

Job Description

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| Division: | Network Services |
| Job Title: | Consultant Clinical Oncologist – Lung, UGI & Thyroid Cancer |
| Location: | University Hospital North Midlands NHS Trust |
| Hours of Duty: | 10.808 (Including on call PA and 2 SPAs) |
| Managerially accountable to: | Clinical Lead for Oncology |
| Professionally accountable to: | Clinical Director |
| Key Relationships: | Consultant Colleagues Clinical Lead Clinical Director Directorate Manager Directorate Management Team Matron |

Role Summary

We provide first class specialised patient centred care, and to that end a significant degree of subspecialisation has occurred within our oncology department. We also try to achieve an equitable division of workload between all our consultant oncologists.

The appointee will be a member of an existing team of dynamic 2 WTE Consultant Medical Oncologists and 12WTE Consultant Clinical Oncologists delivering a comprehensive Oncology service to the population of North and South Staffordshire and South Cheshire, covering a population of 850,000 people.

The following are our Current Senior Oncology staff and their subsite specialisations:

1. Dr Muthiah Sivaramalingam (Lung, Breast and SABR)
2. Dr Caroline Connolly (Colorectal cancers, Skin and Lymphoma)
3. Dr Apurna Jegannathen (Lung, Breast and SABR)
4. Dr Salil Vengalil (Urology and SABR)
5. Dr Rajanee Bhana (Urology and Gynaecologic cancers)
6. Dr Thilina Ruwanpura (Head and Neck and UGI)
7. Dr Neelam Sharma (Colorectal cancers and Melanoma) – Medical Oncology
8. Dr Loaie El-Helw (Breast and Gynaecologic cancers) – Medical Oncology
9. Dr Daljit Gahir (Breast and Head and Neck)
10. Dr Adam Fullager (Lung and CNS tumours)
11. Dr Jananie Perera (Urology and Gynaecologic cancers)
12. Dr Gemma Searle (UGI and HPB)
13. Dr Tamseel Fatima (Colorectal and Urology)
14. Dr Sumera Butt (Brain and Urology)

This post is a replacement post, so you will inherit patients from our outgoing consultant with a manageable workload. You will be supported with a period of induction, whilst you become familiar with our department, staff, ways of working and your patients.

You will work with other Clinical Oncologists/Specialists to cover our Lung, UGI and Thyroid cancer services. There is a weekly tumour subspecialty MDTs which is shared between you and other specialists with a nominated lead for each session. You will see around 6 New cancer patients in

your areas of subspecialisation every week. You will have ANP and middle-grade support in some of your clinics. Adjuvant patients may be referred to nurse led follow up clinics, who will support you and your colleagues manage this complex group of patients. The post holder is likely to see around 210 to 225 new patients per year.

You will spend 4 days at the Royal Stoke site and 1 day at our County Hospital site which is 17 miles south of our main site. With the adoption of Telehealth care delivery and remote working, you will be able to attend MDTs online and perhaps some clinics remotely or even from home if feasible. You will be provided with a Trust laptop which is fully enabled for you to access all systems to be able to do your work effectively and safely remotely.

All inpatient and some outpatient oncology services are delivered in our purpose-built Cancer Centre which opened in July 2009 at our Royal Stoke site. The Specialist Cancer Centre has an Emergency Admission Portal which allows all oncology and haematology emergency admissions to come directly to the centre rather than going via the main Emergency Department.

On-call:

You will join the on-call rota with 1:15 frequency. When a Medical Oncologist is first on call you will provide a second on call service to deal with Radiotherapy emergencies on a rotational basis including rest of the clinical oncology specialists. We have very experienced Advance Nurse Practitioners who cover our inpatient ward, another who leads our emergency admissions portal (EAU) and a third who covers our chemotherapy day unit on ward 202. You will also work with a team of acute oncology nurses who provide outreach and in-reach services to the rest of the hospitals on both campuses. There is also a middle-grade doctor on call with you. You will do a week on call at a time and this equates to approximately 3 - 4 weeks' on-calls per year. Out of hours, you will be contactable via your mobile or pager and you will do daily wards rounds Tuesday to Monday.

Radiotherapy services:

The Cancer Centre Directorate at UHNM also incorporates the Medical Physics Department, including the Radiotherapy Physics section. This section provides technical and scientific support to the external beam (Two TruBeam 'Varian' Linacs and Two Halcyon Linacs, a superficial/orthovoltage and CT simulator) and brachytherapy 9HDR 'Gammamed' afterloader services as well maintaining the IT infrastructure within radiotherapy. With our recent linac replacement programme we have invested in adaptive radiotherapy technology and will be the first in the region to acquire an Ethos system. We have access to CT PET and MRI scanning fusion to aid in radiotherapy planning.

