

MAIDSTONE AND TUNBRIDGE WELLS NHS TRUST

SPECIALITY DOCTOR IN OTOLARYNGOLOGY

JOB DESCRIPTION

INTRODUCTION

Maidstone & Tunbridge Wells NHS Trust is responsible for the provision of Ear, Nose and Throat services for the people of Mid and West Kent together with areas of East and West Sussex. The Department is based at the Tunbridge Wells Hospital, Pembury although outpatient clinics and day case surgery are also undertaken at Maidstone Hospital together with outreach clinics at neighbouring community hospitals such as Crowborough War Memorial Hospital and Edenbridge Health Centre.

The appointee would be expected to provide middle grade expertise within the E.N.T. Department for both Adult and Paediatric cases. The post involves outpatient clinics, day case theatre lists, inpatient care, and the opportunity for a suitable candidate to cover as part of the Middle Grade On-Call Rota. For a suitably experienced candidate there may be the opportunity to cover day-case theatre lists on an Ad Hoc basis as additional paid bank or waiting list initiative work. The Department has a good record of encouraging middle grade training.

BACKGROUND

Maidstone & Tunbridge Wells NHS Trust was formed in 2000 as a result of the merger between Mid Kent Healthcare Trust (Maidstone Hospital) and the Kent & Sussex Weald Trust (Pembury and Kent & Sussex Hospitals).

The Trust's new hospital opened in September 2011 on the Pembury site, replacing the old Pembury Hospital and the Kent and Sussex Hospital in Tunbridge wells.

Maidstone and the Tunbridge Wells Hospitals currently provide a wide range of acute and non-acute services, including Accident & Emergency, ENT, General Medicine, General Surgery, Trauma & Orthopaedics, Obstetrics & Gynaecology, Paediatrics, Urology, and a comprehensive range of diagnostic and intensive care support services. Maidstone Hospital incorporates the regional specialist Kent Oncology Centre.

The Trust's Chief Executive is Mr Miles Scott, the Medical Director is Dr Sara Mumford and the Chief Operations Officer is Sean Briggs.

The ENT department is part of the Head and Neck Directorate. The Clinical Director for Head & Neck is Mr Luke Membrey, Clinical Lead for ENT is Mr Julian Hamann, the General Manager is Deidre Hart, and the Directorate Matron is Claire Manneh

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STAFFING

All consultants provide a general ear, nose and throat service, but have special interests.

Consultants

Special interest

Mr J C Hamann	Clinical Lead - Thyroid surgery, rhinology
Miss Nadine Caton	Thyroid and Head & Neck Surgery
Mr Scott Maskell	Otology, paediatrics
Mr Iain McKay-Davies	Otology, paediatrics
Miss P P Cheang	Rhinology, Facial Plastics and Voice
Miss Iva Topic	Head & Neck Surgery & Voice
Mr Mauricio Kulka	Rhinology
Mr Sridhayan Mahalingam	Rhinology
Mr Madana Jeevanandam	Head & Neck Surgery

Other medical staff:

Specialist Registrars	4	(attached to the Kent, Sussex and Surrey Deanery rotation)
Staff Grades/Speciality Doctors	4	
Junior doctors (FY2 and ST)	9	(6 when ST Dr in post February - October)
Specialist Nurse Practitioners	5	

JOB DUTIES AND RESPONSIBILITIES

To provide a high standard of care to any patient for whom you have clinical responsibility. This will include any patients cared for by you personally.

To participate in clinical and other service activities and developments with the aim of ensuring a high standard of patient care.

To work in close co-operation with other medical, professional and managerial colleagues, both within and outside the specialty, to provide high quality health care to the Trust's patients, and to make a contribution to future thinking about the Trust's strategic direction.

To participate fully in the clinical governance activities of the specialty. To attend clinical governance half-days as in the job plan.

To participate actively in departmental audits which may be included in the work you undertake.

To ensure at all times that you comply with the General Medical Council's published guide "Good Medical Practice" including the Duties of a Doctor.

To take personal responsibility for risk management in your work and undertake to review practices and learn from mistakes. To be an active member of the risk management processes of the clinical team and care group.

To ensure that you respond promptly and efficiently to all complaints related to any patient care you have been involved with, assisting the Trust's corporate responsibility to reply to complaints within a specified time frame.

To ensure that you develop and maintain effective working relationships with those agencies concerned with the provision of health and social care services and those representing the interests of patients.

You are required to take reasonable care for the health and safety of yourself and others who may be affected by what you do while at work. You must adhere to Trust IRMER Regulations.

The post holder will be required to also perform duties in occasional emergencies and unforeseen circumstances at the request of the Clinical Director or General Manager for ENT.

