

GP with a specialist interest in **Palliative Medicine**

Principal location: Ealing Hospital

Division: Womens, Childrens And Clinical Services

Grade: General Practitioner

Contract: Fixed term

Hours: Part time

Rota: 2 days a week

Location: London North West University Healthcare NHS Trust based at Meadow House Hospice

Responsible to: Divisonal Medical Director, Womens, Childrens and Clinical Services

Reporting to: Clinical Lead in Palliative Medicine, London North West University Healthcare Trust

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Introduction

About us

London North West University Healthcare NHS Trust (LNWH) cares for the people of Brent, Ealing, Harrow and beyond. Our team of more than 8,200 clinical and support staff serve a diverse population of almost one million people.

We run major acute services at:

- Ealing Hospital: a busy district general hospital providing a range of clinical services, as well as 24/7 emergency department and urgent care centre, and specialist care at Meadow House Hospice
- Central Middlesex Hospital: our planned care site, hosting a range of surgical and outpatient services and collocated with an urgent care centre.
- Northwick Park Hospital: home to one of the busiest emergency departments (A&E) in the country. The hospital provides a full range of services including the country's top-rated hyper-acute stroke unit and one of only three hyper-acute rehabilitation units in the UK
- St Mark's Hospital: an internationally renowned specialist centre for bowel disease

We continue to lead the way in several clinical services. Examples of excellence can be seen in our stroke service which is rated the best in the country and at St. Mark's Hospital, an internationally renowned specialist centre for colorectal diseases. We are also a leading provider in undergraduate and postgraduate medical training and education.

We are proud to be leaders in a number of clinical areas. Examples of excellence can be seen in our stroke service which is rated the best in the country and at St. Mark's Hospital, an internationally renowned specialist centre for colorectal diseases.

Key locations

Our hospital services are provided across four acute sites. These are **Central Middlesex Hospital, Ealing Hospital, Northwick Park Hospital** and **St Marks' Hospital**.

Central Middlesex Hospital in Park Royal opened in 2006 and is the main provider of health services for the residents of Brent. The hospital provides specialist services in a modern environment for illnesses common in the local area, including asthma, diabetes and sickle cell. Brent has one of the highest populations of patients with

sickle cell disease in the country. The Brent Sickle Cell and Thalassaemia Centre is based at the hospital to provide specialist care for patients with the condition.

Ealing Hospital officially opened in 1979. It is a busy district general hospital providing a range of clinical services including A&E, 24/7 urgent care centre, ENT and cardiology. The hospital predominantly provides secondary care to its local areas across Greenford, Hanwell, Northolt, Southall and West Ealing.

Northwick Park Hospital was officially opened by Queen Elizabeth II in 1970. It is home to the hyper-acute stroke unit, one of only eight such units in London. In December 2014 Northwick Park Hospital's £21m state-of-the-art A&E department opened its doors and in January 2016 the new Acute Medical Unit opened providing a total of 63 new beds across the Crick, Darwin and Elgar wards. Medical research, both preclinical and clinical, has been a key feature of the hospital site since the opening and in 1994 the Northwick Park Institute for Medical Research (NPIMR) was formed. By maintaining top-rate research facilities and providing excellence in surgical training, NPIMR ensures the highest standard of science for translation into clinical care.

Northwick Park Hospital also retains complementary and enhanced research activity in several regional specialist units such as the Kennedy-Galton Centre (clinical genetics), the Lister Unit (infectious diseases) and a regional rehabilitation unit.

St Mark's Hospital was founded in 1835 and has developed an international reputation as a specialist postgraduate teaching hospital for patients with intestinal and colorectal disorders. St Mark's is developing a closer academic relationship with Imperial College, in line with the Trust's academic strategy. The hospital moved from the City Road in central London in 1995 to Northwick Park Hospital before moving to Central Middlesex Hospital during the acute phase of the Covid-19 pandemic.

Our vision and values

Our vision is quality at our HEART

Quality...

Delivering quality means consistently meeting requirements and exceeding expectations.

