

# Consultant in Acute Medicine & Stroke

## Job description and person specification

**Principal location:** Northwick Park Hospital

**Division:** Urgent and Emergency Medicine

**Contract:** Fixed term

**Hours:** Full time

**Intensity category:** Category A

**On-call availability supplement:** 3%

**Responsible to:** Clinical Director (or Deputy CD)

**Reporting to:** Clinical Director

**Tenure:** Locum – Fixed Term

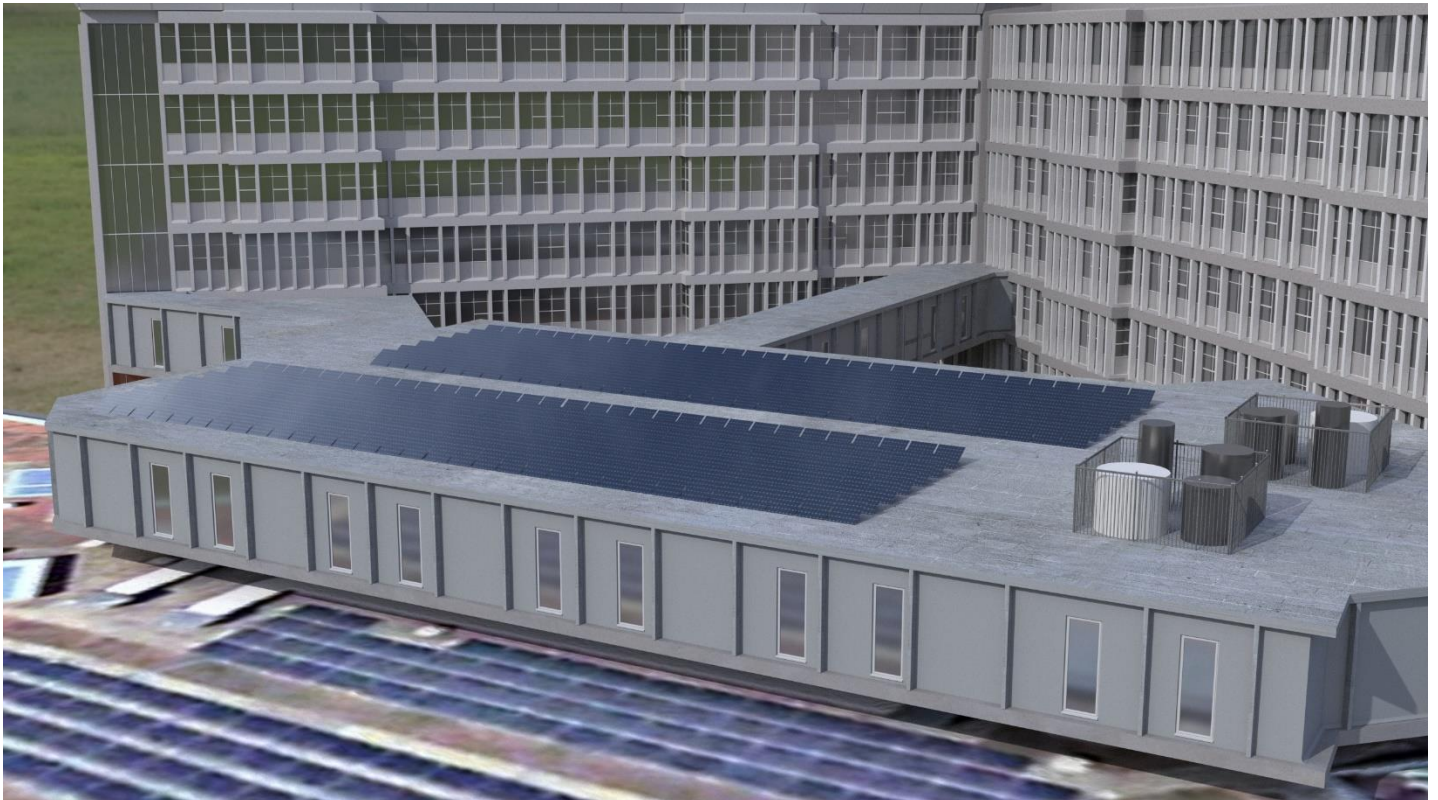
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# We're building a brand-new acute medicine short stay ward

We are #TeamLNWH: we're a warm, welcoming bunch, and we put quality at our HEART.

Join our brand new, £20 million, 32 bed short stay ward at Northwick Park Hospital, opening Autumn 2023.



An artist's rendering of the new unit, which sits on top of ED

We've specifically designed 5GG to provide excellent acute medical care in the most clinically appropriate setting. 5GG will improve the way our patients flow through our hospital, and it'll help our emergency teams focus on the patients who really need them, too.

In fact, we're building 5GG on top of our emergency department, right at the heart of the hustle and bustle of London's biggest and busiest ED. From there, we can see over **500 people every single day**, many of whom need urgent, lifesaving care.

**That's where you and 5GG come in.**

## It's a great time to join #TeamLNWH

**Come and work in our brand new, multi-million-pound, acute medical unit.**

You'll work in a multi-professional team of doctors, nurses, and allied health professionals, supported by dedicated admin and non-clinical colleagues. Together, you'll make sure your patients receive the care they urgently need.

Depending on the outcome, your patients will move to a medical speciality ward for onward care, or you'll help them safely return home.

Whether they're admitted for further care and treatment or discharged home, you'll work with hospital and social care colleagues to make sure your patients get the right care, no matter where they're heading.

## You'll get so much experience

5GG joins our existing acute medicine short stay wards at Northwick Park Hospital, Crick and Darwin. Together with ED and our same day emergency care (SDEC) service, you'll play an essential part in our emergency front door.



[Watch our video to find out what it's like to work with #TeamLNWH](#)

Most patients will stay on 5GG for no longer than 72 hours, so you could see up to 1,000 north west Londoners a year. That means you'll get plenty of experience caring for a hugely diverse population with an incredibly varied caseload.

Along with that experience, you'll get all the support you need to develop your skills with both on the job learning and formal training.

And because we're a large, multi-site acute healthcare provider, there are plenty of opportunities to take your career in the direction you want.

