

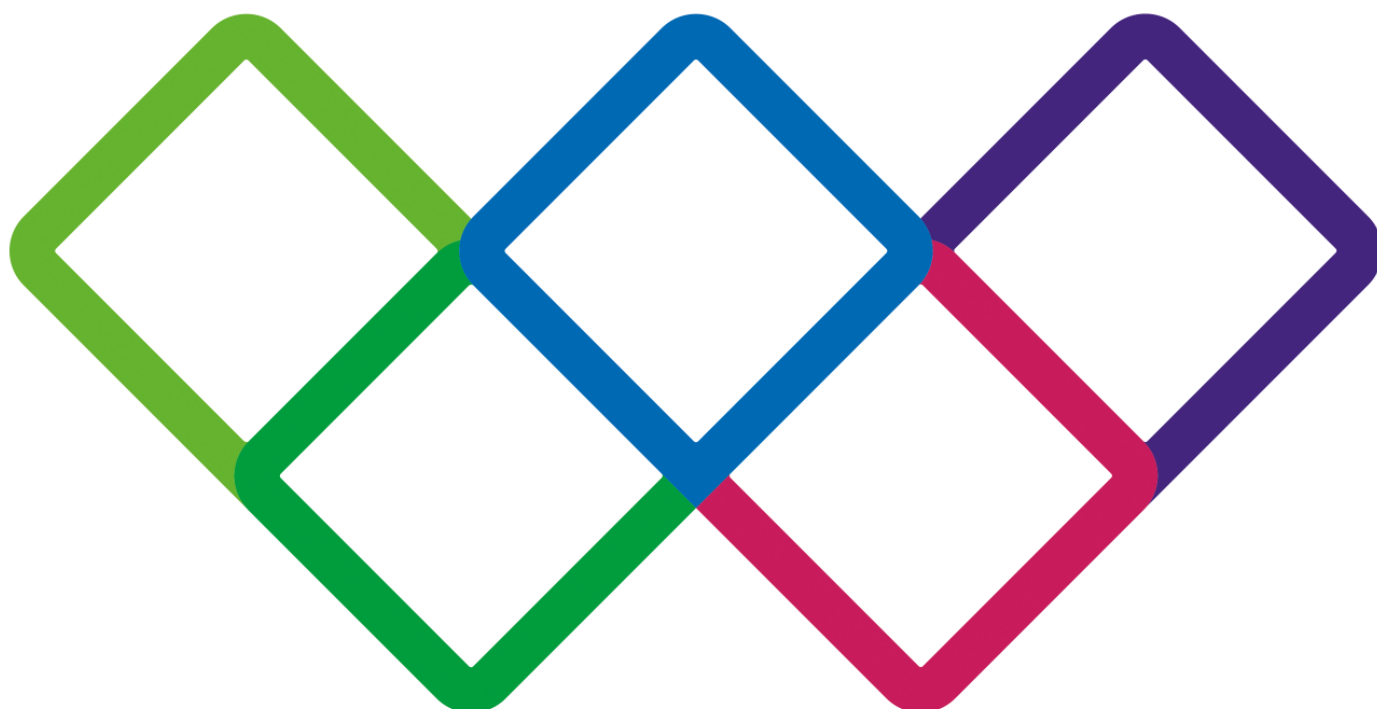


CONSULTANT HAEMATOLOGIST CLINICAL HAEMATOLOGY DEPARTMENT

Full time Consultant Haematologist

Emergency and Integrated Care Division

JOB DESCRIPTION



About our organisation

Chelsea and Westminster Hospital NHS Foundation Trust provide services from two main hospitals, Chelsea and Westminster Hospital and West Middlesex University Hospital, and a number of clinics across London and the South-East.



We have nearly 6,000 members of staff that care for nearly one million people locally, regionally, nationally and internationally. Both hospitals provide full clinical services, including full maternity, emergency and children's, in addition to a range of community-based services across London, such as award-winning sexual health and HIV clinics.

We are one of the best performing FTs in London for A&E waiting times, and mortality rates are better than average. Since the Care Quality Commission last inspected our hospitals we have taken on responsibility for a range of new services. Our new services include:

- Cardiac catheter service and a paediatric assessment unit on the West Middlesex site
- Surgical assessment unit on the Chelsea site
- New sexual health clinic at 10 Hammersmith Broadway
- Virtual fracture clinics
- Learning disabilities passports

There has been a recent £20 million expansion to critical care facilities and refurbishment of the children's unit at West Middlesex, both in partnership with the Trust's dedicated charity CW+.

