

## Application and Recruitment Pack

**Position: Substantive Consultant in Trauma and Orthopaedic Surgery (Special interest in Foot & Ankle)**

**Reference: 177-MDELEC-6175720**



**#Proud  
of the  
Paget**

# Welcome from Chief Executive *Jo Segasby*



Dear Candidate,

I am delighted that you are interested in joining our Trust, and are taking the time to read this information pack. James Paget University Hospitals NHS Foundation Trust is a rapidly growing Trust with a very bright future, and we take pride in finding the right 'Paget's People' to help deliver the best care for our patients on the east coast of Norfolk.

Our Trust has become a valued and much-loved local institution, serving the communities of Great Yarmouth and Waveney since it fully opened in 1982. Today, we employ over 4000 members of staff, working closely with our hospital partners to deliver innovative and compassionate care.

The James Paget is known internationally for its excellence in research and training, and for the clinical experience, we offer to our trainee doctors and healthcare staff. We cherish our role as a provider of education, working closely with local and international universities Higher Education institutions, and we are committed to 'growing our own' – investing in employing and training people from our community to develop and flourish in a variety of clinical and non-clinical careers.

We are a diverse, welcoming hospital, and are committed to offering flexible working arrangements to help develop the skills and experience of our teams. Our hospital is working collaboratively with health and care partners across Norfolk and Waveney to drive innovation, including implementation of Electronic Patient Records across the three hospitals locally.

Our Trust is also on the path towards developing a new hospital over the coming years, working closely with the Department of Health and Care to deliver a modern, innovative health and care campus on our current site as part of the national New Hospital Programme.

We are looking for people that embody our values of caring for our patients, each other and ourselves, underpinned by our Trust behaviours:

Courtesy and respect

Attentively kind and helpful

Responsive communication

Effective and professional

We welcome your interest, and look forward to receiving your application!

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Jo Segasby'.

Jo Segasby, Chief Executive

# Job Description

Title:	Substantive Consultant in Trauma and Orthopaedic Surgery with a Special Interest in Foot & Ankle Surgery and Diabetic Foot (full-time)
Location:	Based at James Paget University Hospital
New/Replacement Post:	New Post
Accountable to:	Lead Consultant
Principle Job Purpose:	To provide in conjunction with colleagues, Trauma and Orthopaedics services to the Trust

## **Main Duties**

The successful Consultant will have a special interest in Foot and Ankle surgery, trauma and the management of Diabetic Foot patients via a weekly MDT and upcoming inpatient podiatry ward round (currently Thursday morning). They will be responsible for 2 outpatient clinics, ward rounds and will be allocated up to 2 theatre sessions for planned orthopaedic cases per week. As the 2<sup>nd</sup> Foot and Ankle surgeon in the trust, it will be expected that a regular local MDT is initiated to discuss cases.

The current on call commitment is 1:9 with prospective cover. (this may change to 1:12 with other new posts).

The successful candidate will be expected to supply cover for his or her colleagues on a mutually agreed basis for annual leave and other authorised absence. There is full middle grade and junior doctor cover at all times.

All consultants have continued responsibility for the care of patients in their charge and for the proper function of the department. They are expected to undertake appropriate administrative and teaching duties.

All consultants at the James Paget University Hospital are required to engage in clinical audit and clinical governance activities. This ensures standards of clinical care are maintained and demonstrated.

## **On-call Availability**

There is an on-call commitment (category A) for providing an emergency service in Orthopaedics on a shared basis with other Consultants within the Department.

The current on-call commitment is a 1:9 week on-call with prospective cover (will be 1:11 with this and another new post).

On-call week is from Friday –Friday. During the week you will chair the trauma meeting, conduct a ward round, fracture clinic and trauma list each day.

During the weekend you will chair the trauma meeting, conduct a ward round and a trauma list. Currently, there is a dedicated trauma list on Saturday morning.

