

# Recruitment information pack



# WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

## Imperial College Academic Health Science Centre (AHSC)

The Imperial College Academic Health Science Centre (AHSC) is a partnership between our Trust, Imperial College London, The Institute of Cancer Research (ICR), Royal Brompton & Harefield NHS Foundation Trust and The Royal Marsden NHS Foundation Trust. The partnership aims to improve the health and wellbeing of patients and populations by translating research discoveries into new therapies and techniques as rapidly as possible.

Our AHSC is focussed on preventing disease wherever possible, detecting and diagnosing diseases earlier, and developing targeted treatments for all diagnosed conditions. By working together as partners, we capitalise on the academic strengths of Imperial College London, combined with the clinical capabilities and critical mass of the NHS.

As an AHSC, all of our staff are actively encouraged to become involved with education and research alongside their clinical role. We review job plans every year and there is the potential to build in dedicated programmed activities (PAs) for education, training and research.

## Imperial College London

Imperial College London is one of the world's leading universities. The College's 17,000 students and 8,000 staff are expanding the frontiers of knowledge in science, medicine, engineering and business, and translating their discoveries into benefits for our society.

Founded in 1907, Imperial builds on a distinguished past – having pioneered penicillin, holography and fibre optics – to shape the future. Imperial researchers work across disciplines to improve health and wellbeing, understand the natural world, engineer novel solutions and lead the data revolution. This blend of academic excellence and its real-world

application feeds into Imperial's exceptional learning environment, where students participate in research to push the limits of their degrees.

## OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

## OUR HOSPITALS

### Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

#### **Charing Cross Hospital, Hammersmith**

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

#### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

#### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

#### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

#### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

**Reach your potential in hospitals that make history**

Charing Cross | Hammersmith | St Mary's |  
Queen Charlotte's & Chelsea | Western Eye

# WHY JOIN US?

## Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

## Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

## Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

## Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

## Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Make a Difference recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

## **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

## **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

# JOB DESCRIPTION

Job title	<b>Consultant Trauma &amp; General Surgeon</b>
Director/ department	General and Vascular Surgery
Division	Surgery and Cancer
Main site of activity	St Mary's Hospital
Responsible to	Mr K Tsang, Head of Speciality – Major Trauma and Mr George Reese (Clinical Director General & Vascular Surgery)
Accountable to	Prof Raj Bhattacharya, Divisional Director, Surgery, Cardiovascular and Cancer.
On call: call frequency and details of supplements	1:8 weekdays, 1:12 Weekends, but this is under review and may be subject to change.  0.25 PA is provided for administrative work after outpatient clinics

## 1 Background to the post

*The inception of the Major Trauma System in England has seen a transformation in trauma care. The Major Trauma Centre (MTC) based at St Mary's Hospital is the hub for the North West London Trauma Network, connecting with a series of Trauma Units and rehabilitation facilities. It has been consistently one of the top-performing MTCs (currently ranked 2nd nationally) and is linked to Northwest London Major Trauma Network, the nationally top-performing network. It is the only MTC in central London and sees a large volume of all types of trauma, as well as being integral to major incident responses in the capital.*

*The role the Consultant in Major Trauma will be to support the Trauma Director in the delivery of the major trauma service and to provide expert clinical skills in leading the assessment and treatment of Major Trauma patients.*

*The post holder will be expected to be proficient in the acute and ongoing management of severely injured patients, including the ability to provide damage control surgery to the chest, abdomen, pelvis and vascular systems. The post holder will be mentored by one of the senior trauma surgeons to ensure they are fully supported in the role.*

*This post has been designed to fit in with long term strategic planning for Major Trauma and General Surgery at Imperial. As well as providing a central role in provision and development of the Major Trauma Service, it also offers a role in the emergency and subspecialty interest of the general surgical service.*



## 2 The work of the department

**The MTC:** London has four designated MTCs, with the one covering the North West sector being based at St Mary's. Over the 10 years since designation there has been an increase in the severity of injured patients transferred to St Mary's with a mean ISS (Injury Severity Score) in the bracket 16-24. Despite the increased complexity of patients, outcome data (from National TARN reports) consistently show more survivors than expected from the treated cohort with a positive Ws scores (i.e. more survivors for every 100 patients treated compared to the UK average).

**The General Surgical Service** provides a range of acute and elective general surgery, and a full range of general surgical sub-specialties including complex colorectal cancer surgery, HIPEC, Oesophagogastric cancer surgery, benign upper GI, bariatric, endocrine surgery and hepatobiliary with 24 consultant surgeons across 3 sites.

Two of our trust sites, St Mary's and Charing Cross hospital, provide an acute surgical service each with daily emergency theatre provision.

