



Consultant in Rheumatology

Job Description and Person Specification



**A great
place to**

work

#Team
SFH

PROUD TO BE TRUST OF THE YEAR 2020
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Best NHS Acute Trust in the Midlands (2018, 2019 and 2020 NHS Staff Survey) ★ **CQC Outstanding hospital** (King's Mill)





The Trust

What we do

We are an award-winning NHS Foundation Trust providing acute and community healthcare services for 420,000 people across Mansfield, Ashfield, Newark, Sherwood and parts of Derbyshire and Lincolnshire. We are working closely with partners in health and social care through the Mid Nottinghamshire Integrated Care Partnership to take collective responsibility for managing resources, delivering NHS standards, and improving the health of the population we serve.

We put the patient at the centre of everything that we do, and it is our aim to make sure that every patient is treated as we would want a member of our own family to be treated. At the same time, we expect our staff to be caring, kind and courteous to each other and to look out for each other. We believe that we are truly a clinically led organisation.

We are truly proud to be the HSJ Trust of the Year for 2020, and of our CQC ratings.

Our People

We employ over 5,000 people across our three hospital sites - King's Mill, Newark and Mansfield Community.

Our dedicated team of over 650 volunteers give up their time to make a difference and enhance the experience of our patients and visitors.

As an NHS Foundation Trust, we are accountable to the Council of Governors which represents the views of members.

We are proud to boast a membership totalling more than 15,000 – allowing our local communities opportunities to influence decisions and to demonstrate loyalty and support for our hospitals.

Our Purpose

Healthier Communities, Outstanding Care

Healthier communities and outstanding care for all.



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We are proud of our improvements over the last five years at Sherwood Forest Hospitals, and we recognise we can improve further. We know good quality healthcare can only be delivered by focussing on the experience of people, be it patients and the public or the colleagues you work with. Our improvements have been achieved by two central commitments to people:

We expect all patients to receive the same standard of care we would want our friends and family to have and:

We expect all colleagues to be treated with the same values we believe are important, support, kindness and respect.

We want to work with partners, we want to move beyond the boundaries of our hospitals and we want to help our local population become healthier.

Since 2019 we have been working to deliver **healthier communities and outstanding care for all** and working with Primary Care Networks and partners in our Mid-Nottinghamshire Integrated Care Provider and our Integrated Care System.

This strategy has come from the many conversations and listening events that have taken place with more than 750 conversations with the public, Sherwood colleagues and partners. We hope you find this strategy as exciting as we do.

A partnership with everyone in our community...

We will...

- Provide outstanding care
- Promote and support health and wellbeing
- Maximise the potential of our workforce
- Continuously learn and improve
- Achieve better value

Signed:
#TeamSFH

The part you can play...

- Tell us when we get it right and when we get it wrong
- Be healthy and active
- Treat our staff and volunteers with respect
- Help us to learn from the care you experience
- Use our services wisely

Signed:

Our *values*



Communicating and working together

We will work as one compassionate and inclusive team, involving, informing and listening to all colleagues and local communities.



Aspiring and improving

We will choose to work or be cared for by Sherwood as we focus on improving patient care and staff well-being.



Respectful and caring

We will show kindness to all, embrace diversity and challenge inappropriate behaviours.



Efficient and safe

We will be consistent and do the right thing at the right time, first time.



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Divisional Management Structure

There are five clinical management divisions, supported by Corporate Services (HR, IT, finance) as follows:

Urgent & Emergency Care	Emergency Department Emergency Assessment Unit Urgent Treatment Centre Short Stay Unit Discharge Lounge Same Day Emergency Care Hospital Out of Hours
Medicine	Cardiology and Respiratory Gastroenterology Diabetes & Endocrinology Clinical Haematology Geriatrics Stroke/Rehab and Intermediate Care Dermatology Rheumatology
Surgery, Anaesthetics and Critical Care	Anaesthetics / Critical Care / Pain Management Theatres and Day Case General Surgery & Vascular Surgery Urology Breast Surgery Maxillofacial / Plastics ENT Audiology Ophthalmology Trauma and Orthopaedics FACILITIES Sterile Services
Women's and Children's	Maternity and Gynaecology Paediatrics
Diagnostics and Outpatients	Therapy Services Pathology Radiology Back Pain Integrated Sexual Health FACILITIES Patient Services MEMD KTC Clinical Illustration Chaplaincy Fire and Security Pharmacy