Our priorities

1. Deliver high-quality patient-centred care

Patients, their friends, family and carers will be treated with unfailing kindness and respect by every member of staff in every department and their experience and quality of care will be second to none.

2. Be the employer of choice

We will provide every member of staff with the support, information, facilities and environment they need to develop in their roles and careers. We will recruit and retain people we need to deliver high-quality services to our patients and other service users.

3. Deliver better care at lower cost

We will look to continuously improve the quality of care and patient experience through the most efficient use of available resources.

Our staff

Our staff survey results show that our Trust continues to have high levels of job satisfaction. Striving to improve this even further remains our priority of being an employer of choice. This means not only attracting staff, but keeping them through investment in learning and development, career progression and attention to work/life balance.

Job title	Consultant Haematologist
Division	Emergency & Integrated Care (EIC)
Programmed Activities (PAs)	10 PAs
Responsible to	Dr Ian Gabriel, Service Director Haematology
Accountable to	Prof Kevin Shotliff, Divisional Medical Director
Type of contract	Substantive
Hours per week	10 PAs
Location	Chelsea and Westminster Hospital / Royal Marsden Hospital

Trust Values

The Trust has launched its values to patients and members of the public to demonstrate the standard of care and experience they should expect from any of our services.

These values form the mnemonic PROUD:

Putting patients first

Responsive to, and supportive of, patients and staff

Open, welcoming and honest

Unfailingly kind, treating everyone with respect, compassion and dignity

Determined to develop our skills and continuously improve the quality of care



proud
to care

Job Summary

An exciting opportunity has arisen for a Consultant Haematologist as a joint appointment between Chelsea and Westminster NHS Foundation Trust and The Royal Marsden NHS Foundation Trust.

The candidate will have the opportunity to be based at Chelsea and Westminster Hospital (CWH) and join the existing CW consultant group and broader teams. They will also be working 2 days a week at The Royal Marsden at either their Chelsea or Sutton sites. The candidate will work with the well-established team to deliver general laboratory, general inpatient, outpatient, advice & guidance, and haemato-oncology services. The candidate will uphold the Trust values to ensure the delivery of the highest quality care to patients with Haematological conditions.

The post-holder will be Clinical lead for Thrombosis at both Chelsea and Westminster hospital and at Royal Marsden. The post-holder will contribute to the general work of the Clinical Haematology department. The post will also support Laboratory Haematology (Pathology) at the Trust as well as providing a Haematology consultation service to other departments whose patients have haematological disorders or haematological aspects to their primary disorder e.g. patients from the Women's and Children's Services.

This post will increase the current level of consultant staffing within the Haematology team in line with service growth, and help the team continue to meet key performance targets such as referral to treatment (RTT), faster diagnosis standard (FDS) and other cancer pathway waiting times, length of in-patient stay, and patient experience.

Any candidate who is unable, for any reasons, to work full-time will be eligible to be considered for the post; if such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

Haematology

Haematology is the branch of medicine that deals with diagnosis, treatment and prevention of diseases related to the blood. Both the CWH site and the West Middlesex University Hospital (WMUH) site have haematology services which manage a wide range of disorders including:

- Anaemias (reduction in red blood cells or haemoglobin)
- Lymphomas (cancer of the lymphatic system) and leukaemias (cancer of the white blood cells)
- Myelomas (bone marrow cancer) and myelodysplasia (drop in number of healthy blood cells)
- Thrombotic (blood clots) and coagulation (ability of blood to clot) disorders
- Sickle cell
- Thalassaemia – we don't see or treat thalassaemia disease but can advise on thalassaemia trait conditions
- Leucopenias (reduction in white blood cells)
- Haemoglobinopathies (genetic defects)
- Autoimmune blood disorders (where the body's immune system has an abnormal response against substances and tissues normally present in the body)

We offer a variety of outpatient haematology and specialist clinics at both hospitals. At CWH the team has rapid access to the Gazzard Day Unit for chemotherapy and to the Ambulatory Emergency Care Unit (AEC) for blood transfusions and other treatments. At WMUH, there is a rapid access facility for patients with a wide range of blood conditions. Both hospitals have dedicated inpatient ward for haematology patients.

We work closely with other hospital services to ensure patients have all of their needs met and are fully integrated with Cancer, Palliative Care, Pathology, Radiology and Surgery services which allows

for rapid diagnostic investigations, treatment, and palliative support. We are part of the West London Cancer Network and work with specialist blood teams at Hammersmith Hospital.

