

Consultant Allergist

Job Description



Salary Range: £93,666 - £126,281 per annum (full time)

Base: Royal Surrey NHS Foundation Trust, Guildford, Surrey

Directorate: Diagnostic and Clinical Support Services



**WORLD CLASS CARE
FOR OUR COMMUNITY**



OUR ROYAL SURREY FAMILY

The Royal Surrey is an award-winning organisation and we are proud to be unique in the NHS as we provide three integrated types of care in our organisation.

Firstly, we provide acute secondary services – “normal” hospital services dedicated to the health needs of the local population of about 400,000 people across South Surrey. Secondly, we took over the adult community services in Guildford & Waverley in 2018, making us an integrated Trust and giving us a step-change in our ability to wrap services around patients outside of the walls of our main hospital site.

Finally, we are a major tertiary cancer centre offering a range of services for patients across the South East of England for all but the most rare tumour groups. Currently about 50% of all activity that takes place in the Trust is concerned with the diagnosis, treatment and after-care of patients

with, or suspected to have, cancer. Because of these capabilities, we are able to treat patients with cancer more holistically than some other specialist cancer centres.

Our compassionate, caring and friendly colleagues make up our Royal Surrey family and are at the heart of what we do. We all have a passion for learning, continuous improvement and excelling together through innovation, research and development.

WHERE ARE WE GOING

We have a clear strategy and a plan for how we will get there. We have turned our goals into ‘True North’ objectives – ambitious destinations that act as a compass and guide us on our improvement journey.

We are working together towards:

- Zero harm
- Having surplus funds each year to reinvest in services
- Being in the top 10% for staff engagement
- Deliver all nationally set targets for emergency care, referral to treatment and others
- With system partners improve population health, patient experience and reduce the cost of care per person



HOW WE WILL GET THERE

Royal Surrey is a place with dedicated teams and individuals with a great reputation and history of embracing quality improvement (QI) and transformation work. Continuously improving is one of our core values. For a number of years hundreds of colleagues have been trained in improvement methodology. Today, the Trust has put QI firmly at the centre of its strategic journey. It is seen by the board as the vehicle which the Trust will use to reach the goals set out in the 2022 - 2025 strategy.

The emphasis is not on starting something new, rather it is building on the learning and skills developed in the past and enhancing those to help shape and improve the future.



Introduction

Thank you for your interest in the post of Consultant Allergist.

Dear Applicant,

I am delighted that you have applied for a Consultant post here at the Royal Surrey NHS Foundation Trust.

Our Trust has a reputation for the quality of its cancer, community and general hospital services, built on the excellence of our multidisciplinary teams of healthcare professionals.

I am particularly proud of the opportunities we are able to offer here for professional development and service improvement, facilitated by our scale; as a medium sized hospital we have an environment in which people work closely together and individuals are able to make real impact on services. We have a number of innovative and outstanding services, including one of the biggest robotic surgical services in the UK, and perform exceptionally well in terms of patient safety; with mortality rates consistently amongst the lowest for UK Trusts. We work closely with partners in health and social care, providing adult community health services including in-patient beds in two local community hospitals. We also have growing links with the University of Surrey, which is opposite the main hospital Guildford site; clinical research is a priority for the Trust, and we host the local clinical research network for the Kent, Surrey and Sussex area, and also the Surrey and Sussex Cancer Alliance.

Ambition, strong emphasis on patient safety and experience, and access to "cutting edge" technologies and research combine to make the Royal Surrey an exciting place to work and I wish you every success with your application and look forward to welcoming you as part of the Royal Surrey family.

Dr. Bill Jewsbury



Medical Director/Responsible Officer
Royal Surrey Hospital FT



THE ROYAL SURREY NHS FOUNDATION TRUST

The Royal Surrey NHS Foundation Trust is a multi-site acute and community Trust, based in Guildford, which serves a population of more than 336,000 across south west Surrey; and a tertiary cancer centre, offering state of the art diagnostic and treatment services to a population of two million. 90,000 patients are admitted for treatment, around 78,000 patients attend our Emergency Department and we deliver around 3,000 babies each year.

The Trust owns Healthcare Partners Limited (HPL) and Royal Surrey Pharmacy Ltd, both are wholly subsidiaries. We attract referrals from across the country for some specialties including urology. Our Minimal Access Therapy Training Unit (key-hole surgery) is one of only three such training units in the UK. Our patients also benefit from state of the art diagnostic equipment including two MRI scanners, four CT scanners, interventional radiology equipment and a gamma camera. We have one of the lowest mortality rates in the country.

