



Job Description and Person Specification



Job Description

Job Title	Consultant in Anaesthetics and Intensive Care
Department	Anaesthetics and Intensive Care
Division	Surgery
Location / Hospital Site	St Richards Hospital and must be prepared to travel to all sites within the Trust
PayScale	£93,666 - £126,281
Basic Hours	10PAs per week
Responsible to	Chief Medical Officer
Accountable to	The Chief of Service for Surgery division or The Medical Director

Role Summary

We are seeking to recruit a Consultant in Intensive Care Medicine and Anaesthetics to join our dynamic and friendly department, rated “Outstanding” by the most recent CQC inspection. The current role incorporates an Anaesthetic job plan, but other specialty interests are encouraged and will be considered dependent upon the needs of the Trust and the interests of the candidate. The department is extremely forward thinking and has established itself within the research arena, with multiple presentations at National and International meetings. The hospital is located in Chichester between the South Coast and the South Downs National Park, giving ample opportunity to pursue a variety of different interests both in and out of work.

Departmental Facilities and Workload

The Intensive Care Unit on the St. Richard’s site is a 10-bedded unit, managing a mix of level three and level two patients. It includes support for an expanding outreach service and is staffed by a Consultant Intensivist on a 1 in 9 rota at all times.

The medical staffing pattern is fully compliant with GPICS2 standards, and includes dedicated trainee cover. Basic, Intermediate and Higher training is provided to Intensive Care trainees within KSS Deanery. The unit receives excellent support from a range of multidisciplinary services including daily microbiology MDT, a twice weekly radiology MDT, physiotherapy, and dietetics. There is an on-site rehabilitation service at Donald Wilson House.

A fully electronic clinical information system (Philips) interlinks with the intensive care unit at Worthing, and the two Units work closely together to support each other clinically and in research.

Both units receive excellent support from a range of multidisciplinary services including Microbiology (who do a daily ward round), Pharmacy, Radiology, Physiotherapy, and Dietetics. Outreach services provide 7-day cover on both sites. Both units subscribe to the ICNARC Case Mix Programme and constantly achieve excellent SMRs.

St Richard's Hospital has 10 main operating theatres, 3 Day Surgery theatres, and an Obstetric theatre. The Anaesthetic Department provides anaesthesia for over 100 routine operating lists per week servicing all the major surgical specialties, including Orthopaedics, Bariatrics, Maxillofacial Surgery, Gynaecology, Breast, Paediatric Dental, Colorectal, Urology, Plastic surgery and Ophthalmology. Anaesthesia is also provided for the Radiology and Accident and Emergency Departments. In addition, the Department is responsible for the running of the acute pain services, and the maintenance of the obstetric analgesia and anaesthesia service for those on the General Anaesthetic rota.

Pre-assessment services are provided across all three sites with consultants providing dedicated consultant led clinics. Cardio-pulmonary exercise testing clinics are also provided on the Worthing site and individuals are encouraged to take part in these clinics should they wish to do so. A business case for the further development of pre-assessment is nearing approval and consideration is also being given to the possible development of the peri-operative care physician role.

Staffing of the Department

Name	Job Title
Dr Emma Chojnowska	Consultant
Dr Philip McGlone	Consultant and Intensivist (ITU lead)
Dr Philip McDonald	Consultant
Dr Rob Hill	Consultant
Dr Mark Bentley	Consultant
Dr Rajesh Shankar	Consultant
Dr Michael Margaron	Consultant and Intensivist
Dr Ruth Prosser	Consultant
Dr Justin Dickens	Consultant and Intensivist (Site lead)
Dr Emily Dana	Consultant
Dr Rajeev Jeevananthan	Consultant
Dr Hannah Rose	Consultant
Dr Alexander Hall	Consultant
Dr Cathryn Eitel	Consultant
Dr Keri Ashpole	Consultant
Dr Dominique Melville	Consultant and Intensivist (Clinical Director)
Dr Sharon Avery	Consultant
Dr Michael Husband	Consultant
Dr Andrew Hetreed	Consultant and Intensivist
Dr Caroline Moss	Consultant and Intensivist
Dr Tim Martindale	Consultant and Intensivist
Dr Honor Hinxman	Consultant and Intensivist
Dr Jean Paul Zahra	Consultant
Dr Olivia Sherwood	Consultant
Dr Lucy Barnes	Consultant
Dr Viktorija Cerniauskiene	Consultant and Intensivist
Dr Mateusz Klukowski	Consultant

Main Duties and Responsibilities

Anaesthetic duties include a wide range of surgical interventions, both planned and emergency (specialties detailed above). A subspecialty interest is encouraged and these will be considered provided they satisfy the needs of the trust.