**Your new teammates can't wait to meet you.**

## About us

**We are #TeamLNWH, and we care for the people of north west London and beyond.**

Our 9,000 strong team look after a wonderfully diverse population of more than 1 million people in north west London and beyond from our three hospitals:

- Northwick Park in Harrow
- Central Middlesex in Brent (also home to the nationally renowned St. Mark's, our centre of excellence for bowel cancer)
- Ealing Hospital in Ealing

This year is an exciting time for #TeamLNWH, with major building projects that will help us improve the way we care for our communities:

- at Northwick Park Hospital, we're building 5GG
- at Central Middlesex Hospital, we're developing an innovative elective orthopaedic centre
- and at Ealing Hospital, we're establishing a brand-new diagnostic centre, which aims to increase GP access to imaging in the area

These projects are a result of partnership working with [North West London ICS](#) and our collaboration with our [local acute partners](#).

## About Northwick Park Hospital and the surrounding area

Northwick Park Hospital is on the borough border of sporty Brent and historic Harrow.

With Wembley Stadium to the south east and the rolling Harrow on the Hill countryside to the west, our ward block offers unparalleled views of the area. On a clear day, you can even see all the way into the city and beyond.



**From the ward block, you can see Wembley Stadium**

Famously, Northwick Park Hospital was opened by Queen Elizabeth II in 1971.

Our research team is based at Northwick Park Hospital. From our purpose built clinical research facility, the team oversee commercial, non-commercial academic, and student-led research.

Each year, our clinicians recruit thousands of patients into research studies covering a whole range of specialties. Some of the Covid vaccines were even developed with our help.



Locally, we have fantastic relationships with schools and colleges, offering work experience for 16 to 18 year olds in Brent, Ealing, and Harrow.

Separately, Project Search, in collaboration with [Harrow College and Kaleidoscope](#), gives students with special education needs or autism on the job training in a supportive environment. They intern with us for a year before graduating.

Some interns complete their care certificate with us, allowing them to help with patient care. Others decide to join our admin teams.

Each year, most of our interns find employment after they graduate, and many of them choose to stay with us.

## Transport, travel, and culture

We have fantastic transport connections, so even if you don't move to the area, you'll have no problem getting to hospital.

### Locally

The hospital and the local tube station take their name from the nearby park, which sits in the shadow of Wembley Stadium. A two-minute walk from our ED, it's the perfect place to get some fresh air on your break.

Locally, Harrow on the Hill (not to be confused with the tube station) is an idyllic country village, perched on top of the leafy hill just outside Harrow town centre. At the top, you'll find a variety of tea shops, cafes, and restaurants for a special evening out.

### Further out

We're a short walk from Northwick Park Station, on the Metropolitan line, or Kenton station, on the Bakerloo and Overground lines.

In no time at all, the Met will get you to Wembley Park for outlet shopping, bars, and eateries. Further south, you'll whizz into central London in as little as 25 minutes for unforgettable days out in the city.

# Our vision and values

Our vision is quality at our HEART

## Quality...

**Delivering quality means consistently meeting requirements and exceeding expectations.**

We strive to deliver quality in everything we do – from the clinical care we provide to the employment we offer to the support services and systems that underpin our care.

And in delivering high-quality clinical care, we mean services that are safe, effective, offer a good patient experience, are timely, equitable, and sustainable.

## ...at our HEART

**By placing quality at our heart, everything we do as an organisation should further our ability to deliver quality.**

This includes the people we hire, the skills our employees develop, the behaviours we celebrate, how we think and act, the investments we make, our systems and processes, and our organisational values.

Our vision also encompasses our **HEART** values, which were shaped and developed in 2017 by more than 2,500 employees as well as many patients. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

- ♥ **Honesty:** we're truthful, we're open, and we speak up
- ♥ **Equity:** we're kind and caring, we act with fairness, and we're understanding
- ♥ **Accountability:** we're professional, we strive for excellence, and we improve
- ♥ **Respect:** we're attentive and helpful, we're appreciative, and we act with empathy
- ♥ **Teamwork:** we involve others, we support our colleagues, and we set clear goals.

You can read more about our vision, values and objectives at [lnwh.nhs.uk/OWF](https://lnwh.nhs.uk/OWF).



## Our objectives

Our objectives set out how we plan to realise our vision. They offer our employees, partners and our communities clarity about what we will do.

- We will provide high-quality, timely and equitable care in a sustainable way
- We will be a high-quality employer where all our people feel they belong and are empowered to provide excellent services and grow their careers
- We will base our care on high-quality, responsive, and seamless non-clinical and administrative services
- We will build high-quality, trusted ways of working with our local people and partners so that together we can improve the health of our communities

You can read more about our vision, values and objectives at [lwh.nhs.uk/OWF](https://lwh.nhs.uk/OWF)

# Trust and divisional management

Read our executive and non-executive biographies at [lnwh.nhs.uk/our-trust-board](http://lnwh.nhs.uk/our-trust-board).

## Trust board

### The Trust Board Chair and Chief Executive

- Matthew Swindells, Joint Chair, north west London acute hospitals
- Pippa Nightingale, Chief Executive Officer

### Executive directors

- Simon Crawford, Deputy Chief Executive
- Dr Jon Baker, Chief Medical Officer
- Lisa Knight MBE, Chief Nurse
- Jonathan Reid, Chief Financial Officer
- Tracey Connage, Chief People Officer
- James Walters, Chief Operating Officer
- David Searle, Director of Corporate Affairs

### Non-executive directors

- Janet Rubin, Vice Chair
- Bob Alexander
- Dr Vineta Bhalla
- Professor Desmond Johnston
- Ajay Mehta
- Dr Syed Mohinuddin
- Simon Morris MBE
- David Moss
- Sim Scavazza

## Divisional medical directors

- Dr Miriam Harris, Ealing Site
- Dr Henry Penn, Integrated Medicine
- Dr Chris Nordstrom, Emergency and Ambulatory Care
- Dr Scott Rice, Women's & Children's and Integrated Clinical Services
- Dr Vivian Sathianathan, Surgery
- Professor Omar Faiz, St Mark's
- Miss Carolynne Vaizey, St Mark's

# Training and education

## Training and education at Northwick Park Hospital and Central Middlesex Hospital

We house a large postgraduate education department with offices on all three sites and deanery-funded postgraduate educational fellows. The department oversees the training of approximately 514 doctors in postgraduate training and 200 educational and clinical supervisors. We provide pre-registration nurse training in conjunction with University of West London, with 100 students benefiting from the wide range of clinical experience which is available: both for qualification and registration.

We have established an extensive programme of post registration speciality-based nurse training to enhance patient care and service delivery.