We strive to deliver quality in everything we do – from the clinical care we provide to the employment we offer to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

...at our HEART

By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

- ♥ **Honesty:** we're truthful, we're open, and we speak up
- ♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding
- ♥ **Accountability:** we're professional, we strive for excellence, and we improve
- ♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy
- ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at lnwh.nhs.uk/OWF.

Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities clarity about what we will do.

- We will provide high-quality, timely and equitable care in a sustainable way
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities

You can read more about our vision, values and objectives at lwh.nhs.uk/OWF

Trust and divisional management

Read our executive and non-executive biographies at lnwh.nhs.uk/our-trust-board.

Trust board

The Trust Board Chair and Chief Executive

- Matthew Swindells, Joint Chair, north west London acute hospitals
- Pippa Nightingale, Chief Executive Officer

Executive directors

- Simon Crawford, Deputy Chief Executive
- Dr Jon Baker, Chief Medical Officer
- Lisa Knight MBE, Chief Nurse
- Jonathan Reid, Chief Financial Officer
- Tracey Connage, Chief People Officer
- James Walters, Chief Operating Officer
- Dawn Clift – Director of Corporate Affairs

Non-executive directors

- David Moss
- Bob Alexander
- Loy Labo
- Martin Lupton
- Ajay Mehta
- Dr Syed Mohinuddin
- Simon Morris MBE
- Sim Scavazza
- Baljit Ubhey OBE

Divisional medical directors

- Dr Miriam Harris, Ealing Site
- Dr Henry Penn, Integrated Medicine
- Dr Chris Nordstom, Emergency and Ambulatory Care (Maternity Cover)
- Dr Scott Rice, Women, Childrens and Clinical Services
- MrViv Sathianathan, Surgery
- Dr Nitu Sengupta, Women's and Children's
- Professor Omar Faiz and Miss Carolynne Vaizey St Mark's
- Miss Carolynne Vaizey, St Mark's

Training and education

Training and education at Northwick Park Hospital and Central Middlesex Hospital

We house a large postgraduate education department with offices on all three sites and deanery-funded postgraduate educational fellows. The department oversees the training of approximately 514 doctors in postgraduate training and 200 educational and clinical supervisors. We provide pre-registration nurse training in conjunction with University of West London, with 100 students benefiting from the wide range of clinical experience which is available: both for qualification and registration.

We have established an extensive programme of post registration speciality-based nurse training to enhance patient care and service delivery.

The main facilities available for running courses within the campus are based in our medical education centre which is situated immediately above the John Squire Medical Library. The John Squire Medical Library is the north west reference library for the National Library Association, The medical education centre houses the postgraduate education office, six seminar rooms, and Himsworth Hall which can be used when registrants total 100-300.

In addition, The Jonathan Levi Lecture Theatre is situated at the centre of the hospital. This lecture theatre is used for the weekly hospital grand rounds and can accommodate approximately 100 attendees.

Training and education at Ealing Hospital

Ealing Hospital has close academic and service links with Imperial College Healthcare NHS Trust. These include specialist registrar rotations in medicine and surgery, which are co-ordinated through the London Deanery. Many consultants have joint appointments or academic sessions at Imperial College Healthcare NHS Trust.

Ealing Hospital is an associated university hospital of the University of London and has students from Imperial College London School of Medicine on attachments in medicine, surgery, paediatrics, obstetrics and gynaecology, anaesthetics, A&E and other departments. The value of medical training is well recognised, and consultants devote appreciable time and effort to teaching junior staff and medical students.

There is an active postgraduate education department with many weekly meetings in the various specialties and a general weekly lunchtime grand round for medical staff from all departments. The postgraduate centre has undergone extensive improvements in recent years with a large lecture theatre, several seminar rooms and a well-equipped library and literature search facility. The postgraduate library is a multi-disciplinary facility providing state of the art information access on all medical issues, computer facilities with Internet access, and a clinical video library. Ealing Hospital also takes postgraduate students from the University of Buckingham and has several academic appointments at professorial level in medicine.