Other CCT holders including Respiratory, Emergency Medicine and Acute Medicine can be accommodated: please contact the Trust to discuss details.

There is a requirement to participate in the out of hours on call rota.

On Call Commitment: Category A 3%. The successful applicant will take part in an intensive care rota. There are currently 9 Consultant Intensivists on a 1 in 9 intensity.

The post holder accepts that they will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant, in consultation, where practicable, with their colleagues, both senior and junior. While it has been agreed between the professions that they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptions and you should not be required to undertake work of this kind for prolonged periods or on a regular basis.

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

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 flexibly undertake other duties that are consistent with your role, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Provisional Timetable

In a 10 PA job plan 1 SPA - CPD will be provided (for less than full time this may be pro rata to minimum 0.5 SPA-CPD). SPA - CPD (168 hours per year) includes job planning, appraisal, mandatory training, consultant meetings, clinical governance such as NICE guideline reviews, national audits, GIRFT and patient safety such as incident investigation, coroner participation, learning from deaths, ward teaching and supporting management roles.

Any additional non-clinical (SPA) is at the discretion of the Clinical Director and part of team job planning. This must be defined with agreed outputs. Examples: education -SPA (for HEE and non-HEE doctors); leadership roles (at all levels); research; service development.

This job plan may be worked flexibly over a seven day working week. It is anticipated that patient related administration would be performed within the confines of the DCC PAs.

The following draft timetable is intended to show the Trust's expectation of the post and the facilities to be provided. Detailed adjustments may be required in consultation with the appointee, clinical colleagues and executive colleagues (3 months). In particular, a change may be appropriate after consultation to allow the development of a special interest held by the successful candidate.

ITU Week

Day		Time	Location	Work	Category Of work	No. of PAs
Monday	am	08:00-13:00	Chichester	ICU Session	DCC	1.25
	pm	13:00-18:00	Chichester	ICU Session	DCC	1.25
Tuesday	am	08:00-13:00	Chichester	ICU Session	DCC	1.25
	pm	13:00-18:00	Chichester	ICU Session	DCC	1.25
Wednesday	am	08:00-13:00	Chichester	ICU Session	DCC	1.25
	pm	13:00-18:00	Chichester	ICU Session	DCC	1.25
Thursday	am	08:00-13:00	Chichester	ICU Session	DCC	1.25
	pm	13:00-18:00	Chichester	ICU Session	DCC	1.25
Friday	am	08:00-10:00	Chichester	ICU Session	DCC	0.5
	pm	10:00-16:00	Chichester	SPA	SPA	1.5
Saturday	am					
	pm					
Sunday	am					
	pm					
Additional agreed activity to be worked flexibly e.g. management or education responsibility						
Emergency on call work						1.731

Non ITU week

Day		Time	Location	Work	Category Of work	No. of PAs
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Monday	am	08:00-13:00	Chichester	Off day	DCC	0
	pm	13:00-18:00	Chichester	Off day	DCC	0
Tuesday	am	08:00-13:00	Chichester	Theatre Session	DCC	1.25
	pm	13:00-18:00	Chichester	Theatre Session	DCC	1.25
Wednesday	am	08:00-13:00	Chichester	Theatre Session	DCC	1.25
	pm	13:00-18:00	Chichester	Theatre Session	DCC	1.25
Thursday	am					
	pm					
Friday	am	08:00-12:00	Chichester	SPA	SPA	1
	pm	12:00-14:00	Chichester	SPA	SPA	0.5
Saturday	am					
	pm					
Sunday	am					
	pm					
Additional agreed activity to be worked flexibly e.g. management or education responsibility						
Emergency on call work						1.731

Visiting Arrangements

Applicants are invited to visit the hospital or to phone for informal discussion by arrangement with:

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Dr Dominic Melville Clinical Director or Dr Philip McGlone ITU Lead 01243 788122 (ext 35290)

Wellbeing

Your wellbeing is a priority for the Trust. We are committed to championing and supporting our staff, and that includes doing all we can to help improve your working lives.

We understand that while a career in anaesthesia can be incredibly rewarding, it can also bring both personal and professional challenges that affect your wellbeing. This is particularly relevant given the current context of workforce shortages and the recovery from COVID-19.

