

Royal Brompton and Harefield Clinical Group

Job Profile

Clinical Fellow (SPR) in Radiology

Harefield Hospital

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

Non-Executive Members	Executive Members
Baroness Sally Morgan (Chair)	Chief Executive, Dr Ian Abbs
Mr Simon Friend (Deputy Chair)	Lawrence Tallon, Deputy Chief Executive
Dr Felicity Harvey, CBE	Avey 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, Clinical Group Medical Director
Mr Nicholas Hunt, Executive Director	Mr Robert Craig, Clinical Group Director of Operations
Mrs Jo Carter, Clinical Group 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 Patient	

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 led by Ms Jo Carter, Clinical Group Director of Nursing and Dr Mark Mason, Clinical Group Medical Director. 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.

- **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.

- **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

- 1. Post** Clinical Fellow in Radiology
- 2. Location** The post will be based at Harefield Hospital, Middlesex UB9 6JH.

3. Accountability

3.1 The post holder will be professionally and managerially accountable through the Director of Imaging and Site Director of Cardiac Services to the Chief Executive.

3.2 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 40 Hours with on calls based at Harefield Hospital.

General Cardiothoracic Imaging work: The post holder will be required to provide and support all the general aspects of imaging, including plain film reporting (largely chest radiographs), contrast & barium fluoroscopic procedures, ultrasound (including ultrasound guided pleural aspiration & drainages), Doppler studies, and general CT.

Specialist Training sessions: These will be centred on cardiac and thoracic CT and MRI. Training may be tailored to an individuals needs, however, all post-holders would be expected to learn and acquire specialist skills and knowledge of both sub-specialities.

The actual breakdown of sessional commitments would depend upon individual applicant's past training and further training requirements.

4.1.1 The on-call rota will be made up of the 4 consultants and 4 fellows (two-tier 1 in 4 rota).

4.1.2 The appointee will be expected to participate in and contribute to the proper functioning and efficient running of the Imaging Directorate and involved in clinical audit.

5. The Department of Imaging at Harefield Hospital

5.1 Consultant Staffing

Dr Simon Padley	Cross site Director of Radiology	
Dr Paras Dalal	Clinical Lead Radiology	Cardio-Thoracic
Dr Aigul Baltabaeva	Consultant Cardiologist	Echocardiography and Cardiac MRI
Dr Tarun Mittal	Consultant Radiologist	Cardio-Thoracic
Dr Saeed Mirsadraee	Consultant Radiologist	Cardio-Thoracic
Dr Shelley Rahman-Haley	Consultant Cardiologist	Echocardiography
Dr Evangelos Skondras	Consultant Radiologist	Cardio-thoracic
Dr Joyce Wong	Consultant Cardiologist	Cardiac MRI

There is an SpR rotating from the Northwick Park Hospital Training Programme (for 2 days a week).

Imaging Service Manager

Mrs Juliette Tennant

PACS manager

Mr Adam Bell

The radiographic staffing establishment includes 6 Superintendents, 7 Deputy Superintendents.

22.5 WTE Senior Radiographers, 2 Radiographers and 3 HCAs.

Administration staff: imaging co-ordinator, 2 PAs / secretaries, 4 bookings clerks

5.2 Equipment

Plain Radiography: A recently acquired stand-alone Philips DR (Digital Radiography) unit complemented by 2 other units with CR capability. There are 5 mobile x-ray units all with CR capability and 2 mobile x ray units with DR capability. All radiographs are transferred to the PACS system.

Fluoroscopy: This is performed on a Philips fluoroscopy machine with vertical tilt. The most frequent procedures are upper – GI contrast studies and video-fluoroscopy.

Ultrasound: There is a Philips ultrasound machine and a new portable GE machine. The main studies performed are abdominal and chest ultrasounds, venous and arterial doppler studies, and ultrasound-guided aspirations, catheter insertions, biopsies and thrombin

injections for pseudoaneurysms. Echocardiography is delivered at a separate location in the hospital.

Computed Tomography: The department has a two GE CT scanners. One is primarily used for cardio-vascular and thoracic outpatient imaging. The other is used for intervention and in patient work.

Nuclear Medicine: a full range of cardiac and non-cardiac diagnostic gamma nuclear medicine imaging is undertaken in the Harefield Nuclear Medicine department which comprises three dual-headed gamma cameras, two dedicated Philips Cardio MD cardiac gamma cameras, one with gadolinium attenuation correction (installed in 2003 and 2011) and a Siemens Symbia SPECT-CT camera (installed 2012).

RIS/PACS: The Department has a Trust-wide Agfa RIS/PACS system for both Radiology and Cardiology.

Catheter Labs: The Department manages the radiographic aspects of four digital flat-panel cardiac catheter laboratories and participates in the administrative structure of the Department of Cardiology. The radiologists provide support with non-cardiac diagnostic and interventional procedures as required.

MRI: The department has a newly installed 1.5T Siemens Aera scanner. The whole range of cardiac MRI scans for assessment of function, viability, ischaemia (stress), heart failure, and cardiomyopathies are performed. Thoracic MRI scans are undertaken for staging of cancers, nodule assessment and lung assessment post ablation. MR angiography of the aorta, renal, and carotid vessels is also performed.

Workload Dec 2011- Nov 2012

Modality	Number of examinations
Plain Radiography	29598
Ultrasound (including Doppler Studies)	1739
CT Scanning	5230
Nuclear Imaging (Including Cardiac)	3748
Fluoroscopy	105
MRI	1061
PET/CT	191

6. Research and Audit Opportunities

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 post holder will have the opportunity to participate in on-going audit and research within the Department.

