

ALDER HEY CHILDREN'S NHS FOUNDATION TRUST

JOB DESCRIPTION

Post:	Consultant Paediatric Neurophysiologist
Grade:	Consultant
Hours	10 Programmed Activities
Accountable to:	Director of Division of Medicine
Reports to:	Clinical Director for Complex Care Services
Job Purpose:	<p>To provide high quality Neurophysiology services to the Northern Children's Epilepsy Surgery Service (NorCESS) as part of the nationally commissioned networked service between Alder Hey Children's Hospital and the Royal Manchester Children's Hospital (RMCH)</p> <p>Provide diagnostic Neurophysiology support including EMG.</p>
Liaises with:	Medical, nursing and supporting clinical staff as required, pathway coordinators, Divisional Management Team
Hospital Base:	Neurophysiology Alder Hey Children's Hospital

ROLE SUMMARY

This is a 10 PA Consultant Paediatric Neurophysiology post, based at Alder Hey Children's NHS Foundation Trust. The post-holder will report to the Divisional Director to the Chief Executive.

The successful applicant would join Dr Antonio Valentin and Dr Radhika Manohar, the 2 Consultant Neurophysiologists who, together, jointly cover 10 PA's. The department has a service manager and a team of highly skilled and motivated clinical physiologists. The neurophysiology department works with a range of teams including neurology, neurosurgery, ICU and general paediatrics.



One of the main roles is to provide a weekly on-site EMG clinic including supporting of urgent EMG. In addition to sharing the reporting of all EEG activity, the post holder can actively support the Neurophysiology services at Alder Hey for the Northern Children's Epilepsy Surgery Service (NorCESS). The successful candidate would be expected to provide high-quality Neurophysiology services as part of the nationally commissioned network between Alder Hey Children's Hospital and the Royal Manchester Children's Hospital (RMCH). They will work alongside our existing Consultant Neurophysiologists and also closely across site with Professor Gonzalo Alarcon who is the Consultant Neurophysiologist at RMCH

Neurophysiology Services at Alder Hey

The Neurophysiology department provides a range of Neurophysiology tests for children across the Northwest and North Wales along with providing Neurophysiology input to the NorCESS service

Neurophysiology department

Our department is self-contained and situated on the fourth floor on the hospital. We have three clinic rooms, one physiologist review room and two office spaces.

EEG activity

The department performs approximately 1200 EEGs per year. The main referrers are neurology, ICU, general paediatrics and external local district hospitals. The post holder will be expected to report EEG's of children aged 0-18 years (including premature neonates); approx. 20% of referrals are urgent and the report is expected on the day of the test.

The Trust is expanding with the development of an on-site Neonatal unit and with this there will be an increased referral rate for acute EEG

Long-term EEG (VT & Ambulatory)

The department has two dedicated video telemetry beds, which serves both for diagnostic purposes for Northwest of England and Epilepsy surgery service (NorCESS).

The department has an additional bed / equipment on the neurosurgery ward used for intracranial EEG recordings; we currently are staffed to perform 6 sEEG investigations per year but would like to expand on these numbers to 12 per year.

In addition, we perform around 100 home video telemetries (Ambulatory EEG) for diagnostic purposes per year.

Evoked potentials



A small number of Somatosensory evoked potentials are performed for a variety of different indications.

Neurophysiology intraoperative monitoring

Intraoperative monitoring for SDR and tumour resection is currently outsourced due to lack of an in-house experienced Neurophysiologist.

Depending on experience the successful candidate will be given time in their job plan to support multimodal monitoring for brain, spinal and peripheral nerve surgeries, within and outside of the epilepsy surgery service.

Alder Hey is nationally commissioned centre for performing selective dorsal rhizotomies (SDR). Neurosurgery department undertakes 40-50 SDRs per year.

