



Maidstone and  
Tunbridge Wells  
NHS Trust

# Consultant Physician with an interest in Respiratory Medicine

## Job Description



# Introduction from Chief Executive Officer, Miles Scott



Dear Applicant,

Thank you for showing an interest in joining us as a Consultant Physician with an interest in Respiratory Medicine.

We are looking for someone who will live our values and enable delivery of our vision of Exceptional People, Outstanding Care. It's a vision I am serious about achieving – and I firmly believe that together we can achieve it. Our staff have told me this is what they want too.

You would be joining us at a key time when the opportunities to make a real difference for the future have never been greater or so important. The COVID-19 pandemic has been a challenging time for the whole NHS. Yet our staff have taken the opportunity to think differently and adapt to continue providing compassionate, inclusive high-quality care to patients. I am very proud of the way all our staff have responded to the COVID-19 crisis.

MTW is a large acute hospital trust in the south-east of England. We provide a full range of general hospital services and some aspects of specialist complex care to around 590,000 people living in the south of West Kent and the north of East Sussex. We have a team of over 5,000 full and part-time staff. We also provide specialist cancer services to around 1.8 million people across Kent and East Sussex via the Kent Oncology Centre.

There has been a noticeable revival at MTW. Together, we have hugely improved our financial position, patient flow, cancer and emergency care.

We have also implemented a clinically-led framework that puts frontline staff at the heart of making decisions about our services; collaborated with our local healthcare partners in the West Kent Alliance; and made big inroads into boosting staff engagement and wellbeing. We have an ambitious trust strategy, with a clear focus on: achieving a CQC 'Outstanding' rating; implementing an innovative clinical strategy with new services and specialist areas of expertise; having the highest levels of staff engagement in the national NHS staff survey; and maximising the opportunities as a system leader in the West Kent Integrated Care Partnership and as a cancer centre for Kent and Medway.

Within the Medicine & Emergency Care Division, 2021 has been an incredibly challenging year and yet by working together our achievements have been extraordinary including:

- The A&E 4 Hr target has repeatedly been met to the extent that MTW is the top performing Trust in the Region
- Stroke Services have been consolidated onto 1 site in advance of the exciting new £6M HASU
- Lung cancer services have meant that we have delivered on our 62 day standard for all the cancer groups 24 months in a row, one of only a few trusts in the country to do so.
- Elective performance has been maintained through early adoption of remote patient consultations

Yet there is still more to come. Over the next 3 years, our clinically-led organisation plans to recruit 24 Consultant Physicians, supported by an additional 18 Junior doctors and Physicians Associates to deliver a 7 Day Service. Building on our 7 day service is a key clinical priority to support the NHS Long Term Plan in which the benefits include:

- Reducing Length of Stay
- Extending Same Day Emergency Care (SDEC)
- Reducing Readmissions
- Increasing Outpatient capacity
- Provide 7 day a week Consultant Geriatrician input on the Tunbridge Wells site
- Reductions Temporary staffing expenditure
- Providing an opportunity to configure services such as centralisation of Cardiology and Gastroenterology services and implementing the Consultant of the Week model in all specialties

If you are looking for a position that will provide an opportunity to play an important and influential role, both within MTW and the wider health and care system, enable you to play a leading role in driving change and you are compassionate, inclusive and innovative, why not get in touch? It would be great to hear from you.

Best wishes,

**Miles Scott, Chief Executive Officer**

*"We are looking for someone who will live our values and enable delivery of the vision for our organisation: Exceptional People, Outstanding Care."*



### **Patient First**

We always put the patient first



### **Respect**

We respect and value our patients, visitors and staff



### **Innovation**

We take every opportunity to improve services



### **Delivery**

We aim to deliver high standards of quality and efficiency in everything we do



### **Excellence**

We take every opportunity to enhance our reputation



## Job Description

### Introduction

This is a replacement post to join our current consultant workforce and help us in providing support to our respiratory patients at Maidstone Hospital. Although this is a full time post, applicants wishing to work part time will be considered.

### Maidstone & Tunbridge Wells NHS Trust

The Trust was formed in April 2000 by the merger of the Mid Kent Healthcare Trust and the Kent & Sussex Weald NHS Trust. It provides general hospital services to a population of approximately 460,000 in West Kent and North East Sussex, and some specialist services to a considerably larger population. Its major hospitals are the Tunbridge Wells Hospital at Pembury and Maidstone Hospital. The Trust's Headquarters are at Maidstone Hospital. The Trust's Chairman is Mr David Highton, the Chief Executive is Mr Miles Scott and the Medical Director is Dr Peter Maskell. Clinical services are organised into nine Directorates. The Clinical Director for Specialist Medicine, which encompasses Respiratory Medicine, is Dr Simon Webster.