Research and development

The creation of LNWH has enhanced our R&D programme which is resulting in improvements in patient care. In 2020-2021 (Feb2021YTD) we successfully recruited over 7,000 patients into NIHR portfolio adopted studies, of which 2,282 patients were recruited into national priority urgent public health studies, 6,344 patients were recruited into observational based studies and 827 into interventional trials. We are fortunate to support over 40 consultants active in research projects (2020/2021). We have an extensive research portfolio which is assessed [against national guidelines](#)¹. In 2019-2020 we were the highest recruiting trust for gastroenterology and second highest recruiting trust for cancer, cardiology and stroke across the north west London.

Our R&D department is extremely active working at a local and national level supporting clinical research through extensive collaborations. We were the first trust in the country to be awarded the IAOCR bronze award Workforce Quality Accreditation (WQA) for clinical research. The experienced team works on a wide range of studies including but not limited to cancer, cardiology/vascular, dementia, gastroenterology, genetics, infectious disease, paediatrics, ophthalmology, rheumatology, stroke and surgery. We put great emphasis on supporting research, especially where it can demonstrate an impact on patient care. To support research, we also have an agreement with Imperial College London who are on site to help promote and grow new ideas through developing intellectual property and commercialization.

Our sites are fortunate to house the Griffin Institute (formerly NPIMR) a leading, not-for-profit, charitable research institute and Parexel, an independent unit who are a major clinical research organisation who carry out phase i studies and early phase research.

Our R&D department has been successful in obtaining funding to develop a brand new dedicated clinical research facility to enable a greater uptake of clinical research, enhance patient access to novel treatments, grow our research profile on a national scale and extend our links and collaborations with industry. Thus, making the Trust a vibrant place to undertake clinical research.

¹ <https://www.nihr.ac.uk/about-us/who-we-are/our-research-performance/>

The application process

Applicants are advised that they must fully complete the application form.

Applicants may wish to cut and paste elements of the CV into the application form. Alternatively, applicants may prefer to submit their CV in addition to a fully completed application form.

N.B. 1) Application forms that are not fully completed and/or state “see CV” will not be accepted or considered.

N.B. 2) Applicants are advised to consider the person specification and submit in their additional information, evidence which demonstrates how they meet the listed requirements. The shortlisting process will be based on the evidence provided.

Post and department

The Post

This is a new post providing an exciting opportunity for a general practitioner to expand and develop their specialist palliative care knowledge and skills working within the specialist palliative care team at Meadow House Hospice.

The successful applicant will work initially on the inpatient unit at Meadow House Hospice with the opportunity to also work in the outpatient or community setting as part of the specialist palliative care team.

The hospice is situated in Ealing Hospital Trust grounds and is the base for Ealing and Hounslow Specialist Palliative Care Service. The service supports patients with complex needs in the context of dying in the London Boroughs of Ealing and Hounslow. The service is fully NHS funded.

The clinical service consists of the following:

- An in-patient hospice ward at MHH consisting of 15 individual rooms. The medical cover on the inpatient unit includes 1 WTE consultant post, 1 SpR post, 1 WTE ward speciality doctor, 1.5WTE GPVTS roles, and a 0.3 Integrated Training Post from the local GP training scheme. Gaps in this service provision has led to this new post.
- 2 community specialist palliative care teams supported by senior doctors/consultants covering Boroughs of Ealing and Hounslow
- the local lymphoedema service which treats patients with primary and secondary lymphoedema

The service is fully multidisciplinary. It includes specialist Occupational Therapists, Physiotherapists, 2 Social Workers, Advocacy Support, Psychologists, Dietician support, Chaplaincy support, and a Bereavement Co-ordinator.

Historically there have also been day services on site but these are not currently in operation because of mitigation of significant workforce issues. We hope to reopen this facility within the coming year.

STAFF OF LNWHT

Meadow House Medical Team

- Dr Treena Saini (1WTE), Consultant in Palliative Medicine, Lead Clinician for Palliative Care LNWUHT
- Dr Christopher Nobbs (0.8 WTE), Consultant in Palliative Medicine
- Dr Fozia Kausar-Sohaib (0.7 WTE), Consultant in Palliative Medicine
- Dr Jane Cowap, (0.7 WTE) Consultant in Palliative Medicine, Lead Clinician for Palliative Care LNWUHT
- Dr Siân Davies (1WTE), Associate Specialist in Palliative Medicine
- Specialist Registrar 1 WTE (ward based)
- 3 GPVTS trainees totalling 1.8 WTE GPVTS trainees (ward based).