As a NHS Foundation Trust, we have a Council of Governors with 26 Governors, and over 8,000 public members. We employ around 5,000 members of staff making us one of Guildford's largest employers. In addition, the hospital is supported by a thriving group of 500 volunteers all of whom provide valuable services on an independent, voluntary basis.

After visiting the Trust in February 2020 for a routine inspection, the CQC reported its findings, rating two more core services as 'outstanding'.

- The rating for medical care (including older people's care) improved from 'good' to 'outstanding'.
- The rating for end of life care improved from 'good' to 'outstanding'.
- Use of resources improved from 'good' (while in shadow form) to 'outstanding'.

The CQC also inspected urgent and emergency care and, even though they were already dealing with Covid-19 patients at the time, the service has retained its rating of 'good'.

Back in September 2023 the CQC came to re-inspect our maternity services and we retained our rating of outstanding.



In addition the CQC has moved the rating for the Royal Surrey County Hospital to 'outstanding'.

We have a great reputation and history of embracing quality improvement (QI) and transformation work – continuously improving is one of our core values. Today, the Trust has put QI firmly at the centre of its strategic journey. It is seen by the Board as the vehicle we will use to reach the goals set out in the [2022-25 strategy](#).

The Trust's management structure comprises six divisions led by clinician and management partnerships: Medicine and Access, Women and Children, Surgery, Oncology, Diagnostics and Clinical Support Service and Adult Community Services. These divisions are supported by Corporate Services led by Executive Directors. The most recently created division Adult Community Services, came into being on 1 April 2018 when the Trust took over the provision of adult community health care services for people in Guildford and Waverley with ProCare Health (the federation for GP practices). This is the first time an acute Trust has joined forces with a GP federation to provide adult community health services in this way.

POSTGRADUATE MEDICAL SCHOOL UNIVERSITY OF SURREY

The University of Surrey has become one of the leading academic institutions of the country. Surrey University Campus is adjacent to the hospital and provides excellent opportunities for collaboration in research and teaching. The University will be opening Surrey's first medical school and welcoming its first cohort of students from September 2024.

Job Plan & Duties

This is a full-time 10 PA post for a Consultant Allergist based at the Royal Surrey NHS Foundation Trust.

The post holder will join a team providing a clinical service in allergy and immunodeficiency, and a laboratory immunopathology service.

The successful applicant must be on the specialist register with a current licence to practice of the GMC or be eligible to be on the specialist register within six months of the date of the Advisory Appointments Committee. The appointee must have completed the approved Joint Royal Colleges of Physicians Training Board (JRCPTB) curriculum in Allergy or demonstrate (to an Appointments Advisory Committee) evidence of equivalence in knowledge, training and experience of Allergy and the care of patients with allergic disorders. The appointee must hold the MRCP (UK) or show evidence of equivalent training and experience. Clinical Allergy services currently provided by the Clinical Immunology and Allergy department are based across both the Royal Surrey County Hospital, Guildford and Frimley Park Hospital, Frimley. The successful applicant will be based at the Royal Surrey Hospital, but under exceptional circumstances, may be expected to undertake sessions at Frimley Park Hospital or St Peter's Hospital, (where the Immunology laboratory is situated).

The consultant will be expected to develop and expand the existing clinical service for the investigation and management of patients with allergy including expanding the drug testing, challenge and immunotherapy services. Referrals will be from both primary and secondary care and will be conducted by regular out-patient clinics and by hospital, telephone and written consultations. The consultant will also be expected to work with clinical and laboratory colleagues to maintain and develop the service, so that a high-quality, cost-effective service is provided.

Candidates who wish to work a different number of programmed activities to that specified in the current job plan will be considered for this post, with negotiation on the content of the job plan on an individual basis. Candidates who wish to apply as part of a job share arrangement will also be considered.

MAIN DUTIES AND RESPONSIBILITIES:

To adhere to the 'Duties of a Doctor' as defined by the General Medical Council (<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice/duties-of-a-doctor>).

This includes engaging with the formal Appraisal and Revalidation processes.

Clinical:

In conjunction with other consultant and clinical colleagues:

- In conjunction with consultant colleagues, to provide a service in Allergy.
- To provide cover for consultant and senior colleagues in respect of periods of leave.
- In conjunction with consultant and senior colleagues, to take part in medical audit and research as appropriate.
- In conjunction with consultant and senior colleagues, to ensure that the requirements of clinical governance are met.
- To ensure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.

