

# Job Description

Medical and Dental

Consultant Stroke Physician



# Welcome from the Chief Medical Officer

Dear Candidate,

I am delighted that you are interested in a medical career at Barking, Havering, and Redbridge University Hospitals NHS Trust (BHRUT). We are a large teaching Trust located in North East London. Our vision is to provide outstanding healthcare to our community, delivered with pride. It is driven by our PRIDE values and behaviours which were developed together with our staff.

Our major sites – King George Hospital in Ilford and Queen's Hospital in Romford – are in excellent locations, less than 30 minutes from Central London, easily accessible to the coast, and the Essex countryside. We operate two emergency departments and offer a full range of acute services. We have a neuroscience centre, a cancer centre, and a hyper acute stroke unit to provide specialist care.

Our hospitals offer a range of exciting opportunities, and we have a huge range of services where you will get amazing clinical exposure. We provide care for the residents of three of the most diverse London boroughs.

We have a strong commitment to the delivery of high quality education and training across all grades of doctors. We tailor the education and training programme to the needs, skills, experience and competence of each doctor and their specialty.

We have a clear clinically led strategy to transform secondary care in North East London. This includes our close working relationship with Barts Health, to tackle our waiting lists, improve our urgent and emergency care. Our doctors are fundamental to achieving this and we want to ensure that all our patients have the best experience and outcome in our care.

I wish you every success with your application.



Dr Mamta Shetty Vaidya

## About us

With a dedicated workforce of more than 7,500 staff and volunteers and an income of £570m, we are one of the larger acute trusts in the country.

We provide care for a population of around 750,000 people across north east London (NEL) and that number is predicted to increase by 15 per cent over the next ten years. We serve three London boroughs with diverse populations, and more than half of our workforce identify as Black, Asian, or Minority Ethnic. In addition, eight out of every ten employees are women, and most of our workforce lives within the host boroughs of Barking and Dagenham, Havering, and Redbridge.

We also provide healthcare services to people in south west Essex, and specialist neurosciences services to the whole of the county.

Our services include all the major specialties of large acute hospitals, operating from two main sites - King George Hospital in Goodmayes and Queen's Hospital in Romford. We also provide outpatient services at Brentwood Community Hospital, Barking Hospital, Loxford Polyclinic and Harold Wood Polyclinic. We have two of the busiest emergency departments in London - in 2019/20, emergency and urgent attendances (Type 1 & 2) were 189,518 and there were nearly 65,000 ambulance arrivals at both sites.

Over recent years, our Trust has made significant improvements to the quality of care we provide patients. Four years ago, following a re-inspection of services by the Care Quality Commission, we were taken out of quality special measures, and have improved our overall rating from 'Inadequate' to 'Requires Improvement'. Since then, ongoing improvements in the quality of care have been recognised by various external partners and organisations. In early 2018, the Trust entered Financial Special Measures. A Financial Recovery Plan is in place to deliver the financial savings required over the coming years.

Like other trusts across the country, Covid-19 meant we had to transform, overnight, the way we cared for patients and delivered services. Collaborative working with system colleagues ensured we were one of the first to set up a long Covid clinic that is proving invaluable in supporting the ongoing needs of residents. During the vaccine rollout, King George Hospital was designated a vaccination centre and was established and launched in just seven days.

We have been making good progress as we respond to the needs of those people whose treatment was delayed by the virus. Our teams have been finding innovative new ways to tackle waiting lists and get patients the care they need as quickly as possible. And they've come up with equally inventive names, from super clinics such as Bones R Us through to the Scalpel Project and Gastronaughts!

We know that we have much work to do to improve waiting times for urgent and emergency care, and performance against the four-hour emergency access standard remains challenged, in

## OUR PRIDE VALUES

PASSION

RESPONSIBILITY

INNOVATION

DRIVE

EMPOWERMENT

comparison to most other London trusts. This aspect of the organisation's work will be one of the many benefits of closer collaboration with Barts Health. Working with them and with all partners across NEL, we will find a sustainable solution that will enhance patient care.

We are particularly proud of our regional Neurosciences Centre; Radiotherapy Centre; Hyper Acute Stroke Unit; and dedicated breast care service at King George Hospital. We're also pleased to be part of the NEL Cancer Alliance.

As well as having a Hyper Acute Stroke Unit at Queen's Hospital, the stroke service has transformed from being 'D' rated to the highest possible 'A' rating. The improvements that have taken place have included changing stroke consultants' working patterns to match demand and introducing a virtual ward that allows patients, where appropriate, to receive care and support in their own homes.