EMG

The department provides a full paediatric EMG service including single fibre EMG on children aged 0-18 years in both outpatient and inpatient settings.(Approx. 250 per year)

The successful candidate will be expected to provide this service

Sleep

The department provides polysomnography with MSLTs and actigraphy with a subset of these being reported by the Consultant Neurophysiologist

Overnight Sleep studies (respiratory team)

We have an expanding overnight respiratory sleep service (8-10 studies per week).

Although these studies are performed by a group of physiologists within the team, they are reported by the respiratory Consultants. On occasions, the Consultant Neurophysiologist has an input in the reporting of the EEG on some of these patients

Monitoring Equipment

All EEG, Video Telemetry and invasive monitoring is carried out on XLTEK Natus software. All data is saved to a server managed by the Trust IM&T team.

Other equipment includes:

Inomed cortical stimulator used in the stereo EEG monitoring.

Nicolet EMG system

MedEvolve IOM kit

Neurophysiology team

Current Staffing

Consultant Neurophysiologist (0.5WTE) : Dr Antonio Valentin (partly remote working)

Consultant Neurophysiologist (0.4WTE) : Dr Radhika Manohar (remote working)

Neurophysiology Department manager (1WTE): Teresa Preston



3.8 WTE Highly specialised Clinical physiologists (3 WTE working in Neurophysiology)
3 Specialised Clinical physiologists (2 WTE working in Neurophysiology)
1 Clinical physiologist (NHSP)

Support Staff

2 administration clerks (1WTE job share)

NORTHERN CHILDREN'S EPILEPSY SURGERY SERVICE (NorCESS)

NorCESS is one of only four nationally commissioned center's in England to undertake paediatric epilepsy surgery. NorCESS provides epilepsy surgery for children in the North of England, Northern Ireland and North Wales and is a network service between Alder Hey Children's and Royal Manchester Children's Hospitals

The network was commissioned in 2012 and is working towards a goal of providing 70 -100 surgical cases a year, supported by increased provision of specialist pre and peri surgical evaluations.

NorCESS is a multidisciplinary service provided by Consultant Paediatric Neurologists, Consultant Paediatric Neurosurgeons, Consultant Radiologists, Consultant Psychiatrists, Consultant Psychologists, Consultant Neurophysiologists, Clinical Physiologists and Epilepsy Specialist Nurses

NORCESS AT ALDER HEY

NorCESS Alder Hey Key members

- Professor Stavros M Stivaros: Clinical Director of NorCESS and Professor of Paediatric Neuroradiology and Translational Medicine.
- Jill Scotson: Regional Operational Network manager
- Mr Jonathan Ellenbogen: Consultant Paediatric Neurosurgeon, Alder Hey / RMCH
- Mr John Kitchen: Consultant Paediatric Neurosurgeon, Alder Hey / RMCH
- Professor Gonzalo Alarcon: Consultant Neurophysiologist, RMCH/Alder Hey
- Dr Antonio Valentin: Consultant Neurophysiologist, Alder Hey
- Dr Radhika Manohar: Consultant Neurophysiologist, Alder Hey
- Dr Suma Muthugovindan: Consultant Neurophysiologist, Alder Hey
- Dr Anand Iyer: Consultant Paediatric Neurologist,
- Dr Shivaram Avula: Consultant Paediatric Neuroradiologist & Associate Professor in Neuroradiology
- Andrea McLaren: Lead Nurse NorCESS/Children's Epilepsy Network



- Ben Cooper: Advanced Nurse Practitioner, Alder Hey
- Dr Cathy Grant: Consultant Paediatric Neuropsychologist
- Dr Lakshmi Ramasubramanian Consultant Paediatric Neuropsychiatrist
- Teresa Preston Neurophysiology Department manager
- Emily Tolno: Epilepsy Surgery Service Coordinator
- Bethan Brady NorCESS administrative Assistants

The Alder Hey Neurophysiology department supports NorCESS by providing:

- Video EEG telemetry
- EEG recordings with stereotactic electrodes and subdural grids, and for electrical stimulation and radio-thermocoagulation
- Intraoperative Electrocorticography
- Future service development - to provide an enhanced intraoperative monitoring / mapping service,
- As a department we are keen to develop a TMS service with the support from Dr Antonio Valentin

We can offer 6 VT's per month for NorCESS purposes at Alder Hey.