Each Division is led by a Triumvirate of a Divisional General Manager, a Divisional Head of Nursing and is led by a Clinical Chair, Divisional specialities are headed by a Service Director or Head of Service. Service Directors/Heads of Service report to the Clinical Chair who in turn reports to the Chief Operating Officer.

Divisions receive operational support from Finance, Human Resources, Strategic Planning and Information representatives.



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The Department

Introduction to the Rheumatology Department

The Rheumatology Department is a busy and progressive musculoskeletal unit. We provide a comprehensive outpatient specialist service for patients with non-surgical musculoskeletal conditions and connective tissue diseases. Outpatient clinics are currently held at King's Mill Hospital and Newark Hospital (about 20 miles away). There are no dedicated inpatient beds, and the department does not participate in the Acute Medical Rota or provide an out-of-hours rheumatology service.

As well as general adult rheumatology clinics, there are regular specialist clinics including early inflammatory arthritis, rheumatoid arthritis annual review and combined consultant clinics with Dermatology and Paediatrics. You will have the opportunity to develop your own special interest as well as an ultrasound service. There are also nurse led clinics in general rheumatology, biologic therapies and DMARD monitoring. A weekly joint injection clinic is run by the extended scope physiotherapist. The Department has dedicated therapy services as well as a prescribing Pharmacist.

The department prides itself on having established a seamless multi-disciplinary approach to the care of patients with chronic inflammatory rheumatic conditions. Recent peer-review and patient feedback have been very positive, and the department is highly regarded in the region for providing an excellent service. The department has an active programme with 2-weekly radiology meetings with our specialist musculoskeletal radiologist, and monthly HRCT meetings with respiratory consultants and radiologists.

The department also contributes to weekly medical division grand rounds, audit and clinical governance sessions. There is a quarterly regional rheumatology audit meeting with presentations of audits, hot and cold cases.

The Rheumatology Department contributes to undergraduate medical education through teaching and assessing students from the University of Nottingham during their first clinical year (Clinical Phase 1) and their final year (during the musculoskeletal diseases and disabilities attachment in Clinical Phase 3).

The department is working with the CCG's and Trusts to meet the needs of the local community by maintaining service capacity and reducing waiting times whilst maintaining high standards of quality of care for patients and exploring opportunities to develop services in the community.

The department is contracted to see approximately 1700 new and 15000 review outpatients per year.

Staffing

Consultant Medical Staff	Main Special Interest / Roles
Dr Anindya Gupta (FT)	General Rheumatology / UG Education Lead/Head of Service
Dr Yasir Ali	General Rheumatology, Vasculitis & CTD
Dr Ken Lim (3.5/10)	General Rheumatology, Dermatology, Paediatric Rheumatology
Prof David Walsh (5/10)	General Rheumatology / Research Lead
Dr Claire Wilkinson (8/10)	General Rheumatology / Clinical Governance Lead
Dr Nav Sathi (2/10)	General Rheumatology
This Post (F/T)	
Trainee Medical Staff	Amount
Rheumatology ST3+	Nottingham Rotation (Mansfield, Nottingham, Derby)
Rheumatology ST3+	Nottingham Rotation (Mansfield, Nottingham, Derby)
Non-Medical Staff	Amount
Nurse Specialist	Four
Research Nurse Specialist	One

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Rheumatology Pharmacist	One
Physiotherapist and Occupational Therapist	Two
Support Staff (including PPC)	Three

The Role

Title:	Consultant in Rheumatology
Division:	Medicine
Grade:	Consultant
Reports to:	Head of Service for Rheumatology
Accountable to:	Medical Director
Hours:	Full time 10 PAs per week

Overview of the Consultant in Rheumatology role

If you are looking to join a team at a modern and innovative Trust which is easy to get to then let us be your next career move.