Whilst employed by the Trust you will benefit at local level from the following support mechanisms:

- Local occupational health support
- Proactive local organisational systems to support doctors following a serious incident
- Availability of local initiatives and resources to promote workforce wellbeing

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/Qualifications	<ul style="list-style-type: none"> • Basic medical degree • FRCA or appropriate specialist qualification • Full GMC Registration with a licence to practice • CCT in Anaesthesia & Intensive Care Medicine or equivalent (equivalence must be confirmed by GMC by date of AAC) • Entry onto the GMC Specialist Register or eligibility for entry within 6 months of the date of the AAC 	AF AF AF AF AF	<ul style="list-style-type: none"> • Higher Degree • FFICM or DICM or EDICM 	AF AF
Clinical Skills and Experience	<ul style="list-style-type: none"> • Broad experience in all aspects of Intensive Care Medicine, Anaesthesia, and Acute Pain • Understanding of clinical risk management • An ability to communicate well with patients and staff 	AF/I AF/I I I	<ul style="list-style-type: none"> • Evidence of Advanced ICU training recognised by FICM or equivalent 	AF/I
Knowledge	<ul style="list-style-type: none"> • Appropriate level of clinical knowledge / up to date • Knowledge and use of evidence based practice 	I I	<ul style="list-style-type: none"> • IT skills • Breadth of experience in and outside specialty 	I AF/I
Organisation and Planning	<ul style="list-style-type: none"> • Able to organise oneself and prioritise clinical need • Experience and ability to work in multi-professional teams • Understanding of: NHS / Clinical governance / Resource constraints 	I AF/I AF/I	<ul style="list-style-type: none"> • Evidence of managerial skills: Achievements / Course attended 	AF
Teaching Skills	<ul style="list-style-type: none"> • Evidence of an interest and commitment to teaching 	AF/I	<ul style="list-style-type: none"> • Recognised teaching qualification 	AF
Academic and Research	<ul style="list-style-type: none"> • Understanding of the principles of research • Evidence of participation in audit 	I AF/I	<ul style="list-style-type: none"> • Research experience • Publications • Prizes and honours 	AF AF AF
Career Progression	<ul style="list-style-type: none"> • Appropriate progression of career to date 	AF/I		

Personal Attributes	<ul style="list-style-type: none"> • Evidence of:- Good communication skills both oral and written • Decisiveness/accountability • Excellent and effective interpersonal skills • Non-judgemental approach to patients • Flexibility • Resilience • Thoroughness • Initiative/drive/enthusiasm • Probity • Leadership skills • Evidence of logical thinking/ problem solving/ decision-making 	AF/I		
Equality, Diversity, and Inclusion	<ul style="list-style-type: none"> • Evidence of having championed diversity in previous roles (as appropriate to role). 	I		
Behaviours and Values	<ul style="list-style-type: none"> • Demonstrates behaviours and attitudes that support the Trust's mission and value 	I		
Presentation Skills	<ul style="list-style-type: none"> • Effective, confident presentation ability 	I		
Additionally	<ul style="list-style-type: none"> • Good references from relevant sources 	I		

Application form (AF)
Selection interview (I)
Assessment (A)

Main Conditions of Service

The post is covered by the National Terms and Conditions for Consultants (England) 2003 with the exception of those variances that are outlined in your contract.

The basic salary will be based on the Terms and Conditions for Consultants (England) 2003 and will increase in accordance with the provisions of Schedule 15.

It should be noted that the Secretary of State is not prepared to hear Paragraph 190 appeals against unfair termination of employment in respect of any new medical or dental appointments in Trusts, and this rule applies to these posts.

The appointees will be required to reside not more than ten road miles or 30 minutes travelling time from the base hospital unless specific approval is given to a greater distance.

Removal and associated expenses are not reimbursed to the post holder.

The appointment will be subject to passing a medical examination satisfactorily prior to commencing duties.

University Hospitals Sussex NHS Foundation Trust operates a No Smoking Policy, to which all staff must adhere.

In the event of a major incident or civil unrest all University Hospitals Sussex NHS Foundation Trust employees will be expected to report for duty on notification. All Trust employees are also expected to play an active part in training for and in preparation of a major incident or civil unrest.

It is mandatory to attend hospital induction programmes and sessions specific to each clinical area at the start of the post.