Dynamic IMRT was introduced into radiotherapy at UHNM in 2005 (We were one of the few centres that introduced this in the UK early on) in preparation for the move into the Cancer Centre in 2009, using the 'Eclipse' planning system and use of 'RapidArc', Varian's tomotherapy equivalent, has been standard for some years now. Similarly, IGRT, using the On-Board kV imaging systems is being progressively introduced to complement the IMRT programme together with CBCT scanning abilities. We were one of the top performing Trusts in the UK for IMRT. We have a 'paperless' radiotherapy service.

There will be service commitments in the Cancer Centre at both Royal Stoke University Hospital and the County Hospital site. The Oncology Department has some commitment to Undergraduate teaching, and you will be encouraged to participate in this, as well as Postgraduate teaching and

training. You will be provided with training and mentorship in obtaining ARSAC registration for Radioactive Iodine treatments.

Key Areas/Tasks

The successful candidate will be part of a team of oncologists with a specific role in the Lung, UGI and Thyroid cancer services in the Directorate, as part of this role you will also be required to attend the relevant MDT's for each site.

The appointee will be expected to work with local managers and professional colleagues in the efficient running of the Oncology service and will share with consultant colleagues in the medical contribution of management. Subject to the provisions of the Trust Terms and Conditions of Service, the appointee will be expected to observe the Unit'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.

In particular, where the appointee is involved in the management of employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures. The appointee will be expected to make sure there are adequate arrangements for hospital staff involved in the care of his/her patients to be able to contact him or her when necessary.

All medical and dental staff employed by the Trust are expected to comply with regional and appropriate Trust Health and Safety policies. The appointee will have responsibility for the training and supervision of junior medical/clinical staff that work with him/her and will be expected to devote time to this activity on a regular basis.

Participation in professional audit and continuing professional development.

It is a requirement of the post that post-holders comply with Trust policies and procedures, have (and maintain) GMC registration/licensing and participate in a formal CPD programme (The Trust supports the requirements for Continuing Medical Education and is committed to providing time and financial support for these activities).

Appraisal and Revalidation.

The post-holder must also participate in job planning, regular clinical audit and in annual appraisal with one of the trained appraisers within the Trust. Job planning will take place on an annual basis and it is the responsibility of the Clinical Director and the Directorate Manager to ensure that job planning takes place.

IQA and EQA.

To participate in internal and external quality assurance programmes as appropriate.

Clinical governance.

To have responsibility for a commitment to maintain a high quality service to patients by continual development of practice in the light of research evidence and by audit based against clinically relevant standards. In addition, individual staff have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no blame' culture.

Managerial Duties.

Work with colleagues to manage the daily business of the Directorate and to develop the service in accordance with the Trust's strategic direction. Taking part in meetings and other activities as agreed with the Clinical Directorate, Managerial duties may include managing resources, preparation of business plans and negotiating contracts in liaison with the Directorate Manager and Clinical Lead.

Oncology Inpatient Ward.

The Cancer Centre has a combined inpatient facility for oncology and haematology patients providing 33 beds including specialist facilities for radioactive iodine treatments and positive pressure suites for immune-compromised patients.

Financial Management.

You will operate value for money measures within the constraints of the departmental budget ensuring quality and patient care is not compromised.

Teaching Duties.

To be actively involved, along with consultant colleagues, in the training of junior medical/clinical staff. To participate in the undergraduate medical students teaching programme.

Work Programme.

As required under paragraphs 30a of the Terms and Conditions of Service, the list of duties must be supported by a work programme, including a weekly timetable of fixed commitments.

Review of the Job Plan.

This job plan is subject to review once a year by you and the Clinical Director/Clinical Lead, and ultimately, the Medical Director. For this purpose, both you and the Clinical Director should have a copy of the current job plan including an up-to-date work programme, and relevant departmental statistical information (preferably over a 12 month period), together with note(s) – provided by either side – of any new or proposed service or other developments.

Local procedures must be followed if it is not possible to agree a job plan, either immediately or at an annual review. These procedures may culminate in an appeal to the Trust Board.

Office and Admin Support.

Each consultant is allocated a shared office space with their own computer desktop and a laptop. A medical secretary will also be assigned to support you.

