

**Heart, Lung and Critical Care Clinical Group**

**Harefield Hospital; Royal Brompton Hospital; St Thomas' Hospital; Guy's Hospital**

**Job Profile**

**Consultant in Respiratory Medicine with Expertise in Cancer and  
Interventional Bronchoscopy**

site

**Royal Brompton Hospital**

	<b>Page</b>
<b>Description of the Trust</b>	<b>2-6</b>
<b>Job Description</b>	<b>7 - 12</b>
<b>Person Specification</b>	<b>13</b>
<b>Appendix 1</b>	<b>14 -15</b>
<b>Appendix 2</b>	<b>16</b>

## A System of Care

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centres, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centres, established with King's College London in 2007, as well as dedicated clinical research facilities.

Royal Brompton and Harefield hospitals joined Guy's and St Thomas' in February 2021 and is the largest specialist heart and lung centre in the UK and among the largest in Europe. We provide treatment for people with heart and lung disease, including rare and complex conditions, offering some of the most sophisticated treatment that is available anywhere in the world.

Our integrated approach to caring for patients from before birth, through childhood, adolescence and into adulthood and old age has been replicated around the world and has gained Royal Brompton and Harefield an international reputation as a leader in heart and lung diagnosis, treatment and research.

We are working in partnership with King's Health Partners, to deliver our vision of creating a new centre of excellence, which will be the global leader in the research into and treatment of heart and lung disease, in patients from pre-birth to old age.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighbouring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

## Clinical Group mission and approach.

Our mission is to be the UK's leading specialist centre for heart and lung disease. We will achieve this mission through a strategy of focused growth in aspects of heart and lung treatment, such as congenital heart disease, arrhythmia, heart failure and advanced lung diseases. Our approach is based on:

- The continual development of leading-edge services through clinical refinement and research
- The effective and efficient delivery of core specialist treatment
- The transition of appropriate routine services to other centres to release capacity for new interventions

Remaining an autonomous specialist organisation is central to preserving and building our strong clinical and organisational record. However, we are equally convinced of the importance of effective partnerships particularly with major academic bodies to ensure a continuing pipeline of innovations to develop future treatments.

## 1.1 Performance and achievements in 2020/2021

### Our experts in 2020/2021

<p>Cared for more than <b>152,000 patients</b> in our <b>outpatient</b> clinics and <b>over 52,000 'virtual'</b> appointments</p>	<p>Treated 85 critically ill patients with cardiogenic shock through <b>VV-ECMO</b> and other therapies, achieving an <b>86% survival rate</b></p>	<p>Maintained one of the <b>fastest 'arrival to treatment' times</b> for UK heart attack patients – <b>30 minutes</b> compared with a national median 39 minutes</p>
<p>Launched Rainbow badges showing that the Trust offers <b>more open, non-judgmental</b> and <b>inclusive</b> care for patients and their families and friends who identify as <b>LGBT+</b></p>	<p>During the <b>COVID-19 pandemic</b> Harefield Hospital became <b>one of two centres in London</b> to maintain essential <b>cardiac surgery</b> involving Cardiac specialists from both our hospitals and colleagues from Guy's and St Thomas' NHS FT and Imperial College Healthcare</p>	
	<p>We are one of only <b>five adult centres</b> for <b>ECMO</b> (an advanced life support) in England. Treated more <b>Covid 19 patients</b> with ECMO than any other centre in Europe</p>	<p>Introduced <b>sunflower</b> lanyards which, when worn discreetly, indicate to staff that <b>wearers</b> have a hidden disability and <b>may require additional support</b> or assistance</p>
<p>Received a <b>96%</b> recommendation score in the annual Friends and Family Test</p>	<p>Our researchers produced over 800 peer reviewed <b>publications</b>, maintaining the Trust's position as a <b>leading centre</b> for cardiovascular, critical care and respiratory research</p>	<p>Over <b>2,000 patients</b> were recruited to research projects and there are now <b>almost 200 active projects</b> running</p>
<p><b>Improved</b> our communication to patients with the introduction of <b>digital appointment letters</b> and <b>text reminders</b></p>		<p><b>Maintained</b> our environmental responsibility by <b>reducing our carbon emissions</b> and our <b>energy consumption by 9% over the previous year</b></p>

## 1.2 Range of Services

The Clinical Group provides first-rate clinical services and exceptional research output.