In 2017, the Trust unveiled one of the UK's first Halcyon radiotherapy machines, which is just one example of the cutting-edge treatment we now offer patients. We also provide Ethos therapy, which uses artificial intelligence to tailor treatment to patients' changing daily anatomy (in terms of their tumour's shape and position) and are improving our diagnostics equipment and space at King George Hospital.

Other investments include £11.5m being spent to expand and enhance critical care at both sites, as well as improvements to our Emergency Departments.

We offer staff the opportunity to train to become nurses, while continuing to work full-time in our hospitals. This pioneering Registered Degree Nursing Apprenticeship is transforming lives - and helping to reduce shortages - by supporting staff who wish to progress to become nurses and were unable to undertake the usual degree route after leaving school. Growing our own nursing workforce through this route is just one of the ways we have reduced our nursing vacancies and improved retention rates.

Patient experience is hugely important to us as a Trust and has been recognised at the national Patient Experience Awards, particularly for the support we provide to bereaved families. We are also developing our staff networks and we are determined to continually improve our culture for the benefit of our workforce and our patients. We have appointed a Director for Equality, Diversity and Inclusion who is leading the work to foster a culture that is fair, equitable and inclusive and where every voice counts.

With such continuous improvement always at the forefront of our thinking, we are proud to have partnered with the Virginia Mason Institute, along with four other trusts in the country. Now, with the five-year collaboration at an end, we are continuing to embed The PRIDE Way as our methodology for quality improvement.

## Our Trust values

We take PRIDE in everything we do, our five core values reflect that PRIDE. These values were developed together with our staff. We work hard to provide outstanding care to our community, delivered with PRIDE.

Our PRIDE values of Passion; Responsibility; Innovation; Drive and Empowerment inspire us and keep our patients at the heart of everything we do.

## Job Description

<b>Job Title:</b>	Consultant Stroke Physician
<b>Band:</b>	Medical & Dental
<b>Hours of Work:</b>	Full Time – 10 PA plus oncall
<b>Location:</b>	Cross-Site
<b>Specialty/ Department:</b>	Stroke/ Neurosciences
<b>Accountable To:</b>	Clinical Lead
<b>Responsible To:</b>	Clinical Group Director / Chief Medical Officer

### 1. Job purpose

To provide high-quality clinical care to our patients and ensure that the departmental vision is maintained within the context of National, Regional and Local policy. We expect the right candidate to be a role model and able to lead a multidisciplinary team through effective communication and influencing skills.

The postholder will work collaboratively to deliver the clinical care strategy to ensure the highest quality of care for patients and families in all settings and building key internal and external relationships whilst providing clinical expertise in the daily running of the units and clinical care delivered to all patients.

Applicants will be expected to have suitable experience in Stroke, Elderly Care/ General Internal Medicine (GIM)/ Acute Medicine.

The post holder will have a base ward in Queen's Hospital. In addition, they will spend some sessions on the satellite site, located at Goodmayes Hospital, to provide a rehabilitation service. The post holder, during their sessions in HASU, will carry out prompt comprehensive stroke assessments, thrombolysis care and determine a care plan. There will be close links with nursing, therapy staff and other specialties. It is expected that the post holder will continue to build effective liaison relationships with the Emergency Department, GPs and community fast track services in order to prevent unnecessary admissions to hospital and facilitate appropriate early discharge. There is also a dedicated Early Supportive Discharge Team based at Queen's Hospital.