Education.

UHNM is proud to be an institution that delivers high quality education and supervision of medical undergraduate students and postgraduate trainees. It is expected that consultants and other permanent members of staff will contribute to education in the normal course of their duties. If this contribution exceeds the norm then it is anticipated this will be acknowledged by appropriate changes in job planning and honorary contract status with Keele.

Mentorship.

The organisation provides a full mentorship for all new consultants and in addition to this, the Directorate will also provide support and mentorship from other consultant members of the team.

Research.

It is anticipated that consultants will engage in and support research and enrolment of patients into clinical trials with professional development in these areas being reflected in job plans as appropriate.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.



Standards of Behaviour

We have four core values and promises we advocate as an organisation.

To work together

To work as a team helping achieve our goals and support others to make positive changes.
To be appreciative acknowledge and thank people for their efforts and contributions.
To be Inclusive open and honest, welcome people's views and opinions and involve people in decisions that affect them.

To have compassion

To be supportive by being empathetic and reassuring and supporting people when they need it
To be respectful and treat people fairly, with respect and dignity, protect their privacy and help them feel comfortable
To be friendly by being welcoming and approachable. Making eye contact, saying hello and introducing yourself

To ensure safety

We communicate well and explain clearly, share relevant and timely information and keep people updated
We are organised and plan ahead, manage time and be prompt in what we do
We speak up and contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

To continuously improve

By listening and welcoming people's views and ideas, invite people to ask questions and share their opinions and respond to what we hear
By learning and sharing best practice, celebrating good performance and supporting others to use their skills, learn and grow
By taking responsibility and a positive attitude, to act and encourage people to take the initiative and make improvements

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Confidentiality

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.



Equality and Diversity

- To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties
- **Hand Hygiene**
 - Decontaminate your hands as the per 'The five moments of hand hygiene'
- **Own Practice**
 - Lead by example
 - Encourage and praise good practice
 - Be prepared to accept advice about your own practice
- **Decontamination**
 - Ensure that equipment you have been using or about to use has been decontaminated effectively
 - Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works
- **Trust Policies**

Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Organisational Chart

Clinical Director
 Clinical Lead (Oncology)
 Directorate Manager
 Matron
 Deputy Directorate Manager
 Operational Services Manager
 Directorate Secretary

Dr Rajanee Bhana
 Dr M Sivaramalingam
 Jane Boughey
 Ana Fouto
 Rachel Green
 Leanne Rothwell
 Amanda Ridgway



Person Specification

| CRITERIA FOR SELECTION | ESSENTIAL REQUIREMENTS | DESIRABLE ADDITIONAL REQUIREMENTS |
|---|---|--|
| Qualifications: | <ul style="list-style-type: none"> • Full registration with the GMC • Possession of MRCP and FRCR or equivalent qualification in medical oncology • Eligibility to be on specialist register within 6 months of interview date | <ul style="list-style-type: none"> • MD or PhD |
| Clinical Experience & Training: | <ul style="list-style-type: none"> • Experience of conducting clinical audit. • Ability to use the evidence base and clinical audit to support decision-making. • Experience of conducting clinical audit. • Ability to use the evidence base and clinical audit to support decision-making. | |
| Professional and Multidisciplinary Team Working: | <ul style="list-style-type: none"> • Ability to work effectively with colleagues and within a team | |
| Academic Achievements, Research, Publications: | <ul style="list-style-type: none"> • Ability to apply research outcomes to clinical problems. • An awareness of current speciality specific developments, initiatives and issues. • Evidence of training in research methodology. | <ul style="list-style-type: none"> • Publications in relevant peer-reviewed journals in the last five years. • Evidence of having undertaken original research |
| Management and Administrative Experience: | <ul style="list-style-type: none"> • Ability to organise and prioritise workload effectively. • Ability to plan strategically and to exercise sound judgements when faced with conflicting pressures. • Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives. | |
| Personal Attributes: | <ul style="list-style-type: none"> • Energy and enthusiasm and the ability to work under pressure. • An enquiring and critical approach to work. • Caring attitude to patients. • Ability to communicate effectively with colleagues, | |