The timetable for the on-call week for Monday to Friday is as follows:

Trauma meeting	0800 - 0900
Trauma Ward Round	0900 - 1030
Trauma Clinic	1030 - 1300
Trauma Theatre	1315 - 1800

JPUH is a Level 3 trauma unit, with a high incidence of fragility fractures due to our elderly demographic. Chest and head injuries are looked after by General Surgery. Plastics and Spine support is available from Norfolk and Norwich Hospital. Multi-trauma and neurosurgery support comes from Adenbrooke's Hospital via TARN.

### **Job Plan**

A formal job plan will be agreed between the appointee and their Clinical Lead and Divisional Director, on behalf of the Medical Director, within 6 weeks of the commencement date. This will be signed by the Chief Executive and will be effective from the date signed by the Divisional Director. For the first three months the job plan will be based on the provisional timetable.

The job plan will then be reviewed annually, following an Appraisal Meeting. The document will be a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the coming year. It will cover all aspects of a consultant's professional practice including clinical work, teaching, research, 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.

The trust is working towards 7 day working and the selected candidate will be expected to support the 7 day job plan.

### **Provisional programmed activities in the Job Plan**

This is for a 10 PA contract.

The allocation of PA's is reviewed and may be subject to adjustment when a further diary exercise is undertaken or if the service demands a review of the Job Plan.

The standard baseline allocation of SPAs within the Trust of 1.5 allows time for a range of activities including - CPD, audit, personal appraisal, teaching during clinical activity and guideline development. On average consultants within the Trust undertake just over 2 PAs as SPAs.

An initial 0.5 is allocated for the appointee to familiarise themselves with the Trust's policies, procedures and guidelines and to undergo training at the UEA in order that

they can become a recognised teacher. A mentor will be appointed to support the consultant in adjusting to the new role and responsibilities.

### **Direct Clinical Care**

**8.5 PAs on average per week**

{Includes clinical activity, clinically related, activity, predictable and unpredictable emergency work}

### **Breakdown of Direct Clinical Care**

	<b><u>PAs</u></b>
On-call (Category A)*	1.20
Ward rounds/ward referrals**	0.50
Theatres	3.00
Clinics	2.00
Admin	1.00
Trauma Meeting and MDT	0.50
Medical School Teaching	0.125
Other	0.175
Total	8.5

### **Supporting Professional Activities week**

**1.5 SPAs on average per**

### **Provisional Timetable**

### **Provisional timetable**

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>Potential Weekend working*</b>
<b>AM</b>	Theatre	Clinic	SPA	Diabetic Foot MDT/ward round	Ward Round	Elective lists
<b>PM</b>	SPA		Theatre	Clinic (Special Interest)		Elective lists

The trust is working towards 7 day working and the selected candidate will be expected to offer themselves to work over the weekends as a job planned activity (the terms have not been formally agreed yet).

## **Main Responsibilities**

1. Provision with Consultant colleagues of a service to James Paget University Hospitals NHS Foundation Trust, with responsibility for the prevention, diagnosis and treatment of illness and the proper functioning of the department;
2. Out-of-hours responsibilities, including participation in Consultant on-call rota where applicable;
3. Cover for colleagues' annual leave and other authorised absences;
4. Any responsibility which relates to a special interest;
5. Professional supervision and management of junior medical staff;
6. Responsibilities for carrying out teaching, examination and accreditation duties as required and for contributing to undergraduate, postgraduate and continuing medical education activity, locally and nationally;
7. Participating in medical audit, the Trust's Clinical Governance processes and in CPD;
8. Involvement in research;
9. Managerial, including budgetary, responsibilities where appropriate;
10. Where it is agreed between the parties, work on behalf of James Paget University Hospitals NHS Foundation Trust or services provided by the Trust for other agencies, e.g. the prison service.
11. Share the Orthopaedic workload with consultant colleagues.
12. Give a consultation and advisory service to medical colleagues in other specialities in the Trust.
13. Liaise with medical staff in other specialities and participate in the regular clinical meetings and other post-graduate activities of the hospital.
14. Take part in the Royal College of Surgeons continuing medical education programme. The Trust will provide study leave expenses in line with national terms and conditions of service.
15. Play a full part in the teaching and audit activities of the department.
16. Contribute to management of the service and, in due course, take on the role of Head of Department.