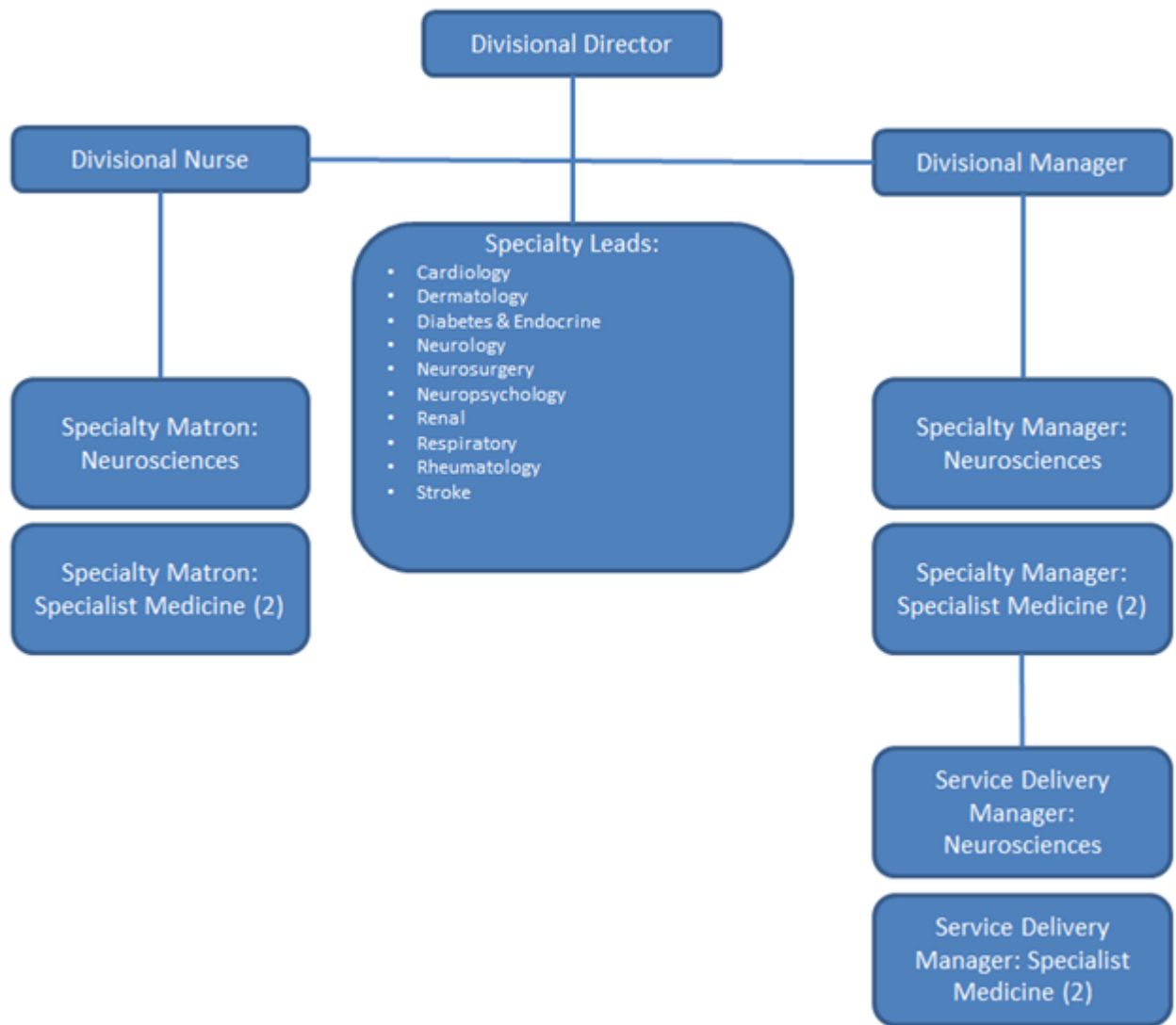
### Senior Medical Staff

Stroke Consultants Dr Naveen Gadapa (Locum) Dr Shehla Rehman (Locum) Dr Sumita Choudhary (Locum) Dr Jega Premaruban (Locum) Dr Nabeela Nisar (Locum) VACANT	6 WTE
Stroke SAS Doctors Dr Hamood Qazi Dr Usman Rashid	2 WTE

### Other Staff

Senior Clinical Fellows	8 WTE
Junior Clinical Fellows	12 WTE
Stroke Matron	1 WTE
Clinical Nurse Specialists	2 WTE
Management and Administration	6 WTE

### Organisational Position



## **2. Relationships**

### **Internal Relationships**

Consultant staff and other healthcare professionals  
Co-workers  
Executive Officers  
Senior Managers  
Patient Administrators  
Clinical Coding Department  
Reception Staff  
PALs/ Complaints office  
All other clinical and non-clinical departments as required

### **External Relationships**

Patients/ Relatives/ Carers  
General Practitioners/ Surgeries  
Clinicians/ Staff from other Trusts/Healthcare Providers  
Nursing Homes

## **3. Job summary**

We are seeking a stroke clinician with strong clinical leadership skills to ensure the delivery of excellent quality driven care.

We are Essex and North East London's Neurosciences Centre for Excellence and our Trust is one of eight Hyper Acute Stroke Units in London. Our clinicians provide care across a 14 bedded HASU, 30 bedded ASU and 15 bedded rehabilitation unit as well as stroke patients under the responsibility of our neuro intensive care colleagues.