The main facilities available for running courses within the campus are based in our medical education centre which is situated immediately above the John Squire Medical Library. The John Squire Medical Library is the north west reference library for the National Library Association, The medical education centre houses the postgraduate education office, six seminar rooms, and Himsworth Hall which can be used when registrants total 100-300.

In addition, The Jonathan Levi Lecture Theatre is situated at the centre of the hospital. This lecture theatre is used for the weekly hospital grand rounds and can accommodate approximately 100 attendees.

## Training and education at Ealing Hospital

Ealing Hospital has close academic and service links with Imperial College Healthcare NHS Trust. these include specialist registrar rotations in medicine and surgery, which are co-ordinated through the London Deanery. Many consultants have joint appointments or academic sessions at Imperial College Healthcare NHS Trust.

Ealing Hospital is an associated university hospital of the University of London and has students from Imperial College London School of Medicine on attachments in medicine, surgery, paediatrics, obstetrics and gynaecology, anaesthetics, A&E and other departments. The value of medical training is well recognised, and consultants devote appreciable time and effort to teaching junior staff and medical students.

There is an active postgraduate education department with many weekly meetings in the various specialties and a general weekly lunchtime grand round for medical staff from all departments. The postgraduate centre has undergone extensive improvements in recent years with a large lecture theatre, several seminar rooms and a well-equipped library and literature search facility. The postgraduate library is a multi-disciplinary facility providing state of the art information access on all medical issues, computer facilities with Internet access, and a clinical video library. Ealing Hospital also takes postgraduate students from the University of Buckingham and has several academic appointments at professorial level in medicine.

## Research and development

The creation of LNWH has enhanced our R&D programme which is resulting in improvements in patient care. In 2020-2021 (Feb2021YTD) we successfully recruited over 7,000 patients into NIHR portfolio adopted studies, of which 2,282 patients were recruited into national priority urgent public health studies, 6,344 patients were recruited into observational based studies and 827 into interventional trials. We are fortunate to support over 40 consultants active in research projects (2020/2021). We have an extensive research portfolio which is assessed [against national guidelines](#)<sup>1</sup>. In 2019-2020 we were the highest recruiting trust for gastroenterology and second highest recruiting trust for cancer, cardiology and stroke across the north west London.

Our R&D department is extremely active working at a local and national level supporting clinical research through extensive collaborations. We were the first trust in the country to be awarded the IAOCR bronze award Workforce Quality Accreditation (WQA) for clinical research. The experienced team works on a wide range of studies including but not limited to cancer, cardiology/vascular, dementia, gastroenterology, genetics, infectious disease, paediatrics, ophthalmology, rheumatology, stroke and surgery. We put great emphasis on supporting research, especially where it can demonstrate an impact on patient care. To support research, we also have an agreement with Imperial College London who are on site to help promote and grow new ideas through developing intellectual property and commercialization.

Our sites are fortunate to house the Griffin Institute (formerly NPIMR) a leading, not-for-profit, charitable research institute and Parexel, an independent unit who are a

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<sup>1</sup> <https://www.nihr.ac.uk/about-us/who-we-are/our-research-performance/>

major clinical research organisation who carry out phase i studies and early phase research.

Our R&D department has been successful in obtaining funding to develop a brand new dedicated clinical research facility to enable a greater uptake of clinical research, enhance patient access to novel treatments, grow our research profile on a national scale and extend our links and collaborations with industry. Thus, making the Trust a vibrant place to undertake clinical research.

# Healthcare facilities

## Northwick Park Hospital

There are some 600 beds in Northwick Park Hospital. Acute beds number 529, and the remainder are for care of the elderly and psychiatry. The latter are managed by Central and North West London Mental Health Trust.

It is one of only eight hospitals in the capital to provide a hyper-acute stroke unit offering faster treatment to patients who suffer a stroke, including clot-busting drugs 24/7 and the stroke unit is rated as being the best in the country

The hospital offers a full range of acute general hospital specialities including departments of thoracic medicine, cardiology, rheumatology, dermatology, diabetology, endocrinology and gastroenterology. Surgical specialities include general surgery, urology, vascular surgery, minimally invasive therapy, trauma and orthopaedics. Children's services cover a wide field including acute general paediatrics, a neonatal intensive care unit and child psychiatry. St Mark's Hospital provides a comprehensive intestinal and coloproctology service. The maxillofacial department provides care for the majority of north west London, Watford and parts of Buckinghamshire and Berkshire.

It has a £2.6m newly refurbished radiology department which is home to some of the most high-tech imaging equipment available.

Clinical facilities include the regional rehabilitation unit, clinical genetics at the Kennedy-Galton Centre and a major infectious diseases unit. Specialist units on the site include ENT and the British Olympic Medical Centre. Moorfields Eye Hospital and Imperial Health respectively provide Ophthalmic and renal dialysis services.

The modern A&E department is one of the busiest units in London sees around 120,000 patients each year.

The hospital is also home to TRUSTPLUS the dedicated private patient unit for St Mark's, Northwick Park and Central Middlesex hospitals

## Central Middlesex Hospital

The hospital provides outreach services in physiotherapy, ophthalmology, urology, general surgery and gynaecology to many GP practices. These services provide local access for patients who may have difficulties attending outpatient appointments



at CMH and ensures a speedy and efficient service for patients and GPs. A full range of outpatient clinics is also provided at the hospital.

Central Middlesex Hospital has expertise in the care of patients with conditions aggravated by deprivation, specifically TB, diabetes and coronary heart disease and is a leader in the research and treatment of sickle cell disease.

The hospital has 159 beds, three theatres, and seven main specialist teams and combines the following:

- a major assessment unit
- a major elective surgery service including ring-fenced theatres and beds
- inpatient and intermediate care services
- an expert consulting centre providing specialist assessment and advice for outpatients and acting as local bases for specialist teams.

## Ealing Hospital

Ealing Hospital is a busy district general hospital providing acute services for patients in the west London area. The hospital provides a range of medical, surgical, maternity and child health services. It also provides 24/7 A&E and urgent care services.