Clinical on-call cover out-of-hours is provided by the general medical junior doctors (FY1, FY2, or SPR), with support from Haematology SPRs on a shared on call rota with WMUH & CWH. The SPRs are drawn from a pool of those in training posts at WMUH and CWH plus those undertaking research at the Hammersmith Hospital. The rota is co-ordinated by the haematology medical staffing officer at the Hammersmith Hospital.

Referral pathways for haemophilia and bleeding disorders are established with the Hammersmith Haemophilia Centre. Patients requiring stem cell transplantation are currently referred to the Hammersmith Hospital.

The annual caseload for:

- New outpatients 1000
- Follow up outpatients 4000

These figures exclude paediatric activity and are based on the most recent activity data.

At CWH and WMUH, there are approximately eight haematology outpatient clinics a week at each site. These are divided into acute/ chemotherapy clinics, thrombosis, and general haematology clinics. We have implemented E-prescribing for outpatient chemotherapy, plus electronic ordering and reporting for Pathology, and electronic access to Imaging (PACS), are all established at outpatient sites.

CWFT Haematology Consultants and subspecialty interests:

CW site

Dr Francis Matthey (Clinical Lead for Blood Transfusion) – 6 PAs at CWH

Dr Ian Gabriel (Lead for Haemato-Onc practice at C&W) – 8 PAs at CWH, 2 PAs at Hammersmith Hospital

VACANT – THIS POST (CW site lead for Haemostasis and Thrombosis) – 6 PAs at CWH and 4 PAs at Royal Marsden Hospital

WM site

Dr Magda Alobaidi (WM site lead for Haemato-Onc care) – 10 PAs at WMH

Dr Anastasia Chew – 8 PAs at WMH

Dr Christine Liu – 7 PAs at WMH

Dr Natasha Wiles (WM site lead for Haemostasis and Thrombosis) – 8 PAs at WMH

Anticoagulant outpatient clinics are pharmacy led. Haematology professionally supervises the service, and there is a computerised postal dosing service. There are weekly Thrombosis MDTs involving pharmacy and the acute medical team.

There is a monthly joint clinic for paediatric haematology where the majority of patients have immune conditions or haemoglobin disorders. There is also a monthly MDT for obstetric haematology.

The weekly local diagnostic meeting is well supported by, radiology, MDT coordinator and additional clinical and research trial nursing staff. A weekly videoconference MDT is established with the Clinical Haematology team at Imperial College Healthcare NHS Trust, C&W, as well as Hillingdon and Ealing Hospitals.

Pathology is managed jointly as part of North West London Pathology network with a centralised laboratory offering flow cytogenetics and complex clotting tests. Onsite laboratory provides 24/7

service for routine haematology including bone marrows and coagulation with on-site blood transfusion laboratory.

JOB PLAN

A detailed job plan using the Trust's template must be agreed within 3 months of starting the post. It is the responsibility of the individual, working with the Service Director, to ensure that this happens. Any delay in agreeing the job plan, or failure to work to an agreed job plan, may impact in deferral of a pay threshold. The post holder and Divisional Medical Director/Service Lead will review the Job Plan annually with relevant general managers. Either may propose amendment of the job plan. The expectation is that the Trust and the post holder will work together to benefit the patient and individuals will view the job plan as a guide which may be amended in line with service changes. The formulation of a job plan should not prevent a flexible approach to work to ensure the efficient running of the department. The Trust will aim wherever possible to keep the job plan activity to a minimum consistent with achieving the best quality patient care and ensuring that members of staff work in accordance with the European Working Time Regulations. Job plans in excess of 10 PAs will be subject to annual review to ensure that all activity contained in the job plan is clinically and organisationally necessary.

The consultant team have a dedicated, fully equipped office, and benefit from operational management support from the divisional EIC management structure, as well as clinic administrative support from within the Patient Access team.

The consultant team work a rota that includes working 1 in 9 weekends and prospective cover which is managed flexibly within the team to ensure ease of taking annual and study leave.