17. Comply with the outline Consultant work programme (under provisions of Circular HC90/16) and the weekly timetable of fixed commitments (ie: regular scheduled NHS activities in accordance with paragraph 30B of the TCS).
18. Deploy unallocated, flexible professional time on liaison, emergency work, travel, continuing clinical responsibility, teaching, research, medical audit, interdisciplinary meetings and continuing professional development.

### **Other Responsibilities**

Subject to the provisions of the Terms and Conditions of Service to observe the Trust's agreed policies and procedures drawn up in consultation with the profession on clinical matters and to follow the standing orders and financial instructions of the Trust.

To observe local and national employment and personnel policies and procedures, and to comply with Regional and Trust Health and Safety policies.

To assume responsibility for and facilitate contact from members of staff with delegated duties for personally accountable patient care.

## Person Specification

Criteria	Essential/ Desirable Criteria	Assessment Method			
		A	I	T	R
Education and Qualifications					
MBBS or Basic Medical Degree	E		✓		
FRCS (Orth) or equivalent	E		✓		
CCT and/or inclusion on the Specialist Register of GMC or within 6 months of completion of training at the date of interview	E		✓		
Full GMC Registration	E		✓		
Experience & Knowledge					
Wide experience in Trauma and Orthopaedics	E		✓	✓	
Ability to provide expert clinical opinion across a wide range of problems within the specialty	E		✓	✓	
Evidence of Specialist training in Foot and Ankle surgery	E		✓	✓	
Capable of organising and prioritising work effectively	E			✓	
Able to plan and develop a modern service in keeping with current trends	E		✓		
Willingness to participate in and lead a multidisciplinary team, balancing departmental and personal objectives	E			✓	
Experience of committee work/project management		D	✓	✓	
Be familiar with knee preservation techniques (HTO / partial replacements)		D	✓	✓	
Ability to use research outcomes in clinical practice	E		✓	✓	
Familiarity with conducting clinical audit	E		✓	✓	
Knowledge of using evidence base to support decision making	E		✓	✓	
Involvement in research projects and published papers		D	✓	✓	
Key Skills					
Ability to communicate clearly with colleagues, laboratory staff, and other staff and agencies	E			✓	✓
Energy and enthusiasm to contribute to the education of Medical Students	E			✓	
Experience of teaching medical students		D	✓	✓	
Experience in teaching junior medical staff	E		✓	✓	
Formal training in teaching skills		D	✓	✓	
Commitment to continuing professional development	E		✓		
Evidence of or commitment to attending a clinical supervisors course		D			
Other					
Awareness and respect for colleagues, patients and relatives' dignity, privacy, integrity, cultural and religious beliefs	E			✓	✓
Ability to remain calm and work effectively in pressure situations	E			✓	✓
Good previous attendance record	E				✓



Ability to travel to meet the requirements of the post		D	✓			
Physically fit for post. Completion of Trust's Occupational Health assessment. Full immunisation status including Hep B & Hep C status	E	Dec Health form				
Satisfactory Criminal Records Bureau Disclosure and/or Certificate of Good Conduct (Police Check) from country of residence	E	Police/DfES/DoH				
Eligibility to work in the UK	E	Immigration clearance				

Assessment Criteria A= Application, I= Interview, T= Test, R= References

## The Department

### The Post

The James Paget University Hospitals NHS Foundation Trust is seeking to appoint a substantive Consultant Trauma and Orthopaedic Surgeon with a special interest in Foot & Ankle Surgery.