The hospital provides:

- We have 275 beds,
- The A&E department treats around 100,000 patients a year.
- We treat an ethnically diverse population. Over 40% of patients are from minority ethnic groups.
- An innovative haematology day unit, providing care in a home-like environment
- Orthopaedics – specialists in knee surgery and sports injuries
- General surgery – specialist in upper vascular, GI, colorectal and breast surgery
- One of the largest HIV/AIDS units in London
- A genito urinary medicine (GUM) clinic
- Hammersmith Hospitals Trust satellite renal dialysis unit
- Cardiac Catheterisation Laboratory
- MRI – Magnetic Resonance Imaging

Full details regarding the locations of different London North West University Healthcare NHS Trust sites can be found on the Trust's website [www.lnwh.nhs.uk](http://www.lnwh.nhs.uk)

## The application process

Applicants are advised that they must fully complete the application form.

Applicants may wish to cut and paste elements of the CV into the application form. Alternatively, applicants may prefer to submit their CV in addition to a fully completed application form.

N.B. 1) Application forms that are not fully completed and/or state “see CV” will not be accepted or considered.

N.B. 2) Applicants are advised to consider the person specification and submit in their additional information, evidence which demonstrates how they meet the listed requirements. The shortlisting process will be based on the evidence provided.

# Particulars of the post and department

## Section 1: Acute Medicine with optional High Dependency Care Medicine (Northwick Park)

The Acute Medicine service at Northwick Park University Healthcare NHS Trust has seen an exponential rise in demand over the last two decades, including increase in the medical take and Same Day Emergency Care (SDEC) services. Regional placement of acute specialty services (such as the hyper- acute stroke unit) have also added to the demand for Acute and General Medicine Services at our site.

Commensurate with this high demand for quality services, the Trust has generously supported a number of new consultant appointments along with appropriate junior medical, nursing, therapist and administrative staff. These five full-time NHS consultant appointments (10 Programmed Activities: 7.5 direct clinical and 2.5 supporting programmed activities) will add to the team of nine acute, twelve acute/specialty and forty specialty consultants, who together are responsible for providing the Acute General Medicine Service at Northwick Park University Healthcare NHS Trust.

The Acute Medicine service is an integral part of the Urgent and Emergency Medicine Division. The service cares for a range of patients across SDEC, the Acute Medical Unit and the Medical High Dependency Unit.

### Acute Medical Unit

The 56-bedded Acute Medical Unit is based over two wards (Crick and Darwin) next to the Emergency Department, which has been extensively developed within the last five years to provide a state of the art environment. We continue to work on patient flow processes to ensure that all acute medical patients requiring admission are initially assessed and managed on one of the acute wards.

We provide direct hands-on consultant cover for the acute medical take thirteen hours per day, seven days per week and we envisage more changes to working practices in the future to enable us to meet all the required Quality Standards for Acute Care (assessed annually as part of the SAMBA process) as well as providing outstanding care for acutely ill medical patients. The average medical take is 60 per day.

Across the acute floor, there are two consultants based on each AMU, and a further consultant based in the Emergency Department. This reduces to one consultant per area at the weekend.

### Same Day Emergency Care Unit (SDEC)

Our award winning Northwick Park SDEC was opened in March 2013 and currently reviews up to 400 patients per week (40-50% of the acute medical take). A variety of pathway and non-pathway conditions are treated on the unit, which is manned by acute physicians as per rota, supervising a dedicated team of advanced nurse practitioners, medical registrars and core trainees, seven days per week. The SDEC is open seven days a week and is comprehensively equipped with diagnostics including ultrasound, ECHO and access to CT with specialist team input. The unit is continuing to grow and develop novel means of treating acute medical disease.

As part of this development there is a Single Point of Access (SPA) that receives all external medical referrals to acute medicine. Staffed by trained ANPs, they triage the call to SDEC, medical take for admission or to other services within the Trust.

### Medical High Dependency Unit

The Medical HDU is located within Dryden ward. Patients with critical care needs including nasal high flow oxygen, CPAP, NIV and vasopressor support can be cared for in the unit, which has up to 10 level 2 beds, and an additional 12 level 1 beds. HDU is run by a combination of respiratory and acute physicians. Participation in HDU cover is optional depending on previous critical care experience.

### Acute Medicine (Ealing Hospital)

The Acute Medicine service is thriving at Ealing hospital. After an uncertain period during which the Emergency Department faced closure with unclear implications for acute services on the site we can now plan with confidence for the future. It has been confirmed that the ED will not close, and we are now looking to build and develop our service.

We have a dynamic and enthusiastic team of six acute physicians based at Ealing. The department has a well-deserved reputation for excellence in teaching and training.

The Acute Medical Unit is a 30-bedded ward. Two acute consultants are based on the ward during normal working hours. Colleagues from the Integrated Medicine

Division support the team by supervising the acute medical take, on a 1:15 (approx.) rota. The Ealing medical take is approximately 30 per day.

The department is in the process of expanding the SDEC. A new unit has recently been opened, co-located with the Acute Frailty Service. The department is now seeing upwards of 200 patients per week, approximately 40% of the medical take.

The Acute Medicine Service across both sites has a strong multi-disciplinary ethos supported by our excellent Matrons, dedicated administrative staff and a seven-day therapy service. We are particularly lucky to be supported by an outstanding management team. The Acute Medical units on both sites are supported by training and trust grade registrars and junior doctors. We have an award-winning scheme for recruitment of Trust Grade Rotation SHOs. We recognize that our Acute Medicine Service must continue to evolve to meet the needs of our local community. We welcome applications from individuals who seek to innovate and introduce best practice.

### Medical staff of LNWH Acute Medicine at Northwick Park and Ealing

Dr. Katie Bell (Clinical Director)	
Northwick Park	Ealing
Dr Gothandaraman Balaj	Dr Riaz Hosein (Clinical Lead – EH)
Dr Jacob De Wolff	Dr Sohaib Bukhari
Dr Katherine Fawcett	Dr Paresh Mistry
Dr Abdalla Khalil	Dr Kajani Perinpanayagam
Dr Nidhi Vaid	Dr Harmandeep Singh
Dr Saskia Verhagen	
Dr Sajini Wijetilleka	

**Registrars and Junior Doctors:** There are 33 Junior Doctors and 9 Registrars to support SDEC and MT and 12 Junior Doctors and 11 Registrars to support Crick, Darwin and HDU.

## Section 2: Stroke Unit

In 2009, Northwick Park was commissioned to provide comprehensive stroke services by Healthcare for London. This takes the form of a Hyper Acute Stroke Unit (HASU), Stroke Unit (ASU), TIA and Early Supported Discharge service.

