



Consultant in Respiratory Medicine

Job Description and Person Specification



**A great
place to**

work

#Team
SFH





The Trust

What we do

We are an award-winning NHS Foundation Trust providing acute and community healthcare services for 420,000 people across Mansfield, Ashfield, Newark, Sherwood and parts of Derbyshire and Lincolnshire. We are working closely with partners in health and social care through the Mid Nottinghamshire Integrated Care Partnership to take collective responsibility for managing resources, delivering NHS standards, and improving the health of the population we serve.

We put the patient at the centre of everything that we do, and it is our aim to make sure that every patient is treated as we would want a member of our own family to be treated. At the same time we expect our staff to be caring, kind and courteous to each other and to look out for each other. We believe that we are truly a clinically led organisation.

In the past four years our staff engagement scores have been the best for Acute Trusts in the Midlands.

Our People

We employ over 5,000 people across our three hospital sites - King's Mill, Newark and Mansfield Community.

Our dedicated team of over 650 volunteers give up their time to make a difference and enhance the experience of our patients and visitors.

As an NHS Foundation Trust we are accountable to the Council of Governors which represents the views of members.

We are proud to boast a membership totalling more than 15,000 – allowing our local communities opportunities to influence decisions and to demonstrate loyalty and support for our hospitals.

Together We CARE

C

Communicating and Working Together

We will work as one **compassionate** and **inclusive** team, **involving, informing** and **listening** to colleagues and local communities.

A

Aspiring and Improving

We will choose to **work** or be **cared** for by **Sherwood** as we focus on **improving** patient **care** and colleague **wellbeing**.

R

Respectful and Caring

We will show **kindness** to all, **embrace** diversity and **challenge** inappropriate behaviours.

E

Efficient and Safe

We will be **consistent** and do the **right thing**, at the **right time, first time**.

A great place
To Work



We are proud of our improvements over the last five years at Sherwood Forest Hospitals, and we recognise we can improve further. We know good quality healthcare can only be delivered by focussing on the experience of people, be it patients and the public or the colleagues you work with. Our improvements have been achieved by two central commitments to people:

We expect all patients to receive the same standard of care we would want our friends and family to have and:

We expect all colleagues to be treated with the same values we believe are important; support, kindness and respect.

We want to work with partners, we want to move beyond the boundaries of our hospitals and we want to help our local population become healthier.

Since 2019 we have been working to deliver **healthier communities and outstanding care for all**, and working with Primary Care Networks and partners in our Mid-Nottinghamshire Integrated Care Provider and our Integrated Care System.

This strategy has come from the many conversations and listening events that have taken place with more than 750 conversations with the public, Sherwood colleagues and partners. We hope you find this strategy as exciting as we do.

A partnership with everyone in our community...

We will...

- Provide outstanding care
- Promote and support health and wellbeing
- Maximise the potential of our workforce
- Continuously learn and improve
- Achieve better value

Signed:
#TeamSFH

The part you can play...

- Tell us when we get it right and when we get it wrong
- Be healthy and active
- Treat our staff and volunteers with respect
- Help us to learn from the care you experience
- Use our services wisely

Signed:

Our Purpose

Healthier Communities, Outstanding Care

Healthier communities and outstanding care for all.





Divisional Management Structure

There are five clinical management divisions, supported by Corporate Services (The People Directorate, IT and Finance) as follows:

| | |
|--|---|
| Urgent & Emergency Care | Emergency Department Emergency Assessment Unit Urgent Treatment Centre Short Stay Unit Discharge Lounge Same Day Emergency Care Hospital Out of Hours |
| Medicine | Cardiology and Respiratory Gastroenterology Diabetes & Endocrinology Clinical Haematology Geriatrics Stroke/Rehab and Intermediate Care Dermatology Rheumatology |
| Surgery, Anaesthetics and Critical Care | Anaesthetics / Critical Care / Pain Management Theatres and Day Case General Surgery & Vascular Surgery Urology Breast Surgery Maxillofacial / Plastics ENT Audiology Ophthalmology Trauma and Orthopaedics FACILITIES Sterile Services |
| Women's and Children's | Maternity and Gynaecology Paediatrics |
| Clinical Support, Therapies and Outpatients | Therapy Services Pathology Radiology Back Pain Integrated Sexual Health FACILITIES Patient Services MEMD KTC Clinical Illustration Chaplaincy Fire and Security Pharmacy |

Each Division is led by a Triumvirate of a Divisional General Manager, a Divisional Head of Nursing and is led by a Clinical Chair, Divisional specialities are headed by a Service Director or Head of Service. Service Directors/Heads of Service report to the Clinical Chair who in turn reports to the Chief Operating Officer.