King's Mill Hospital is a busy district general hospital with world-class facilities and state-of-the-art wards following the new build that was completed in 2010. It has strong links with the University of Nottingham Medical School: medical students have attachments to the hospital at all stages of their training and an interest in teaching is welcomed for this post.

Furthermore, Specialist Registrars on the Mid-Trent teaching rotation in the different medical specialties spend time at the hospital. There are currently 2 Rheumatology ST3+ based at the hospital, spending a year here at the Trust working within the department.

An applicant who is unable, for personal reasons, to work full-time, will be eligible for consideration for the post. Should this person be appointed, modification of the job content will be discussed with the Trust on a personal basis, and in consultation with consultant colleagues.

The successful candidates will be contracted to The Sherwood Forest Hospitals NHS Foundation Trust. As a consequence, they are expected to be aware of local policies and procedures and to comply with the standing orders and standing financial instructions of the Trust. In particular, where the Consultant is responsible for the management of the employees of the Trust, they will be expected to observe the local employment and human resource policies and procedures.

We are also able to offer an attractive recruitment package to include:

- Up to a maximum of 20% of the total first year salary. A golden hello payment would be paid at 50% on commencement of employment and 50% following 12 months employment.
- An enhanced relocation package up to a maximum of £8000.
- Named Mentor for the first year of employment to facilitate settling into the new working environment
- Additional allocation of SPA time within the job plan to allow time for service development (typically split between DCC and SPA time)

Workload Figures

This is a full time post, although job share would be considered. The incumbent is expected to run 5 clinics a week. Two of these clinics will be delivered on Tuesdays at Newark, while the rest will be at KMH. A typical clinic would be expected to have 3 New patients and 6 Follow-ups.



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Rheumatology clinics at SFH are formatted to allow 40 minutes for new patients and 20 minutes for follow-ups.

Every month, a single (monthly) Early inflammatory arthritis (EIA) clinic would replace one of the above mixed clinics. The EIA clinic would have 6 new patients and no follow-ups.

Thus annually, assuming a 42-week commitment, the incumbent would be expected to see 500 New patients and 900 follow-ups. This is the expected New: Follow up proportion for a New Consultant. The proportion may change in favour of follow-ups (wherein 2 follow-ups replace 1 New appointment) as the Consultant develops his own follow-up workload.

On call workload is variable, but on a given day one would usually pick up 0-4 referrals from other specialties. The average, from logs kept previously, is 1-2 per day.

Duties and Responsibilities

Clinical Duties

1. To assist in the provision and development of a safe, effective and efficient Rheumatology service and support Trust and Network, in the aim to provide the best possible care to patients
2. To carry out all duties at the highest possible standard and in accordance with current quality initiatives within that area of work
3. Cover for colleagues' annual leave and other authorised absence
4. Any other duties that may be required from time to time
5. A willingness to undertake additional professional responsibilities at local, regional or national levels
6. To carry out his/her duties with due regard to the Trust's Equal Opportunities Policy at all times
7. To comply with Trust Health and Safety policies and maintain a safe and healthy environment for patients, visitors and staff
8. To have knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements in the Infection Control Manual

Teaching

1. To provide clinical and educational supervision for trainees within the department
2. To assist in the professional supervision and management of junior medical staff, including the observance of local employment and human resource policies and procedures
3. To organise and participate in teaching, examination and accreditation duties for undergraduate, postgraduate and continuing medical education activity, locally and nationally
4. To participate in the education and teaching of Rheumatology staff

Quality Improvement & Assurance

1. To be actively involved in participating in clinical audit, the Trust's Clinical Governance process and in continuing professional development
2. To initiate and be involved in agreed projects
3. To implement audit and research findings as appropriate to contemporary Rheumatology practice

Policy & Planning

You will be required to:

1. Contribute to the development of clinical and organisational protocols
2. Review and develop policies for clinical practice and effectiveness
3. Participate in the strategic planning for the service
4. Comply with current Trust policies and procedures

Management & Audit



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The successful candidate will be expected to participate in the management of the Rheumatology Service by being an active member of the Division of Medicine.