Indicative job plan – THIS IS A CROSS SITE POST

Day	Time	Activity	Location	Hours	DCC	SPA	Other
Monday	09.00 - 10.00	Weekend handover and admin	RMH/CW	1	0.25		
	10.00 - 11.30	Ward round (1 in 3)	CW	1.5	0.125		
	10.00 - 11.30	CPD (2 in 3)	RMH	1.5		0.25	
	11.30 - 13.00	Clinical lead for Thrombosis (RMH)	RMH	1.5		0.375	
	13.00 - 17.00	Thrombosis clinic (2n 8fu)	RMH	4	1		
Tuesday	09.00 - 11.00	Ward work (1 in 3)	CW	2	0.167		
	09.00 - 11.00	Clinic admin (2 in 3)	CW	2	0.333		
	11.00 - 13.00	Obstetric MDT, Central Obstetric MDT and VTE guideline review (alternating weeks)	CW	2	0.5		
	13.00 - 14.00	Referral triage and advice and guidance	CW	1	0.25		
	14.00 - 15.00	SpR/FY2 teaching	CW	1		0.25	
	15.00 - 17.00	Clinical lead for Thrombosis (C&W)	CW			0.5	

Wednesday	09.00 - 09.30	Departmental MDT meeting	CW	0.5	0.125		
	09.30 - 12.30	Outpatient clinic (Thrombosis clinic)	CW	3	0.75		
	12.30 - 13.30	Internal thrombosis MDT	CW	1	0.25		
	13.30 - 15.00	Autoimmune MDT / Molecular MDT (2 in 3)	CW	1.5	0.25		
	13.30 - 15.00	Ward round (1 in 3)	CW	1.5	0.125		
	15.00 - 17.00	Clinic admin	CW	2	0.5		
Thursday	09.00 - 11.30	VTE Committee (1:4) HT Committee (1:4) Blood sciences meeting (1:4) Point of care committee (1:4)	RMH	2.5	0.625		
	11.30 - 13.30	Root cause analysis reviews	RMH	2	0.5		
	13.30 - 15.30	Lab supervision	RMH	2	0.5		
	15.30 - 16.00	Guideline development	RMH	0.5		0.125	
	16.00 - 17.00	Clinic admin	RMH	1	0.25		
Friday	09.00 - 13.00	General Haematology OPD clinic	CW	4	1		
	13.00 - 14.30	Ward round (1 in 3)	CW	1.5	0.125		
	13.00 - 14.30	Research/Audit (2 in 3)	CW	1.5		0.25	
	14.30 - 15.30	Referral triage and advice and guidance	CW	1	0.25		
	15.30 - 16.30	Trainee supervision	CW	1		0.25	
	16.30 - 17.00	Weekend handover	CW	0.5	0.125		
Total							
					DCC	SPA	Other
					8	2	0

Total PAs: 10

Outpatient work

The number of outpatient clinics will be determined in discussion with the post-holder. The mix of patients are typical of large general hospital, including those with haematological malignancies (lymphomas, chronic leukaemias, myeloma etc), general haematology (anaemias, myeloproliferative disorders, immune-mediated cytopenias, disorders of iron metabolism), haemoglobinopathies (predominantly sickle cell disease), and patients with venous thromboembolic disease and thrombophilia. Whilst it is expected that the post-holder will carry responsibility for all these categories of patients, it is anticipated that there would be may be emphasis on patients needing

advice on a specific area of expertise in haematology, the nature of which will be agreed with the post holder.

Inpatient work

Haematology patients are admitted under the medical team with haematology shared care. In-patient day-time cover is provided at consultant level and it the post-holder will share the attending duties with the current team undertaking a ward round on a Monday morning. There is no on-call commitment for this post initially but this will be reviewed at 3 months.

Teaching and Research

The ideal candidate would have an interest in teaching and research in keeping with the strategic direction of the C&W Hospital NHS Foundation Trust.

Provide High Quality Care to Patients

- The post holder must be medically qualified and maintain GMC specialist registration.
- To develop and maintain the competencies required to carry out the duties required of the post.
- To ensure prompt attendance at agreed direct clinical care Programmed Activities.
- To liaise with clinical colleagues and participate in relevant MDTs.
- To participate in the appropriate EQA schemes and related CPD activities (for which funding is available).
- To comply with any new national arrangements for revalidation.

Research, Teaching and Training

- Contribute to high quality teaching to medical undergraduates and members of other health care professions.
- To contribute to training and teaching of medical trainees, medical students, other doctors in training and other staff groups.
- Contribute to teaching and training non-Consultant postgraduate colleagues.
- Contribute to the clinical and/or educational supervision and appraisal of training grade doctors in order to ensure external accreditation of training posts.
- Where possible to collaborate with academic and clinical colleagues to enhance the Trust's translational research/audit portfolio, at all times meeting the full requirements of Research Governance.
- There is flexibility in the job plan to dedicate variable amounts of time to research, teaching and training depending on individual interests.
- Ensure that your mandatory training is up to date as per Trust policy.