Divisions receive operational support from Finance, Human Resources, Strategic Planning and Information representatives.



The Department

The Respiratory Department

The Respiratory Department at Sherwood Forest Hospitals currently has three base wards for in-patients at King's Mill Hospital with an eight-bedded respiratory support unit to allow acute and chronic non-invasive ventilation. Respiratory outpatient clinics are held at King's Mill and Newark Hospitals as well in the Ashfield and Mansfield Community Hospitals.

As well as general Respiratory out-patient clinics, we have also sub-specialist clinics for Lung Cancer, Interstitial Lung Disease, Sleep/Ventilators, COPD, TB and Bronchiectasis. The Respiratory Department sees approximately 2600 new outpatients per year and over 6400 follow up patients. There are bronchoscopy sessions at both King's Mill Hospital and in Newark. We also perform Endobronchial ultrasound, Thoracoscopy and indwelling pleural catheters at King's Mill.

We support pulmonary rehabilitation and oxygen services at three sites across mid-Nottinghamshire.

The Respiratory department has excellent clinical support from 10 respiratory physiologists with access to full pulmonary function tests, exhaled nitric oxide, exercise tests and muscle strength tests. There are also facilities for in-patient and out-patient sleep studies, with 4000 patients under follow-up for sleep disorders. The Respiratory department also organises the community oxygen assessment programme.

We are well served by the Radiology department with 2 consultants who specialise in Chest Radiology. We have weekly support from the tertiary oncology centre in Nottingham with 2 oncologists and a thoracic surgeon attending our local MDT. We have 2 lung cancer specialist nurses and 3 respiratory specialist nurses.

We have an established research portfolio including recruitment into lung cancer and COPD and ILD and COPD studies with support from a responsive Research and Innovation department.

Staffing

| Consultant Medical Staff | Main Special Interest / Roles |
|--|--|
| Dr Giles Cox | Lung cancer, pleural disease |
| Dr Andrew Molyneux | Asthma, COPD, sleep/NIV |
| Dr Khaled Amsha | Interstitial lung disease, cough, PE |
| Dr Nicola Downer | Lung cancer, pleural disease, Education |
| Dr Zahid Noor | COPD, sleep |
| Dr Mark Roberts | Lung cancer, pleural disease, bronchiectasis |
| Dr David Hodgson | Asthma, COPD, cough |
| Dr Sanjay Adlakha | Lung cancer, pleural disease |
| Dr John Hutchinson | Interstitial lung disease, smoking |
| Dr Lenny Latip | Bronchiectasis, TB, sleep |
| Dr Seika Kalsoom | Lung cancer, sleep |
| Dr Mohammed Saeed | Lung cancer |
| Dr Helen Roberts | Pleural disease, bronchiectasis |
| Trainee Medical Staff | Amount |
| Specialist Registrars/ Specialty Registrars Y3+ | 6 |
| Specialty Registrars Y1&2/ Foundation House Officer 2s/ Clinical Fellows | 17 |
| Foundation House Officer 1s | 3 |



The Role

| | |
|------------------------|---|
| Title: | Consultant in Respiratory Medicine |
| Division: | Medicine |
| Grade: | Consultant |
| Reports to: | Head of Service for Respiratory Medicine |
| Accountable to: | Medical Director |
| Hours: | Full time 10 PAs per week |

Duties and Responsibilities

1. The over-riding purpose is to support the provision of the highest quality patient care through personal actions and continuous improvement
2. provision with Consultant colleagues of a service to Sherwood Forest Hospitals, with responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department
3. out-of-hours responsibilities, including participation in Consultant on-call rota where applicable
4. cover for colleagues' annual leave and other authorised absences
5. any responsibility which relates to a special interest
6. professional supervision and management of junior medical staff including the observance of local employment and human resource policies and procedures
7. responsibilities for carrying out teaching, examination and accreditation duties as required and contributing to undergraduate, postgraduate and continuing medical education activity, locally and nationally
8. participating in medical audit, the Trust's Clinical Governance processes and in CPD – CPD is provided in job plans and attendance at audit and other governance meetings is mandatory
9. managerial, including budgetary responsibilities where appropriate and compliance withstanding orders and standing financial instructions of the Trust
10. where it is agreed between the parties in job planning and in line with the 2003 contract, work on behalf of Sherwood Forest Hospitals such as domiciliary consultations, or services provided by the Trust for other agencies, e.g. the prison service. (This excludes work done under direct arrangements between an individual Consultant and a third party, e.g. Category 2)
11. where it is agreed between the parties in job planning and in line with the 2003 contract, work on behalf of Sherwood Forest Hospitals such as domiciliary consultations, or services provided by the Trust for other agencies, e.g. the prison service. (This excludes work done under direct arrangements between an individual Consultant and a third party, e.g. Category 2)
12. the post holder must at all times carry out his/her duties with due regard to the Trust's Equal Opportunities Policy
13. it is the responsibility of all employees to comply with Trust Health and Safety policies and maintain a safe and healthy environment for patients, visitors and staff
14. all employees have an individual responsibility to have a knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements in the Infection Control Manual
15. in line with GMC Good Medical Practice it is the responsibility of the post holder to ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiatives within the area of work
16. the postholder is expected to respond in a timely fashion to legitimate requests from Trust officers – this might include investigations of incidents or complaints