Each Stroke Consultant has a dedicated Registrar/ Senior Trust Fellow to support their workload and a dedicated team of Junior Clinical Fellows providing care across our specialty. The post holder will be expected to provide supervision and training to all junior staff assigned to their team as well as overall responsibility and ownership of patient clinical planning.

## **4. Clinical / operational responsibilities**

The successful candidate will be expected to work as part of a team, providing Stroke service in the Essex Neurosciences centre at Queen's Hospital.

The appointee will be expected to:

- Maintain full registration with the General Medical Council and on the Specialist Register
- Have a broad experience in all areas of the specialty
- Have good academic qualifications and appropriate research record
- Have the ability to work as a member of a team together with Clinicians, Clinical Scientists, Nursing, Therapies, Managerial and Secretarial staff



Day to day duties include, but are not exclusive to:

- Delivery of comprehensive care for stroke patients admitted to BHRUT
- Undertaking ward rounds
- Conducting multidisciplinary meetings
- Responsible for prompt discharge planning of stroke patients under their care
- Teaching and training junior doctors and medical students
- Support the development of the specialty in line with the Trust's overall strategic direction and objectives in line with the vision of the Clinical Lead
- Ensuring clinical leadership to the stroke service and adherence to the National Stroke Standards
- Ensuring clinical pathways within stroke medicine are appropriate and well managed
- Working in conjunction with ICBs to ensure a safely delivered stroke and TIA service
- Ensuring appropriate protocols are in place for stroke and TIA patients
- Working alongside the Clinical Lead, Matron and General Manager to ensure that Patient Access targets are adhered to
- Supporting training opportunities within stroke medicine in conjunction with the Clinical Lead and Matron
- Ensuring that all new members to the department have an appropriate induction and assessment
- Working alongside the Clinical Lead and clinical colleagues to ensure that appropriate processes are in place according to National Stroke Standards and support delivery of the Trust's strategic objectives
- Issuing of advice to GPs on suitability of patients for admission to hospital and care following discharge from hospital
- Participate in audits, clinical governance processes and continuing professional development (CPD)
- Participate in the stroke out of hours oncall rota on a remote basis including 1:8 weekends. Weekend oncall duties will be followed by two non-working rest days. Weekday oncall duties are provided out of hours only with qualified teams on site to support your remote activity. Oncall demand is variable with flexibility to adjust the remainder of your working week to reflect activity.
- Provide guidance and support to thrombolysis and thrombectomy referrals.

The weekly timetable and fixed sessions will be by agreement, jointly with the Stroke Clinical Lead and the General Manager of the Neuroscience directorate at BHR Hospital Trust and the post holder.

### Individual Job Plan

Each consultant agrees their Job Plan annually and undergoes an appraisal on behalf of the Chief Executive. The Job Plan for this post will take into account the new Terms and Conditions – Consultants (England) 2003. It will also reflect individual consultants' special interests, current levels of activity and the need to distribute work fairly amongst colleagues to ensure the service responds to the needs of its users.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
AM (09:00 –	HASU	ED & Patient	OFF	Stroke Follow	ASU	ASU	TIA Clinic	ED

13:00)		Admin		Up Clinic				
PM (13:00 – 17:00)	HASU	Rehab & SPA	Video Triage	SPA	SPA	Rehab & SPA	Patient Admin	Flexi / SPA

DCC Total	8
Plus Oncall	1
SPA Total	2
Total	11

The suggested timetable for the post is given as a rolling one in eight plan  
Oncall commitments are paid at an additional 1 PA on a 1:8 basis  
0.5 SPA may be worked flexibly at the discretion of the individual

Our HASU receives an average of 100 new admissions each month. Each consultant is supported by a Senior Clinical Fellow and expected to manage the workload of their team and provide supervision as required. The job plans are designed to fit flexibly around service demands and patient administration, allowing individuals the opportunity to remotely supervise the unit if circumstances allow or take time owing in lieu on the rare occasions that additional worked hours may be required.

The department provides an in-hours mechanical thrombectomy service, Monday to Friday, supported by Barts Health out of hours. When rostered in our ED department, you will be the first responder to potential thrombectomy cases liaising with our on-site Interventional Neuroradiologists with a view to proceeding.

Demand on our TIA service requires daily clinics comprising of 6 new appointment slots per day and are fully supported by a junior doctor and outpatient nurse.