- The HASU (16 beds) receives and assesses all strokes arriving at the hospital whether by ambulance or not. This service runs 24/7 and is contracted never to close. It operates according to a set of pan-London policies and standards that must be maintained at all times. Suspected strokes are initially assessed in A&E by a band 6 stroke nurse in conjunction with one of the Unit's junior doctors. Thrombolysis is delivered 24/7 on the decision of the consultant on call. All admissions have consultant review within 14 hours. Practice is audited continuously using Sentinel Stroke National Audit Programme (SSNAP). Patients are repatriated to their local stroke unit according to the pan-London protocol and those allocated to Northwick Park remain on the Unit. Patients may also be repatriated to our Stroke Unit from elsewhere. This allocation is by postcode and not discretionary.
- Suitable thrombectomy patients are transferred to Charing Cross Hospital, our local interventional neuroradiology provider. We engage with them with monthly mortality and morbidity meetings as well as quarterly regional meetings.
- The Stroke Unit provides comprehensive rehabilitation by a MDT until the patient is ready to leave hospital. The team operates according to best practice as set out in the RCP stroke guidelines. Our particular strengths are the first class SLT team who operate to cutting-edge practice in assessment and treatment. Our psychology service is comprehensive to inpatients.
- Ensuring that all patients have the opportunity to participate in research is a Unit priority. We recruit to trials covering every stage of stroke from hyperacute to rehabilitation.
- Since opening, Northwick Park has excelled. We were awarded the BMJ Clinical Leadership Team of the Year 2013 and the Research Team of the Year 2012. London Ambulance have documented that we declared 'no beds' least often of any London unit. Our thrombolysis door-to-needle time has been one of the fastest in the UK for over 10 years, our thrombolysis rate is around 15% and our length of stay is one of the shortest in the UK. We have been visited by numerous teams from the UK and abroad to learn from our success. We were the first Unit in England to be awarded 'AA' on our annual SSNAP performance and have continued to score highly. We see approximately 1300 stroke admissions and 1300 TIA per annum.
- The Unit has tight audit procedures with significant resources committed to this activity. As well as ensuring full compliance with SSNAP, we have mandatory monthly meetings to review thrombolysis performance, mortality & morbidity and readmissions.



- The acute stroke team offers Early Supported Discharge to Brent patients and there is also an ESD service covering Barnet and Hillingdon.
- We have AHPs working weekends and Bank Holidays helping to provide a seven day service.
- There is a weekly radiology MDT with neuroradiologists, neurologists, a neurosurgeon and neuro-oncologist from Charing Cross all present.
- There are excellent relationships with vascular surgery, who provide carotid endarterectomies and stenting here, as well as the cardiology team, who provide implantable loop recorders as well as advise and refer for PFO closure.

## Medical staff of LNWH Stroke Unit at Northwick Park Hospital

Name	Specialist Interest
Dr Raj Bathula	Stroke Lead/ Education
Dr David Cohen	Research Lead
Dr Joe Devine	Mortality Lead
Dr Mudhar Abdul - Saheb	Appraisal Lead
Dr Aravinth Sivagnanaratnam	Education/ Audit Lead

### Junior Medical Support

The Stroke Unit has 13 junior doctors with 9 trust registrars, two SHOs on rotation and 2 FY1s. The post holder will have a fair share of the junior doctors on the Unit. Allowing for holiday and nights this usually works out as 1-2 juniors per consultant team. S/he will be expected to play a part in supervision and training.

### Duties of post

These posts will work on a rotational basis - six months acute medicine then six months Stroke.

### Section 1: Acute Medicine

These posts will contribute *pro rata* to the Acute Medicine rotas in operation at the time of appointment and as they change with service reconfiguration.

## **Northwick Park**

The acute medicine job plans at Northwick Park are annualised i.e. 318 DCC and 106 SPA per year are delivered over 42.4 weeks of the year or the equivalent pro rata.

Because of the ongoing recruitment of consultants and reconfiguration of acute services across the Trust, it is not possible to provide a didactic weekly timetable for these posts HOWEVER the following principles will be applied rigorously by the Trust:

1. The 10 PA contract will comprise 7.5 direct clinical programmed activities and 2.5 supporting programmed activities, though it is required that SPA time should be accounted for in job planning exercises.
2. The direct clinical programmed activities will, pro rata with other consultants providing these services, collectively contribute to acute assessment duties for acute medical take, including on-call, SDEC and AMU rounds with the option to also participate in HDU if appropriately experienced.
3. The supporting programmed activities will include 1PA for revalidation including participation in morbidity & mortality reviews, in the departmental clinical governance programme and in mandatory training. It is anticipated that 1SPA will be allocated for teaching and training activities including educational supervision. In addition 0.5 SPA is available for a specific clinical leadership role or for another mutually agreed activity.

As the post holder develops their consultant role, there will be an expectation that different aspects of supporting professional activity may demand a greater proportion of the working job plan be dedicated to this. This issue will be addressed through regular appraisal and job planning.

## **Ealing Hospital Acute Medicine**

Consultants at Ealing Hospital participate in acute medical take, assessment and review of patients on the Acute Medical Unit, and sessions running the SDEC. The Acute Medicine on call involves participation in a 1 in 15 (approx.) on call rota. SPA sessions are accounted for in the same manner as for the NPH posts (see above).

## **Section 2: Stroke Unit**

The appointee will be responsible to the Divisional Director of Medicine for London North West University Healthcare NHS Trust. The 10 PA job is divided into 7.5 PA of direct clinical care (DCC) and 2.5 PA of supporting professional activities (SPA).

These are fixed commitments in accordance with HC90 (16). As the post holder develops their consultant role, there will be an expectation that different aspects of supporting professional activity may demand a greater proportion of the working job plan be dedicated to this. This issue will be addressed through regular appraisal and job planning.

- To provide in-patient and out-patient care for patients referred with suspected stroke or TIA.
- To contribute to the provision of a 24 hour acute stroke specialist service delivering thrombolysis and other specialist treatments. Currently this involves being on call from home with CTs available by telemedicine and occasional out of hours visits to the hospital, including the thrombolysis rota.
- To contribute a full share to the consultant ward rounds every weekend day and public holiday. This currently works out as 1:7 weekends.
- To work with the rest of the clinical and managerial team to support and deliver quality improvements on the Stroke Unit and in the community.
- To provide clinical input into the early supported discharge service, specialist stroke community initiatives and stroke follow up.
- To participate in the consultant unselected acute take weekend rota (0.5DCC)
- To take an active part in undergraduate and postgraduate teaching and training.
- To participate in clinical and other service activities such as medical and service audit with the object of ensuring a high standard of patient care.
- To contribute to the management of the clinical service and service development.
- To contribute to the development of clinical quality and effectiveness in other clinical areas where these overlap with developments in stroke.
- To advance the Unit's research programme.