17. all staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies
18. the post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities
19. the post holder is expected to comply with Trust policies and procedures
20. staff are required to comply with the requirements of the Freedom of Information Act 2000 in line with Trust Policy
21. any other duties which may be required from time to time.

Policy & Planning

1. To contribute to the development of clinical and organisational protocols
2. To review and develop policies for clinical practice and effectiveness
3. To participate in the strategic planning for the service
4. To comply with current Trust policies and procedures Management & Audit The successful candidate will be expected to participate in the management of the Respiratory Medicine Department by being an active member of the Division. The appointee will attend the audit and Respiratory Medicine departmental meetings and help to implement the Trust's policy on clinical governance.

Record keeping

1. All staff who have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirement of the Data Protection Act 1998, in line with the Trust's policies
2. The post-holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities
3. To comply with the requirements of the Freedom of Information Act 2000 in line with Trust Policy

Job Plan

A formal job plan will be agreed between the appointee and their Head of Service, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Chief Executive and will be effective from the commencement date of the appointment.

- The post will be based at King's Mill Hospital with a requirement to travel between King's Mill and Newark.
- The job plan for the first three months will be based on the provisional timetable shown below.

The Job Plan will then be reviewed annually. The Job Plan will be a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant's professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should 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.

On Call

The post holder will participate in the 1 in 10 respiratory medicine on-call rota providing front door assessment of acute respiratory patients 8am to 6pm with non-resident on-call cover 6pm to 8am the following day. The appointee will also provide weekend consultant input to the respiratory wards on a rotating basis with colleagues (1 in 10 with prospective cover). The successful candidate will be required to live within 15 miles of their base hospital, or 30 minutes travelling time when on call. Time off in lieu will be considered where appropriate.

Provisional Timetable

The following provides scheduling details of the clinical activity and clinically related activity components of the job plan which occur at regular times in the week. Agreement should be reached between the appointee and their Head of Service with regard to the scheduling of all other activities, including the Supporting Professional Activities. The timetable outlined is flexible and we are very willing to discuss alternative arrangements with suitable candidates who have a specialist area of interest that complements the primary role. We undertake a 'hot week' rota once every 10 weeks, which displaces other DCC activity. With the appointment of additional staff, we are exploring the possibility of moving to inpatient and outpatient focused weeks to improve patient care, and the availability of senior cover in inpatient areas. The timetable below reflects the current pattern of work, but recruitment of additional staff will allow us to develop this model. The clinical time and SPA time devoted to these areas are



indicative only, and a degree of flexibility is anticipated however this post does focus on lung cancer and delivery of support for the lung health check expansion in Newark and Sherwood.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|----------------------------------|-------------------------------|----------------------|---|------------------------|
| AM | Lung MDT Ward Round (Ward 44) | General Respiratory Clinic | Ward Round (Ward 44) | SPA (1PA) | Ward Round (Ward 44) |
| PM | Lung Cancer Clinic | Admin (0.5PA) SPA (0.5PA) | OFF | Bronchoscopy (1 in 3) Admin (2 in 3) | Diagnostic lung MDT |

Total number of programmed activities - 10

- On-call - 1
- DCC (clinics, ward rounds, admin) – 7.5
- CPD/core SPA - 1.5



General Statements

Study & Training

You are expected to participate in professional continuing medical education; study leave is provided for this purpose.

Appraisal, Revalidation & Mandatory training

You are expected to comply with the Trust's annual requirement for appraisal and mandatory training, and the 5-yearly revalidation as mandated by the GMC.

You are expected to participate in professional continuing medical education. Study leave is provided for this purpose, and the post-holder will be entitled to apply to the Trust Study Leave Committee for a contribution to funding of this activity. The Trust supports the requirements for Continuing Medical Education as laid down by the relevant Royal College and is committed to providing time and financial support for these activities.

Support

The Head of Service/Service Director will be the line manager for this position with additional support from the divisional and hospital leadership teams.

Access to a suitable mentor is encouraged and can be arranged if desired. We also have access to a wide range of wellbeing and counselling services which can be accessed without referral.