At Alder Hey, 5 Clinical Physiologists (CP's) partake in the routine Video Telemetry service, with 3 specialising in complex cases and intracranial recordings.

NorCESS MDT meetings are held twice monthly, every second and fourth Friday 0900 – 1300. National CESS MDT meetings (with the other CESS centers) are held virtually, every second Wednesday of the month 1030 – 1200.

There would be need to occasionally travel to the Royal Manchester Children's Hospital to work with Professor Alarcon, (Consultant Neurophysiologist) and the rest of NorCess Team, although this can be done via TEAMS.

Some out of hours commitments are required for the NorCess epilepsy surgery service (evening and weekends, typically for stereoEEG coverage).

Non-Cess (Diagnostics)

Video Telemetry (both ward and home recordings)

EEG reporting

EMG clinic; (currently one clinic per week with ad hoc inpatient EMG)

IOM for epilepsy, neuromuscular and intra operative neurophysiology not related to epilepsy surgery pathway (i.e., SDR & IOM for tumour resection)

The successful candidate will be expected to support some of the existing workload which is listed as well as covering Annual leave.



MAIN DUTIES AND RESPONSIBILITIES

Duties

It is envisaged that the post consists of 10 programmed activities per week (8.5 PA direct clinical care and 1.5 PA supporting professional activities). As per Trust Policy for new consultants, if this increases beyond 1.5 SPA, it must be linked to defined roles with clear objectives, and can be negotiated by mutual agreement following annual job planning reviews.

Proposed job plan

This post consists of 10 programmed activities per week. Any other special interests will be encouraged.

The table below illustrates the indicated job plan for the first three months after which a formal job plan will be agreed between the appointee and the clinical director.

The supporting professional activities (SPAs) allocation within the provisional job plan is an illustrative guide only and will be finalised following individual agreement with successful candidate.

The basic template for new consultants is 1.5 SPA. Any additional SPA time in the Job Plan is linked to defined roles with clear objectives.

- 1.0 SPA for
 - Personal revalidation, appraisal/job planning/quality improvement /clinical governance/statutory & mandatory training/CPD.
 - Engagement in Quality Improvement, including :
 - Attending Quality Improvement meetings
 - Contributing data; and
 - Implementing agreed Quality Improvement recommendations in own practice.
- 0.5 SPA for departmental & Trust meetings and teaching (IG, departmental, Trust).
- Indicative 0.25 SPA for a formal Postgraduate Medical Educational Supervisor role.
- Additional SPA(s) for defined roles in research, departmental leadership or wider governance, and audit, as agreed through the job planning process.



Proposed job plan

The sessions may be able to be adapted following discussion.

NorCESS **7 PAs/week**

Non CESS (General neurophysiology) **3 PAs/week**

NorCESS activity	Weekly PA's
Video Telemetry review and report 1 per week	1.5
Attend local NorCESS MDT (x2 per month)	0.5
Attend National CESS MDT (x1 per month)	0.25
MDT prep	0.5
Perform stereo EEG /mapping (8 cases per annum)	2
Perform IOM	0.75
Travel (RMCH)	0.25
NorCESS Service Development	0.25
SPA	1.0
Totals	7
Diagnostic (Non Cess)	Weekly PA's
Reporting acute EEG activity (alternate weeks)	1.5
Covering Annual leave of existing Neurophysiologist: All EEG activity (Urgent & non urgent) along with urgent EMG/IOM	1.0
SPA	0.5
Totals	3

Non CESS (General neurophysiology)

1 in 2 coverage of urgent EEG reporting which summate to 20% of EEG activity. (Alternate weeks and mutual coverage of annual and study leave)

Coverage of annual leave of the existing consultant: Urgent and non-urgent EEGs; optionally urgent EMGs and IOMs

Reporting of Home Video Telemetry (Ambulatory) for both diagnosis and NorCess purposes (diagnostic activity shared with existing Consultants)

There will be a shared coverage for urgent neurophysiology reporting during working hours (Mon-Fri) (shared between the existing consultants and the successful candidate).