The job will include liaising with and teaching nursing staff, health care assistants, therapists and other members of the multidisciplinary team. It will also include teaching medical students rotating through the ward and teaching and appraising all the Unit's junior doctors. The applicant will be expected to maintain and enhance the Unit's reputation for excellence at every level.

We are seeking to appoint a clinician who has completed training in Stroke Medicine or equivalent or is already holding a substantive consultant post. Our main criterion is that they should be able to deliver first class clinical care. For this post, we would be happy with a geriatrician who is prepared to contribute to the whole stroke pathway.

The present stroke physicians also take continuing responsibility for all patients admitted to the stroke unit including stroke mimics and general medical patients who fill beds not needed for stroke at times of high demand.

The weekly departmental job plan below takes into consideration all the activities of the Unit. The clinical workload and on-call for all consultants will be the same. Consultants have different roles in non-clinical activities depending on their interests and thus the final job plans, and the makeup of SPAs are not identical. All clinics are booked so as to incorporate time for clinic / admin support and are allocated 1 DCC.

The job is subject to an on-call supplement, this will be 1 in 7 with high intensity.

When on call for HASU, it is expected that the appointee will be present from 0900 till 1700 weekdays and then available for immediate recall for the rest of the 24 hours. It is actually extremely rare for consultants to have to come in, but they can expect 6-8 phone calls over night. CT images are automatically anonymised and sent to consultant's smart phones so can be viewed remotely. Each weekend on duty involves a post-take ward round both days and assessing any high risk TIAs. Compensation for this is currently taken as time off in lieu.

The stroke leadership team, incorporating the Clinical Lead, Service Manager, Therapy lead and Matron will be available to the appointed candidate to support them. Appraisal and development will be addressed specifically by the clinical lead as well as mentoring. New consultant courses will be encouraged to be undertaken.

There is the potential for a clinical leadership role within the department for a suitable candidate with appropriate skills, support and training.

### **IMPORTANT NOTES**

It is intended that to support the activity of a Major Acute Trust, departmental activity is moving towards 24/7 working. Extended days and weekend working will underpin this and will be explored as part of the annual job planning process. This will provide opportunities for more flexible job plans than in conventional 10 sessions 5 day week job plans. Job plans are annualised on the NPH site.

Teaching and management duties are performed alongside clinical lists, and protected time (where necessary) for these particular responsibilities will be agreed with the Clinical Director.

Access to alternative sessions can be arranged after discussion with the Clinical Director. The Department will adopt a very flexible approach to the particular aspirations of a suitable candidate.

A regular fixed session of Clinical Governance is organised for the whole department across site and this takes the place of other clinical duties within the outline weekly job plan.

### **Private Practice**

The Trust actively supports individuals to undertake private practice where this does not impact delivery of the contracted job plan. The Trust hosts a private practice facility, and the radiology department support the services required for patients seen at this unit (Trust Plus). Due to the considerable administration required and consultants are required to hold a substantive appointment at the Trust before they can undertake private practice through the Trust.

## **Clinical Governance**

The post holder will be required to participate in the Trust's and the Directorate's Clinical Governance activities including Audit, Consultant Appraisal, Job Planning and attendance at and participation in Quarterly Clinical Governance Days.

## **Support for CPD**

The Trust encourages all consultants to maintain their skills at the forefront of the advance of technology in their specialty – as Continuing Professional Development (CPD).

## **Mentoring**

Newly appointed consultants will be provided with a mentor via Trust mentoring scheme.

## **Consultant Induction Programme**

Newly appointed consultants will be offered to join the Trust's Consultant induction programme.

## **Office Accommodation and secretarial support**

The post holder will be given office space within the department, where appropriate. Internet access is available throughout the department and in all offices. Shared office space will be provided at all main hospital sites. Administration support will be available, shared between consultants. The appointee will be expected to manage their diary through the Trusts IT programs, currently Microsoft Outlook, and training will be available if required.

## **Infection Control & Healthcare Associated Infection**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand-rub before and after patients contact may be used instead of hand washing in some clinical situations.

Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.

Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health

### **General Information**

Applicants are encouraged to view the departments and discuss the post.



# Appendix A: Job plan

## Section 1: Acute Medicine

Draft job plan for full-time post (negotiable)

Week Type 1 (Occurs 8 times per year)

Day	Morning	Afternoon	Activity	PA
<b>Monday</b>	09:00	21:00	On Call	3.16
<b>Tuesday</b>	09:00	17:00	AMU	2
<b>Wednesday</b>	09:00	21:00	On Call	3.16
<b>Thursday</b>	09:00	17:00	AMU	2
<b>Friday</b>	09:00	13:00	SPA	1
<b>Total</b>				<b>11.32</b>

Week Type 2 (Occurs 5 times per year)

Day	Morning	Afternoon	Activity	PA
<b>Monday</b>	08:00	17:00	Post Take	2.25
<b>Tuesday</b>	08:00	17:00	Post Take	2.25
<b>Wednesday</b>	08:00	17:00	Post Take	2.25
<b>Thursday</b>	08:00	17:00	Post Take	2.25
<b>Friday</b>	-	-	SPA	1
<b>Total</b>				<b>10</b>

Week Type 3 (Occurs 7 times per year)

Day	Morning	Afternoon	Activity	PA
<b>Monday</b>	09:00	17:00	SDEC	2
<b>Tuesday</b>	09:00	17:00	SDEC	2
<b>Wednesday</b>	09:00	17:00	SDEC	2
<b>Thursday</b>	09:00	17:00	SDEC	2
<b>Friday</b>	09:00	17:00	SPA	2
<b>Total</b>				<b>10</b>

## Week Type 4 (Occurs 9 times per year)

Day	Time	Activity	PA
<b>Monday</b>	09:00 – 13:00	HDU	1
	13:00 – 17:00	SPA	1
<b>Tuesday</b>	09:00 – 13:00	HDU	1
	13:00 – 17:00	SPA	1
<b>Wednesday</b>	09:00 – 13:00	HDU	1
	13:00 – 17:00	SPA	1
<b>Thursday</b>	09:00 – 13:00	HDU	1
	13:00 – 17:00	SPA	1
<b>Friday</b>	09:00 – 13:00	HDU	1
	13:00 – 17:00	SPA	1
<b>Total</b>			<b>10</b>