#### POST

Consultant in Respiratory Medicine

#### DIVISION

Medicine & Emergency Care

#### BAND

Consultant

#### BASE

Cross site



## Maidstone Hospital

Maidstone Hospital is a relatively modern 350 bed hospital situated at the Western edge of Maidstone, two miles from junction 5 of the M20. It provides general hospital services to a catchment population of around 230,000. The Accident & Emergency Department has approximately 50,000 attendances per year. The hospital has a full range of diagnostic services, including multi-slice CT and MRI scanners.

The Kent Cancer Centre is based at the Maidstone Hospital, with a second centre in Canterbury, and is managed by the Trust. Acute medicine and elective in-patient surgery are provided on this site. A state-of-the-art laparoscopic theatre and a world-class laparoscopic training centre are amongst the clinical and training facilities on site.

## The Tunbridge Wells Hospital

The Tunbridge Wells Hospital is a modern hospital, located in Pembury adjacent to the A21. Services moved here from Kent & Sussex Hospital in September 2011.

It is the first NHS hospital where all main wards are comprised entirely of single en-suite bedrooms. These enable patients to have greater privacy, get a better night's sleep and reduce the chances of infection. Most rooms have plenty of natural daylight and views over the surrounding forest which further aid a good recovery.

Tunbridge Wells Hospital is a designated trauma centre and houses all the trust's emergency surgery including trauma, inpatient Paediatrics and Obstetrics and Gynaecology, as well as running an acute medical take and most general medical services. Approximately 75% of the hospital's patients are from West Kent, with 25% from East Sussex.

## Respiratory Medicine

The Respiratory Medicine department provides services on both acute sites of the Trust (Maidstone Hospital and Tunbridge Wells Hospital). The appointees will join Dr Mankragod in this replacement on the Maidstone site.



In addition to this there also exists a 3-consultant strong locum Consultant workforce due to be converted to substantive positions over the next year to bolster the 7-day service plans. Dr's Webster, Loke, Davidson, Lim-How and Reddy make up the Tunbridge Wells contingent, also supported by a locum whose position will, in turn, also convert to a substantive role. In total there is 5 consultants based at Tunbridge Wells and 5 at Maidstone.

Between them, they provide comprehensive in-patient and out-patient Respiratory services. Both sites have fully equipped pulmonary function laboratories supported by dynamic physiologists whose role continues to expand with the imminent commencement of a sleep and home ventilation service in early 2024. As they expand, these services are being supported by a CDC (Community Diagnostic Centre) which has recently opened, where CPAP setup and sleep studies will be undertaken. Bronchoscopy and EBUS procedures are undertaken in JAG accredited endoscopy units on each site and on the Maidstone site Dr Mankragod leads the local EBUS service. It is desirable that the successful candidate should be competent in EBUS. A local medical thoracoscopy service is currently in place at Tunbridge Wells Hospital. Each of the Respiratory wards has its own mobile thoracic ultrasound machine for the sole use of the Respiratory Physicians and trainees as well as access to Optiflow and NIV.

## Job Plan (Illustrative)

Please note that this job plan is for illustrative purposes only and there may be a variation of the job plan subject to the mutual agreement of the post holder and the Clinical Directors after appointment.

	Mon	Tues	Wed	Thurs	Fri
AM	Ward Round	Clinical Admin	Ward Round	Hot Resp Clinic / Clinical Admin 3/4 weeks EBUS List 1/4 weeks	Ward Round
PM	SPA	General Resp Clinic	General Resp Clinic	COPD MDM 12-2pm Advice and Guidance / Triaging	Audit/ Educational Supervision

Plus 1 PA per week for general medical on-call commitment at Maidstone Hospital, including one weekday evening, currently 6 weekends in every 52 week period.

For weekdays, medical admissions are reviewed from 9am to 5pm by the Acute Medical Consultants. The on-call consultant (this post) will be expected to see new admissions between 5pm and 9pm. They will then be on-call from home overnight and do a post-take ward round the following morning. At the weekend (5pm Friday to 9am Monday) it is expected that the GIM on-call consultant will do twice daily ward rounds and be on-call overnight.