Working Environment

Office space will be provided, usually at the King's Mill Hospital site, along with appropriate secretarial and technological support. IT equipment is available to enable the necessary range of activities to be undertaken.

Communication

Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward. Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding or physical or mental health conditions.

Confidentiality

Information relating to patients, employees and business of the employing body must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy (Freedom of Speech policy).

Codes of Professional Conduct

Staff are required to abide by the professional code of conduct relevant to their governing body.

Indemnity

The employing body will cover all medical staff for NHS work under NHS Indemnity. Sherwood Forest Hospitals NHS employing body is required to encourage medical and dental staff to ensure that they have adequate defence cover for any work which does not fall within the scope of the Indemnity Scheme. Any private practice undertaken on NHS premises must be covered by subscription to a medical defence organisation.



Privacy & Dignity & Respect and Equality of Opportunity

The Trust is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

Induction and Development Reviews

All medical staff are required to undertake the employing body's Induction as soon as possible after commencing work. They are also expected to have a local induction to their place of work which will be undertaken by their line manager or nominated person and sent to Learning & Development for record keeping.

Major Incident

In the event of a major incident all trust employees will be expected to report for duty on notification. All Trust employees are also expected to play an active part in training for and preparation of a major incident.

Working Time Regulations

The employing body is committed to the principle that no member of staff should work, on average, more than 48 hours per week. Staff who do exceed this limit need to complete an opt-out form. Any member of staff who undertakes work outside the employing body, regardless of whether they exceed 48 hours or not, must declare this.

Place of work

Whilst the duties of the appointment will be primarily at the hospital(s) stated, the appointment will be made to the employing body and there will be a commitment to attend occasionally at any other hospital or clinic in the employing body, as may be necessary from time to time e.g. for community, or other clinics, or in emergencies.

Health and Safety

Sherwood Forest Hospitals NHS Foundation Trust recognises its duties under the Health and Safety at Work legislation to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all its employees. In addition, the business of the Trust shall be conducted as far as is possible to ensure that patients, their relatives, contractors, voluntary workers, visitors and members of the public having access to Trust premises and facilities are not exposed to risks to their health and/or safety.

All Medical and Dental staff under contract to the Trust will be expected to comply with the appropriate Trust health and safety policies.

Safeguarding

Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training. All employees must ensure that they understand and act in accordance with this clause. If you do not understand exactly how this clause relates to you personally then you must ensure that you seek clarification from your immediate manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities with regard to Safeguarding Children and Vulnerable Adults.



Statement of Requirements (Person Specification)

| | Essential | Desirable |
|---|--|---|
| Qualifications | <p>Entry on GMC Specialist Register; eligible for entry on Register or within six months of receipt of Certificate of Completion of Training (CCT) at time of interview</p> <p>Success in Intercollegiate Specialty Examination or equivalent</p> <p>MRCP</p> | <p>Postgraduate thesis</p> <p>Completed fellowship programme</p> |
| Experience | <p>Experience requisite to meeting all aspects of the job plan</p> <p>Ability to maintain clinical credibility and authority with a multi-professional team including senior trainees</p> <p>Understanding of all aspects of Respiratory Medicine</p> | <p>Five years supervised training in an appropriate SpR equivalent training programme</p> <p>Experience at locum consultant level</p> |
| Management administrative experience | <p>& Ability to effectively organise and manage clinical workload</p> | <p>The potential to be Head of Service sometime in the future</p> |
| Teaching | | <p>Demonstrable ability as an educational supervisor and a teacher with evidence of training for the role</p> |
| Research | <p>Ability to convert research evidence into clinical practice</p> | <p>Publications in peer-reviewed journals</p> |
| Other | <p>Communication skills – to have language competency and communication skills necessary to do the job safely & competently</p> <p>Ability to communicate effectively with team members, patients, relatives, GPs, nurses and other agencies</p> <p>Commitment to Continuing Medical Education and the requirements of Clinical Governance and Audit</p> | <p>Willingness to undertake additional professional responsibilities at local, regional or national levels</p> |



Application Information

Applications to be submitted via <http://jobs.sfh-tr.nhs.uk/>

References

When providing details of your referees, please ensure that you observe the following:

- We require referee details from your supervising Consultant(s) or Head of Service(s) which cover three years previous employment / training.

Visits

Candidates are invited to discuss the post informally prior to visiting with:

Dr David Hodgson

Head of Service for Respiratory Medicine

david.hodgson6@nhs.net

07831 111247

Further information about the Trust

Information about Sherwood Forest Hospitals NHS Foundation Trust can be found on our website at www.sfh-tr.nhs.uk