6.3 No research project can commence until it has been properly coaxed and agreed by both the Research Office and an appropriate Clinical Director, nor, for a project involving patients, without Ethics Committee approval.

7. Teaching

Depending on experience, the appointee may be expected to teach junior medical staff and radiographers in various aspects of medical imaging.

8. Administration

The appointee will participate in and contribute to the proper functioning and efficient running of the imaging department and will participate in medical audit.

9. Office Accommodation and Secretarial Support

Shared office accommodation will be available in the hospital, and full time secretarial assistance will be shared with the other radiologists. Office equipment, including a PC and printing facilities, will be available.

10 Staff Appraisal Scheme

10.1 The Trust approach is based on the principle that appraisal 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 scheme paperwork.
- There is a clear and current agreement about the job 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.

- Every employee should have an Individual Development Plan 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 that 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 2016).

11.2 The post is for 40 hours per week and will be paid according to the current Specialist Registrar salary scale.

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.

11.5 The annual leave year will run from 1st April to the succeeding 31st March. Arrangements for taking annual leave should be discussed and agreed at least two months 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 Harefield hospital, unless otherwise agreed with the Trust Board. For on-call commitment, the post holder is expected to be communicable via phone or pager at all times and be able to reach the hospital within 30 minutes of being called.

12. Conditions of Appointment

12.1 Full registration with the General Medical Council will be required.

12.2 The Trust Board 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.

12.3 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 Criminal Records Bureau

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 Criminal Records Bureau 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 To abide by the Trust's 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:

Dr Simon Padley, Director of Radiology, Cross Site

Royal Brompton Hospital, Sydney Street, London, SW3 6NP

Telephone: 0207 352 8121 ext 2943

Email: s.padley@rbht.nhs.uk

Dr Paras Dalal, Director of Imaging

Consultant Radiologist

Harefield Hospital, Middlesex UB9 6JH

Telephone: [01895 823737](tel:01895823737) ext 5609

Email: p.dalal@rbht.nhs.uk

PERSON SPECIFICATION

Job Title: Clinical Fellow in Radiology

Department: Imaging

CRITERION	D / E	Assessed by
		A / I / R
Qualifications/Training		
MB BS or equivalent	E	A
FRCR or equivalent	D	A
Training in Clinical Radiology for at least 3 years	E	A
CCT in Clinical Radiology	D	A/I/R
Experience		
Experience in General Radiology	E	A/I/R
Experience in performing clinical or basic research	D	A/I/R
Skills, Knowledge and Abilities		
Sound knowledge of plain film reporting and basic ultrasound	E	A/I/R
Ability to perform Doppler studies	E	A/I/R
Ability to interpret general CT studies	E	A/I/R
Teaching skills	E	A/I/R
Willingness to be involved in clinical audit and research	D	A/I/R
Other		
GMC Registration	E	A
Commitment to continuing medical education	E	A/I/R

KEY:

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

Appendix One

HEALTH CLEARANCE

Applicants invited for interview will be asked to complete a medical questionnaire for submission to the Trust's Occupational Health Service.

NB Medical Staff who will be undertaking clinical work will be required to provide written Proof of hepatitis B immunisation and antibody status, BCG and rubella immunisations. In the absence of such evidence the post holder will not be placed on the payroll or undertake clinical work until the evidence is produced to the satisfaction of the Trust.

The Trust requires that any doctor or dentist who directs the use of x-rays for procedures such as cardiac catheterisation, pacemaker insertions, orthopaedic procedures, etc, in patient investigations or administers radioisotopes to patients possesses a certificate as proof of training in accordance with the "Ionising Radiation (Protection of Persons undergoing Medical Examination or Treatment) Regulations 1988", and submits a copy of their certificate to the Medical Staffing Department. Courses to allow Trust medical staff to obtain the certificate are available through the Department of Medical Physics, Churchill.

CLINICAL GOVERNANCE

The post-holder will participate in the clinical audit, clinical effectiveness, risk management, quality improvement and any other clinical governance activities as required by the Trust, Health Authorities, and external accrediting bodies.

PERSONAL AND PROFESSIONAL DEVELOPMENT

The post-holder will be required to keep himself/herself fully up-to-date with their relevant area of practice. Professional or study leave will be granted at the discretion of the Trust, in line with the prevailing Terms and Conditions of Service, to support appropriate study, postgraduate training activities, relevant CME courses and other appropriate personal development needs.

MANAGEMENT

The post-holder will be required to work within the Trust's management policies and procedures, both statutory and internal, accepting that the resources available to the Trust are finite and that all changes in clinical practice or workload, or developments requiring additional resources must have prior agreement with the Trust. He/She will undertake the administrative duties associated with the care of his/her patients, and the running of his/her clinical department under the direction of the Clinical Director.

GENERAL

The post-holder will assume a continuing responsibility for the care of patients in his/her charge and the proper functioning of his/her department.

IMPORTANT GENERAL NOTE

The post-holder must take responsible care of his/her own health and safety and any other personnel who may be affected by his/her omission. Trust policies and regulations must be followed at all times.

INDEMNITY

Under NHS Indemnity, the Trust will take direct responsibility for costs and damages arising from medical negligence where it (as employer) is vicariously liable for the acts and omissions of its medical and dental staff.

Where junior medical staff are involved in the care of private patients in an NHS hospital, they would normally be doing so as part of their contract. It is advisable that junior doctors who are involved in work outside his/her employment should have medical defense cover. This includes Category 2 work, i.e. reports for insurance companies, cremation fees.

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