The expected full-time commitment for these posts will average to 10 PAs per week, made up of 8 DPAs and 2 SPAs. The successful applicants will share medical responsibility for managing up to a 32 bedded Respiratory inpatient ward, with their other Respiratory colleagues, with appropriate junior medical doctor support. The ward has at least 1 registrar grade, 3 F2/GPST/IMT trainees, 2 FY1 trainee.

The Department is looking for a consultant to take over as COPD Lead and Smoking cessation Lead for the Trust and lead on the COPD MDM at Maidstone Hospital.

SPA time can be used for activities supporting professional development and the service which include research, teaching, audit, governance, mandatory training, appraisal, revalidation. It is anticipated that should the post-holder undertake additional non-clinical activities, such as educational supervision of junior doctors or clinical lead roles, the SPA allocation will be increased to 2.5 per week.

Although the current job plan is for 10 PAs, additional sessions may be agreed subject to negotiation with the Clinical Director following appointment. This job plan, including the use of SPA time, will be reviewed three months after commencement of the post and then will be subject to annual review.



## Person Specification

Requirements	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• MB BS (or equivalent)</li> <li>• Registered with GMC</li> <li>• MRCP or equivalent</li> <li>• On GMC Specialist Register for G(I)M and respiratory medicine (or within 6 months of CCT date)</li> <li>• Broad experience of respiratory medicine.</li> <li>• Successful completion of Specialty Certificate Examination in Respiratory Medicine.</li> </ul>	<ul style="list-style-type: none"> <li>• Distinctions, scholarships, prizes</li> <li>• Other degrees, eg BSc, MSc, MD, PhD</li> <li>• A sub-specialist interest complimentary to those of current staff in the department</li> </ul>
<b>Audit</b>	<ul style="list-style-type: none"> <li>• Understand the principles of audit</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of participation in audit projects</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• An understanding of general principles, scientific method and interpretation of literature</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of personal research projects and their presentation</li> <li>• Publications in peer-reviewed journals</li> </ul>
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Punctuality, reliability, enthusiasm</li> <li>• Initiative</li> <li>• Common sense</li> </ul>	
<b>Personal skills</b>	<ul style="list-style-type: none"> <li>• Evidence of leadership</li> <li>• Organisational ability</li> <li>• Able to take responsibility and cope with stressful situations</li> <li>• Able to get on with other members of the multi disciplinary team</li> <li>• Credibility and integrity</li> <li>• A sympathetic approach to patients and relatives</li> <li>• Ability to establish good professional relationships with others</li> </ul>	<ul style="list-style-type: none"> <li>• Critical and enquiring approach to knowledge acquisition</li> <li>• To have undertaken a postgraduate communication skills course</li> <li>• An understanding of corporacy in the NHS</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Evidence of organisational ability</li> </ul>	<ul style="list-style-type: none"> <li>• Attended a National Health Service Management Course appropriate to Consultant duties.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Clear, concise and well presented CV.</li> <li>• An interest in teaching and education</li> <li>• Clearly formulated career goals</li> <li>• Basic IT skills for the use of email, and Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the training or development of trainees in medicine</li> <li>• Outside interests</li> <li>• Intermediate or advanced IT skills</li> </ul>

## Support Facilities

The post-holder will have facilities such as internet, intranet and EPR access to support clinical, administrative, teaching, CPD and audit activities at both sides of the Trust. The appointee will be provided with appropriate secretarial support.

## Mentoring

The new consultant will be provided with a mentor from the current consultant body to help adjust to the new role and responsibilities, provide advice and to aid professional development.

## Job Duties and Responsibilities

1. To provide a high standard of care to any patient for whom you have clinical responsibility. This will include any patients referred to you and cared for by you personally or by members of your team and, in addition, any patients of consultant colleagues when you are covering on-call or for annual leave.
2. To participate in clinical and other service activities and developments with the aim of ensuring a high standard of patient care across the Trust.
3. To work in close co-operation with other medical, professional and managerial colleagues, both within and outside the specialty, to provide high quality health care to the Trust's patients, and to make a contribution to future thinking about the Trust's strategic direction.
4. To participate fully in and share leadership of the clinical governance of the specialty covering its Trust-wide activities. To attend clinical governance half-days as detailed in the Trust's Guide to Job Planning unless on agreed leave or while attending emergencies.
5. To participate actively in departmental audits, sharing co-ordination of audit activities within the department and implementation of change.
6. To take an active responsibility for undergraduate and postgraduate teaching, training and supervision.
7. To assume responsibility, both personally and corporately with consultant colleagues, for the management of junior medical staff. You are expected to be involved in their professional development, both clinical and personal as per guidance from the Deanery.
8. To ensure that all doctors in training for whom you have supervisory responsibilities undertake delegated clinical tasks that are within their level of competence and knowledge.
9. To ensure at all times that you comply with the General Medical Council's published guide "Good Medical Practice" including the Duties of a Doctor.