Non-Medical Leadership Team

- Randall Jones, Lead Nurse for Specialist Palliative and End of Life Care, LNWUHT
- Jimmy Mir, Assistant General Manager E&H SPCS
- Anna Abey, Meadow House Hospice Inpatient Ward Manager
- Nicola Ritchie, Lead Community Clinical Nurse Specialist

Northwick Park Medical Staff

- Dr Charles Daniels, Consultant in Palliative Medicine
- Dr Wai Peng Lee, Consultant in Palliative Medicine
- Dr Anoosha Patel, Locum Consultant in Palliative Medicine
- Dr Clare Zane, Consultant in Palliative Medicine
- Dr Muhayman Jamil, Specialty Doctor in Palliative Medicine

Northwick Park Specialist Palliative Care Leadership Team

- Randall Jones, Senior Nurse Palliative & End of Life Care LNWUHT (including Meadow House Hospice)
- Ian Rudrum, Team Leader Specialist Palliative Care
- Joan Klein, Macmillan Trust Lead Nurse Cancer & Palliative Care
- Meenaxi Patel, General Manager Cancer Services

Integrated Clinical Services links in LNWUHT

- Kay Sandhu, Divisional Director of Operations
- Scott Rice, Clinical Director

Aims of the Post

1. To provide specialist palliative medicine expertise primarily to ward based patients and the community palliative care team at Meadow House Hospice
2. To play a role in improving the continuity of palliative care for patients
3. To play a role in improving the palliative care for patients in Meadow House inpatient unit, Ealing Hospital, community and other care environments and improving continuity of care as patients transition between these environments.
4. To work alongside other specialist palliative care personnel to continuously improve the skills of Trust staff of all disciplines and experience in care of the dying within LNWUHT and the local communities.

Duties and Responsibilities

Clinical Duties

The post holder will be required to:

- The post holder will work as part of the multidisciplinary specialist palliative care team at Meadow House and will contribute to the care of patients referred to this team.
- This will include a holistic assessment of the needs of patients on admission or in the community and regularly thereafter, also considering the needs of those close to the patient.
- The post holder will provide timely and evidence-based advice on management of symptoms and other concerns, and will be involved in decision making and providing advice on appropriate transfer to other settings (e.g. home, nursing home, hospice).
- The post holder will support other members of the specialist palliative care team in managing patients with complex needs and in handling difficult consultations.
- The post holder will take part in the appropriate referral of patients to other services, and in handover and sharing of appropriate information with other healthcare professionals.
- The post holder will attend the weekly ward MDT, preparing all the relevant documentation beforehand and contributing actively to the presentation and discussion of individual cases.
- The post holder will, together with colleagues, take responsibility for ensuring that all documentation concerning ward patients is up to date and entered accurately onto the electronic patient record.
- The post holder will, together with other colleagues, ensure that all documentation for patients dying or being discharged from the ward is completed according to standard operating procedures and in a timely manner.

On-call duties

Currently there is no on call requirement for this role at present. This is currently under review.

The service hopes to implement a 1 in 4 first on call rota for non-consultant grade doctors working on the ward including this post holder. This is currently under development.

The on-call responsibility will be primarily to provide medical support to the inpatient unit between 9am to 5pm on Saturday, Sundays and bank holidays. There is an additional responsibility together with the on-call consultant to provide advice to healthcare professionals across the London Boroughs of Ealing and Hounslow, including General Practitioners, District Nurses, London Ambulance Service, plus any colleague based in Ealing Hospital, Northwick Park Hospital, Central Middlesex Hospital and nursing home staff.

The recompense for this out of hours work will be a day in lieu for each weekend or bank holiday day worked.

Revalidation and Continuous Professional Development

The post holder will maintain his/her/their own CPD according to the guidelines of the Royal College of Physicians, including annual appraisals, revalidation and clinical audit and Mandatory and Statutory Training.

Clinical Governance

The post holder may attend the weekly Clinical Governance Meeting.

The post holder will deliver clinical care in accordance with clinical governance and evidence-based practice across all sites and care settings.