The Consultant will have a responsibility for providing this service in conjunction with Mr Devany, our existing Foot & Ankle Surgeon. This post provides an excellent opportunity for a suitably qualified specialist to actively contribute to the further development of this service. Innovation is supported and encouraged at the Trust. The successful candidate will have a first-class opportunity to build a strong reputation within the region and hopefully beyond.

The James Paget is committed to building a diverse, equitable and truly inclusive Hospital. The Trust believes that MDT working is critical to maintaining excellence and providing an effective service. The Trauma and Orthopaedics department seeks to enable that all staff achieve their full potential in an environment characterised by equality of respect and opportunity.

This post is offered under the Terms and Conditions of service of the new contract.

### The Department of Trauma and Orthopaedic Surgery

The department is staffed by 10 full time consultants and 9 middle grades. 2 of these are Deanery trainees (ST3). We receive support in paediatric and spinal Orthopaedics from visiting consultants based at Norfolk and Norwich Hospital (NNUH). There is dedicated Orthogeriatric and 2 fracture neck of femur specialist nurses who support our fracture neck of femur patients. We have a specialist trauma co-ordinator during the on-call weeks. Our physiotherapy service is leading the way nationally, with the "out of bed" project to mobilise NOF patients on day 1.

We have secured a £17m bid to build an on-site 2 theatre, elective orthopaedic hub next to our brand new concept ward. This will be operational by Jan 2025.

Regional specialist facilities for spinal plastic surgery and vascular surgery exist at the Norfolk & Norwich University Hospital. Neurosurgery is undertaken at Addenbrookes hospital, Cambridge. Severe, chronic spinal Injuries are referred to Lodge Moor, Sheffield.

All 3 Orthopaedic theatres have vertical laminar flow. Each weekday, 2 theatres are used for elective surgery and 1 for trauma. We have use of a new day surgery unit, for

which JPUH consistently is within the top quartile for day case usage according to BADS data.

The Orthopaedic and fracture clinic will be upgraded in the near future. There is a fully equipped plaster room staffed by 3 experienced technicians. The Orthotics department is also attached to the outpatient unit.

The Orthopaedic department is supported by a well-equipped diagnostic imaging department providing all the standard diagnostic imaging facilities including Helical CT, MR scanner and ultra-sound. It is hoped that in the near future there will be a nuclear medicine facility.

The hospital has a good Physiotherapy department. There are also facilities at Lowestoft, Great Yarmouth, Beccles, Halesworth, Southwold and the GP Practices.

### **Theatres**

Most operating lists cover the normal range of activity expected for a District General Hospital. More than 14,000 operations are performed each year of which approximately 70% are day cases.

There are eight main operating theatres, plus a Maternity theatre and an ophthalmic theatre, all equipped with Datex AS/3 monitoring. All theatres are equipped with computer terminals and the patient's pathway is recorded electronically.

Currently patients from the day ward are placed on the main theatre lists.

The current theatre suite allocation is as follows:

Theatres 1, 2 and 3	Orthopaedic (Laminar flow)
Theatres 4, 5 and 6	General Surgery, Urology and ENT
Theatre 7	Emergency
Theatre 8	Gynaecology / Maternity

We have secured a £17m bid to build an on-site 2 theatre, elective orthopaedic hub next to our brand new concept ward. This will be operational by Jan 2025. Theatres 1 and 3 will be used mainly for cancer work after this date.

### **Acute Surgery**

There are scheduled lists for emergency and trauma work throughout the week in dedicated theatres.

### **Monitoring**

Datex AS/3 systems are used in all eight operating theatres and ophthalmic theatre.

### **Recovery Area**

16 beds, well managed, organized and equipped.

### **Private Facilities**

We have a purpose built private patient's outpatient facility on site (East Point Consulting Rooms) consisting of 4 new rooms. There is provision for private operating in the evenings at JPUH main theatres using side room beds on our elective ward (22). Admitting rights will depend on agreement from the Private Patient's Committee.

### **Medical Staffing in Orthopaedics**

The department of Orthopaedics is fully integrated in the Division of Surgery and Women & Children's Services at the James Paget University Hospitals NHS Foundation Trust.