Performance Management

- To work with medical, nursing and managerial colleagues to ensure high performance in the following areas: Clinical efficiency by maintaining the department's agreed turnaround times.
- Quality of outcomes by following the department's guidelines for reviewing cases as well as generic Trust quality outcomes (e.g. infection control targets, reduction of Did Not Attend clinic appointments rates).
- Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. managing locum agency spend, ensuring accuracy of clinical data for the team
- Operational efficiency e.g. day-case rates, waiting list activity and demand management.

Medical Staff Management

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.

- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments.
- In collaboration with managerial colleagues, to ensure appropriate cover for own clinic sessions when absent.
- To participate in the recruitment of junior medical staff as delegated by the Director/Clinical Director.
- To participate in team objective setting as part of the annual job planning cycle.

Governance

- To participate in the annual hospital appraisal process. The Trust allocates time to assemble the necessary documentation as well as the appraisal session itself. The Responsible Officer (R.O.) for GMC Revalidation is the R.O. at the Chelsea & Westminster Hospital (currently Dr Roger Chinn, Acting Medical Director)
- To fully participate in the Clinical Governance objectives of the Trust including audit.
- To take sensible precautions to ensure compliance with the Health and Safety at Work Act and notify the Lead Clinician of areas of concern.
- As appropriate to participate in the review of clinical outcomes in designated areas using external benchmarking data where appropriate.
- To participate in clinical audit, incident reporting and analysis and support implementation of resulting actions.
- To comply with NICE requirements, clinical guidelines and protocols and ensure these are adhered to by junior medical staff.
- To keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the Directorate Lead.
- To role model good practice for infection control to all members of the multidisciplinary team.
- Report all clinical and non-clinical accidents or incidents promptly, and to co-operate accordingly with any investigations undertaken.

Strategy and Business Planning

- Work with medical managers and general manager to take forward the business planning and objective setting process for the directorate and Trust where appropriate.
- Represent the Trust at appropriate clinical networks/other external clinical meetings as delegated by the Medical Director/Service Lead /Divisional Director of Operations.

Leadership and Team Working

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national initiatives.
- To work collaboratively with all members of the multi-disciplinary team and Imperial College as required.
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- Adhere to Trust/departmental guidelines on leave including reporting absence.
- Provide commitment and leadership in relation to equal opportunities and appropriate senior level management of diversity issues, particularly as they apply to training, people management and service delivery.

Pathology

As a Consultant Haematologist the appointee should participate in the professional aspects of the laboratory service. These are in line with the Strategic Review of Pathology Services (NHS Executive) and stipulate that the appointed candidate will, in collaboration with the Service Director and Directorate Managers:

- Ensure that the process of producing the information contained in a Pathology report is carried out to the required professional standard.
- Determine the pattern of procedures that is carried out in response to a request for a report or opinion on a sample.
- Monitor and influence demand for pathology services.
- Contribute to the strategic planning of the service.
- Enable effective multi-professional audit.
- Participate in appropriate teaching, training, and research and development programmes.

The management arrangements within pathology conform to paragraph 4:22 to 4:26 of the Strategic Review of Pathology Services (1995).

Teaching Responsibilities

The post holder would be jointly responsible for ensuring learning opportunities for junior doctors

Administrative duties

- To review and update, when necessary, relevant SOPs, policies, and clinical guidelines
- To participate in the administration relating to his/her clinic.
- To undertake any other administrative activities required by the Clinical Director and Service Lead.

Key working relationships

- Haematology colleagues
- Clinical Nurse Specialists
- Ward staff
- Acute and Emergency Care colleagues
- Operational Management team
- Radiology colleagues
- Pathology colleagues
- Pharmacy colleagues
- Community care
- Primary care
- Social Care

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Research Opportunities

- The post holder will be expected and supported to develop research initiatives, appropriate to previous experience and complementary to those programmes that exist within the wider research framework of the Division and Trust. However, for clinical consultants, research is normally seen as complimentary to delivering direct clinical care and supporting professional activities.
- Excellent research opportunities are available throughout the Trust and with Imperial College. A number of funding opportunities are available from the Trust Research Committee and the

Trust has experience in obtaining funds from among others the Department of Health, Medical Research Council, BBSRC, and the Wellcome Trust.