We have an outstanding Research and Development pedigree; with over 500 active research projects across 10 R&D programmes. Every one of these programmes has been consistently given the top rating by the NHS R&D Directorate. The table below illustrates the inter-relationship between our R&D activity and clinical services.

Several of our clinical services have been formally designated as national services by the Department of Health: Heart and Lung transplantation, Ventricular Assist Devices (LVAD), Pulmonary Hypertension and Primary Ciliary Dyskinesia.

Research Programmes		Clinical Services
Congenital Heart Disease	↔	Adult Congenital Heart Disease Pulmonary Hypertension Paediatric Respiratory Paediatric Congenital Heart Disease Fetal Cardiology Primary Ciliary Dyskinesia
Chronic Coronary Heart Disease and Atheroma	↔	Acquired Heart Disease
Failing Heart	↔	Heart Failure Heart & Lung Transplant
Critical Care	↔	Critical Care relating to Heart and Lung
Chronic Respiratory Failure	↔	Chronic Obstructive Pulmonary Disease Sleep Ventilation Pulmonary Rehabilitation Lung Volume Reduction
Lung Cancer	↔	Lung and Upper GI cancer services
Severe Respiratory Disease	↔	Interstitial Lung Disease Acute Lung Injury Asthma & Allergy
Occupational and Environmental Medicine	↔	Occupational Lung Disease
Chronic Suppurative Lung Disease	↔	Paediatric and Adult Cystic Fibrosis Non – CF Bronchiectasis Aspergillosis Mycobacterial Infections

## 1.3 Organisation

The Heart, Lung and Critical Care Clinical Group Board are constituted as follows:

Non-Executive Members	Executive Members
Baroness Sally Morgan (Chair)	Dr Ian Abbs, Chief Executive
Mr Simon Friend (Deputy Chair)	Mr Lawrence Tallon, Deputy Chief Executive
Dr Felicity Harvey, CBE	Mrs Avinderjit Bhatia, Chief Nurse and Vice President of the Florence Nightingale Foundation
Royal Brompton and Harefield Clinical Group	
Dr Richard Grocott-Mason, Chief Executive	Dr Mark Mason, Medical Director
Mr Nicholas Hunt, Executive Director	Mr Robert Craig, Director of Development and Operations
Mrs Joanna Carter, Director of Nursing	Mr Rob Davies, Director of Workforce (HR)
Mr Richard Guest, Chief Financial Officer	Mr Piers McCleery, Director of Strategy and Corporate Affairs
Mr Luke Blair, Head of Communication and Public Affairs	Mr Denis Lafitte, Chief Information Officer
Mr David Shrimpton, Managing Director, Private Patients	

The Royal Brompton and Harefield Clinical Group Board is a formal sub-committee of the Guy's and St Thomas' NHS Foundation Trust Board, with delegated responsibilities and decision-making rights for the strategic and operational running of its services. These are set out in the Guy's and St Thomas' Scheme of Delegation, and the Trust's Standing Financial Instructions provide the delegation limits with regards to financial decisions.

The Guy's and St Thomas' NHS Foundation Trust Board of Directors holds legal accountability for the Trust including all aspects of the Royal Brompton and Harefield Clinical Group (RB&H). The Royal Brompton and Harefield Clinical Group Board provides assurance to the Guy's and St Thomas' NHS Foundation Trust Board of Directors on the overall operational, quality and safety and financial performance of Royal Brompton and Harefield Hospitals, and on the development and delivery of the Trust's strategy for its heart and lung services.

The Clinical Divisions are: Heart RBH (incorporating Cardiology, Radiology and Cardiac Surgery, Critical Care and Anaesthesia), Harefield (incorporating Cardiology, Transplant, Radiology, Respiratory and Cardiac and Thoracic Surgery), RB&H Lung (incorporating Respiratory Medicine, Radiology and Lung Surgery), and Paediatrics; and Directorates of Anaesthesia and Critical Care, Laboratory Medicine, Pharmacy and Rehabilitation and Therapies.