The appointee will attend the audit and Rheumatology Department meetings and help to implement the Trust's policy on clinical governance.

Record keeping

1. All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies;
2. The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities;
3. To comply with the requirements of the Freedom of Information Act 2000 in line with Trust Policy

Accommodation

Shared accommodation and shared secretarial support will be available within the Rheumatology Department.



Job Plan

A formal job plan will be agreed between the appointee and their Service Director, on behalf of the Medical Director as soon as possible after the commencement date of the appointee, as per the indicative job plan. This will be signed by the Chief Executive and will be effective from the commencement date of the appointment.

The job plan will be reviewed annually, following the appraisal meeting. The job plan will be a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant's professional practice including clinical work, teaching, research, quality improvement/assurance, education and managerial responsibilities. It will provide a clear schedule of commitments, both internal and external. In addition, it will include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and the objectives.

Supporting Professional Activities (SPA)

The list of activities included in SPA is not limited to activities to support continuing professional development (CPD), but includes mandatory training, appraisal, revalidation, audit, job planning, departmental and personal administration, governance, education and training etc. All of the SPA activities will be required to support revalidation and professional development.

The nature, timing and site of all duties (Direct Clinical Care and SPA) may change and will be reviewed annually as part of the job planning exercise.

The expected Rheumatology related activities of the job plan should occur at regular times in the week. Mutual agreement will be reached between the appointee and their Service Director, with regard to scheduling, including SPA.

On-call

There are no out of hours on-call commitments, outside 9-5 or weekends. On weekdays, during working hours (9-5), we operate a one in 4.3 on-call rota that picks up ward referrals from other specialties. All on-call commitments are for employer only.

Job Plan (10 PAs per week example)

The appointee will share responsibilities within the Department of Rheumatology. The appointee will be required to provide a minimum 8.5 PA per week of DCC and up to 1.5 PA per week of SPA. Additional clinical PAs may be available dependant on the needs of the department.

Weekly Timetable for this Post

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	OPD	OPD (Newark)	OPD	SPA	OPD
PM	Lunchtime Radiology Meeting SPA	OPD (Newark)	1300-1400 Grand Round & CPS Admin	1300-1400 HRCT Chest Meeting (1:4SPA) Clinical Governance (1:4) MDT Meeting (1:4) Ward Round	Admin



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General Statements

Study & Training

The applicant is expected to participate in professional continuing medical education; study leave is provided for this purpose.

Appraisal, Revalidation & Mandatory training

The post-holder is expected to comply with the Trust's annual requirement for appraisal and mandatory training, and the 5-yearly revalidation as mandated by the GMC.

He/she is expected to participate in professional continuing medical education. Study leave is provided for this purpose, and the post-holder will be entitled to apply to the Trust Study Leave Committee for a contribution to funding of this activity. The Trust supports the requirements for Continuing Medical Education as laid down by the Royal College and is committed to providing time and financial support for these activities.

Support

The Head of Service/Service Director will be the line manager for the post-holder with additional support from the divisional and hospital leadership teams.

Access to a suitable mentor is encouraged and can be arranged if desired. We also have access to a wide range of wellbeing and counselling services which can be accessed without referral.

Working Environment

Office space will be provided, usually at the King's Mill Hospital site, along with appropriate secretarial and technological support. IT equipment is available to enable the necessary range of activities to be undertaken.

Communication

Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward. Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

Confidentiality

Information relating to patients, employees and business of the employing body must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy (Freedom of Speech policy).

Codes of Professional Conduct

Staff are required to abide by the professional code of conduct relevant to their governing body.

Indemnity

The employing body will cover all medical staff for NHS work under NHS Indemnity. Sherwood Forest Hospitals NHS employing body is required to encourage medical and dental staff to ensure that they have adequate defence cover for any work which does not fall within the scope of the Indemnity Scheme. Any private practice undertaken on NHS premises must be covered by subscription to a medical defence organisation.