Appraisal

The post holder is required to participate in the annual appraisal system and comply with the Trust's appraisal policy and guidelines. You are expected to be familiar with the Trust appraisal policy and guidelines and know your own annual appraisal deadline date – which will be determined by the organisation. Individual appraisal meetings will be held annually, using the appropriate appraisal forms and including the documentation required by trust policies and guidelines. Your appraiser will be your designated Medical Manager, unless it is agreed by your Medical Manager that it should be an alternative Trust Designated Appraiser. You will be responsible for ensuring that your appraisal form (along with the appropriate Supporting Information for your appraisal) is made available to your appraiser in a timely fashion prior to your appraisal and that you have participated in the type and quantity of activity (e.g. audit and CPD) recommended by the Medical Royal College or Faculty relevant to your scope of practice.

In addition, newly appointed consultants will be offered mentorship in mutual agreement from an appropriate member of the Trust consultant body.

Clinical Excellence Awards

Consultants with at least one year's service will have the opportunity to apply for local (and in time national) Clinical Excellence Awards.

Variation

The job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied from time to time after consultation with the post holder and in particular during regular job plan review where the strategic direction of the Trust or its constituent departments requires it.

Preliminary Visits

Candidates may discuss the post and arrange visits with Dr Ian Gabriel (i.gabriel@nhs.net) Jack Hilton, Deputy General Manager for Medicine (jack.hilton@nhs.net), or the CWH Haematology Consultant group.

Further details about the department are available on the Trust website

CONDITIONS OF EMPLOYMENT

The new 2003 consultant contract terms and conditions apply to this post, including any future revisions to these national terms and conditions.

The full-time hours of work are 10 programmed activities (40 hours). Any additional PA's worked are by agreement with the Service Lead, Clinical Director, General Manager and, ultimately, the Trust's Medical Director working to the Chief Executive of the Trust.

Increments over and above the minimum of the salary scale will only be given for previous consultant level experience or where training has been lengthened by virtue of being in a flexible training scheme or because of undergoing dual qualification. Time spent doing a higher qualification or additional years spent doing clinical work, research or sub-specialty training does not count towards additional credit (see Schedule 12 of the Terms and Conditions).

You will receive an availability supplement for participation in the on-call rota.

The successful applicant would be expected to live approximately half an hour from the main hospital, unless specific agreement is given to residing at a greater distance.

Trust arrangements for adherence to the EU Working Time Directive are in place. Consultants are required to participate in monitoring working hours. Those working in excess of 48 hours per week have the option to opt out of the total hours monitoring aspect of the working time directive. Consultant members of staff are accountable to the Service Lead or Clinical Director for their day to day activities, including the quality of their clinical work. In carrying out their work, consultants are reminded of their responsibility to understand and adhere to the guidance contained in the GMC's Good Medical Practice.

Consultant medical staff must inform their Service Lead immediately of any issues which may affect their or another member of staff's fitness to practice.

Statutory Medical Examination

All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

Criminal Records Bureau

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Criminal Records Bureau and Disclosure websites at www.crb.gov.uk and www.disclosure.gov.uk

ADDITIONAL INFORMATION & CONDITIONS

Professional Association/Trade Union Membership

It is the policy of the Trust to support the system of collective bargaining and as an employee in the National Health Service; you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it.

Health and Safety at Work

a) It is the duty of every employee while at work not to intentionally or recklessly interfere with anything provided in the interest of health and safety, including anything provided in pursuance of statutory provision.

b) It is the duty of everyone while at work to take reasonable care of the Health and Safety of themselves and other persons who may be affected by acts or omissions at work.

c) It is the duty of every employee while at work to co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Infection Prevention and Control

It is the duty of every employee to comply with The Health Act (2006): Code of Practice for the Prevention and Control of Healthcare Associated Infections (also known as "The Hygiene Code").

Effective prevention and control of healthcare-associated infections has to be embedded into everyday practice and applied consistently by everyone. Failure to do so may result in disciplinary action.

The hospital is a partner in the clean your hands campaign. It is the responsibility of every staff member to be aware of and comply with the hand hygiene policy and campaign in all patient areas, and promote the ethos of the policy and campaign to all hospital users.

Governance

All consultants are expected to participate actively in the Trust wide Clinical Governance Programme. Details of the Clinical Governance Annual Development plan are available from the Clinical

Governance department. In addition, there are four clinical governance 'half days' during the year and all medical staff are expected to participate.

Information Quality Assurance

As an employee of the Trust it is expected that you will take due diligence, care and follow Trust requirements and instructions with regard to any information collected, recorded, processed or handled by you during the course of your work.