Travel time is included within the job plan to reflect duties performed at our satellite rehab facility located just 15 minutes away from Queen's Hospital. The rehab facility houses 15 inpatients and you will be expected to provide senior advice for a small number of complex patients only.

Full mentorship for newly qualified consultants will be provided as standard and coaches assigned to those who are new to our organisation.

You will also be encouraged, and fully supported, to develop specialist clinical interests within the department to support organisational strategies and improve patient outcomes and experiences.

### **Medical Audit**

The post holder will be expected to participate in the process of medical audit.

Clinical Governance and CME are all expected to be included as part of the SPA session.

### Post Graduate Facilities

There are excellent postgraduate facilities at Queen's and King George Hospitals, both of which include library services

### Research and Development

The Trust has a well-developed research and development unit and an active interest in medical research is encouraged

### Person Specification

#### Essential professional qualification

Full registration with GMC Inclusion on the GMC Specialist Register for either Geriatrics, Neurology or Acute Medicine or within six months of expected date of Certificate of Completion of Training (CCT) in one of the above **AND** CCT with stroke OR appropriate equivalent evidence of certificate confirming Eligibility for Specialist Registration (CESR) **OR** equivalent evidence of competency through European Community Rights

- MRCP or equivalent
- Sub-specialty interest in Stroke and or Rehabilitation

#### Desirable professional qualification

- Training in appraisal techniques
- Postgraduate Thesis
- MD
- PhD

#### Core management responsibilities

Behave in line with our PRIDE values and lead by example  
Keep up to date with national and local policies and protocols  
Learn from and share experience and knowledge  
Actively listen to comments and challenges and respond constructively  
Demonstrate honesty and integrity  
Take personal responsibility for delivering quality results  
Effectively address poor performance in accordance with our policies  
Value diversity and demonstrate respect for others  
Consciously review mistakes and successes to improve performance

#### Role specific behaviors

Show leadership and visibility  
Listen to and act on patient feedback  
Communicate effectively with appropriate language and methods  
Build contacts within and without the Trust

#### Building the team

Help the team to be the best that they can be  
Develop and coach an effective team to perform to the best of their ability  
Undertake appraisals and set personal development plans  
Involve all team members in activities  
Represent the team in all forums  
Manage conflict appropriately by negotiation or decision making

**Analysis, problem solving and decision-making**

Demonstrate ability to anticipate problems, analyse issues, suggest alternative solutions and make decisions  
Assimilate and use appropriate information

**Planning and delivering results**

Demonstrate awareness and understanding of our Operational Plan and performance objectives  
Work across the health economy and in partnership with local and national NHS partners  
Understand aims and objectives of internal and external agencies  
Anticipate issues and develop contingency plans  
Evaluate and embrace positive change  
Communicate change positively to other  
Work to overcome barriers to change

Requirements	Essential or desirable	Application	Interview	Reference
<b>Qualifications</b>				
Inclusion on the GMC Specialist Register for Geriatrics or within six months of expected date of Certificate of Completion of Training (CCT) in both Geriatrics and General Internal Medicine <b>OR</b> CCT in stroke <b>OR</b> appropriate equivalent evidence of Certificate confirming Eligibility for Specialist Registration (CESR) <b>OR</b> equivalent evidence of competency through European Community Rights	E	✓		
<b>Experience and achievements</b>				
Shows ability to work with and lead others across professions	D	✓	✓	✓
Presentations of papers or knowledge in Geriatric Medicine	D	✓		
Adult Life Support or equivalent	D	✓	✓	
Understanding of current issues within Geriatric Medicine and future direction of specialty	D	✓	✓	
Demonstrate a track record of clinical leadership	D	✓	✓	
Experience of leading change	E	✓		
<b>Skills and abilities</b>				
Teaching and training	E	✓	✓	✓
Critical appraisal skills	D	✓	✓	✓
Ability to develop evidence-based protocols	D	✓		
Development of evaluations / audit protocols / clinical improvement initiatives	D	✓	✓	
Good at influencing others to change their behavior through negotiation and dispute resolution.				
IT literacy	D	✓	✓	
<b>Personal qualities</b>				
Excellent networking abilities	D	✓		✓
Good communication skills	E	✓	✓	✓
Understands self (strengths and weaknesses) and impact of behavior on others	E			✓
Acting with Integrity- behaving in an open and ethical manner				
Able to influence professional colleagues particularly in areas relating to conduct, attitude, behavior and standards				
Evidence of continual personal learning and development	E	✓	✓	

The post is covered by the new Terms and Conditions – Consultants (England) 2003. The appointment is superannuable unless the postholder chooses to opt out of the National Health Service Superannuation Scheme.