## 3 Service activity

The Imperial MTC went live in 2010 and since opening, activity has increased to 3,000 trauma calls per annum. Designation required a resident Consultant grade Trauma Team Leader and alignment of emergency general, vascular, plastics and orthopaedic surgery with a new neurosurgical trauma unit based at St Mary's.

A dedicated ward has consistently shown some of the best patient experience results in the hospital and a purpose built theatre has allowed multiple surgical teams to deal with severely injured patients simultaneously.

Currently the general surgery unit provides a comprehensive service for local and tertiary referral OG, Colorectal, HPB, Endocrine, Bariatric and general surgery patients in all aspects of surgical pathology. There are 2 parallel consultant of the week models in our 2 acute sites and subspecialty on call rotas covering OG and HPB surgery.

Locally, patients are seen in clinic at the St Mary's, Charing Cross and Hammersmith sites. There is a current and ongoing project to jointly provide services with the vascular unit at London Northwest for a sector wide approach.

### 4.1 Research activities

- The post holder will be expected and supported to develop research initiatives, appropriate to previous experience and complementary to those programmes that exist within the wider research framework of the Directorate and Trust.
- Excellent research opportunities are available throughout the Trust and with Imperial College. A number of funding opportunities are available from the Biomedical Research Centre, the Trust Research Committee and from NIHR. In addition there are opportunities for research funding from the Medical Research Council, EPSRC, the Wellcome Trust and other medical charities.
- An Honorary Academic Appointment with Imperial College Faculty of Medicine will be offered if research and/or teaching is undertaken.
- The Trust supports and has facilitated a large number of Honorary Academic appointments with Imperial College Faculty of Medicine. Opportunities should be discussed with the Divisional Director.

## 4.2 Teaching activities

- The post holder will be expected and supported to be involved in the multidisciplinary team training programme within the unit. In addition the post holder will be expected to be involved in clinical and educational supervision, assessment and appraisal of junior medical staff including competency-based assessments.

## 5 Key areas of responsibilities

The role of the **Consultant in Major Trauma** will be to support the Trauma Director in the delivery of the major trauma service and to provide expert clinical skills in leading the assessment and treatment of Major Trauma patients.

The post holder will be expected to be proficient in the acute and ongoing management of severely injured patients, including the ability to provide damage control surgery to the chest, abdomen, pelvis and vascular systems.

The post holder will be mentored by one of the senior trauma surgeons to ensure they are fully supported in the role.

The appointed Consultant will also be expected to develop and lead a high quality **general surgical service**, including the acute surgical service as well as an elective base.

The general responsibilities and expectations of the post are listed below:

### I. Provide High Quality Care to Patients in Major Trauma and General Surgery

- o The post holder must be medically qualified and maintain GMC specialist registration.
- o To develop and maintain the competencies required to carry out the duties required of the post.
- o To ensure prompt attendance at agreed direct clinical care Programmed Activities.
- o To ensure patients are involved in decisions about their care and to respond to their views.

### II. Research, Teaching and Training

- o Where possible to collaborate with academic and clinical colleagues to enhance the Trust's translational research portfolio, at all times meeting the full requirements of Research Governance.
- o To provide high quality teaching to medical undergraduates and members of other health care professions as required by the /Clinical Director.
- o To act as educational supervisor and appraiser as delegated by the Divisional Director/Clinical Director to ensure external accreditation of training post.

### III. Performance Management

To work with medical, nursing and managerial colleagues to ensure high performance in the following areas:

- o Clinical efficiency e.g. LOS reductions, reducing cancelled operations and DNA rates.
- o Quality of outcomes e.g. infection control targets, reducing re-admission rates
- o Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team



- Operational efficiency e.g. day-case rates, waiting list activity and demand management.

#### **IV. Medical Staff Management**

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.
- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- To participate in the recruitment of junior medical staff as delegated by the Divisional Director/Clinical Director.
- To participate in team objective setting as part of the annual job planning cycle.
- To be responsible for the annual appraisal of all doctors in training, Trust doctors and non-consultant grades as delegated by the Divisional Director/Clinical Director/General Manager.

#### **V. Governance**

- To review clinical outcomes in designated area using external benchmarking data where appropriate, to identify and advise variances to the Divisional Director/Clinical Director.
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
- To work closely with the Directorate, Patient and Public Involvement panels in relation to clinical and services developments as delegated by the Divisional Director/Clinical Director.
- Participate in ensuring NICE requirements are reviewed and implemented and monitored in the speciality areas.
- To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis.
- To keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the Divisional Director/ Clinical Director.
- To role model good practice for infection control to all members of the multidisciplinary team.