Service locations

Service locations include:

- Meadow House Hospice
- Ealing and Hounslow community

Medical staffing

The post holder will work closely with and be supported by the consultant grade staff based at Meadow House Hospice and will also collaborate as and when required with colleagues across London Northwest Healthcare Trust both within the Specialist Palliative Care Service and across all other disciplines

Accountability and Responsibility

The post holder will be employed by LNUWHT.

The post holder will report to and be managed by the Lead Consultant in Palliative Medicine. S/he/they will be professionally accountable through the Clinical Director of the Integrated Clinical Services division to the Medical Director of LNWUHT.

Appendix A: Job plan

PROVISIONAL TIMETABLE / JOB PLAN

This is an inpatient unit timetable and a provisional job plan depending on agreed days of working. A final job plan will be adapted to working less than full time and mutually agreed with the Clinical Lead.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning (09:00 start)	Ward Handover (nurses to doctors) Admissions Mtg	Ward Handover (nurses to doctors) Clinical Forum (09:30-10:15)			
Morning (from 09:30 on)	Consultant Ward Round	10:00-11:30 Ward MDT Education Room	Patient reviews, ward work and admissions	Patient reviews, ward work and admissions	Consultant Ward Round
Noon onwards	Ward Handover (doctors to nurses)	Ward work	Ward Handover (doctors to nurses)	Ward Handover (doctors to nurses)	Ward Handover (doctors to nurses)
Lunchtime	Lunch x 30 mins	Lunch x 30 mins	Journal Club 12:30-13:30 or teaching (bring own lunch)	Grand round EHT if interested. Lunch x 30 mins	Lunch x 30 mins
Afternoon	Ward work and admissions	Ward work and admissions	Ward work and admissions	Ward work	Ward work and admissions
15:30 onwards	Ward Handover (doctors to nurses)				
End 17:00					

It is hoped that the post can be as flexible as possible to provide for family-friendly employment if needed.

On occasion and as patterns of service provision evolve and change, further rescheduling of clinical sessions may take place following negotiation with the service and clinical director.

Appendix B

Attributes/skills	Essential	Desirable	Measurement
Qualifications	<p>Doctor registered with GMC</p> <p>MRCGP, MRCGP or equivalent</p>	Higher degree	Application form
Clinical skills	<p>At least 6 months experience managing patients with palliative and end of life care needs</p> <p>Demonstrates up to date clinical knowledge in palliative care</p>	Experience of working within multiple palliative Care teams / settings	<p>Application/interview</p> <p>Reference</p>
Leadership skills	Demonstration of application of key aspects of leadership	Attendance at Management Training Course	Application/interview
Physical requirements	<p>Meets professional health requirements</p> <p>Pre employment health screening</p>		<p>Occupational health</p> <p>Interview</p>
Personal skills	<p>To work independently and part of a multi-disciplinary team</p> <p>To make autonomous decisions and ability to escalate appropriately</p> <p>To manage own workload and demonstrate time management skills</p>	Advanced Communication Skills qualification	Application form and interview

	<p>Able to demonstrate excellent verbal and written communication skills</p> <p>Ability to manage complex and emotional situations</p> <p>Use of evidence-based practice</p> <p>Able to use and learn computer software</p> <p>Ability to work flexibly and to positively respond to the changing needs of the service</p>	<p>Ability to use Cerner and S1</p>	
Teaching	<p>Experience of teaching groups and on a 1:1 basis.</p>	<p>Attendance at teaching course or qualification</p>	<p>Application form</p>

Appendix C: Main conditions of service

Statement of principle

The Trust's principal purpose is to provide for all the needs of patients in their care. The Trusts expect all its employees whatever their jobs to support and enhance patient care and overall service quality.

The Trusts expect that each of the employees shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of the hospitals, in accordance with the Staff Charter. Individuals must at all times carry out their duties with due regard to the Trusts' Equal Opportunities Policy.

Terms and conditions of service

To be agreed – can be on a secondment basis or subcontracted hours.

Salary

Remuneration will be in accordance with the NHS rates for doctors, Salaried General Practitioners £68,974 to £104,086 pro rata.