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

Intellectual Property Rights

The Trust will assume joint or outright ownership of all intellectual property arising from your work unless it can be proven that the invention demonstrably arises outside your area of duty. The Trust operates a reward to invention scheme, details of are available from the Human Resources Department.

Freedom of Information

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity. Guidance is available from the Trust FOI Lead.

Violence and Aggression

The Trust has adopted a security policy in order to:-

- Help protect patients, visitors and staff
- Safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

Confidentiality

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and the trust business.

4.30 Conflict of Interest 12

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, gain or benefit their family or friends

Data Protection

If you are required to obtain process or use information held on computer or word processor, you should do it in a fair and lawful way, ensuring accurate data is maintained. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose data only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to data will result in disciplinary action which may include dismissal. Employees are expected to comply with all Trust data management processes and procedures. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate data training (e.g. HISS induction, organising refresher sessions for staff when necessary).

Equality and Diversity

Chelsea and Westminster Hospital NHS Foundation Trust is an equal opportunities employer. We are committed to promoting equal opportunities in employment and will keep under review our policies

and procedures to ensure that the job related needs of all staff working in Chelsea and Westminster Hospital NHS Foundation Trust are recognised.

The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual preferences, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements of the job.

Patient and Public Involvement

The Trust has a statutory duty to involve service users, carers and the public in the work of the organisation. We consider that Patient and public involvement is the responsibility of every individual working for our Trust. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback. You will be expected to support the Trust in this aim through your working practice.

No Smoking Policy

The Chelsea and Westminster Hospital Foundation NHS Trust operates a No Smoking policy in all buildings and on Trust premises.

Private Practice

Consultant staff are encouraged to use the extensive and well-resourced private patient facilities within the Trust. Money generated is reinvested to support the Trust's mission to achieve excellence in clinical practice, research and teaching. Consultants wishing to establish private practices off site will require the agreement of senior management and consideration in the job plans agreed by the Clinical Director.

It is the post holders responsibility to ensure that the provision of private professional services or fee paying services do not result in detriment to NHS patients or services or diminish the public resources available for the NHS. The timing and location of regular private work commitments must therefore be included in the job plan and reviewed at least annually.

Private practice on Trust premises falls within the Trust's Clinical Governance arrangements and Consultants are required to observe the code of conduct on private practice in order to fulfil NHS pay progression and clinical excellence awards eligibility criteria.

All Consultant staff carrying out Private Practice are strongly advised to take out professional indemnity cover, if they do not have this already. Your contract with the Trust will only cover NHS work.

Removal Expenses

The Trust has the discretion to agree the payment of the actual removal costs of an employee's home up to a maximum of £3,000 where this is required to take up a post within the Trust. Removal expenses will only be paid by prior agreement with candidates. Contact the Human Resources Department for further details.

Car Parking and Public Transport

There is a public car park at the hospital for which a fee is payable for a permit to park. Further details are available from the transport department within the trust.

Trust Policies and Procedures

Trust Policies and Procedures are available on the Trust Intranet. All Human Resources Policies (such as Disciplinary, Grievance, Dignity at Work, Sickness, Career Breaks, Maternity/Paternity Leave and Flexible Working) are listed on the Intranet under Human Resources/HR Policies and are also available directly from Human Resources. Doctors are also managed in accordance with the national framework

for managing medical conduct, capability and ill health “Maintaining High Professional Standards” which is also available on the Intranet or from Human Resources.

Facilities and Benefits

Chelsea and Westminster Hospital is based in a vibrant and exciting area of London with excellent transport links that enable staff to commute from all over the capital and beyond to work here – interest-free season ticket loans for public transport are available.

Other staff benefits include a subsidised play scheme during school holidays for the children of Trust staff, childcare vouchers, and a wide range of staff discounts at local restaurants, bars and shops. Further information on the Trust is available at www.chelwest.nhs.uk

Pension Scheme

There are new NHS Pension Scheme arrangements from 1 April 2008. For further information visit www.pensions.nhsbsa.nhs.uk or contact the Trust’s Pension Manager.

Management

The Trust Management structure consists of three Clinical Divisions each managed by a Divisional Director of Operations and a Divisional Medical Director. This post sits within the Division of Emergency and Integrated Medical Care.

The Medicine Directorate Clinical Director is a member of the divisional board which includes the Divisional Medical Director and Divisional Director of Operations. Service Directors are managerially accountable to the Divisional Director of Operations and professionally accountable to the Divisional Medical Director.