Non-clinical directorates are: Human Resources, Finance, Patient Services, Estates & Facilities, Communications and Public Affairs and Business Development & Commissioning.

## **1.4 Harefield Hospital Site**

Harefield Hospital (HH) is a regional centre for cardiology and cardiothoracic surgery, and an international centre for adult heart and heart-lung transplantation. It is one of a small number of UK cardiac centres assisting in development of implantable mechanical ventricular assist devices in the management of end-stage heart failure. It also provides a primary intervention service for acute coronary syndromes to selected Trusts and the London Ambulance Service, in outer West London and the Home Counties. It has approximately 1,185 staff, 180 beds with 5 operating theatres, and 4 catheter laboratories.

## **1.5 Royal Brompton Hospital Site**

The Royal Brompton Hospital (RBH) is a specialist cardiothoracic centre specialising in diseases of the heart and lung, with services for adults (Cardiology, Cardiothoracic Surgery, Radiology, and Thoracic Medicine) and Paediatrics. It has approximately 2,081 staff, 296 beds, 6 operating theatres, 5 catheter laboratories, a private patients' ward and extensive imaging facilities. A state-of-the-art diagnostic and imaging centre is due to open in the autumn of 2021. The Hospital benefits from a joint cardiac and respiratory clinical research facility and has strong links both with King's College London/ King's Health Partners and the National Heart and Lung Institute at Imperial College.

## **1.6 Clinical Governance and Quality**

The Clinical Group has an extensive programme of clinical governance and quality. The programme is delivered through the organisation's systems and processes for monitoring and improving services, including sections for:

- Clinical audit and information
- Clinical risk management

- Research and development office
- Infection prevention and control
- Patient feedback
- Clinical Quality and Improvement

Consultant appraisals form an integral part of the process with each consultant undertaking annual appraisal with their line manager. There is also a programme of mandatory training undertaken by all staff.

### 1.7 Regulation

The Trust was inspected by the Care Quality Commission during Autumn 2018 and the inspection report was published in February 2019. Overall, the Trust was rated by the CQC as 'Good'. Within this rating, Harefield Hospital was rated as 'Good' and the Royal Brompton Hospital as 'Good' and identified several areas of outstanding practice.

### 1.8 Research and Development - King's Health Partners-Cardiovascular

Cardiovascular research and clinical services (KHP Cardiovascular) are considered a "peak of excellence" across King's Health Partners (KHP) and the partners are embarked on a transformation of service delivery and the integration of research and education to revolutionise cardiovascular prevention and care.

KHP Cardiovascular builds upon more than 8 years of collaboration through the Cardiovascular Clinical-Academic group (CAG), which brings together the clinical cardiovascular services of Guy's & St Thomas' NHS Foundation Trust together with the Royal Brompton and Harefield Hospital and King's College Hospital NHS Foundation Trust and the academic Cardiovascular Medicine and Sciences School of the university, King's College London (see <https://www.kcl.ac.uk/scms>). The overall vision is to integrate clinical services, teaching and research across these groups in a world-class centre that delivers excellent outcomes and innovative research-based advances for patients.

The current phase of the KHP Cardiovascular development consists of closer collaborative working and clinical-academic integration of the existing groups, and the strengthening of the population network within which we deliver services. In practice, this means increasingly working as a single clinical and operational team, providing a seamless service to patients across KHP, faster research and innovation translation, and new educational programmes.

The ultimate aim is the development of a new clinical academic hub within a purpose-built facility at the St Thomas' site.

### 1.9 Mentorship

All new Consultants at the Royal Brompton and Harefield Hospitals will be provided a detailed and focussed Trust and Departmental Induction upon their arrival. As part of the local induction, a Professional and Management Mentor will be allocated, with whom the appointee will meet for regular meetings.

## **Job Description**

### **Consultant in Respiratory Medicine with Expertise in Cancer and Interventional Bronchoscopy**

#### **1. Post**

The post is that of a whole time Consultant Respiratory Physician with expertise in Cancer and Interventional Bronchoscopy.

#### **2. Location**

This is a Trust appointment, the main base will be at Royal Brompton Hospital, Chelsea, London, SW3 6NP.