Trainee Medical Staff

- In conjunction with consultant and senior colleagues, to play a full part in the professional supervision and management of trainee medical staff.
- In conjunction with consultant and senior colleagues, to take responsibility for and devote time to teaching, examination and accreditation duties as required for trainee medical staff.

Management & Service Development

- In conjunction with the specialty manager, specialty lead, consultants and senior colleagues, to take an active role in the management of the Business Unit.
- In conjunction with the specialty manager, specialty lead, consultants & senior colleagues, to play a full part in developing & implementing new ways of working in line with modernisation principles and fit for the future.
- In conjunction with consultant and senior colleagues, to take responsibility for the best use of departmental staffing and other resources to ensure maximum efficiency
- To observe the Trust's agreed policies and procedures, in particular in relation to managing staff, and to follow the Trust's



Standing Orders and Standing Financial Instructions. These policies and procedures have been drawn up in consultation with the profession on clinical matters.

Junior Medical Staff:

- To fully participate in the Clinical and where appropriate Educational Supervision of trainees.
- To play a full part in the professional supervision and management of junior medical staff.
- To take responsibility for and devote time to teaching, examination and accreditation duties as required for junior medical staff.

Management & Service Development:

In conjunction with Clinical Director, Matron, Specialty Manager, Consultants and other colleagues

- To take an active role in the management of the Business Unit.
- To play a full part in developing & implementing new ways of working in line with modernisation principles and fit for the future.
- To take responsibility for the best use of departmental staffing and other resources to ensure the maximum efficiency.

To observe the Trust's agreed policies and procedures, and ensure that junior medical and dental staff observe in particular in relation to managing staff, and to follow the Trust's Standing Orders and Standing Financial Instructions. These policies and procedures are drawn up in consultation with the profession on clinical matters.

THE JOB PLAN

The timings given are average times for the activities indicated. The final job plan will be agreed with the successful applicant and specialty lead.

The job plan will equate to 10 PAs at RSCH (5.5 DCC for out-patient clinics - mixture of general allergy, drug allergy, drug and food challenge and immunotherapy, 2.5 DCC for administrative/clinical liaison/MDT meetings and 2 core SPA to support the requirements of revalidation which include activities such as participating in audit, CPD, teaching, research and mandatory training, in accordance with Trust policy). The out-patient clinics will be fixed PAs; the remainder of the PAs will be worked flexibly to respond to clinical need and service development. The successful candidate will have a job planning session after 3-6 months of being in post to review their timetable and SPA commitments.

It is expected that there will be some flexibility around the timing of any duties and activities, reflecting role development. It is, of course, also expected that clinical need of patients will always take precedence over other activities in the job plan.

On Call

There is no on-call commitment.

Patient Administration

The job plan will include three hours per week, to allow the consultant to complete patient administration including review of results, clinic letters, submissions for MDTs, DATIX completion etc.

The Department

The clinical immunology services at the Royal Surrey Hospital are managed through the Diagnostics & Clinical Support Services Division. Laboratory immunology services are managed through BSPS.

1) Clinical Service

Allergy and Immunodeficiency Clinics are held several times a week. There are twice-weekly Immunotherapy Clinics at the Royal Surrey. Food and drug challenges and anaesthetic skin testing are performed on a weekly basis. Patients with immunodeficiency receive treatment either in hospital or via home therapy.

2) Laboratory Service

The Immunology laboratory for BSPS is at St Peter's Hospital. The laboratory is accredited to UKAS ISO15189 standards and provides immunological tests for all Trusts within the BSPS network. At present, approximately 250,000 samples and 1,000,000 tests are processed per annum, and a comprehensive range of autoantibody tests, immunochemistry, allergy and cellular tests are performed. Of this workload approximately 45% is derived from acute hospitals within the network; approximately 50% from General Practitioners and approximately 5% from external district general and private hospitals. Laboratory testing is backed up by a consultative medical service.

3) Research

The department has links with the University of Surrey and with the Postgraduate Medical School and Veterinary School where there are excellent facilities for research.

4) Audit

The department has a regular programme of internal audit and quality meetings. It is also active within the overall BSPS Clinical Governance Committee. It participates in multi-disciplinary and multi-professional clinical audit within the Royal Surrey and Frimley Health NHS Trusts, and in all relevant National External Quality Assurance schemes. It is a member of the South London/KSS Immunology Network, which also includes Epsom and St Helier University Hospitals NHS Trust, King's College Hospital NHS Foundation Trust,

5) Teaching

The appointee will be expected to teach the Specialty Registrars, participate in core medical teaching and assist in the training of scientific staff within the immunology laboratory. The Specialty Registrar posts are recognised for higher medical training in Immunology and Allergy by the JRCPTB through the Specialist Advisory Committee on Immunology and Allergy.