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Privacy & Dignity & Respect and Equality of Opportunity

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

Induction and Development Reviews

All medical staff are required to undertake the employing body's Induction as soon as possible after commencing work. They are also expected to have a local induction to their place of work which will be undertaken by their line manager or nominated person and sent to Learning & Development for record keeping.

Major Incident

In the event of a major incident all trust employees will be expected to report for duty on notification. All Trust employees are also expected to play an active part in training for and preparation of a major incident.

Working Time Regulations

The employing body is committed to the principle that no member of staff should work, on average, more than 48 hours per week. Staff who do exceed this limit need to complete an opt-out form. Any member of staff who undertakes work outside the employing body, regardless of whether they exceed 48 hours or not, must declare this.

Place of work

Whilst the duties of the appointment will be primarily at the hospital(s) stated, the appointment will be made to the employing body and there will be a commitment to attend occasionally at any other hospital or clinic in the employing body, as may be necessary from time to time e.g. for community, or other clinics, or in emergencies.

Health and Safety

Sherwood Forest Hospitals NHS Foundation Trust recognises its duties under the Health and Safety at Work legislation to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all its employees. In addition, the business of the Trust shall be conducted as far as is possible to ensure that patients, their relatives, contractors, voluntary workers, visitors and members of the public having access to Trust premises and facilities are not exposed to risks to their health and/or safety.

All Medical and Dental staff under contract to the Trust will be expected to comply with the appropriate Trust health and safety policies.

Safeguarding

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities regarding Safeguarding Children and Vulnerable Adults.



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Statement of Requirements (Person Specification)

	Essential	Desirable
Qualifications	<p>Full Registration with the GMC</p> <p>MRCP or equivalent</p> <p>Entry on GMC Specialist Register via either CCT or within six months of receipt of Certificate of Completion of Training (CCT) at time of interview / CESR / European Community Rights</p>	<p>Higher degree: MD or PhD</p>
Experience	<p>Experience requisite to meeting all aspects of the job plan</p> <p>Ability to maintain clinical credibility and authority with a multi-professional team including senior trainees</p> <p>Understanding of all aspects of Rheumatology Medicine</p>	<p>Five years supervised training in an appropriate SpR equivalent training programme</p>
Teaching	<p>Evidence of effectively organising and delivering teaching at undergraduate and postgraduate level</p>	<p>Demonstrable ability as a teacher with evidence of training for the role</p> <p>Post graduate qualification in Medical Education</p>
Management	<p>Ability to effectively organise and manage clinical workload</p> <p>Understanding of the current structure of the NHS</p> <p>Attendance at Management Course</p>	<p>The potential to be Head of Service in the future</p>
Research, Audit & Quality Improvement	<p>Ability to convert research evidence into clinical practice</p> <p>Understanding of the principles of quality improvement and assurance</p> <p>Evidence of participation in audit/quality improvement in Rheumatology</p>	<p>Publications in peer-reviewed journals</p> <p>Implementation of Quality Improvement</p>
Personal	<p>Communication skills – to have language competency and communication skills necessary to do the job safely & competently</p> <p>Ability to communicate effectively with team members, patients, relatives, GPs, nurses and other agencies</p> <p>Commitment to Continuing Medical Education and the requirements of Clinical Governance and Audit</p> <p>Leadership skills appropriate to participating in and leading a multi-disciplinary team</p>	<p>Willingness to undertake additional professional responsibilities at local, regional or national levels</p>



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Application Information

Applications to be submitted via <http://jobs.sfh-tr.nhs.uk/>

References

When providing details of your referees, please ensure that you observe the following:

- We require referee details from your supervising Consultant(s) or Head of Service(s) which cover three years previous employment / training.

Visits

Candidates are invited to discuss the post informally prior to visiting with:

Dr Anindya Gupta

Consultant in Rheumatology

Head of Service

anindya.gupta@nhs.net

01623 622515 ext. 3655

Further information about the Trust

Information about Sherwood Forest Hospitals NHS Foundation Trust can be found on our website at www.sfh-tr.nhs.uk



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