



Senior Clinical Fellow in Otolaryngology

Planned Care

JOB DESCRIPTION



Chelsea and Westminster Hospital
NHS Foundation Trust



TABLE OF CONTENTS

Welcome to the Chelsea and Westminster NHS Foundation Trust by the Chief Medical Officer,
Roger Chinn..... 4

Job summary 5

Key responsibilities..... 5

Key working relationships..... 7

Roles and responsibilities 8

Person specification 9

Welcome to the Chelsea and Westminster NHS Foundation Trust by the Chief Medical Officer, Roger Chinn



Dear candidate

Thank you for your interest in this post. This candidate pack contains all the information you need to apply for the post.

Chelsea and Westminster Hospital NHS Foundation Trust is proud to be one of the top performing and safest trusts in England. We are recognised as having one of the lowest hospital mortality rates in England and were Highly Commended finalists for HSJ “Trust of the Year” in 2023.

Our ambition is simple—to provide world class care. We combine globally recognised clinical expertise with locally delivered care to represent the NHS at its best. That begins with our 6700 staff across our two main acute hospital sites—Chelsea and Westminster Hospital and West Middlesex University Hospital, plus our award-winning clinics across North West London and beyond.

I would like to extend my welcome to you and encourage you to consider joining our world class organisation.

I wish you every success with your application.

Roger Chinn
Chief Medical Officer

Job summary

Job title	Senior Clinical Fellow in Otolaryngology
Band	Senior Clinical Fellow
Division	Planned Care
Responsible to	Service Director
Accountable to	Divisional Medical Director
Type of contract	Permanent
Hours per week	40 hours
Location	West Middlesex University Hospital

Ear, Nose & Throat Directorate in West Middlesex University Hospital offers a high quality, safe and patient focused service.

The Directorate is part of the surgical services within the Division of Planned Care.

The Surgical Division on WMUH site comprises of the following specialities:-

- General Surgery
- Breast
- Urology
- ENT
- Orthopaedics
- Oral Surgery
- Podiatry
- Vascular (provided by ICHT)
- Plastics (weekly elective clinics)
- The Division also carries responsibility for Audiology and Speech Therapy.

The Division is led by a Director and is supported by a General Manager and a managerial support team. 80% of elective work is performed in the dedicated Day Surgery Unit and there are 9 operating theatres.

There is a dedicated ENT operating theatre and surgical ward, which are staffed by trained ENT nurses. The out- patients and Department of Audiometry are housed within the ENT out-patient department providing a full range within the speciality of surgical and out-patient activities.

Key responsibilities

The West Middlesex University Hospital ENT services provides a supra-district ENT outpatient Service and has a busy, comprehensive inpatient activity involving Head and Neck Surgery, Otology, Rhinology and Paediatrics.

Locums are employed during a colleague's absence during study leave and sick leave lasting more than 2 days.

Set timetables are provided for each of the staff within the Unit, but some flexibility is required at times of colleague's leave.

There are 8 theatre sessions each week to service the twenty two beds in the department. These twenty two beds include paediatric beds.

There is a full outpatient and inpatient service at the West Middlesex University Hospital which you will also be expected to participate in. There is also an active Postgraduate Centre at West Middlesex Hospital.

There is a responsibility for caring for the ward patients, and all the F2/Junior Clinical Fellows are expected to be on the morning ward round with the Registrar. All inpatients and emergencies are treated at the West Middlesex University Hospital.

The timetable comprises of mixture of Adult and Paediatric clinics and weekly Theatre.
1 post Monday to Friday and 1 post Tuesday to Saturday

There are opportunities to build teaching and academic portfolio at the department with weekly junior teachings and monthly audit and research meeting. Post holder are expected to take an active part in Trust level Grand Round, junior's teaching, departmental audits and research products.

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.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

Key working relationships

- Mr N Daly Consultant & Lead Clinician
- Mr J Almeyda Consultant
- Mr M Anwar Consultant
- Mr K Kulendra Consultant
- Miss K Hussain Consultant
- Ms M Contaldo Specialty doctor
- 2 NTN Registrars (this post is to replace one of the 2 posts)
- 1 FY2
- 2 ST1 GPVTS
- 1 CT
- Liaison with nursing staff and professional colleagues in other specialities

Roles and responsibilities

Clinical Governance/Appraisal

The Trust has extensive arrangements for Clinical Governance. In particular, there is a focus on clinical risk management with clinical incident reporting; clinical effectiveness including an extensive audit program and processes to monitor clinical performance; clinical service development, including the development of IT based protocols delivered to wards via the Intranet; and medical staff development, including appraisal and continuing professional development.

There is an extensive network of Trust committees and structures to promote clinical governance activity. All doctors are expected to participate actively in the Trust wide Clinical Governance Programme. In particular, individual appraisal for all career grade doctors was introduced in 2000 and is combined with the annual review of the job plan for all doctors undertaking clinical duties in the Trust. This will support the process of revalidation proposed by the GMC.

Teaching

The appointee will share in the teaching of undergraduates (see above) and will share with colleagues the teaching of junior medical staff, nurses and other professional groups.

He/she will provide, in conjunction with his/her Consultant colleagues, leadership and counselling for the junior medical staff, including training and development programmes.

Person specification

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Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

E = essential

D = desirable

Trust values

Putting patients first	E
Responsive to patients and staff	E
Open and honest	E
Unfailingly kind	E
Determined to develop	E

Education and qualifications

MBBS or equivalent medical qualification at the time of application	E
MRCS	E
DOHNS	E

Experience

Eligible for full registration with the GMC at time of appointment and hold a current licence to practice	E
Evidence of training in management skills	E
Make the care of your patient your first concern	E
Understanding of the NHS organisation	E
Protect and promote the health of patients of the public	E
Completed publications in appropriate journal(s)	E
Provide a good standard of practice and care	E
Experience in clinical conditions	E
Treat patients as individuals and respect their dignity	E
Work in partnership with patients.	E
Be honest and open and act with integrity	E

Skills and knowledge

Demonstrate appropriate technical and clinical competence and evidence of the development of diagnostic skills and clinical judgement	E
Show aptitude for practical skills eg hand-eye co-ordination, dexterity, visuo-spatial awareness, binocular vision	E
Capacity to apply sound clinical knowledge and judgement and to prioritise clinical need	E
Attendance at relevant courses eg ATLS, BSS	E
Validated logbook with summary of documentation of surgical exposure to date	E

6 months experience in two specialities complimentary to otolaryngology eg neurosurgery, plastic and reconstructive surgery, oral and maxillofacial surgery, paediatrics, intensive care, thoracic surgery, upper GI surgery, paediatric surgery, A&E, medicine and General Practice	E
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Personal qualities

Capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situations	E
Awareness of own limitations and when to ask for help	E
Capacity to communicate effectively & sensitively with others, able to discuss treatment options with patients in a way they can understand	E
Capacity to think beyond the obvious with analytical and flexible mind	E
Capacity to bring a range of approaches to problem solving	E
Capacity to monitor and anticipate situations that may change rapidly	E
monstrates effective judgement and decision-making skills	E
Capacity to work effectively in a multi-disciplinary team and demonstrate leadership when appropriate	E
Capacity to establish good working relations with others	E
Capacity to manage time and prioritise workload, balance urgent and important demands, follow instructions	E
Understands importance of impact and information systems	E



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