General Information

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As a NHS Foundation Trust, we have a Council of Governors with 26 Governors, and over 8,000 public members. We employ around 4,200 members of staff making us one of Guildford's largest employers. In addition, the hospital is supported by a thriving group of 500 volunteers all of whom provide valuable services on an independent, voluntary basis.

After visiting the Trust in February 2020 for a routine inspection, the CQC has now reported its findings, rating two more core services as 'outstanding'. The rating for medical care (including older people's care) has improved from 'good' to 'outstanding'. The rating for end of life care has improved from 'good' to 'outstanding'. Use of resources has improved from 'good' (while in shadow form) to 'outstanding'. The CQC also inspected urgent and emergency care and, even though they were already dealing with Covid-19 patients at the time, the service has retained its rating of 'good'. These join the other 'outstanding' ratings for maternity services and for the Trust's responsiveness and mean that all core services and all aspects of the Trust are either rated as 'outstanding' or 'good'.

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BERKSHIRE AND SURREY PATHOLOGY SERVICES

Berkshire Surrey Pathology Services (BSPS) is a joint clinical directorate of the Royal Surrey Hospital NHS Foundation Trust, Frimley Health NHS Foundation Trust (Frimley Park, Heatherwood and Wexham Park Hospitals), Ashford and St Peter's Hospitals NHS Foundation Trust, Royal Berkshire Hospital NHS Foundation Trust, and Surrey and Sussex Healthcare NHS Trust.

Management arrangements and the role of Consultant Pathologists and Consultant Clinical Scientists within the directorate conform to the Strategic Review of Pathology Services (1995) paragraphs 4.22-4.26 (inclusive).

The Immunology Laboratory is located at St Peter's, within a large purpose-built Pathology block, which is part of the main hospital. The laboratory has dedicated areas for immunofluorescence screening, immunochemistry and cellular work as well as a large general laboratory area, and office and administrative space. Blood Sciences, Virology and Cellular Pathology work is also performed at St Peter's.

At the Royal Surrey, the Departments of Clinical Biochemistry and Haematology are located in the main hospital. Histopathology and Cytopathology are sited in the Cellular Pathology block behind the main hospital. The laboratory at Frimley Park houses the Departments of Clinical Biochemistry, Haematology, Histopathology and Microbiology. The automated Haematology and Biochemistry sections share an air conditioned area where there is a large robotic system. Blood Sciences and Microbiology work is performed at Wexham Park and Histopathology, Toxicology and Blood Sciences work at the Royal Berkshire Hospital.

SERVICE ACTIVITY & RESOURCES

ACTIVITY

At present, approximately 250,000 samples and 1,000,000 tests are processed per annum, and a comprehensive range of autoantibody tests, immunochemistry, allergy and cellular tests are performed. Of this workload approximately 45% is derived from acute hospitals within the network; approximately 50% from General Practitioners and approximately 5% from external district general and private hospitals. Laboratory testing is backed up by a consultative medical service.

RESOURCES

Consultants

Consultant Immunologists	Consultant Allergists
Rachael O'Brien (FPH)	Bogusia Kasternow (RSCH)
Patrick Yong (FPH)	Dasha Roa (FPH)
2 x replacement posts (RSCH)	Monica Salagean (Bank)

Additional Medical Staffing

4 x rotational Specialty Registrars as part of the London/KSS training programme (2 x RSCH, 2 x FPH)

Clinical Nurse Specialists

RSCH	FPH
Agatha Serapion	Lisa Ball
Dasha Gurung	Emma Knight

Medical Secretaries

RSCH	FPH
Clarke Beaver	Julia Swannell
Findlay Niblock	Deborah Hutchinson

Laboratory Staff

General Manager	Kamal Sandhu
Deputy General Manager	Sophie Lloyd-Davies
Lead BMS	Sarah Gibbs

ADDITIONAL RESOURCES

Mentoring

New consultants are offered a mentor by the Trust to support professional development during the transition from higher specialist training to Consultant.

Other Departments

The RSCH benefits from all of the diagnostic, treatment and support facilities expected of a large modern general hospital. Radiology services include ultrasound scanning, CT, MRI and interventional radiology. Nuclear medicine and PET-CT facilities are available on site. Histopathology and associated pathology services are all available. Critical Care provides pre-operative assessment, high quality peri-operative care with step down care available through all levels and a full outreach facility.