The post holder should 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. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The General Data Protection Regulation (GDPR) may render an individual liable for prosecution in the event of unauthorised disclosure of information.

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standards. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family and friends. Staff members are not allowed to further their private interests in the course of their NHS duties.

The appointee is expected to compile an annual portfolio with evidence of continuing professional development in accordance with the Trust's appraisal process. The appointee will be expected to participate in annual appraisal by the designated consultant and to produce a personal development plan that is aligned to priorities within their clinical service which will be shared with the Medical Director and Chief Executive.

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager / Supervisor / Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

The Trust is responsible for ensuring that everyone involved in the delivery of NHS care has the required level of English language competence to enable them to effectively carry out their role, deliver safe care and enhance patient experience. Effective communication is a two way process which develops and cements relationships, keeps people informed and reduces the likelihood of errors and mistakes.

The Trust expects you to be able to develop and maintain communication with people on complex matters, issues and ideas and/or in complex situations, this is in accordance with Level 4 of the Knowledge & Skills Framework and in compliance with Article 53 of the European Directive 2005/36/EC.

Conditions of Appointment

The post will be offered subject to the following:

- Satisfactory references (3 years) of which one must be from the most recent employer
- One satisfactory reference from most recent Designated Body
- Current GMC/GDC registration with licence to practice
- On the Specialist Register (or within six months at time of interview)
- Evidence of the right to take up paid employment in the UK
- Occupational Health clearance, including medical examination if required

- Enhanced Disclosure and Barring Service clearance
- The Trust expects all Medical and Dental staff to work within the guidelines of the GMC 'Guide to Good Medical Practice' which can be viewed on the GMC website

Recognition, Training and Medical Education

All posts will be subject to stringent recording of educational content, clinical activity and experience. The maintenance of good logbooks and learning portfolios is a requirement of each post. Study leave will be provided in accordance with current guidelines.

PGME hold a wide variety of courses, tutorials and seminars with local and visiting speakers which are organised by the specialty departments for clinical staff of all disciplines.

The successful applicant will be expected to take an active role in both postgraduate and undergraduate teaching, and in the training of clinical staff as appropriate.

The successful candidate will be encouraged to utilise the full quota of study leave to pursue their Continued Medical Education.

The department and unit are involved in a number of audits, and the post holder is encouraged to either participate in these audits or start new ones.

Mentoring

The Trust has a mentoring scheme for consultants, involving a consultant external to the department mentoring the new post holder in a pastoral sense.

Fixed Term Consultant Appointments

The NHS Appointment of Consultant Regulations 1996 (Statutory Instrument no 1996/701) sets out the rules for appointing consultant doctors. They do not apply to locum consultants appointed for an initial period of less than six months, or where the appointment is extended for a further six months. Once a single appointment extends to more than 12 months the procedures set out in the Regulations apply and a doctor can only be employed as a locum consultant if they are entered on the specialist register with the GMC.

Our Trust

We provide care for 1.8 million patients, covering a geographical area of approximately 3,800km². This includes all of Sussex for trauma; Brighton and Hove, Mid and East Sussex for cancer and neurosurgery; and district general acute services for Brighton and Hove, West and Mid Sussex, extending into East Sussex.

We operate across five main hospital sites:

- Princess Royal Hospital in Haywards Heath
- Royal Sussex County Hospital in Brighton
- St Richard's Hospital in Chichester
- Southlands Hospital in Shoreham-by-Sea
- Worthing Hospital in the centre of Worthing

NB: The Brighton campus includes the Royal Alexandra Children's Hospital and the Sussex Eye Hospital.

In addition to our five hospital sites, we provide services from other locations including:

- Bexhill Haemodialysis Satellite Unit
- Bognor War Memorial Hospital
- Brighton General Hospital
- Crawley Hospital
- Hove Polyclinic
- Lewes Victoria Hospital
- Newhaven Ward
- The Park Centre for Breast Care
- Worthing Dialysis Satellite Unit
- Various Health Centres, GP surgeries and Sexual Health Clinics

Our four acute hospital sites in Brighton, Chichester, Haywards Heath and Worthing offer many of the same services for their local populations including acute medicine, general surgery, 24 hour A&E, maternity services, intensive care and orthopaedics. Paediatric and neonatal care is provided at Brighton, Chichester and Worthing.

The specialised and tertiary services provided at the Royal Sussex County Hospital in Brighton include neurosciences, arterial vascular surgery, neonatal, paediatrics, cardiac, cancer, renal, infectious diseases and HIV medicine. It is also the major trauma centre for Sussex and the South East.