On call

If you take part in an on-call rota you should be eligible for an availability supplement to your basic salary. This will be paid as defined in schedule 16 of the Terms and Conditions of Service.

Annual and study leave

Annual leave entitlement will be in line with the GP terms and conditions.

So far as is practical, the appointed candidate will be expected to share in the provision of cover for the annual and study leave of other medical staff in the specialty.

Special terms

The Trust is prepared to negotiate with the appointee alternative Terms and Conditions of Service (e.g., a limited term appointment) where this would result in a mutual benefit to both the Trust and the postholder.

Medical report

This post is subject to satisfactory health assessment. If appointed, you will be required to bring the documentary evidence from either an occupational health department or a virology department, of satisfactory Hepatitis B status, to which this appointment is subject, because it involves undertaking exposure prone invasive procedures. Please note this is not just evidence of immunisation. In addition, written evidence should be brought of any tests of immunisation for Tuberculosis or Rubella. If you are recommended for appointment, satisfactory health clearance must be completed before the appointment can be confirmed. If you do not have such clearance, you will not be permitted to start work on the proposed first day of duty.

Disclosure and barring service checks

You will also be required to complete a Disclosure and Barring Check (DBS), and the clearance from the DBS must have been received, before commencing employment.

<https://www.gov.uk/disclosure-barring-service-check/overview>

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>.

Rehabilitation of offenders act

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions including those which are 'spent'. Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal.

Private practice

The successful applicant may undertake private practice in accordance with the Trust's Private Practice Policy and Schedules 9 & 10 of Terms and Conditions of Service.

Registration

The person appointed will be required to be fully registered with the GMC and/or GDC.

Medical indemnity

The Trust is financially responsible for the negligent acts and omissions of Consultant medical and dental staff in the course of their Trust employment. If, however, any private practice, within an NHS hospital or any other private hospital is undertaken, the appointee will be personally responsible for subscribing to a recognised defence organisation. The Trust will not be responsible for category 2

(e.g., reports for insurance) or 'Good Samaritan' Acts. Health Circular HC (89) 34 provides full details of 'Claims of Medical Negligence against NHS Hospital and Local Doctors and Dentists'.

The Department of Health advises practitioners to maintain defence body membership in order to ensure they are covered for any work which does not fall within the scope of NHS Indemnity.

Prospects for change

The proposals set out in the White Paper "Equity and excellence: Liberating the NHS", are likely to impact on current working arrangements. The Trust will consult the members of staff concerned at the appropriate time, but meanwhile wishes to draw the attention of applicants to the possibility of change in the future.

Job plans and work programmes

The appointee will be subject to the provisions of Schedule 3 of the Terms and Conditions of service. These provisions entail the agreement (between a doctor and the manager responsible for the management of the doctor's contract) of a job plan (including work programme) for the performance of duties under the contract of employment. The job plan (including work programme) will be subject to review each year by the aforementioned parties.

Place of work

The appointee may be required to work elsewhere within the Trust and/or at Local Resource Centres (hosted by other health agencies) within The London North West University Healthcare NHS Trust catchment area in accordance with the Trust's principal aim of flexible working by staff to enhance patient care and he/she will be fully consulted.

Access to hospital base

The successful candidate will be expected to live within easy access, normally not more than approximately 10 miles by road from the London North West University Healthcare NHS Trust. The reimbursement of removal and associated expenses will be subject to the criteria laid down in the Trust's Conditions of Service. In the event of the Trust agreeing to reimburse interest charges on a Bridging Loan, reimbursement will normally be made in full up to a maximum period of six months. Reimbursement will not be continued beyond this period. The private residence must be maintained in contact with the public telephone service.

Assistance can be given with the cost of installation and rental charges.

No smoking policy

It is the policy of the Trust to promote positive health. Smoking, therefore, is actively discouraged and is prohibited in the majority of the Hospital including offices.

Security

In the interests of safety and security the appointee will be required to wear hospital staff identification badge at all times whilst at work.

Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data. The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks). The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

Generic responsibilities

To comply with all Trust Policies and Procedures, which may be varied from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.

To comply with the Trust's Smoke-Free Policy

To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy
- Contact Occupational Health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. London North West University Healthcare NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.