Appraisal and Revalidation

At the Royal Surrey we support the implementation and monitoring of all current revalidation requirements as identified by the Department of Health and the revalidation support team. We provide advice and information to medical staff on appraisal/revalidation process and systems and ensure all doctors are participating in an annual appraisal. We co-ordinate and provide training for medical staff in preparation for appraisals to meet the requirement for revalidation.

Admin Support & Office Space

The Consultant will be provided with PC access to the Trusts information systems, internet and Trust intranet, as well as secretarial and administrative

support. Appropriate office space will be provided within the department.

Teaching & Research and Post Graduate Education

The main medical library is in the Postgraduate Education Centre at the Royal Surrey Hospital where the books and journals are kept. Subscriptions are held with lending libraries. Journals and photocopying arrangements with the National Lending Library are available to all doctors to study.

There are also tape, slide, and video tape and internet facilities. The main library is fully staffed by librarians.

The Regional Library and the Regional Drug Information Service are based at the Postgraduate Centre.

Surrey University Campus is adjacent to the hospital and provides excellent opportunities for collaboration in research. The New Postgraduate Medical School building opened in 2005, and houses the MATTU (minimal access therapy training unit). The European Institute of Health Studies which is situated in Guildford provides training for nurses, midwives and other health care professionals both from the Trust and throughout West Surrey Health Authority. The University of Surrey provides BSc (Hons) Nursing Degree programme. SCRI – Surrey Cancer Research Institute

St Luke's Cancer Centre has very strong links with the newly founded Surrey Cancer Research Institute. SCRI provides a strong research base, essential for improvements in patient care. SCRI has a high quality multidisciplinary cancer research network and provides a platform for researchers to interact, collaborate and be aware of local innovation and the breadth of the network's achievements. SCRI aims to be the 'umbrella' encompassing all types of research, a mechanism of communication to facilitate interactions and collaborations. For more information please visit the SCRI website: <http://www.scri.org.uk/>.

PERSON SPECIFICATION

Area	Essential	Desirable
Value and Behaviors		
Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes	√	
Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care	√	
Value diversity and difference, operates with integrity and openness	√	
Treating others with compassion, empathy and respect	√	
Share information openly and effectively with patients, staff and relatives	√	
Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others	√	
Uses evidence to make improvements, increase efficiencies and seeks out innovation	√	
Actively develops themselves and others	√	
Qualifications		
Full registration and a license to practice with the GMC	√	
Entry on the GMC Specialist Register for Immunology/Allergy (or relevant specialty) via: <ul style="list-style-type: none"> • CCT (CCT date must be within 6 months of the interview date) • CESR or • European Community Rights 	√	
MBBS or equivalent	√	
MRCP or equivalent	√	
Additional postgraduate qualification such as MSc, MD or PhD		√
Educational Supervisor qualification		√
Appraisal qualification		√
Qualification in leadership and/ or clinical management		√
Teaching/Education Qualification		√
Experience		
Evidence of thorough training in all aspects of allergy	√	
Relevant and up-to-date experience in the practice of allergy, including specialist drug allergy, challenge procedures and immunotherapy	√	
Significant evidence of experience in clinical leadership	√	
Clinical experience sufficient to take independent responsibility for the clinical care of patients on an outpatient basis	√	
Experience in multi-disciplinary clinical audit	√	
Knowledge of principal components and involvement of Consultant staff in NHS management	√	
Experience of business case preparation and establishing new clinical services		√
Management training		√
Understand the principals of Clinical Governance	√	
Evidence of experience of / commitment to audit and improving clinical practice/service development	√	
Experience and interest in undergraduate and postgraduate teaching	√	
CPD - Evidence of post qualifying and continuing professional development clinical knowledge and skills	√	
Must have an understanding of the background to and aims of current healthcare policy/national guidance/CQC/ and appreciate the implications of this on engagement	√	
Understanding of business planning and commissioning		√
Experience / interest in service modernisation and improvement		√
Research/Quality Improvement		
Experience in research	√	