In Chichester, we operate a purpose-built NHS Treatment Centre on site which offers safe, fast, pre-booked day and short stay surgery and diagnostic procedures.

In Worthing, our Breast Care Centre is equipped with the latest digital diagnostic equipment, which enables the provision of a much-improved breast screening and symptomatic service to women in a warm and welcoming, purpose-built environment.

Southlands Hospital specialises in day-case procedures, ophthalmology care and outpatient appointments and services provided from Brighton General Hospital include dermatology, physiotherapy and outpatient appointments.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

“excellent care every time”

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

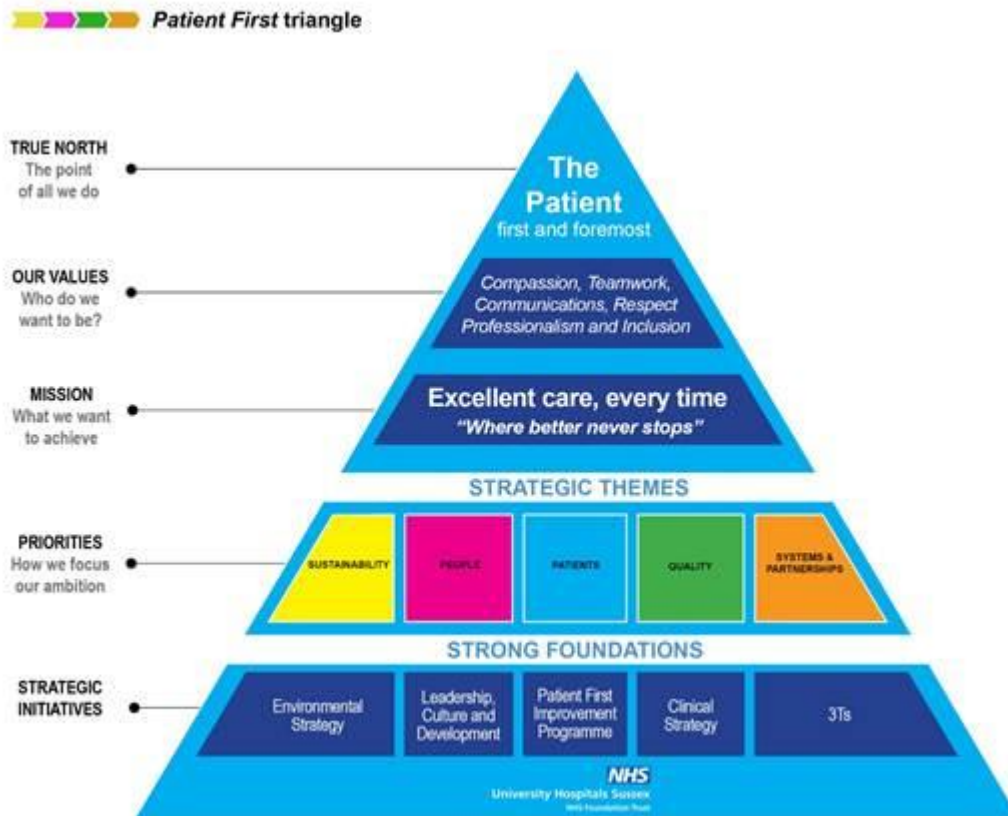
- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
 - The patient being at the heart of every element of change
 - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
 - Continuous improvement of our services through small steps of change
 - Constantly testing the patient pathway to see how we can develop
 - Encouraging frontline staff to lead the redesign processes
 - Equal voices for all
 - Engagement of staff is a big factor in job performance.
 - Good engagement leads to improved quality, mortality and safety measures



Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.

Brighton and Sussex Medical School

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East Region. The arrangements for the School's governance reflect this approach and students are awarded joint degrees of both Universities.

The school is fully committed to the principles of Tomorrow's Doctors; we endorse the value of medical education in a multi-professional context, and promote the highest possible standards in our teaching, clinical practice, and research (both fundamental and applied).

BSMS admit approximately 135 students annually to their BM BS degree course. BSMS has proved exceptionally popular and in recent admissions rounds have continued to achieve one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities' campuses at Falmer; thereafter the focus shifts to the associated

teaching hospitals and community settings in Brighton and the surrounding area. We have purpose-built teaching facilities in all areas.