#### **3. Accountability**

3.1 In respect of the Consultant contract, the post holder will be professionally accountable to the Director of the Lung Division and managerially accountable through the Medical Director to the Chief Executive. At an operational level the post holder will report to the Infection & Immunity Care Group Chair.

3.2 In respect of any Honorary Senior Lecturer component of the post, the post holder will report to the Head of the relevant department with overall accountability to the Head of National Heart and Lung Institute at Imperial College School of Medicine.

3.3.1 The post holder will have professional responsibility to the Medical Director and Director of Research and Development for clinical governance and research undertaken within the hospital.

#### **4. Professional and Clinical Duties of the Post**

4.1 The post is full time, with a provisional job plan outlined in appendix 1.

4.2 The appointee will join one part time (0.5wte) physician and another full time physician to provide specialist cancer management, interventional bronchoscopy for cancer, COPD and asthma patients.

4.3 The major clinical meetings are the Cancer MDT and the COPD MDT, in which diagnoses are constructed by discussion between physicians, radiologists and Thoracic Surgeons).

4.4 To co-provide, with the existing consultant physicians, a clinical service in cancer management interventional bronchoscopy in accordance with clinical and legal requirements, at a standard in keeping with the role of the department as a national and international clinical leader in the field. This will involve participating in a rotating roster,



liaising closely with referring physicians in developing a “shared care” ethos.

- 4.5 To co-develop the service, integrating advances in diagnosis and management and informing colleagues of these developments.
- 4.6 To participate in and develop clinical and organisational audit and to improve standards of the service wherever possible.

**5. Staffing at Royal Brompton & Harefield Hospitals**

**CONSULTANTS**

Professor Pallav Shah  
Dr Justin Garner

**SPECIALIST REGISTRARS**

One whole time ST6 Deanery Post

**CORE MEDICAL TRAINEES**

One whole time ST2 Deanery Post

**CLINICAL NURSE SPECIALIST**

Two whole time MacMillian Cancer Nurses

**MDT**

**SECRETARIAT**

Medical Secretarial Support

**6. Research and Audit Responsibilities**

- 6.1 The Royal Brompton and Harefield Hospitals along with Imperial College School of Medicine at the National Heart & Lung Institute undertake research of the highest quality in heart and lung disease, which is of relevance to patient care and public policy. Further information about the research activities in the Trust can be found on <http://www2.rbht.nhs.uk/rd>.
- 6.2 The applicant will have experience and enthusiasm in pursuing research. This post is expected to provide the applicant with time available for research activities. The post holder will be expected to develop and pursue research of a high calibre to meet the Trust objectives. Implicit in this is the need to attract peer reviewed grants and to contribute significantly to the scientific literature.
- 6.3 No research project can commence until it has been properly costed and agreed by both the Research Office and an appropriate Clinical Director, nor, for a project involving patients, without Ethics Committee approval.
- 6.4 The post holder will actively conduct/ participate in audits related to both clinical and non-clinical aspect of the work and participate in Hospital audit programmes, including mortality meetings.

**7. Teaching**



- 7.1 Apart from informally teaching junior staff working directly with him/her, the post holder will be expected to make a positive contribution to postgraduate medical education within the organisation and undertake teaching of and support for junior doctors as necessary.

**8. Administration**

- 8.1 The applicant will need to have the necessary skills in time management and administration related to the clinical work.
- 8.2 There will be an opportunity to participate and contribute towards the work of the various Medical and other Committees of the Trust.

**9. Office Accommodation and Secretarial Support**

- 9.1 Office accommodation has been secured at Royal Brompton and secretarial assistance will be shared with the other Consultant Physicians.
- 9.2 Office equipment, including a networked PC and printing facilities will be provided.

**10.0 Staff Appraisal & Revalidation**

- 10.1 The Trust approach is based on the principle that appraisal and revalidation is an essential part of good practice in managing people. It enables the organisation to ensure employees are able to assist in meeting organisational aims through the process of managing performance and identification of development needs. It also gives staff the opportunity to discuss their performance and development needs with their manager and ensures that they are clear about what they are trying to achieve both in their current role and for the future.
- 10.2 The organisation therefore has a basic requirement of such good practice, which can be audited to ensure that it is achieved. This standard is outline below:

Managers will meet with staff they directly manage, at least once per year on a formal basis, with informal progress reviews at least every six months.