Active interest in research and commitment to clinical innovation	√	
Familiar with quality improvement methodologies and/or research		
Participation in committee work, organising meetings, conferences, workshops		√
Experience of and willingness to participate in teaching at trainee medical and scientific staff level	√	
Active participation in appropriate professional bodies		√
Evidence of publications		√
Skills and Capabilities		
Management, Leadership and Initiative skills	√	
Effective interpersonal, communication and presentation skills with internal and external stakeholders	√	
An understanding of and ability to demonstrate your ability to: <ul style="list-style-type: none"> • Empower others • Lead through change • Influence strategically • Collaborative working • Drive for improvement • Integrity 	√	
To have attended a National Health Service Management Course appropriate to Consultant duties		√
Computer literate – Email, MS Office and Internet	√	
Use of digital dictation systems		√
Person Attributions		
Demonstrate ability to work with colleagues as part of a team	√	
Highly motivated with ability to influence and inspire others	√	
Adaptability, flexibility and ability to cope with uncertainty	√	
Effective communication skills	√	
Enthusiasm	√	
Attention to detail	√	
Approachability	√	
Professional calm and efficient manner	√	
Used to working in a busy environment	√	
Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions	√	
Effective organiser/prioritisation skills	√	

TERMS & OTHER RESPONSIBILITIES

Study Leave & Continuing Professional Development

Study and professional leave will be granted at the discretion of the department and in accordance with Terms and Conditions, and the Trust's policies and procedures.

The appointee will be expected to participate in clinical audit and CPD

The Trust supports the concepts of CPD, clinical audit and EQA, and encourages all consultants to participate in these activities by providing time and resources.

Terms and Conditions of Service

Terms and Conditions of service will be those applicable to the 2003 Consultant Contract and any offer of employment is subject to satisfactory Occupational Health clearance as per Clothier Report recommendations. The appointee must not start work until this clearance is received.

Employment will also be governed by the Trust's employment policies and procedures.

The appointee will be required to live no more than 30 minutes' drive from the Trust, unless specific approval is given to a greater distance by the Chief Executive

Finance

You are required to comply with the Trust Standard of Business Conduct policy and the NHS Codes of Conduct and Standards of Business Conduct for NHS Staff and you are required to declare all situations where you (or a close relative or associate) have a controlling interest in a business (such as a private company, public organisation, other NHS organisation or voluntary organisation), or in any other activity which may compete for an NHS contract to supply goods or service to the Trust.

Confidentiality

All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Legislation. This means that the protection of personal data in

any form of media (e.g. system, paper, word of mouth by any means that personal information can be processed) is a requirement by law.

Any member of staff found to have permitted unauthorised disclosure of personal confidential and sensitive information and is found in breach of their duty of confidentiality could lead to disciplinary proceedings in accordance with the trust's disciplinary policy.

No confidential information must be accessed, read, discussed, or disclosed unless it is necessary in the pursuance of the legitimate duties of their role.

Equal Opportunities

The Trust is aiming to promote equal opportunities. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.

Members of staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Corporate Governance

The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.

One of the controls assurance standards relates to Health & Safety. Under the Health & Safety as Work Act 1974, all of us have a duty:

- To take reasonable care of ourselves and others at work; and
- To co-operate in meeting the requirements of the law.



Further details are available from the Trust's Health & Safety Advisors.

Safeguarding

The Royal Surrey NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care.

All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

Infection Control

It is now a requirement of the Department of Health that you accept personal responsibility for compliance with infection control policies and procedures at any time when you are working in clinical areas.

Antimicrobial stewardship

You will actively contribute to the Trust's Antimicrobial Stewardship Program by promoting the responsible, safe and cost-effective prescribing of antimicrobials to optimise clinical outcomes, minimise adverse reactions and errors and to limit the development of antimicrobial resistance in patients.

You will adhere to Trust agreed local antimicrobial guidelines and policies and to take steps to address any shortcomings.

You will work with the Antimicrobial Steering Group on guideline development, improvement and implementation and to engage in clinical audit as part of the antimicrobial stewardship program.

Where necessary you will contribute to Root Cause Analyses and panel reviews for cases of healthcare associated infections such as Trust-

apportioned *C.difficile* as requested by the infection control team.

Our vision, mission and values

The Trust recently undertook a listening exercise with its staff which has formed our new vision, mission and values. We are currently working with staff to define our new behaviours which will become part of everything we do.

Our Mission

Together we deliver compassionate, safe care every day

Our Vision

To provide nationally celebrated, community focused health and care

Our values are:

- **Continuously improving**
Continuously improving is not just a value. It's what unlocks our innovation.
- **Excelling together**
Excelling together is not just a value. It's what we do every day.
- **Caring together**
Caring together is not just a value. It's what sets our Royal Surrey family apart.
- **Learning together**
Learning together is not just a value. It's what keeps our services safe.

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

The Royal Surrey Hospital NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.