JOB PLAN

This is a specimen job plan for a monthly rota (a 4-week occurrence rota is used). The successful candidate will have the opportunity to cover on call duties, to assist in theatres and / or, for a suitable candidate, the opportunity to cover some theatre lists individually. The successful candidate would be expected to work flexibly to ensure a smooth delivery of service.

CLINICAL GOVERNANCE AND AUDIT

The Trust has a strong focus on clinical governance and risk management. Whilst the directorate provides leadership and direction for the clinical governance and risk agenda of the Trust, all other directorates are expected to take responsibility for governance and risk within their own areas. You are expected to take part in the processes for monitoring and improving the quality of care provided to patients, including risk management and clinical audit. The commitment of all staff to clinical governance is assisted by a compulsory Trust wide half day per month for structured clinical governance activities.

EDUCATION AND RESEARCH

You are expected to maintain a proactive interest in life-long learning and engage in continuing professional development. You are required to maintain your CME status as mandated by your Royal College.

Postgraduate centres at Maidstone and Tunbridge Wells Hospital at Pembury are under the leadership of the clinical tutors and provide excellent accommodation for a range of postgraduate activities. There are excellent medical libraries with internet access at both sites.

Clinical research is encouraged and if you engage in clinical research you must follow Trust protocols and ensure that the research has had local ethical approval. There is an active Research and Development Committee.

JUNIOR STAFF TEACHING AND SUPERVISION

You are expected to contribute to the teaching and supervision of all training and career grade junior staff within the department. You are expected to be involved in the professional development, both clinical and personal, of staff for whom you have responsibility. With consultant colleagues you are expected to assume responsibility, both personally and corporately, for the management of junior medical staff. You must ensure that all doctors in training for whom you have supervisory responsibilities undertake clinical tasks that are within their level of competence and knowledge.

SAFEGUARDING CHILDREN

Everyone employed by the Trust, regardless of the work they do, has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

SAFEGUARDING ADULTS

Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support

appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

APPRAISAL

It is a contractual requirement that medical staff working within the Trust are appraised on an annual basis. Appraisal is a positive exercise designed to assist doctors in their educational and professional development and aims to improve and consolidate existing good practice. Sufficient evidence must be collected and maintained to support the appraisal process and your GMC revalidation. As this is a fixed-term post, the post holder will be offered an appraisal at the end of their locum contract.

LEAVE MANAGEMENT

You must give at least six weeks' notice of annual and study leave. The Clinical Director must agree all study leave. Leave should be booked with the Directorate management and taken in accordance with Trust policy. The Trust supports study leave with expenses for CME activities and within agreed financial limits. Leave management within the specialty should ensure adequate and safe cross cover arrangements with colleagues.

Annual leave is a maximum of 32 days per annum (pro rata), depending on your length of service. Study leave is 30 days over a period of 3 years (average 10 days per annum).

Statement:

- 1 This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
- 2 Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
- 3 As an employee of Maidstone & Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Acts.
- 4 As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
- 5 The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
- 6 This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
- 7 The Maidstone & Tunbridge Wells NHS Trust has a no smoking policy.
- 8 Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to

ensure that patients receive the information they need and are treated with dignity and respect for their privacy.

- 9 All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
- 10 **INFECTION CONTROL AND HAND HYGIENE** - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.
- 11 All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust.

PERSON SPECIFICATION
SPECIALITY DOCTOR IN ENT

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered with GMC, MRCS or equivalent Log book demonstrating experience 4 years experience at SHO/ST level or equivalent 2 years experience in ENT SHO/ST or middle grade level. 	<ul style="list-style-type: none"> FRCS or equivalent
Audit	<ul style="list-style-type: none"> Understand the principles of audit Evidence of participation and completion of audit projects. 	
Research	<ul style="list-style-type: none"> An understanding of general principles, scientific method and interpretation of literature 	<ul style="list-style-type: none"> Publications in peer-reviewed journals
Motivation	<ul style="list-style-type: none"> Punctuality, reliability, enthusiasm Initiative 	
Personal skills	<ul style="list-style-type: none"> Evidence of good communication skills Organisational ability Able to take responsibility and cope with stressful situations Able to get on with other members of the multi disciplinary team Credibility and integrity A sympathetic approach to patients and relatives Ability to establish good professional relationships with others 	<ul style="list-style-type: none"> Critical and enquiring approach to knowledge acquisition
Management		<ul style="list-style-type: none"> Evidence of organisational ability
Other Requirements	<ul style="list-style-type: none"> Basic IT skills for the use of email, and Microsoft Office 	<ul style="list-style-type: none"> Intermediate or advanced IT skills