Mr Sunil Garg	Clinical Lead
Helen Davis	Orthopaedic Matron
Mr Colin Whatley	Operations Manager
Karen Turner	Business Support Manager

### **Consultants**

Mr Sunil Garg (CL)	Upper limb surgery
Mr Adam Cohen	Hip and knee surgery
Mr Steve Cutts	General and lower limb surgery
Mr Hersh Deo	Soft tissue knee reconstruction
Mr Dev Khurana	Primary and knee revision arthroplasty.
Mr C Nnene	Hip and knee surgery
Mr Adam Devany	Foot and Ankle surgery
Mr Nitin Modi	Upper limb surgery

Mr Girish Swamy,	Visiting Consultant in spinal surgery
Mr Tom Marjoram	Visiting Consultant in spinal surgery
Mr Lennel Lutchman	Visiting Consultant in spinal surgery
Mr Shafat Gangoo (Locum)	Hip and knee surgery
Mr Amgad Nakhla	Hip and Knee surgery

## **2 Specialist Registrars from East Deanery**

### **Specialty Doctors**

Mr M Genena  
 Mr R Mohammed  
 Mr A Karmegam  
 Mr A Adeyeye  
 Mr V Kubatis  
 Mr A Adeyeye  
 Mr Elhalawany

### **Junior Doctors**

1 Core Surgical Trainees  
 4 Foundation Year 2 Trainees  
 2 Clinical Fellows (ST1/2 level)  
 3 GP Trainees

# **Education and Further Information**

## **University Of East Anglia (UEA) Medical School**

This is a joint venture involving the UEA, Norfolk & Norwich University Hospital and James Paget University Hospital NHS Foundation Trust (JPUH), Norfolk Mental Health and General Practitioners in Norfolk and Suffolk. The first intake of students in Autumn 2002. The James Paget consultants are involved in the development and delivery of the Curriculum and Teaching Programme, with approximately 30% of all secondary care teaching being based at JPUH. In addition a significant proportion of the lectures / seminars / teaching sessions / assessments at the UEA for Medical Students are also delivered by employees of the Trust. The medical school emphasises the importance of innovative teaching methods especially problem-based learning in the education of under-graduates. The appointee will have the opportunity to apply for specific teaching roles in the delivery and development of the undergraduate curriculum and to become a Recognised Teacher in the Medical School. Honorary UEA appointments are awarded to consultants making a significant contribution to MB/BS teaching.

## **Research**

The hospital is part of a Research Consortium in association with the Norfolk & Norwich University Hospital and the University of East Anglia. These links are being enhanced to facilitate collaborative projects and ideas. As a University Hospital there is a drive to increase research activity. Collaborative partners include The School of Health, University of East Anglia, which has particular expertise in epidemiology and Health economics. A number of consultants in the James Paget University Hospitals NHS Foundation Trust hold honorary Senior Lecturer appointments at the University of East Anglia.

Participation in research is actively encouraged and supported and we are particularly interested in recruiting clinicians with experience of applying for research grants. The JPUH has a Research Support Group which will give practical advice.

## **Postgraduate Medical Education**

Post Graduate Education is based within the Education and Training Centre at the JPUH. There is also a good medical reference library based along with other seminar rooms at the Burrage Centre which is located on the hospital site.



The centre provides a wide and varied programme to support continuing education with the local consultants and visiting specialists participating. There is a GP vocational training scheme and an active teaching programme for junior staff in which most consultants participate. A major expansion of teaching facilities has recently taken place. Consultants from the trust play an active regional role in training trainers.

The teaching programme within the Trust includes:

- Weekly curriculum teaching/clinical presentations for Junior Doctors
- Weekly ½ day protected teaching for FY1s and FY2s
- Weekly ½ day protected teaching for GPSTs
- Fortnightly Grand Round
- Journal Club meetings
- CMT MRCP Tuition

Regular MDT/teleconferencing meetings take place linking to regional hospitals

Clinical Divisions have their own education and audit programmes.