12. To ensure that you respond promptly and efficiently to all complaints related to any patient care you or your staff have been involved with, assisting the Trust's corporate responsibility to reply to complaints within a specified time frame.
13. To ensure that you develop and maintain effective working relationships with those agencies concerned with the provision of health and social care services and those representing the interests of patients.
14. To undertake an annual appraisal leading to a personal development plan as outlined in the Trust Appraisal Policy. You must collect and maintain sufficient evidence to support the appraisal process and your GMC revalidation. The appraisal will inform the study leave and job planning processes.
15. To undertake an annual job plan review as outlined in the Trust Guide to Job Planning.
16. You are required to take reasonable care for the health and safety of yourself and others who may be affected by what you do while at work. You must adhere to Trust IRMER Regulations.
17. Specialty out-patients clinics as appropriate for the post-holders special interests.
18. Involvement in the development of clinical management protocols shared with the community and other consultant colleagues.
19. Participation on the management and future development of the Cardiology service.

## Clinical Governance and Audit

The Trust strongly supports clinical governance and risk management and expects all senior medical staff to contribute fully to these activities, and actively work towards and to maintain high quality clinical care. Full involvement of individual patients in decisions about their care is expected, as is the need to involve patients and the public in service change. Guidance and support is given to clinical directorates in the development of their programmes by the clinical audit department.

The successful candidate will be expected to take part in the processes for monitoring and improving the quality of care provided to patients, including risk management and clinical audit. Team and individual performance data are being developed and Consultants are expected to review their practice accordingly. The commitment of all staff to clinical governance is assisted by a monthly compulsory Trust-wide half-day for structured clinical governance activities. Four of these meetings each year are run as dedicated Cardiology governance sessions. Consultants are expected to attend and lead clinical governance activities during the half-days and the successful candidate will be held accountable for this at their annual appraisal.

## Education and Research

The successful candidate will be expected to maintain a proactive interest in life-long learning and engage in continuing professional development. They will be required to maintain their CME status as mandated by the Royal College of Physicians and maintain competence in their specialist fields of interest.

Postgraduate centres at the Maidstone Hospital and the Tunbridge Wells Hospital are under the leadership of the Director of Medical Education, Dr Derek Harrington, The centres provide excellent accommodation for a range of postgraduate activities. There are good medical libraries with Internet access.

Recently the trust has started providing clinical placements for a significant number of undergraduate medical students in partnership with Kent and Medway Medical School. Participation in teaching these students on placement is expected by the successful candidate.

Clinical research is encouraged. If Consultants engage in clinical research they must follow Trust protocols and ensure that the research has had local ethical approval. There is an active Research and Development Committee.

## Junior Staff Teaching and Supervision

The successful candidate will be expected to contribute to the teaching and supervision of all training and career grade junior staff and undergraduate medical students within the department and also provide teaching to other professional groups within the Trust. They will be expected to be involved in the professional development, both clinical and personal, of staff for whom they have responsibility. With consultant colleagues they will be expected to assume responsibility, both personally and corporately, for the management of junior medical staff. They must ensure that all doctors in training for whom they have supervisory responsibilities undertake clinical tasks that are within their level of competence and knowledge. They will be expected to complete the KSS Deanery Certificate in Teaching and Certificate in Educational Supervision, or equivalent qualifications, within 18 months of taking up their post.

## Appraisal

It is a contractual requirement that each consultant working within the Trust is appraised on an annual basis. Appraisal is a positive exercise designed to assist doctors in their educational and professional development and aims to improve and consolidate existing good practice. Sufficient evidence must be collected and maintained to support the appraisal process and your GMC revalidation. The appraisal system for consultants is as outlined in the NHS Advance Letters (AL(MD)6/00 and AL(MD)5/01, and as detailed in the Trust's Annual Appraisal Policy and Procedure (2008).