ADDITIONAL REQUIREMENTS AND RESPONSIBILITIES

Research

The national Co-ordinating Centre of NIHR Medicines for Children Research Network is based in Alder Hey and there is also the Local Research Network (LRN). There is close collaboration between all of these and with many other stakeholders.

The Trust has a comprehensive research programme and all consultants are encouraged to be involved. The overall responsibility for the Trust's Research Strategy lies with the Medical Director, and the Director of Research. The Research and Development Directorate ensures that research is incorporated into the management infrastructure and is part of the Trust's overall service plan and strategy. The Trust's Research and Development Manager, along with research group leaders, promote research within the overall strategic aims. A number of operational groups and key individuals facilitate the planning coordination and support of research.

Areas of direct relevance to child health in which there exists a critical mass of expertise are focused around research subject groups. The Research and Development Manager, research group leaders and a nurse lecturer practitioner also provide support to new initiatives which fall outside the strategic focus, especially those with potential to develop into programmes of research. Quality assurance of all Trust-based research is achieved through peer review of all proposals by the Research Committee.

Teaching

Alder Hey serves as a teaching hospital to the University of Liverpool. The undergraduate curriculum is based on problem-based learning. All consultants are expected to take part in undergraduate teaching. Support is available to enable new consultants to deliver Level Two training.

All consultants have responsibility for organising the teaching and training of all members of staff in their department. There is an active training scheme for all junior medical staff and all consultants are expected to contribute to this programme. There are many postgraduate activities within the Trust including a weekly Grand Round.



Audit and Clinical Governance

The appointee will be expected to participate in the Neurophysiology service audit programme.

Whilst the Trust organises regular half day sessions to enable intra and inter-departmental audit and general education programmes, it is expected that the successful applicant will maintain their personal portfolios in accordance with the requirements of the RCP or RCPCH and ensure that they achieve suitable continuing professional development. An appraisal system for all consultants is now established, including an annual review of job plans and CPD.

Consultants are also expected to be aware of the principles of clinical governance and to contribute to the aims of each Trust in achieving continuing improvement in all aspects of delivery of the service.

Continuing Professional Development

Consultants are expected to maintain their personal portfolios in accordance with the requirements of the Royal College of Physicians, including the acquisition of the appropriate CPD points. The Trust has introduced an Appraisal system for all consultants which includes a review of Continuing Professional Development.

Mentoring of newly appointed consultants by a more senior colleague is available within the Trust and the appointee will be encouraged to make use of this resource.

Terms and Conditions of Service

1. The Terms and Conditions applying to the post are those relating to Consultants (England) 2003, and shall be subject to any amendments negotiated from time to time by the appropriate bodies and approved by the Secretary of State.
2. The appointee will be expected to work with local managers and professional colleagues in the efficient running of the services and will share with consultant colleagues in the medical contribution to management.
3. The successful candidate will be expected to maintain existing service commitment and comply with Trust performance targets.
4. The post holder must be a medical practitioner fully registered with a licence to practice with the General Medical Council and also hold Specialist Registration. The appointment is subject to clearance by the Disclosure and Barring Service and satisfactory medical screening results, including verification of Hepatitis B status.



5. The appointee will have responsibility for training and supervision of junior medical staff who work with him/her and will devote time to this on a regular basis.
6. Residence
 - (a) The successful candidate will normally be required to live within 15 miles/30 minutes of his/her base hospital (the hospital where the principal duties lie) and in a location offering easy access to the other organisations / facilities as required.
 - (b) Where, however, the successful candidate already resides within 15 miles by road of his/her base hospital, he/she will not be required to remove his/her home nearer the hospitals.
 - (c) Where the successful candidate's present residence is more than 15 miles by road from the hospital he/she will be required to remove his/her home to meet the residential clause of his/her contract, unless he/she has the written consent of the Trust to the contrary.
 - (d) The Trust does not have a policy for reimbursement of relocation expenses.
5. Disclosure & Barring Service (previously Criminal Records Bureau)

The successful applicant will be required to undertake an enhanced DBS Disclosure check.