#### **VI. Strategy and Business Planning**

- To participate in the business planning and objective setting process for the directorate and Trust where appropriate.
- To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Divisional Director/Clinical Director.

#### **VII. Leadership and Team Working**

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national initiatives.
- To work collaboratively with all members of the multi-disciplinary team and Imperial College as required.
- To chair regular meetings for the specialties.
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
- Adhere to Trust/departmental guidelines on leave including reporting absence.

### **VIII. Administrative duties**

- To ensure timely and accurate communication regarding patients to the trauma and general surgical teams, to departments within Imperial College Healthcare NHS Trust and community services.
- To be responsible for the presentation and documentation of patients at the appropriate multidisciplinary forum
- To be responsible for data submission to National audit.

## **6 Research opportunities**

The Major Trauma department is nationally known for research into within the fields of extremity injuries and Neurotrauma.

The Department of Surgery and Cancer, Imperial College London aims to innovate, develop and apply new technologies, techniques and computationally intense systems medicine approaches to enhance medical and surgical diagnostics and prognostics, surgical interventions and augment clinical decision-making to improve patient safety across all areas of medical and surgical practice.

They also undertake research to understand and model mechanisms of disease and patient complexity in relation to personalised healthcare problems, and to elucidate the basis of population disease risks.

The Trauma Bioengineering Network brings together a critical mass of scientists, clinicians, engineers and other innovators to drive the development of technologies and services to improve health and increase quality of life after traumatic injury, including ballistic-, blast- and flash-related trauma. There is an increasing collaboration at the MTC with The Royal British Legion Centre for Blast Injury Studies (CBIS) at Imperial College, with clinical supervision of a number of PhD students.

Surgical research at Imperial is internationally recognized, with research programmes being run by Professor Ara Darzi and Professor George Hanna in the Department of Surgery and Cancer, Department of Engineering and the Centre for Health Policy, Imperial College London.

The research areas covered are clinical trials, epidemiology, robotics and imaging technology, metabonomics, device evaluation, patient outcomes and training and development of high performing teams with an interest in simulation. The group has an international reputation for high quality research and training.

There is strong support from the NHS for active research and teaching and all the consultant staff have honorary academic appointments. There is excellent potential for a new appointment to develop research projects alongside existing themes.

## **7 Teaching opportunities**

**The General Surgical department at St Mary's Hospital** has 8 Deanery Specialist training posts, 9 posts at Core Trainee and Foundation year 2 and three Foundation Year 1 posts. In addition the unit is responsible for the training of medical students in the third year of training, as well as final year students doing the Senior Surgery and Specialist Choice modules.

**The Major Trauma Service** has 4 Senior Clinical Fellows, 3 Senior Academic Fellows, 9 core trainee level Trust doctors, and one deanery FY1.

It is envisaged that the post-holder will play a role in trauma and General Surgery undergraduate and postgraduate education of Foundation, Core and Speciality SpR level trainees. There is a specific EPA available for teaching and supervision associated with Imperial General Surgery consultant posts.

The post holder will be expected to take an active part in teaching, in-house educational activities (CPD), clinical and educational supervision, assessment and appraisal of junior medical staff including competency-based assessments.

## 9 Job plan

A formal job plan will be agreed between the appointee and Divisional Director, on behalf of the Medical Director, this is not designed to be exhaustive.

The post holder and Divisional Director/ Head of Specialty will review the Job Plan annually in line with the provisions in Schedule 3 of the Terms and Conditions. Either may propose amendment of the job plan.

### 2.1 Balance of the post (programmed activities)

The clinical activities listed will include direct clinical activity, clinically related activity, predictable and unpredictable emergency work. Supporting Professional Activities total 1.5 PA's per week including audit, clinical governance, CPD, teaching, research, educational supervision of junior staff and CPD.

#### Outline timetable – directorate to add details, including sites as appropriate

Day	Time	Location	Work	Frequency	DCC/EPA/SPA/AR	No. of PAs
Monday	AM	SMH	Gastro MDT	Weekly	DCC	0.25
	PM	SMH	SPA	Weekly	DCC	2
Tuesday	AM	SMH	General Surgical Clinic	Weekly		1
	PM	SMH				0.75
Wednesday			General Surgical Clinic	Weekly		
Thursday	AM	SMH	Trauma MDT	Weekly		0.25
	PM	SMH	Trauma Clinic	Alternate week		1
Friday	AM	SMH	Theatre		DCC	1
	PM	SMH	MDT	Weekly	DCC	0.75
Ward Work and predictable on-call work*			1 in 8 CoW and weekend cover		DCC	1.5
			1 in 8 Trauma CoW		DCC	1.5
Unpredictable emergency on-call work*			on call availability supplement (category A = 5%).			
<b>TOTAL PAs</b>						<b>10</b>

**Regular meetings:** These include a weekly consultant meeting and combined mortality and morbidity and MDT meeting. The post holder will be expected to attend and contribute to a rolling programme of departmental audit meetings. There will be ad hoc meetings arranged in circumstances that mandate team agreement.