The Trust expects all Consultant medical Staff to comply with the current guidelines from their professional bodies, GMC, Royal Colleges etc. concerning education and revalidation. Emphasis is placed on training senior staff in teaching and training skills. All new consultants are expected to have attended or be willing to attend a teaching course. Those intending to develop an interest in Medical Education will be encouraged to obtain a qualification in this field. The Trust recognises that training in adult learning is an important part of undertaking undergraduate training as a partner in the joint venture medical school at UEA.

The appointee will have the opportunity to be involved in the professional supervision and training of junior medical staff and will be invited to become an Educational Supervisor for Foundation Trainees.

### **Education and Training Centre**

This purpose-built centre provides a wide range of state-of-the-art teaching facilities and most rooms have built-in modern audio-visual presentation facilities. There are seminar rooms and consultation and examination rooms both in this building and at the Burrage Centre, a spacious entrance area, a coffee lounge along with wet and dry skills rooms and an IT training room. The centre provides teaching and training facilities for a wide range of staff including Medical Students and BLS/ ILS/ ALS/ ALERT courses.



### **Study Leave**

Study Leave will be obtainable within the limits of the Terms and Conditions of Service of Hospital Medical and Dental Staff (England & Wales) as amended, subject to the Regional Postgraduate Medical Educational Policy.

### **Audit**

Audit is considered to be an important item within the Trust agenda. The requirement is overseen by the Clinical Audit and Effectiveness Committee.

### **Personal Facilities**

The appointee will be provided with shared secretarial support and office accommodation at the James Paget University Hospitals NHS Foundation Trust. There are computer-based projects in progress to use IT to improve clinical communications. He/she will have a desktop computer linked to the hospital intranet with facilities for wi-fi connection and e-mail. Ample car parking is available on site at a very low annual charge compared to other local hospitals and nationally.

### **Personal Development For Consultants**

All new consultant recruits are given the opportunity to review their personal development with an independent management consultant and agree a personal development plan. Although this is very much owned and driven by the individual, the Trust will provide financial support for personal development activities. Each year all consultants are required to undergo an appraisal with either their Divisional Director or another consultant selected from a list of appraisers to discuss their development and in anticipation of revalidation. The Trust has recognised the time commitment that this requires and that clinical work may have to be delayed to ensure appraisal takes place.

## **Clinical Governance**

The Trust has introduced Clinical Governance under the joint leadership of the Medical and Nurse Directors. It has been at the forefront of the introduction of Risk Management. The Trust was one of the first to achieve CNST Level 2. Recent appointments of Senior Staff to support Clinical Governance emphasise the Trust's commitment and it is expected that all Medical Staff will participate.

## **Improving Working Lives Flexible Career Scheme**

The scheme has been developed to give all doctors, both junior and senior levels, the opportunity to work flexibly e.g. part-time working and career breaks. Further details of this scheme are available from the Medical Staffing Department.

## **Disclosure & Barring Service**

All successful applicants will be required to have an enhanced DBS check.

If you have not been resident in the UK you will be required to produce a "Certificate of Good Standing" or "Police Check" from an authorised Police Authority from the country of your last residence.

## **Safeguarding Children**

All employees have a duty for safeguarding and promoting the welfare of children. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Staff must also ensure they receive the appropriate level of safeguarding children training depending on their role in the Trust.

## **Infection Control**

Staff working in a clinical environment must ensure that they understand and follow the infection control policies, procedures and best practice applicable within the Trust. In order to do so they must;

- Observe all infection control policies and practices relevant to the post
- Act as a role model to others regarding infection control best practice
- Ensure that they keep up to date and attend all relevant training relating to infection control issues applicable to their post
- Ensure that patients, visitors and contractors are aware of and follow infection control best practice (where applicable).
- Report non-compliance or concerns regarding infection control issue/best practice to their line manager.

This post is offered under the terms and conditions of service of the new contract.