Short listed candidates will be required to complete a Health Statement and the Trust may require a medical examination as a condition of appointment.

Because of the nature of the work of this post it is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975).

Applicants are therefore not entitled to withhold information about convictions, including those, which for other purposes are “spent” under the Provision of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust.

Any information should be sent to the Medical Director in an envelope marked for his/her personal attention and will be completely confidential, only considered in relation to an application for positions to which the order applies.

This is a full time post and the proposed job plan will be subject to discussion and agreement. A standard full-time job plan will contain an average of ten Programmed Activities per week, subject to the provisions to agree extra Programmed Activities.

A Programmed Activity will normally have a timetable value of four hours, subject to provisions for recognising work carried out in Premium Time (after 7pm and before 7am during weekdays or at weekends and on public holidays).

The successful candidate will be expected in the normal run of his/her duties, on occasions, to deputise for absent consultant or associate specialist colleagues on occasion.

The successful candidate who intends to undertake remunerated clinical work that falls under the definition of Private Professional Services, other than work specified in his/her job plan, will first consult with his/her clinical manager. The Trust may offer the opportunity to carry out up to one extra Programmed Activity per week on top of the standard commitment.

The successful candidate is required to live within 30 minutes travelling time of the hospital.

The post holder’s private residence must be maintained in contact with the public telephone service. Assistance can be given with the cost of installation and rental charges.

Subject to agreement and compliance with the Trust’s policy on Removal Expenses, assistance may be given to newly appointed Consultants with part of the cost of their removal expenses.

The successful candidate will be allocated a base but will be required to work across the Trust and in outlying hospitals should the need arise. Where indicated, travelling time will be built into the job plan if travel across sites becomes necessary.

## **5. Policy, service, organisational and professional responsibilities**

### **Medical Audit**

The post holder will be expected to participate in the process of medical audit. The current audit lead for Neurosciences is Mr Alireza Shoakazemi.

Clinical Governance and CME are all expected to be included as part of the SPA session.

### **Post Graduate Facilities**

There are excellent postgraduate facilities at Queen's and King George Hospitals, both of which include library services

### **Research and Development**

The Trust has a well-developed research and development unit and an active interest in medical research is encouraged

## **6. General**

- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures.

### **Medical Administration**

The person appointment will be a member of the Senior Medical Staff Committee. Each Consultant agrees their job plan annually and undergoes an appraisal on behalf of the Chief Executive. The job plan for this post will take into account the new Terms & Conditions – Consultants (England) 2003. It will also reflect individual consultants' special interests, current levels of activity and the need to distribute work fairly amongst colleagues to ensure the service responds of the needs of its users.

### **Secretarial and Office Accommodation**

Office accommodation is provided together with medical secretarial support

### **IT Support**

The organisation is responsible for the provision of all IT resources and support

## **7. Personal development**

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and

development opportunities agreed in line with service provision and knowledge and skills competency framework.

All senior clinical staff are required to undergo routine revalidation as part of their contractual obligations.

## **8. Mandatory Trust responsibilities**

### ***Amending the job description***

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

### ***Confidentiality***

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “Caldicott principles”.

### ***Data protection***

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust’s fair processing notice is on our [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

### ***Leaders’ agreement***

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust ‘Leaders’ Agreement’.

### ***Policies and procedures***

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also



expected to be aware of our Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

### ***Safeguarding children and vulnerable adults***

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust's Safeguarding Adult and Children Procedures.

### ***Health and safety***

Under the Health & Safety at Work etc. Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, commensurate with their role, to maintain a safe environment and particularly by reporting promptly any incidents, defects, risks or potential hazards.

You must co-operate with Management in discharging its responsibilities under the Health and Safety at Work etc Act 1974 and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees, others and visitors.

### ***Sustainable development and our health and wellbeing***

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to "continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments."

All staff are required to support the Trust's Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

### ***Infection control***

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard

Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

### ***Smoke free***

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours, and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes heart and lung disease, and is harmful to young children. However, disposable or rechargeable e-cigarettes (“vaping”) may be used outside hospital buildings.

### ***General***

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

### ***Equal opportunities policy***

Our Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by our Trust’s equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

**Date:**

**Prepared By: (Manager):**