## Leave Management

The successful candidate must co-ordinate their leave arrangements with those of their colleagues to provide a clinically safe environment. In respect of clinical cancellations etc; this means giving at least six weeks' notice of intended annual and study leave. The Clinical Director or the deputy Clinical Director must agree all leave. Leave should be booked with Directorate management and taken in accordance with Trust Policy. The Trust supports study leave with expenses for CME activities and within agreed financial limits. Leave management within the specialty should ensure adequate and safe cross cover arrangements with colleagues. Special professional leave can only be taken with the prior permission of the clinical director and with due notice and cover arrangements.

## Infection Control

As an employee of the Trust all staff are required to be familiar with, and comply with, Trust policies for infection control and hand-hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct contact with patients this will include compliance with Trust clinical procedures and protocols, including the uniform and dress code ('bare below the elbows'), the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

## **I.T. Skills**

The Trust uses Microsoft Office and NHS.net and uses email as a means of cascading important information and for internal communication. It is expected that consultant staff should have at least basic IT skills and be familiar with the use of e-mails, Outlook, Word, Excel and Powerpoint.

## **Notice Period**

The post-holder will be entitled to 3 months' notice and have to provide the Trust with 3 months' notice of any termination of contract.

# Statement

1. This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
2. Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
3. As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
4. The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
5. This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
6. The Maidstone & Tunbridge Wells NHS Trust has a no smoking policy.
7. All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.
8. CLINICAL GOVERNANCE - You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.
9. INFECTION CONTROL AND HAND HYGIENE - As an employee of the Trust you are required to be familiar with, and comply with, Trust policies for infection control and hand-hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct contact with patients this will include compliance with Trust clinical procedures and protocols, including the uniform and dress code ('bare below the elbows'), the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections. Trust Consultants in their position as clinical leaders are expected to lead on infection control within their clinical areas and to set an example for other Trust employees and the public.
10. TRUST POLICIES & MANDATORY TRAINING - All Trust employees should be familiar with and comply with Trust policies. These are available on the Trust intranet. Consultant staff are required to remain up-to-date with statutory and mandatory training. The Director of Medical Education and the Head of Learning & Development will provide information and organise training much of which can be completed online.
11. LEAVE MANAGEMENT - You must co-ordinate your leave arrangements with those of your colleagues to provide a clinically safe environment. This means giving at least six weeks' notice of intended annual and study leave. The Clinical Director or the deputy Clinical Director must agree all leave. Leave should be booked with Division management and taken in accordance with Trust Policy. The Trust supports study leave with expenses for CME activities and within agreed financial limits. Special professional leave can only be taken with the prior permission of the Clinical Director and with due notice and cover arrangements.

# Duty of Confidentiality

1. During the course of your duties, you may acquire, or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties or with specific permission given on behalf of the Trust. Confidential information includes, but is not limited to, all information of a secret or confidential nature relating to the business and affairs of the Trust, its patients and employees, and any business or affairs of any other person to whom the Trust has an obligation of confidentiality or secrecy. If you are in any doubt as to which disclosures are authorised, you should check with your manager. Breaches of confidentiality may lead to disciplinary action.
2. The Data Protection Acts 1998 not only regulates the use of computerised information, but also that of manual records. The Trust is registered in accordance with the requirements of the legislation and you must not at any time use the data held by the Trust for a purpose not prescribed in the register entry or disclose such data to a third party. If you are found to have permitted the unauthorised disclosure of such data, you and the Trust may face legal action.
3. Data protection – for the purposes of the Data Protection Act 1998 you consent to the processing of all personal data including sensitive data as defined under the Data Protection Act 1998 (in manual, electronic or any other form) relevant to your employment, by the Trust and/or any public body or any other third party as nominated by the Trust for the purposes of audit and bound by a duty of confidentiality.
4. You must not, whether during your employment with the Trust, or after the end of it, whether you resign or are dismissed, unless expressly authorised by the Chief Executive of the Trust, make any disclosure to any unauthorised person or use any confidential information relating to the business activities of the Trust. This includes any detail about the Trust's patients, clients, customers and employees, actual, potential or past.
5. Nothing in this contract shall prevent disclosure by you of information for the purpose of making a protected disclosure within the meaning of Part IV A of the Employment Rights Act 1996 or information which has come into the public domain otherwise than by breach of confidence on your part. The Trust supports the right and the duty of individual members of staff to raise with the Trust any matters of concern they may have about health service issues relating to the delivery of care or services to a patient. Any disclosure of this nature should be made in accordance with the Trust's policies.