A record of the discussions will be made using the online Equiniti Appraisal Software.

There is a clear and current agreement about the job plan the employee is expected to do covering the purpose, aims, responsibilities and tasks. Every member of staff will have work-based objectives which link to organisational standards and the business plan of their directorate/department.

- 10.3 Every employee should have a Personal Development Plan (PDP) outlining short and long-term learning and development aims and actions to meet these. The Head of Department, who will also ensure fairness and consistency, will appropriately monitor appraisal to ensure all staff in their area are having an appraisal. The Human Resource department will be responsible for monitoring compliance across the Trust.

All staff who carry out appraisal will be given support and training as required.

**11. Conditions of Service**

- 11.1 The post is covered by the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales 2003).
- 11.2 The post is for 10 programmed activities and will be paid according to the current Consultant salary scale depending on seniority.
- 11.3 The post will also attract an on-call availability supplement as per the rate set out in the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales 2003).
- 11.4 A London Weighting allowance is payable at the rate of £2,162 per annum
- 11.5 The annual leave year will run from 1<sup>st</sup> April to the succeeding 31st March. Arrangements for taking annual leave should be discussed and agreed at least six weeks in advance. Any annual leave to be carried over is subject to the General Council Conditions of Service (sect. 1, para 10-14)
- 11.6 The successful applicant will be required to reside not more than 10 miles from The Royal Brompton Hospital, unless otherwise agreed with the Clinical Group. For on-call commitment, the post holder is expected to be communicable via phone or pager at all times, and is able to reach the hospital within 1 hour of being called.
- 11.7 As a whole-time Consultant, the post holder has the right to engage in private practice but will be subject to the provisions governing the relationship between NHS work, private practice and fee paying services set out in the terms and conditions of employment – Consultants (England) 2003. Any arrangements must also conform to the Trusts Standing Financial Instructions, and the guidance set out in the department of Health paper "The Management of Private Practice in England and Wales" (March 1986).

**12. Conditions of Appointment**

- 12.1 The appointment will be made in accordance with the National Health Service (Appointment of Consultants) Regulations 2005.
- 12.2 Full registration of the General Medical Council will be required, as will inclusion, or eligibility for inclusion, on the specialist register of the General Medical Council.
- 12.3 The Clinical Group will indemnify the post holder for all National Health Service work undertaken as part of the contract of employment. Adequate defence cover as appropriate should be taken out by the post holder to provide cover for any work undertaken outside the scope of the indemnity scheme.
- 12.4 Due to the nature of the work of this post it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offender Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption Order 1986). Applicants are therefore not entitled to withhold information about convictions including those, which are for other purposes spent under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust.

**13. ADDITIONAL INFORMATION**

**13.1 Confidentiality**

During the course of your employment, you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

**13.2 Data Protection**

In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such as data to a third party.

You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

**13.3 Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

**13.4 Diversity**

You are at all times required to carry out your responsibilities with due regard to the Trust's diversity policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

**13.5 Risk management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

**13.6 Conflict of interests**

You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust's conflict of interest policy, you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

**13.7 Code of Conduct for Professionally Qualified Staff**

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

**13.8 Disclosure Barring Services**

Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Disclosure Barring Services prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

**13.9 The Trust operates a no-smoking policy**

**Note:**

The above description is not exhaustive, and may be altered to meet the changing needs of the post and of the directorate. The post holder will be expected to be flexible and to co-operate in accordance with the changing requirements of the directorate and of the Trust.