**Clinics:** 0.25 PA is provided for administrative work after outpatient clinics.

### **On-call commitment**

General surgical on-call commitments currently stand at 1:8 weekdays, 1:12 Weekends, but this is under review and may be subject to change and for this the post-holder will receive a 5% supplement. The PA's for clinical activity includes 0.5PA per week for predicted weekend working as the on call consultant is expected to undertake a ward round of all inpatients on the site they cover.

The Major Trauma on calls are under review. Consultant of the Week responsibilities are proposed to be Mon-Fri daytime only, handing over to the on call surgeon each night and weekends. It is anticipated that Trauma on calls will be on the same day/weekend as when on call for General Surgery. When CoW for Major Trauma, it is expected the surgeon will be on site and available to attend emergencies in the Emergency Department, theatres and elsewhere as required. The post holder will provide cover for common paediatric surgical emergencies with support from the specialist paediatric surgical department where necessary.

### **10 Administrative/secretarial support:**

The Post holder will be supported by a named general Surgery secretary. The facilities for dictation are through the iDictate system and outsourced.

### **11 Office facilities**

The post holder will have office facilities and computer access at the St Mary's site, as appropriate. The Trust provides comprehensive Internet access and IT support.

### **12 Revalidation**

ICHNHST supports revalidation by giving access to PReP, the online appraisal and revalidation system in line with the GMC's guidance Supporting Information for Appraisal and Revalidation.

### **13 Mentoring**

The department provides mentorship to new appointees for up to 12 months from appointment.

## PERSON SPECIFICATION

Job title	Directorate/ department	Division director	Clinical director
Consultant Trauma & General Surgeon	General and Vascular Surgery	Prof Raj Bhattacharya	Mr George Reese

Criteria relevant to the role	Essential	Desirable
Education/ qualifications  Higher qualifications	On GMC's register with a Licence to Practice or eligible to apply for GMC registration and a Licence to Practice On GMC's Specialist Register or within 6 months of being admitted to the register by the date of the interviews or eligible for specialist registration Appropriate Royal College Membership	MD, PhD
Knowledge/skills  Clinical expertise in Specialty/sub specialty	Expertise in the management of major trauma patients Experience and expertise in Damage Control principles and the full range of surgical techniques  Fellowship or equivalent training in Major Trauma. Significant experience of managing major trauma in level 1 Major Trauma Centre Post CCT in General Surgery or equivalent recognised and appropriate certification.  IT Skills and computer literacy	Recent experience of consultant level working as a Major Trauma Consultant. Recent experience of providing Consultant of the Week cover to a Major Trauma Ward  Previous experience of high volume penetrating trauma in a Level 1 trauma centre
Leadership/ management skills	Able to take responsibility, show leadership, make decisions, exert appropriate authority Have proven skills in leading, motivating, developing and managing the performance of colleagues. Knowledge of finance/budgets	

	Management of staff	
Teaching and training	Experience of teaching and training undergraduates/postgraduates and junior medical staff	
Audit	Understanding of principles of clinical audit	
Academic achievements including research/publications	Evidence of achievement appropriate to appointment at consultant level at Imperial College Healthcare NHS Trust	
Language	Able to speak and write English to the appropriate standard necessary to fulfil the job requirements	
Interpersonal skills	Excellent written and spoken communications, ability to build rapport, work with others. Persuade, negotiate Empathy, understanding, listening skills, patience, social skills appropriate to different types of patient Able to change and adapt, respond to changing circumstances and to cope with setbacks or pressure Able to work as part of a team A track record of team approach to management of patients	
Probity	Honesty, integrity, appreciation of ethical dilemmas.  Must be able to demonstrate and model the key Trust values of kind, expert, collaborative and aspirational	
Physical requirements	Occupational health clearance for the role specified	



## **Additional information**

### **1. Health and safety**

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

### **2. Medical examinations**

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### **3. Equal opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **4. Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

### **5. Disclosure & Barring Service/safeguarding children and vulnerable adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **6. Professional registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

### **7. Work visa/ permits/Leave to remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

### **8. Conflict of interests**

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. In accordance with the Trust's

Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

## **9. Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with, and adhere to, current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

**Flu vaccination** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents' library section on the intranet.

## **10. No smoking**

The Trust operates a smoke free policy.

## **11. Professional association/trade union membership**

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.