The Emergency and Integrated Medical Care Directorate’s management team is:

Prof Kevin Shotliff - Divisional Medical Director

Laura Bewick - Hospital Director CW

Anna Letchworth - Divisional Director of Operations

Dr Ian Gabriel - Service Director for Clinical Haematology (CW site)

Dr Emma Rowlandson - Clinical Director for Medicine Specialities including Clinical Haematology

James Wood - General Manager, Medicine

Jack Hilton, Deputy General Manager, Medicine

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

COMPETENCIES FOR MEDICAL CONSULTANT

UNDERSTANDING SELF

- projects a confident, professional image; is credible; acts as a positive leader role model;
- is positively and constructively ambitious;
- is committed to own professional and personal development
- knows own strengths and limitations; is emotionally tempered and resilient in a range of complex, demanding and sensitive situations;
- remains motivated and focused when under pressure or experiences setbacks;
- acts with honesty and integrity;

COMMUNICATING AND INFLUENCING

- communicates in a clear and concise manner, both verbally and in writing;
- communicates sensitive information with tact and diplomacy;
- adapts the content and style of communication appropriately to the needs of the recipients;
- is able to empathise with patients and families;
- develops two-way communication; is an active listener; checks for understanding;
- asks relevant and investigative questions;
- seeks, explores and constructively challenges the views, opinions and suggestions of others;
- influences and persuades others to gain buy-in and change views

WORKING WITH OTHERS

- builds rapport and maintains good working relationships with colleagues within and across departments and hospitals;
- shows respect for others and develops a constructive working environment;
- is a team player with collegial working style;
- provides open and constructive feedback;
- develops, supports and motivates juniors

MANAGING SELF

- prioritises work so that targets are achieved;
- Appropriately allocates resources;
- is efficient and organised;
- manages time effectively;
- pays attention to detail;
- maintains regular work attendance;
- is punctual

PLANNING AHEAD

- identifies future requirements; focuses on long term goals rather than short term issues;
- concentrates efforts on the activities that most significantly impact on effectiveness;
- achieves plans by putting in place processes to continually monitor and review progress;
- anticipates likely events and develops appropriate alternative plans;
- is aware of the impact changes may have on agreed goals and objectives;
- adapts to and resolves these changes as they arise;

Person Specification

Job title	Consultant Haematologist, Clinical Haematology department
Division	Emergency and Integrated Care

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Essential: E Desirable: D

Trust Values	
Putting patients first	E
Responsive to, and supportive of, patients and staff	E
Open, welcoming and honest	E

Unfailingly kind, treating everyone with respect, compassion and dignity	E
Determined to develop our skills and continuously improve the quality of care	E

Education and Qualifications	
MBBS or equivalent GMC registration MRCP and FRCPATH or equivalents Past record of academic achievement 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	E
Higher Degree, e.g. PhD or MD Management training course Research or publications in peer reviewed journals in relevant areas. Additional related qualifications e.g. BSc, BA Teaching/ education qualification Level 3 Safeguarding Children as per intercollegiate document.	D

Experience	
Significant clinical experience in clinical haematology Understanding of Clinical Governance and Audit Significant proven track record in delivery of clinical haematology Teaching experience / willingness to teach medical, nursing & other staff Understanding of the NHS, it's organisations, and demand	E
Significant clinical experience in the NHS Experience in management. Understanding of business planning and commissioning. Under and post graduate teaching experience	D

Skills and knowledge	
Meets good clinical / research practice standards Extensive knowledge of relevant Specialty Organisational skills Problem solving skill Good inter-personal and communications skills Computer skills and IT literacy Ability to apply managerial & professional theory Leadership and teaching Commitment to multidisciplinary team working Commitment to continuing medical education Ability to conduct teaching and research Ability and willingness to meet on call requirements Commitment to the goals and targets of the Chelsea & Westminster Hospital	E
Experience at Consultant level.	D

Personal qualities	
<p>Understanding Self</p> <p>Excellent communication and influencing skills</p> <p>Ability to work effectively within a multi-disciplinary team.</p> <p>Managing self effectively</p> <p>Ability to planning ahead whilst being innovative and flexible in approach.</p> <p>Willingness to be flexible in working patterns</p> <p>Willingness to share non-clinical organisational tasks / team player</p> <p>Trustworthy / Responsible</p> <p>Can-do attitude</p> <p>Projects confident, credible professional image</p> <p>Pays attention to detail</p> <p>Builds rapport & maintains good working relationships with colleagues</p>	E