## **Confidentiality**

All employees are required to ensure the confidentiality of all patients, staff and other sensitive, including commercially and financially sensitive, information that is made available to them as part of their duties.

This post is offered under the terms and conditions of service of the new contract.

### **Our vision and priorities**

Our vision is to be an innovative organisation delivering compassionate and safe patient care through a well-led and motivated workforce.

Our clinical strategic direction continues to be the provision of local acute, elective and other services. We are committed to providing high quality, safe, reliable, personal and responsive care. Work is in progress to extend the current working week ensuring our patients have access to appropriate services seven days a week. We will continue to deliver a range of both core and more specialised acute services.

The Trust is working much more closely with other providers to improve and develop clinical services for patients. We are working in partnership to develop new ways of delivering high quality care to the local population and we recognise that, with our partners in the Norfolk and Waveney planning footprint, the Sustainability and Transformation Plan (STP) is crucial in improving health and social care over the next five years with a growing population. The vision for the STP is to provide high quality services that support more people to live independently at home, especially older people and those with long-term conditions, like heart disease, breathing problems, diabetes or dementia.

### **Our values and behaviours**

Our values are the guiding principles of the organisation and provide a set of beliefs for the way we behave. Staff are the ambassadors for the Trust and the values should underpin the work that all of us do – whatever our role and whoever we come into contact with.

I intend to do the best I can by:

#### **Putting Patients First**

- Provide the best possible care in a safe, clean and friendly environment
- Treat everybody with courtesy and respect
- Act appropriately with everyone

#### **Aiming to get it right**

- Commit to my own personal development
- Understand my and others' roles and responsibilities
- Contribute to the development of service



**Recognising that everybody counts**

Value the contribution and skills of others

Treat everyone fairly

Support development of colleagues

**Doing everything openly and honestly**

Be clear about what I'm trying to achieve

Share information appropriately and effectively

Admit to and learn from mistakes

Courtesy  
and respect

Attentively  
kind and helpful

Responsive  
communication

Effective  
and professional

## General Conditions of Appointment

The appointee will enjoy terms based on the nationally agreed Terms and Conditions of Service for Consultants (England) 2003.

The appointee will be expected to cover for colleagues' absence from duty on the basis of mutually agreed arrangements with the Department and with the Employing Trust. This is arranged by mutual agreement of consultant colleagues and approval of the Divisional Director, in accordance with standard Trust and NHS regulations. It is essential that six weeks' notice is given to allow for proper planning and prevent cancellations of patients' appointments/surgery. This includes all forms of leave.

All appointments are subject to satisfactory Occupational Health Clearance being obtained.

The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies.

With the Terms of DHSS Circular (HC) (88) – Protection of Children – applicants are required when applying for this post to disclose any record of convictions, bind-over orders or cautions. The Trust is committed to carefully screening all applicants who will work with children and you will be expected to undertake a 'disclosure' check.

## General Conditions of Employment

### **Salary:**

Within the Pay and Conditions Circular (M&D) for the Consultant contract, pro rata part-time. This is a whole-time post.

### **Pension:**

NHS contributory scheme.

### **Life insurance:**

Covered within NHS superannuation scheme.

### **Holidays:**

As per terms and conditions of service schedule 18, paragraph 1.

### **Notice period:**

3 months.

### **Relocation package:**

Comprehensive package (substantive staff only). Please note relocation expenses are considered to be a taxable benefit by Inland Revenue and you are liable to pay any tax that is due. The claim should only be used for appropriate expenses i.e. stamp duty, removal firm fees, solicitor, storage and is payable on submission of receipts.

Modern onsite single accommodation may be available, if required. However, if married accommodation is required you will need to seek this yourself in the private sector

### **Terms:**

Post is subject to Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) and General Whitley Council Conditions of Service, as amended from time to time.