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. A wide range of teaching and learning approaches are employed tailored to the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently among the top 10 performing medical schools in the country with scores of over 90%.

The research undertaken at BSMS aims to make a genuine contribution to the evidence and science underpinning clinical practice, and to benefit people and patients in their health and wellbeing. We expect our key domains of research strength to be recognised on the international stage and these are represented by the new departments of Global Health and Infection (including HIV and sexual health) and of Neuroscience (including mental health and neurology). We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 3T and 1.5T MRI and a PET-CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient-orientated research and early clinical trials.

Research and Teaching

Sussex is a progressive university delivering innovative thought and action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people's lives. In the Times Higher Education World University Rankings 2016 Sussex was ranked 23rd in the UK and 140th in the world for research influence.

The results of the government-commissioned [Research Excellence Framework](#) (REF) in 2014 show that over 75% of research activity at Sussex is categorised as 'world leading' (4*, 28%) or 'internationally excellent' (3*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either 'world-leading', 'internationally excellent' or 'internationally recognised'.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector.

BSMS made a major contribution to its host universities' submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff who were submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

Risk Management/Health and Safety

The jobholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the

Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

Infection Control

Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Healthcare Associated Infections (HCAs). They must attend mandatory training in infection prevention and control and be compliant with all measures required by the Trust to reduce HCAs. Post holders must be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, The Dress Code and Personal Protective Equipment Policy. Post holders who have clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, for example the use of aseptic techniques and the safe disposal of sharps.

Safeguarding Children and Vulnerable Adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding.

As an NHS employee you have a statutory duty to safeguard and promote the welfare of adults at risk of harm or abuse under Section 42 – 48 of The Care Act 2014 In addition “all doctors will, whatever their role, take appropriate action to raise and act on concerns about patient care, dignity and safety” (Raising and Acting on Concerns About Patient Safety 2012 GMC)

All staff and volunteers working within UHS are required to undertake the appropriate level of statutory safeguarding adults training:

- Level 1: All Non-clinical staff (3 yearly update)
- Level 2: All clinical staff working with adults (3 yearly update)
- Level 3: All clinical staff working with adults who are in a permanent senior post e.g. Consultants (3yearly update)

The specific level of safeguarding training is addressed in the Safeguarding Adults: Intercollegiate Document 2016

As a NHS employee you have a statutory duty and responsibility to safeguard and promote the welfare of children under section 11 of the Children Act 2004. In addition “All doctors, including doctors who treat adult patients, must consider the needs of children and young people, promote their well-being and good health and where possible, prevent abuse and neglect.” (Protecting Children and Young People: the responsibilities of all doctors, GMC 2012)

The total UHS workforce requires some level of statutory safeguarding children training.

- Level 1 (All non clinical staff) requires 3 yearly update
- Level 2 (All clinical staff who see adults) requires 3 yearly update
- Level 3 (All clinical staff who see children) requires annual update

The specific level of safeguarding training is addressed in the intercollegiate document 2015 & the UHS safeguarding training strategy.

Confidentiality

As an employee of this Trust you may gain privileged knowledge of a highly confidential nature relating to private affairs, diagnosis and treatment of patients, information affecting members of the public, personal matters concerning staff, commercial confidences of third parties, and details of items under consideration by this Trust. Such information should not be divulged or passed to any unauthorised person or persons, and the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality, a copy of which is available from your Head of Department, must be adhered to with particular regard to the responsibilities of individuals and the Trust under appropriate legislation, notably the Data Protection Act.

Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy which may lead to summary dismissal.

Flexibility Statement

This job description is not inflexible but is an outline and account of the role and responsibilities. Other duties may be required to be performed from time to time in line with the jobholder's grade, experience and job role. The job description and person specification may be reviewed on an ongoing basis and at the time of the employee's appraisal, in accordance with the changing needs of the department and the organisation. Any significant changes that are proposed will be discussed fully and agreed with the post holder in advance.

As an employee of this Trust you may gain privileged knowledge of a highly confidential nature relating to private affairs, diagnosis and treatment of patients, information affecting members of the public, personal matters concerning staff, commercial confidences of third parties, and details of items under consideration by this Trust. Such information should not be divulged or passed to any unauthorised person or persons, and the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality, a copy of which is available from your Head of Department, must be adhered to with particular regard to the responsibilities of individuals and the Trust under appropriate legislation, notably the Data Protection Act.

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