Further information on the DBS is available on their website at <http://www.dbs.gov.uk>. The Appointee will be required to pay for the DBS Enhanced Disclosure.

It is the policy of the Trust to undertake disclosure checks via the Disclosure & Barring Service (DBS) as appropriate under the Trust's policy and in line with current legislation. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant to the post applied for.

The offer of this post and continuation of your employment is subject to a satisfactory DBS disclosure (to be determined in accordance with current legislation).

The Trust retains the right to request that a further disclosure be sought at any time throughout your employment in line with current legislation and the continuation of your employment is subject to a satisfactory DBS check.

DBS checks will be completed every three years during your employment with the Trust and the cost of these checks will be deducted from your pay and you will be given the opportunity to pay this over three instalments.

Alternatively if you are registered with the DBS Update Service at the same level required for your employment with the Trust there will no requirement to complete a



DBS and no further cost applied by the Trust as payment will be made by yourself directly to the DBS Update Service.

You are required to inform the Trust if you commit, or are investigated for, charged with, cautioned for or convicted of any criminal offence. A failure to provide such information or proving incorrect information may be considered to be gross misconduct warranting summary dismissal.

As an organisation which uses the Disclosure and Barring Service (DBS) Disclosure service, the Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Disclosure and Barring Service before an appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position. A decision will be made depending on the nature of the position and the circumstances and background of the offences.

Mandatory Statements

1. The Trust is pro-diversity and anti-discrimination. Trust policies prohibit discrimination, victimisation, bullying or harassment. The Trust is committed to treating people equally, whether they are patients, colleagues, suppliers or other customers. We would like all our families and staff to feel valued and respected because we try to understand and provide for their individual needs.
2. The Trust is committed to promoting an environment that embraces diversity and promotes equality of opportunity. Staff should apply the values of respect, excellence, innovation, togetherness and openness in all that they do to ensure that Alder Hey truly belongs to everyone.
3. In the course of your duties you may acquire or have access to confidential information which must not be disclosed to any other person unless in the pursuit of your duties or with specific permission given on behalf of the Trust. You must ensure that you handle personal information in accordance with the requirements of the Data Protection Act 1998.
4. You are reminded that, in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, you have a duty to take reasonable care to avoid injury to yourself and to others by your work activities, and are required to co-operate with the Trust in meeting statutory requirements.



5. You must ensure that you adhere to the Trust Infection Control policies and procedures at all times. You have a duty of care under the Health Care Act to prevent the spread of infection.
6. Within the NHS, good patient care is reliant on the availability of complete, accurate, relevant and timely data. The quality of information can limit the capability to make operational decisions about the way care is planned, managed and undertaken. Poor information quality can lead to poor decision making and may put service users at risk. High quality information means better, safer patient care. Where you are required to record data on systems, whether patient or staff data, or paper or electronic format you must ensure that it is up to date, accurate, complete and timely. You have a responsibility to ensure that you feel sufficiently knowledgeable about the system you are asked to use and what is required of you in order to fulfil your task accurately. Where an error is created or discovered by yourself on any system which you cannot rectify, you must contact the relevant helpdesk / system owner or your Line manager. Please read the Data Quality and Information Governance Policies located on the Intranet and ensure you understand your responsibilities.

As an employee of the Trust you will be accountable for the data entered into records and systems. It is very important that the Trust records the most up to date patient demographic details, including full name, D.O.B., address, contact number, NHS number, GP and GP Practice. This is not only to fulfil our legal obligation under Principle 4 of the Data Protection Act, which states 'Personal data shall be accurate and, where necessary, kept up to date', but it is also crucial in ensuring patient safety.

All staff should take ownership of records that are accessed and take the opportunity to check that the data held is correct.