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| | <p>patients, relatives, GPs, nurses and other staff and agencies.</p> <ul style="list-style-type: none">• Commitment to Continuing Medical Education and Professional Development.• Appropriate Immigration Status (where appropriate).• An understanding of the current NHS environment, particularly in relation to reforms, initiatives and issues.• Ability and means to travel residence within 10 miles or 30 minutes of base.• To be accessible by as required for on call duties. | |
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JOB PLAN

| Day and Session | | Activity | Category/Location | DCC | SPA |
|------------------------------|----|--|-------------------|---|--------|
| Monday | AM | Thyroid MDT 8.30 – 9 AM Chemo review Clinic - Ward 202 RSUH 9.00 – 13.00 | DCC RSUH | 0.125 1 | |
| | PM | Lung MDT 13.00 till 15.00 SPA 15.00 – 16.30. CPD | DCC RSUH | 0.5 | 0.375 |
| Tuesday | AM | Departmental meetings 8.00 till 9.30 9.30 till 13.30 RT planning/peer review | DCC RSUH | 1 | 0.375 |
| | PM | SPA - CPD 13.30 - 16.00 | SPA RSUH | | 0.625 |
| Wednesday | AM | UGI clinic (CHS) 12.20 – 13.00 Admin | DCC CHS | 1 | |
| | PM | UGI FU/Chemo Review Clinic (CHS) Admin 15.40 – 16.30 SPA 16.30 – 17.00 – Audit | DCC CHS | 0.875 | 0.125 |
| Thursday | AM | Thyroid Clinic 9.00 – 11.00 11.00 – 12.00 Admin ENT OPD RAI Prescribing/Review 12.00 – 13.00 | DCC RSUH | 1 | |
| | PM | UGI MDT 13.00 – 16.00 SPA 16.00 – 17.00 – Research/CPD | DCC RSUH | 0.75 | 0.25 |
| Friday | AM | RSUH RT planning 9.00 – 12.00 SPA 12.00 – 13.00 (CPD/Appraisal) | DCC RSUH | 0.75 | 0.25 |
| | PM | Lung Clinic RSUH - Radiotherapy 16.35 - 17.00 Admin | DCC RSUH | 1 | |
| Predictable Emergency Work | | Weekdays 5pm – 7pm Weekend Saturday & Sunday 9am – 1pm | | CAT A 3% 0.808 DCC for On-call <i>7 Day 1700- 0900, 1:16 also includes second on call for Med oncologist to provide Radiotherapy cover. Clinics cancelled when on call.MDT and planning sessions continue</i> | |
| Unpredictable Emergency Work | | 2 hours per overnight calls 1:16 | | | |
| Travel Expenses | | Travel time is not reimbursed as per Trust policy. | | | |
| Total | | | | | 10.808 |

MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to national terms and conditions as per the Consultant Contract 2003 as amended from time to time. Any changes to national terms and conditions determined at a local level are subject to the Trust's collective bargaining arrangements which include the Trust's Local Negotiating Committee for medical staffing issues.

Tenure

The appointment is a permanent, full-time position, unless terminated. The notice period is three months by either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

Salary

The salary scale is as per the Terms & Conditions of Service as set out in the Consultant Contract 2003. The current scale is £93,666 rising to £126,281. Any agreed extra programmed activities, and on-call requirement will be paid in addition to the basic salary.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of the Terms and Conditions.

Starting salary will be determined according to the terms and conditions as per the Consultant Contract 2003. Where a candidate has service in or outside the NHS which they feels should be taken into account in determining the starting salary, this will be considered following the offer of appointment by the AAC.

Annual Leave

Your annual leave entitlement is as per Schedule 18 of the Terms and Conditions. At least six weeks' notice is required before taking annual leave.

Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

Registration

You will be required to have full and specialist registration with a licence to practise with the GMC and to provide a valid certificate annually.

Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK:

- *UK Passport*
- UK Birth Certificate (if passport is unavailable)
- National Insurance evidence (P60 / recent payslip / P45)
- EEA (European Economic Area) Passport
- Residence permit issued by the Home Office or UKBA
- Driving Licence (ID card + counterpart)
- 2 addressed bills or statements (Bank / utility bill / phone bill)

Note: if you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence

Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information you provide, and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

References

It is a condition of employment that references are provided which are acceptable to the Trust.

Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

Applications process

Formal applications should be made through our website or via NHS Jobs.

If there are any problems / queries please contact the Medical Staffing Department on: 01782 671697 or email medical.staffing@uhn.nhs.uk

Further information and visiting the Trust

The division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:

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| Dr M Sivaramalingam | 01782 672612 |
| Dr Rajanee Bhana | 01782 672595/69 |

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|-----------------------|-------------|------------|
| Signed Employee _____ | Print _____ | Date _____ |
| Signed Manager _____ | Print _____ | Date _____ |

