6. MAIN CONDITIONS OF SERVICE

- This appointment is covered by local Terms and Conditions of Services and Ashford & St. Peter's Hospital's NHS Foundation Trust policies. Where local terms and conditions do not exist, the NHS Terms and Conditions – Consultants (England) 2003 apply.
- The post is graded as consultant based on the new Consultant Contract (2003).
- Annual leave and study leave entitlement will be in line with the NHS Terms and conditions of Service. Wherever possible, leave requests should be made 6 weeks before the start of the intended leave and should ensure adequate service cover in the department.
- Where a doctor wishes to claim reimbursement of removal or associated expenses this must be agreed by the Trust prior to taking up the post. This ensures that eligibility and amount can be determined before the doctor incurs expenses which the Trust may not consider appropriate for reimbursement.
- The Trust provides a 24/7 service. Accordingly, you may be required to work such hours as the Trust specifies, including nights, evenings and weekends. For the avoidance of doubt, paragraph 6 of Schedule 3 to the Consultant Contract does not apply to this appointment. The Trust is aiming to extend 7 day services, and you will be required to work over the number of days required to provide clinical services for your specialty.

7. RECREATION AND TRANSPORT

In the immediate locality there are leisure centres at Staines-upon-Thames, Sunbury, Woking and Feltham, squash courts in Egham and Feltham and many golf courses nearby. Windsor, Runnymede, Hampton Court, Wisley (RHS) Gardens the Thames and other places of interest are within a 10 mile radius.

Central London is easily accessible with regular trains from Ashford and Woking to Waterloo. Underground trains run from Hatton Cross Underground station. The motorway network, M25, M3 and M25 are also close by. Heathrow airport is 20 minutes by car and Gatwick Airport is 30 to 40 minutes by car.

WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <https://www.ashfordstpeters.info/employment> ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <https://www.ashfordstpeters.info/policies>

8. COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality and Data Protection Policy <https://www.ashfordstpeters.info/information-and-it/929-confidentiality-and-data-protection-policy> and Information Governance Policy <https://www.ashfordstpeters.info/information-and-it/929-confidentiality-and-data-protection-policy>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at <https://www.ashfordstpeters.info/information-and-it/933-freedom-of-information-policy>

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <https://www.ashfordstpeters.info/information-and-it>

9. DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <https://www.ashfordstpeters.info/policies>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role /

band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

10. INCLUSION DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site: <http://www.asph.nhs.uk/annual-equality-and-diversity-report>

11. MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

12. MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

13. NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.

- To provide support and opportunities for staff to maintain their health, well-being and safety.
- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

Staff responsibilities:

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

14. QUALITY AND RISK MANAGEMENT

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.

(<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Health and Safety Policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustweb.asph.nhs.uk/policies/patient-care-policies/>
- Fire safety policy is available at <http://trustweb.asph.nhs.uk/policies/risk-policies/fire-safety-policy/>
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

15. WHISTLE-BLOWING (Raising Concerns Policy)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at: <https://www.ashfordstpeters.info/policies/organisational/3820-freedom-to-speak-up-raising-concerns-whistleblowing-policy>

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

16. REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided.

17. Confidentiality

All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law.

Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy.

No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

18. Equal Opportunities

At Ashford and St Peter's Hospital we pride ourselves as an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.

Staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

19. Corporate Governance

The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.

20. SAFEGUARDING

All Trust employees have a responsibility to take appropriate action if they believe that a child or adult at risk (with care and support needs) is in need of services or in need of protection. Staff must be committed to safeguarding and promoting the welfare of children, young people and adults at risk, recognising that looked after children, patients with a learning disability or other cognitive impairment may not be able to keep themselves safe from harm or abuse. All staff will understand and adhere to the principles laid out in the [Mental Capacity Act \(MCA\)](#) as appropriate to their role within the Trust.

Everyone is responsible for accessing the relevant level of training for their role and for following the Trusts local Safeguarding procedures; completion of training and understanding of safeguarding arrangements should be discussed in annual appraisals and/or form part of re-validation requirements. The Trust works collaboratively with partner agencies in regard to safeguarding and staff must be aware of multi-agency partnership arrangements as relevant to their role; follow links to [MyWellbeing \(asph.nhs.uk\)](https://www.asph.nhs.uk/MyWellbeing) for further information.

Information on Child Protection is available on the Trust website: [Safeguarding Children](#)
Information on the Abuse or Suspected Abuse of Adults is available on the Trust website: [Safeguarding Adults](#)

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff who require a DBS will have been checked on joining the Trust and for staff who are part of the children's workforce they will have a three yearly repeat check.

21. SUSTAINABILITY

The Trust places great importance on sustainable development, reducing their carbon footprint and maximising the positive social, economic and environmental outcomes of Trust actions and activities. As an employee it will be your responsibility to minimise your environmental impact, use resources efficiently, saving energy by switching off unnecessary equipment, reducing waste generation, using recycling / redistribution facilities, minimising travel and saving water when possible. If your role involves purchasing / ordering supplies you must consider the environmental / sustainable impacts and purchase optimal environmental / sustainable products / services.

Date: January 2024