## Week Type 5 (Occurs 8 times per year)

Day	Time	Activity	PA
<b>Monday</b>	09:00 – 13:00	AMU	1
	13:00 – 17:00	SPA	1
<b>Tuesday</b>	09:00 – 13:00	AMU	1
	13:00 – 17:00	SPA	1
<b>Wednesday</b>	09:00 – 13:00	AMU	1
	13:00 – 17:00	SPA	1
<b>Thursday</b>	09:00 – 13:00	AMU	1
	13:00 – 17:00	SPA	1
<b>Friday</b>	09:00 – 13:00	AMU	1
<b>Total</b>			<b>9</b>

## Week Type 6 (Occurs 4 times per year)

Day	Morning	Afternoon	Activity	PA
<b>Monday</b>	-	-	-	-
<b>Tuesday</b>	-	-	-	-
<b>Wednesday</b>	-	-	-	-
<b>Thursday</b>	-	-	-	-
<b>Friday</b>	09:00	18:00	AMU	2.25
<b>Saturday</b>	09:00	21:00	On Call	4
<b>Sunday</b>	09:00	18:00	AMU	3

Day	Morning	Afternoon	Activity	PA
<b>Total</b>				<b>9.25</b>

This is a provisional job plan and will be mutually agreed with the Clinical Director of Acute Medicine.

On occasion and as patterns of service provision evolve and change, further rescheduling of clinical sessions may take place following negotiation with the service and clinical director.

## Section 2: Job Plan – Stroke Unit

Draft job plan for full-time post (negotiable)

	Description of Work	Number of programmed activities
<b>DCC</b> Direct Clinical Care	Inpatient work	5
	Outpatients	2
	Multi-disciplinary meetings about direct patient care	0.5
<b>SPA</b> Supporting professional activities	Research, audit, and morality	1
	Education supervision	0.5
	CPD/ Appraisal	1
<b>Total</b>		<b>10</b>

**DRAFT JOB PLAN FOR FULL-TIME (10 PA) – STROKE MEDICINE**

<b>Day</b>	<b>Morning</b>	<b>Afternoon</b>
<b>Monday</b>	09:00 – 13:00 Ward Round (HASU/ASU) 1 DCC	13:00 – 15:00 Ward Round (HASU/ASU) 1 DCC 15:00 – 17:00 GIM 0.5 DCC
<b>Tuesday</b>	09:00 – 13:00 Stroke Clinic 1 DCC	13:00 – 17:00 CPD/Appraisal 1 SPA
<b>Wednesday</b>	09:00 – 12:30 Ward Round/MDM 12:30 – 13:00 Stroke XRM 1 DCC	13:00 – 17:00 Intra Take Ward Round 1 DCC
<b>Thursday</b>	09:00 – 13:00 Post Take Ward Round 1 DCC	13:00 – 17:00 Educational Supervision/ Morality Work/ Audit 1 SPA
<b>Friday</b>	<b>09:00 – 13:00</b> <b>TIA Clinic</b> <b>1 DCC</b>	<b>13:00 – 15:00</b> <b>Monthly Meetings/ Service</b> <b>Development</b> <b>0.5 SPA</b> <b>15:00 – 17:00</b> <b>PM Ward Round</b> <b>0.5 DCC</b>

## Appendix B: Person specification

Area	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Entry on the GMC Specialist Register for either acute medicine, general medicine or geriatric medicine via one of the following:               <ol style="list-style-type: none"> <li>a) CCT in General Internal Medicine (or expected within six months of interview)</li> <li>b) Certificate of Eligibility for Specialist Registration (CESR)</li> <li>c) European Community Rights</li> </ol> </li> <li>• MRCP</li> <li>• ALS certificate (active)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of High Dependency and Intensive Care Medicine.</li> <li>• CCT in Acute Medicine (or expected within six months of interview).</li> <li>• CCT in Stroke (or expected within 6 months of interview)</li> <li>• MD, PhD or equivalent</li> </ul>
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Full GMC Registration</li> </ul>	
<b>Knowledge and Expertise</b>	<ul style="list-style-type: none"> <li>• Clinical training and experience equivalent to that required for gaining UK CCT in General Internal Medicine and either Acute or Geriatric medicine.</li> <li>• To be an Independent thrombolysis Practitioner</li> <li>• Ability to take full and independent responsibility for clinical care of complex acute medicine patients.</li> <li>• Experience of working in an Acute Medical Unit.</li> <li>• Clinical training and experience in the management of Stroke and TIA that allows the candidate to be an independent practitioner in a HASU/ASU</li> <li>• Ability to take full and independent responsibility for the management of acute medical emergencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical training and experience in intensive care medicine.</li> <li>• Clinical training, experience, and leadership in High Dependency Unit environment.</li> <li>• NHS experience within the last three years</li> </ul>

Area	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Experience of working in a multi-cultural environment.</li> <li>• IT skills and computer literacy</li> </ul>	
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Experience in undergraduate clinical teaching.</li> <li>• Ability to teach clinical skills to medical and nursing staff and other disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>• Training in medical education including work-based assessments, educational supervision, and appraisal.</li> </ul>
<b>Management and Audit</b>	<ul style="list-style-type: none"> <li>• An understanding of the current NHS environment, particularly in relation to reforms, initiatives, and issues.</li> <li>• An understanding of challenges to LNWUH NHS Trust and strategic objectives.</li> <li>• Understanding of the importance of audit and clinical governance</li> <li>• Management course.</li> <li>• Evidence of service audit or change management.</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification or current study towards management qualification.</li> </ul>
<b>Research/ publications</b>	<ul style="list-style-type: none"> <li>• Experience in research and potential to develop and execute clinical research projects.</li> <li>• Ability to organise research and work within research governance procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant research publications in peer-reviewed journals.</li> <li>• Training in research methodology</li> <li>• Presentations to learned societies</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Are able to speak and write English to the appropriate standard necessary to fulfil the</li> <li>• job requirements</li> </ul>	
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Enjoys busy working environment and working in a team</li> <li>• A compassionate approach to patients.</li> <li>• Ability to organise and prioritise workload effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Has demonstrated qualities of team leadership.</li> <li>• Proven ability to lead a team in an acute medical setting.</li> </ul>



Area	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Ability to plan strategically, execute tasks and to exercise sound judgment when faced with conflicting pressures.</li> <li>• An enquiring and critical approach to work</li> <li>• Ability to engage in and lead change management.</li> <li>• Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives</li> <li>• Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other staff and agencies</li> <li>• Commitment to continuing medical education and professional development</li> </ul>	

## Appendix C: Main conditions of service

### Statement of principle

The Trust's principal purpose is to provide for all the needs of patients in their care. The Trusts expect all its employees whatever their jobs to support and enhance patient care and overall service quality.

The Trusts expect that each of the employees shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of the hospitals, in accordance with the Staff Charter. Individuals must at all times carry out their duties with due regard to the Trusts' Equal Opportunities Policy.

### Terms and conditions of service

The post is subject to the provisions of the New Consultant Contract Terms and Conditions of Service for Hospital Medical and Dental Staff, including any locally agreed terms and conditions which are relevant to the post. As these are developed the appointee will be notified and therein after, these will form part of the contract of employment. Details of these are available from the HR Department.

The appointee will be entitled to be a member of the NHS Pension Scheme. If he/she chooses to become or remain a member of the Scheme, remuneration will be subject to deductions of Superannuation contributions in accordance with the Scheme. Membership of the Scheme is automatic unless election is made at any time in favour of provision under a Personal Pension Plan. After opting out of the Scheme the employee would assume full responsibility for pension provision and compliance with the Social Security Act 1986.

### Salary

Remuneration will be in accordance with the NHS rates for full time consultants which is currently £88,364 – £119,133 in eight increments over 30 years based on ten programmed activities. If you are taking up your first Consultant post you would expect to commence on the minimum of this scale.

### Additional programmed activities

Any additional PA's will be payable at 1/10th of your basic salary as defined in schedule 14 of the Terms and Conditions of Service.

## On call

If you take part in an on-call rota you should be eligible for an availability supplement to your basic salary. This will be paid as defined in schedule 16 of the Terms and Conditions of Service.

## Relocation expenses

Relocation expenses may be available up to a maximum of £5,000, subject to eligibility.

Agreement to payment of Relocation Expenses should be agreed before accepting the post. To obtain a copy of the Relocation Expenses Policy contact the HR Department on 020 8869 3328.

## Annual and study leave

Annual leave entitlement is 30 working days plus two statutory days. This increases to 32 days plus two statutory days after 7 years' service as a Consultant.

Study leave consists of 30 days over a three-year period. Approval of annual and study leave is subject to the procedures set out within the individual departments and the Postgraduate Medical Centre.

So far as is practical, the Consultant appointed will be expected to share in the provision of cover for the annual and study leave of other Consultants in the specialty.

## Special terms

The Trust is prepared to negotiate with the appointee alternative Terms and Conditions of Service (e.g., a limited term appointment) where this would result in a mutual benefit to both the Trust and the postholder.

## Medical report

This post is subject to satisfactory health assessment. If appointed, you will be required to bring the documentary evidence from either an occupational health department or a virology department, of satisfactory Hepatitis B status, to which this appointment is subject, because it involves undertaking exposure prone invasive procedures. Please note this is not just evidence of immunisation. In addition, written evidence should be brought of any tests of immunisation for Tuberculosis or Rubella. If you are recommended for appointment, satisfactory health clearance must be completed before the appointment can be confirmed. If you do not have such clearance, you will not be permitted to start work on the proposed first day of duty.

## Disclosure and barring service checks

You will also be required to complete a Disclosure and Barring Check (DBS), and the clearance from the DBS must have been received, before commencing employment.

<https://www.gov.uk/disclosure-barring-service-check/overview>

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>.

## Rehabilitation of offenders act

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions including those which are 'spent'. Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal.

## Private practice

The successful applicant may undertake private practice in accordance with the Trust's Private Practice Policy and Schedules 9 and 10 of Terms and Conditions of Service.

## Registration

The person appointed will be required to be fully registered with the GMC and/or GDC.

## Medical indemnity

The Trust is financially responsible for the negligent acts and omissions of Consultant medical and dental staff in the course of their Trust employment. If, however, any private practice, within an NHS hospital or any other private hospital is undertaken, the appointee will be personally responsible for subscribing to a recognised defence organisation. The Trust will not be responsible for category 2 (e.g., reports for insurance) or 'Good Samaritan' Acts. Health Circular HC (89) 34 provides full details of 'Claims of Medical Negligence against NHS Hospital and Local Doctors and Dentists'.

The Department of Health advises practitioners to maintain defence body membership in order to ensure they are covered for any work which does not fall within the scope of NHS Indemnity.

## Prospects for change

The proposals set out in the White Paper “Equity and excellence: Liberating the NHS”, are likely to impact on current working arrangements. The Trust will consult the members of staff concerned at the appropriate time, but meanwhile wishes to draw the attention of applicants to the possibility of change in the future.

## Job plans and work programmes

The appointee will be subject to the provisions of Schedule 3 of the Terms and Conditions of service. These provisions entail the agreement (between a consultant and the manager responsible for the management of the consultant’s contract) of a job plan (including work programme) for the performance of duties under the contract of employment. The job plan (including work programme) will be subject to review each year by the aforementioned parties.

## Place of work

The appointee may be required to work elsewhere within the Trust and/or at Local Resource Centres (hosted by other health agencies) within The London North West University Healthcare NHS Trust catchment area in accordance with the Trust’s principal aim of flexible working by staff to enhance patient care and he/she will be fully consulted.

## Access to hospital base

The successful candidate will be expected to live within easy access, normally not more than approximately 10 miles by road from the London North West University Healthcare NHS Trust. The reimbursement of removal and associated expenses will be subject to the criteria laid down in the Trust’s Conditions of Service. In the event of the Trust agreeing to reimburse interest charges on a Bridging Loan, reimbursement will normally be made in full up to a maximum period of six months. Reimbursement will not be continued beyond this period. The private residence must be maintained in contact with the public telephone service.

Assistance can be given with the cost of installation and rental charges.

## No smoking policy

It is the policy of the Trust to promote positive health. Smoking, therefore, is actively discouraged and is prohibited in the majority of the Hospital including offices.

## Security

In the interests of safety and security the appointee will be required to wear hospital staff identification badge at all times whilst at work.

## Information governance

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data. The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks). The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

## Generic responsibilities

To comply with all Trust Policies and Procedures, which may be varied from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.

To comply with the Trust's Smoke-Free Policy

To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy
- Contact Occupational Health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. London North West University Healthcare NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.