7. Alder Hey Children's NHS Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Staff have a responsibility to ensure they are aware of specific duties relating to their role and should familiarize themselves with the Trust's safeguarding and child protection procedures, regular safeguarding and child protection training updates are mandatory for all staff. All individuals will have some risk management responsibilities with which you are required to comply, for details of your responsibilities please refer to the current Risk Management Strategy which is available on the intranet and in the local strategies folder.
8. You must comply with all Trust policies and procedures and attend all necessary mandatory training.
9. This document provides an outline of the main responsibilities of the post. It is not intended to be an exhaustive list of duties.





Further Information

Further information concerning the post is available from:

Teresa Preston
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1. PERSON SPECIFICATION

POST: CLINICAL NEUROPHYSIOLOGIST ALDER HEY HOSPITAL

Requirements	Essential	Desirable	Method of Assessment
Education and Qualifications			
Professional Qualifications	<p>Full registration with license to practice with the General Medical Council.</p> <p>MBBS or equivalent</p> <p>Accredited to and Member or Fellow of The Royal College of Physicians or equivalent</p> <p>Previous appointments which provided professional training in Neurology/Neurophysiology posts approved by the Royal College of Physicians.</p> <p>On specialist register for Clinical Neurophysiology (CCT or equivalent) or within 6 months of award of CCT by date of interview</p>	<p>Research/Publications Management Course</p> <p>Higher Degree</p>	Curriculum Vitae
Clinical Knowledge & Expertise			
Experience	<p>Substantial experience in Paediatric Clinical Neurophysiology</p> <p>Substantial experience in video Telemetry and pre surgical evaluation for Epilepsy surgery</p>	<p>Experience in ECoG</p> <p>Management experience</p>	Curriculum vitae Interview



	Experience in Invasive monitoring with functional stimulation Experience in stereo EEG	Experience in Intraoperative monitoring for tumour resection and Selective Dorsal Rhizotomy (SDR)	
Skills and Abilities			
	Excellent oral and written communication Leadership skills Ability to work as part of a multidisciplinary team Excellent interpersonal and negotiating skills Excellent organisational skills Ability to work in a pressurised environment Understanding and proven ability to apply research findings in a clinical and organisational context.	Experience in developing neurophysiology services Experience in developing and leading research projects	Application form and interview
Communicate Effectively			
	Is empathetic and sensitive to patient's needs, able to explain things clearly and influence/ persuade effectively.		Application form and interview
Quality – Performing Efficiently & Effectively			
Managing Delivery	Ensure delivery of a quality service.		Application form and

Managing/Delivering Performance	Evidence of service improvement.		interview
	Able to implement policies and plans.		
	Review and manage process.		
	Clear understanding of performance management and supports a performance culture.		
	Accountable for performance of self and others. Empowers others to take responsibility.		
Other			
Teaching	Evidence of participation in teaching postgraduate medical staff plus a commitment to Postgraduate Training and Undergraduate Teaching within the Trust. Interest in undergraduate and postgraduate medical teaching.	Experience of teaching medical and other staff. Evidence of participation in Undergraduate Teaching.	
Research / Publications	Experience and evidence of research and relevant publications.		
Professional Interests	Membership of appropriate professional society (ies) Knowledge of up to date literature.	Evidence of recent and current research, with relevant publications.	

Alder Hey values



The Alder Hey Values are the guiding principles of the way we work at Alder Hey. It's not just what we do, but how we do it that matters enormously to our patients, families, and each other.

Created in 2012 following extensive engagement with staff and governors, we identified five core values, underpinned by specific behavioural standards. All Alder Hey staff are encouraged to embody them as part of their everyday working lives.

Excellence

We pride ourselves on the quality of our care, going the extra mile to make Alder hey a safe and special place for children and their families.

Innovation

We are committed to continually improving for the benefit of our patients.

Openness

We are open and honest and engage everyone we meet with a smile.

Respect

We show that we value every individual for who they are and their contribution.

Together

We work across the Alder Hey community in teams that are built on friendship, dedication, care and reassurance