### **Location:**

The successful candidate will normally be required to reside within 15 miles of the main hospital base or 30 minutes travel time unless specific approval is given by the Trust to your residing at a greater distance. The post holder is based at the James Paget Hospital but may be required to undertake duties at the Norfolk and Norwich University Hospital Foundation Trust and may be required to undertake duties at other locations within the locality.

### **Medical:**

Required to complete Trust's Confidential Occupational Health Services medical questionnaire and undergo medical examination, if necessary. The post holder will

require validated identity verification of immunisations for Hepatitis B, HIV and Hepatitis C screen prior to commencing.

**Rehabilitation of Offenders:**

Exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975.

**Equal Opportunities:**

James Paget University Hospitals NHS Foundation Trust is committed to the promotion thereof, on the basis of opportunity and advancement correlating with ability, qualification and fitness for work.

**Expenses:**

Reimbursed interview travel and subsistence expenses limited to two preliminary site visits (where appropriate from the point of entry to the U.K.)

**Registration:**

Required to have and maintain full registration and be on the GMC Specialist Register. To comply with requirements for revalidation and C.M.E as laid down by the General Medical Council, colleges and similar bodies. Required to conform to GMC guidelines for good medical practice. Membership of a Medical Insurance Society is strongly recommended.

## Application and Selection Process

If you have any queries regarding applying online please contact the Medical Staffing Team.

Applicants who require further information about the post and/or who wish to make an informal visit are invited in the first instance to contact:

Medical Staffing  
James Paget University Hospitals NHS Foundation Trust  
Lowestoft Road,  
Gorleston  
Great Yarmouth  
Norfolk NR31 6LA

[medicalstaffing@jpaget.nhs.uk](mailto:medicalstaffing@jpaget.nhs.uk)

Tel: 01493 453667

### Advertising

The post will be advertised to the Trust's public membership through a range of routes, including the external Trust website, the local press within the area of the Trust, NHS Jobs and any other relevant local publications/professional networks as funded by the Trust and agreed by the Committee.

Advert opens on **TBC**

Closing date for applications will be **TBC**

Successful applicants will be notified by a member of the Medical Staffing Team and invited for interview, date yet to be confirmed.

## **Applications**

The preferred method of application is through NHS or Trac Jobs.

### **Applications should include:**

A completed online application form via NHS Jobs, with education and professional qualifications, and full employment history. It is also helpful to have daytime and evening telephone contact numbers and e-mail addresses, which will be used with discretion. The details should include names and contact details of three referees. References will not be taken without applicant permission.

All candidates are also requested to complete an Equal Opportunities Monitoring Form which will be available upon submission of your online application.

This will assist us in monitoring our selection decisions to assess whether equality of opportunity is being achieved.

The successful applicant will be subject to Occupational Health and, Disclosure and Barring Service checks and is subject to the Fit and Proper Persons Requirement (FPPR). All organisations regulated by the Care Quality Commission need to ensure that successful candidates meet the Fit and Proper Persons Requirement (Regulation 5, The Health and Social Care Act 2008 (Regulated Activities) Regulations Act. This means that the care provider must not appoint a director unless:

- The individual is of good character;
- The individual has the qualifications, competence, skills and experience which are necessary for the relevant office or position or the work for which they are employed;
- The individual is able by reason of their health, after reasonable adjustments are made, to properly perform tasks which are intrinsic to the office or position for which they are appointed or to the work for which they are employed;
- The individual has not been responsible for, been privy to, contributed to or facilitated any serious misconduct or mismanagement (whether lawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity; and
- None of the grounds of unfitness specified in Part 1 of Schedule 4 apply to the individual (e.g. bankruptcy, sequestration and insolvency, appearing on barred lists and being prohibited from holding directorships under other laws)
- Good character is measured by the criteria set out in Part 2 of Schedule 4 of the Regulations:

Whether the person has been convicted in the UK of any offence or been convicted elsewhere of any offence which if committed in any part of the UK would constitute an offence; and

- Whether a person has been erased, removed, or struck off a register maintained by a regulator of a health or social work professional body.