**FURTHER INFORMATION**

Applicants are encouraged to view the Department and discuss the post.  
Further information can be obtained from:

<b>Professor Pallav Shah</b>	Lead, Cancer & Bronchoscopy Telephone: 020 7351 8021 Email: P.Shah@rbht.nhs.uk
<b>Dr Andrew Menzies-Gow</b>	Director, Lung Division Telephone: 020 7351 4127 Email: A.Menzies-Gow@rbht.nhs.uk
<b>Dr Mark Mason</b>	Medical Director, Heart, Lung and Critical Care Telephone: 020 7351 8523 (Sarah Healey) Email: M.Mason@rbht.nhs.uk

**Heart, Lung and Critical Care Clinical Group**

**PERSON SPECIFICATION**

**Job Title:** Consultant in Respiratory Medicine with Expertise in Cancer and Interventional Bronchoscopy

**Department:** Lung Division

**Date:** March 2022

CRITERION	D / E	Assessed by A / I / R
<b>Qualifications/Training</b>  MB BS or equivalent Higher degree (PhD, MD etc) MRCP or equivalent On the Specialist Register of The GMC or within 6 months of eligibility at the time of interview. Holder of Certificate of Completion of Training (CCT) in respiratory medicine, or within six months of award of CCT or equivalent by date of interview.	E D E E E	A A A A A
<b>Experience</b>  Evidence of thorough and broad training and experience in relevant speciality.  Specialist training in Interventional Pulmonology  Able to take responsibility for delivering service without direct supervision  Significant experience in interventional bronchoscopy  Prior experience with new procedures such as Insertion of endobronchial valves, endobronchial coils, bronchial thermoplasty	E  E  E  E  E	A/I/R  A/I/R  A/I/R  A/I/R  A/I/R
<b>Skills, Knowledge and Abilities</b>  Ability to translate current procedural skills to develop new procedures Teaching skills Ability to conduct clinical audit Ability to initiate & supervise research Broad range of IT skills	E D E E E	A/R A/R A/I/R A/I/R A/I/R
<b>Other</b>  Commitment to continuing Medical Education	E	I

**KEY:**

**E = Essential D = Desirable A = Application I = Interview R = References**

**Heart, Lung and Critical Care Clinical Group**

**Appendix 1:**

**Provisional Job Plan/Clinical Timetable**

Day	Time	Location	Work	Categorisation	No. of PAs
Monday	AM	RBH	Bronchoscopy	DCC	1
	PM	RBH	Audit/CPD	SPA	1
Tuesday	AM	RBH	Patient related admin	DCC	0.5
	AM	RBH	COPD MDT	DCC	0.25
	PM	RBH	Lung cancer MDT	DCC	0.25
	PM	RBH	Joint Lung cancer /resp clinic/bronchoscopy in rotation	DCC	1
Wednesday	AM	RBH	Ward Round	DCC	0.5
	AM	RBH	Patient related admin	DCC	0.5
	PM	RBH	Bronchoscopy	DCC	1
Thursday	AM	RBH	Admin/service development	SPA	0.67
	AM	RBH	Research supervision	SPA	0.33
	PM	RBH	Lung Nodule clinic/ Severe COPD	DCC	1
Friday	AM	RBH	Bronchoscopy	DCC	1
	PM	RBH	Ward round	DCC	0.5
	PM	RBH	RMH/RBH referrals	DCC	0.5
Saturday					
Sunday					
Additional agreed activity					
Total PAs					10 PA in this roster  Direct= 8PA Support=2PA

- Direct Clinical Care (DCC): 8.0 PAs on average per week (includes clinical activity, clinically related activity, predictable & unpredictable emergency work)
- Supporting Professional Activities (SPA): 2.0 PAs on average per week (includes CPD, audit, teaching & research)

PAs above the 10 PA basic contract are optional and subject to annual job planning review with the Divisional Director.

PAs above the 10 PA basic contract are optional and are subject to annual job planning review with the Divisional Director and Director of Transplantation and Mechanical Circulatory Support. This post has the flexibility of attracting an Additional 2 Programmed Activity.

**Important Notes:**

- This timetable should be regarded as an outline. Details will be agreed between the successful post holder and the Clinical Director and is subject to alteration.
- Time will be allocated for research, education, clinical audit and administrative duties following discussion with the post holder.
- The post holder's job plan will be reviewed annually with the Clinical Director. This will present several opportunities, one of which is to enable the post holder to review his/her weekly timetable with a view to alterations, which would be of benefit to the Trust and/or meet the professional needs of the post holder.



**Heart, Lung and Critical Care Clinical Group**

**Appendix 2**

- **Core behaviours for all Trust staff**

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment