

## **JOB DESCRIPTION**

### **SPECIALITY GRADE DOCTOR IN EAR, NOSE & THROAT (ENT) – 12 MONTH, FIXED TERM POST**

### **DIVISION OF SURGERY & ANAESTHETICS (SAS)**

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## **OVERVIEW OF EAST LANCASHIRE HOSPITALS NHS TRUST (ELHT)**

Established in 2003 East Lancashire Hospitals NHS Trust (ELHT) is a large integrated health care organisation providing high quality acute secondary healthcare for the people of East Lancashire and Blackburn with Darwen.

Our vision is to be widely recognised for providing safe, personal and effective care. We currently provide high quality services and treat over 700,000 patients a year from the most serious of emergencies to planned operations and procedures. We employ over 8,000 staff, many of whom are internationally renowned and have won awards for their work and achievements.

Services are provided from two main sites, the Royal Blackburn Teaching Hospital and Burnley General Teaching Hospital.

The Blackburn site is the centre for all acute services in East Lancashire. The ED at Blackburn is the only ED for East Lancashire and since 2012 has become a Trauma Unit in the Lancashire Trauma network with the Trauma Centre at the Royal Preston Hospital. The ED is supported by UCC at Blackburn and Burnley and a Minor Injuries Unit at Accrington.

Burnley is the site for the East Lancashire Womens and Newborn Centre with a co-located Consultant led and midwifery led obstetric unit. There is a midwife led birthing unit off the Hospital site in Blackburn.

The Trust has close links with a number of Tertiary Centres in Lancashire, Manchester and Liverpool.

In 2017 East Lancashire became a Teaching Hospital linked to the medical school at UCLAN.

## **ROYAL BLACKBURN HOSPITAL**

The Royal Blackburn Hospital provides acute services in 503 + 70 day-case beds.

The hospital is situated just off Junction 5 of the M65 and is our main hospital site receiving all emergency patients dealing with all emergency inpatient care. All blue light ambulances attend this site.

Services at this site include:

- ED with co-located UCC and ambulatory care centre
- ITU, HDU and POCU
- Radiology including MRI, CT isotope scanning and interventional radiology
- Acute Surgical Services (General and HPB Surgery, Vascular Surgery, Urology, T&O, ENT and Maxillofacial surgery and Surgical Triage Unit)
- 11 Operating Theatre complex with integrated Day Case Unit, 24 hour Emergency Theatre, Angiography Suite
- Endoscopy Unit
- Acute Medical beds, Medical Assessment Units and Fast Flow wards. Cardiac Unit with 2 Cath Labs
- Centralised Paediatric service
- Learning & Development Centre

## **BURNLEY GENERAL HOSPITAL**

Services at this site include:

- Womens and Newborn Centre including 5 Operating Theatres, Consultant led maternity unit, Midwife led Birthing Centre, Level 3 Neonatal Intensive Care Unit
- Urgent Care Centre: This is a new purpose built centre including a children's assessment and observation area
- Elective Orthopaedic Centre (28 beds and 5 operating theatres)
- Day Case Unit with 2 theatres and procedure room
- Endoscopy Unit
- Paediatric Day Surgery Unit
- Radiology services
- Ophthalmology Unit with 2 theatres

## **OTHER SITES**

The East Lancashire Hospice is situated within 1 mile of the Royal Blackburn Hospital and has 10 palliative care beds. In addition, there are Community Hospitals in Pendle, Accrington and Clitheroe and Rossendale Health Hub provides services from a number of CIRT centres.

The Trust also provides integrated hospital and community maternity services and a range of paramedic and direct access diagnostic services. These services are provided from many other locations in addition to the main sites, including health centres and community hospitals. The Trust provides satellite consultant outpatient clinics from some of these locations.

## **LOCAL AREA/POPULATION**

The Trust is located within the districts of Blackburn with Darwen, Hyndburn, Ribble Valley, Burnley, Pendle and Rossendale. The main urban areas are Blackburn, Accrington, Darwen, Burnley and Rossendale and several other small townships. Each of the local districts contains substantial rural areas including parts of the West Pennine Moors, the Ribble Valley, the Forest of Bowland, Gisburn Forest and Pendle Hill; some of the most outstandingly beautiful countryside in Northern England.

The district is well served by road and rail. There is a major railway line running East to West that connects Preston, Blackburn and Accrington to Burnley and Leeds. There are good rail links to Manchester, Preston and Leeds and the main Intercity network. The district is served by the M6 and M61 to the West, the M66 and M62 to the South, and the M65 to the East.

The district is within reach of the universities of Manchester, Lancaster, Liverpool and Leeds including UCLAN with which ELHT has forged strong links. As well as being close to many urban centres, Blackburn and Burnley are also within easy distance of the Lancashire Coast, the Lake District and the Yorkshire Dales.

The district itself is well provided with leisure activities, for both spectators and participants. There are well developed parks, sports grounds and sports centres in the urban community. There are excellent schools in the locality, both state and fee paying. The housing in the area is both to a high standard and is reasonably priced. The local population looks to the district's health services for most of their health needs.

## **DEMOGRAPHIC FEATURES**

In comparison with England and Wales as a whole, the Trust has a higher proportion of the population between the ages of 0-14 and a lower proportion of the population between the ages of 15-64. This trend is set to increase with projected increases of about 5% in the population between 0-14. From census data, when compared with the rest of the region, this district has the third highest proportion of households where the head of the household was born in the New Commonwealth or Pakistan.

## **TRUST VISIONS AND VALUES**

The Trust vision is to be widely recognised for the delivery of Safe, Personal and Effective Healthcare.

The past decade has seen significant improvements in the care delivered to our patients.

All employees are expected to strive to act in accordance with these values.

## Strategic Framework

### Our Vision:

To be widely recognised for providing safe, personal and effective care

### Our Objectives:

Put safety and quality at the heart of everything we do  
Invest in and develop our workforce  
Work with key stakeholders to develop effective partnerships  
Encourage innovation and pathway reform, and deliver best practice  
Become a successful foundation trust

### Our Values:

- Put patients first • Respect the Individual • Act with Integrity
- Serve the community • Promote positive change

### Our Operating Principles

Quality is our organising principle.  
We strive to improve quality and increase value.  
Clinical leadership influences all our thinking  
Everything is delivered by and through our clinical divisions  
Support departments support patient care  
We deliver what we say we will deliver  
Compliance with standards and targets is a must.  
This helps secure our independence and influence.  
We understand the world we live in, deal with its difficulties  
and celebrate our successes.

### Our Improvement Priorities

Reducing mortality  
Avoiding unnecessary admissions  
Enhancing communications and engagement  
Delivering reliable care  
Timeliness of care

Safe | Personal | Effective

[www.elht.nhs.uk](http://www.elht.nhs.uk)

## THE DEPARTMENT

The current service is based at the Royal Blackburn Teaching Hospital and is part of the Directorate of Head and Neck Surgery within the Division of Surgery and Anaesthetic Services. The out-patient department is equipped with Fibreoptic and rigid Endoscopy and is plentifully supplied with microscopes.

The departments of ENT and Maxillofacial surgery share an 18 bedded adult ward for in-patients with additional access to the adult day case unit, which is integral with the main theatre complex. The department shares with other surgical specialties, paediatric surgical and day case wards, adjacent to the main theatre complex. The majority of the children's routine ENT surgery is done as a day case at the Burnley General Teaching Hospital site.

The Trust has a NHS commissioned **da Vinci** robot and the Head & Neck cancer team (OMFS/ENT) have developed a practice in Trans-oral robotic resection of tumours.

Full FESS equipment is provided in all theatres across the Trust. We have both a CO2 laser and a KTP laser at Blackburn and a Diamed diode laser at Burnley. All in-patient work is carried out at Blackburn. However, at Burnley General Teaching Hospital day case surgery for both adults and children is carried out.

In October 2007 a brand new ENT outpatient department in the centre of Burnley was opened apart from the main Burnley General Teaching Hospital site at St Peter's Health Centre. St Peter's is a PFI building in Burnley town centre which is fully equipped with ENT and Audiology outpatients.

Routine Daycase Paediatric ENT Surgery is done at the Burnley General Teaching Hospital (BGH) site. Any complex or inpatient Paediatric Surgery is done at the Royal Blackburn Teaching Hospital site

## CURRENT STAFF IN POST:

Mr Anurag Daudia	Consultant ENT/Rhinology and Clinical Director
Mr Surya Narayan	Consultant ENT/Otology
Mr Antonio Belloso	Consultant ENT/Head & Neck/Thyroid
Mr Krishna Kaimal	Acting Consultant in ENT/Head & Neck/Thyroid
Mr Napoleon Charkalias	Consultant ENT/SRBD/Rhinology

Dr M Dabrowski	Associate Specialist in ENT
Dr D Vora	Associate Specialist in ENT

Dr N Kalla	Specialty Doctor ENT
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Other non-permanent staff includes:

ST3+ ENT	2
MCH Trainee	2
CT2	1
FY2	1
GPST	1
FY1	1

## SUPPORT SERVICES

### Head and Neck Unit

The department has developed a Head & Neck Unit in conjunction with the federated department of Maxillofacial surgery (Blackburn, Burnley, Bolton) and oncology support from Preston. There is a weekly multi-disciplinary Head and Neck Cancer MDT followed by a joint clinic. The combined clinic sees approximately 250 new cases per year. The ENT department carries out the majority of the thyroid cancer work in the trust. It also runs the one stop Neck Lump clinic.

### Audiology

A full range of modern Audiology investigations, including ERA, ENT and hearing aid provision is available in the two main facilities at Blackburn and Burnley.

### Radiology

MRI, conventional and spiral CT scanning takes place on both sites.

## JOB SUMMARY

### THE POST

We have a post for an enthusiastic and experienced Specialist grade doctor in ENT.

On appointment they will work across both principal sites, Royal Blackburn and Royal Burnley Teaching Hospitals and associated ENT outpatient departments including St Peter's health Centre in Burnley, providing general ENT outpatient and elective surgical care.

The post holder will be responsible for ensuring safe working practices by maintaining and providing evidence of their skills as outlined nationally in the generic capabilities framework for the Specialist grade. They will also conduct their duties with regard to the Trust's vision and values and behaviour framework.

### MAIN DUTIES

This is a substantive post to maintain the provision of ENT services for elective and emergency patients. The successful candidate will be expected to autonomously undertake outpatient clinics and elective surgery.

The on-call commitment will be on a 1:8 basis (prospective).

This is a 10 PA job plan and sessions are outlined below.

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
WEEK 1	THEATRE RBH	THEATRE RBH	OFF	ADMIN	OPD RBH	OPD RBH	2ND ON CALL		OFF	OFF
WEEK 2	2ND ON CALL		OFF	ADMIN	OFF	THEATRE BGH - INDEPENDENT LIST	NECK LUMP CLINIC RBH	OPD RBH	OFF	OFF



## **TERMS AND CONDITIONS OF SERVICE**

A satisfactory medical examination is a condition of employment for Medical and Dental staff in the NHS.

Candidates are requested to note that any person recommended for appointment in connection with this post will be referred to the DBS (Disclosure & Barring System) for their clearance.

**Please note: In line with other NHS organisations in the North West Region, the Trust is now passing the charge for undertaking a DBS check on to candidates in the event they are successfully appointed into the post for which they have applied. Candidates can choose whether to pay this over 1-3 months as a deduction from the monthly salary. By applying for this vacancy you are agreeing to this undertaking in the event you are successfully appointed.**

The post holder will conduct duties with regard to the Trust's Vision and Values.

The Trust is committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for medical staff that enables them to report quickly and confidentially, concerns about the conduct, performance or health of medical colleagues (Chief Medical Officer 1996).

All medical staff practising in the Trust should ensure that they are familiar with the procedure and should apply it.

## **GOVERNANCE**

### **i) CONTINUING PROFESSIONAL DEVELOPMENT**

The appointee is expected to undertake CPD, including CME, in accordance with the relevant College's and Trust's requirements.

### **ii) APPRAISAL**

The post holder, in common with all posts in the Trust, will participate in the Trust's appraisal process.

### **iii) SAFE AND EFFECTIVE CARE FOR PATIENTS**

The Trust is committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for Medical staff that enables them to report quickly and confidentially, concerns about the conduct, performance or health of medical colleagues (Chief Medical Officer 1996).

All Medical staff practising in the Trust should ensure that they are familiar with the procedure and should apply it.

### **iv) RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a pro-active role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **v) TRUST POLICIES AND PROCEDURES**

All staff should ensure that personal action and conduct comply with Trust Policies and Procedures, e.g. Infection Control, Health and Safety, Fire Procedures, No Smoking Policy, Equal Opportunities, Confidentiality, etc.

## **RECORDS MANAGEMENT/DATA PROTECTION ACT**

As an employee of the Trust, you have a legal responsibility for all records, including patient health, financial, personal and administrative, that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, video tapes, x-ray images etc. You must consult your Manager if you have any doubt as to the correct management of the records with which you work.

## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with Management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

## **INFECTION PREVENTION AND CONTROL**

All employees have a personal responsibility for adhering to the Infection Prevention & Control policies.

All employees will be expected to adhere to the dress code policy.

## **CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. This duty lasts indefinitely and will continue if you are no longer employed by the Trust.

All the information which identified individuals in whatever form, paper, picture, electronic data, images or voice, is covered by the Data Protection Act 1988 and should be managed in accordance with this legislation.

## **EQUAL OPPORTUNITIES**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are required to treat all patients, customers, visitors and work colleagues with dignity and respect irrespective of their background.

## **CHILD PROTECTION**

All employees have a responsibility for safeguarding and promoting the welfare of children. Further guidance can be sought from your Line Manager.

The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competence of the post holder. The job description, from time to time, may be subject to review and change following consultation with the post holder.

To find out more information about the post or to make arrangements to visit the hospital please contact:

Anu Daudia, Clinical Director ENT at [anu.daudia@elht.nhs.uk](mailto:anu.daudia@elht.nhs.uk)