

**Royal Brompton and Harefield Clinical Group**

**Job Profile**

**Clinical Research Fellow in Cystic Fibrosis**

**Royal Brompton Hospital**

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## Royal Brompton & Harefield Clinical Group

### A System of Care

*On 1st February 2021 the Royal Brompton and Harefield Hospitals became part of Guy's and St Thomas' NHS Foundation Trust – a truly once-in a generation development. Together, we are taking our first steps towards our vision of creating a brand-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 are developing some exciting plans and we want you to join us – so come and help to change the shape of healthcare for our heart and lung patients world-wide.*

Royal Brompton & Harefield Hospitals are an internationally renowned centre for heart and lung services. Our brand identity is strong and clear: delivering the best clinical care and the best research for patients with heart and lung disease.

Heart and Lung diseases are the world's biggest killers and our experts care for patients who come from across the UK and overseas, not only from our local areas.

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

Research programmes play a vital role at both our hospitals. This is because the most talented medical experts are rarely content with using tried and tested methods to treat their patients. The opportunity to influence the course of modern medicine by developing new treatments is a prospect that attracts them to specialist centres, where research opportunities are a fundamental part of delivering patient care. As well as travelling internationally to lecture and share their knowledge, our clinicians hold prominent positions on influential boards, committees, institutions and professional associations.

Our closest academic partners are the National Heart and Lung Institute in the Faculty of Medicine Imperial College London and, the Harefield Heart Science Centre. Through our clinical research studies we also have active collaborations with hospital and universities across the UK, most notably with Liverpool Heart and Chest Hospital in the Joint Institute for Cardiovascular Medicine and Science. This partnership also reflects the Trust's desire to develop partnerships outside its usual geographical boundaries.

Over the years our experts have been responsible for several major medical breakthroughs – discovering the genetic mutations responsible for the heart condition dilated cardiomyopathy, founding the largest centre for the development of new treatments for cystic fibrosis in Europe and pioneering heart surgery for newborn infants.

Our hospitals do not operate in a vacuum; fully integrated networks of care exist with partner organisations and many of our clinicians have joint appointments with neighbouring trusts.

Our experts promote the principle of 'shared care' through an expanding system of consultant-delivered outreach clinics, at which they see patients at over 30 hospitals across the South East, covering Essex, Sussex, Surrey, Hertfordshire, and Middlesex. This system allows patients to benefit from specialist expertise in their local environment, with inpatient care at our hospitals as needed.

### **1.0 Trust mission, values and approach.**

The Trust's 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**

- 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.

#### **Our Values**

At the core of any organisation are its values; belief systems that are reflected in thought and behaviour.

We have three core patient-facing values and four others that support them.

Our three core values are:

- **We Care**  
We believe our patients deserve the best possible specialist treatment for their heart and lung condition in a clean, safe place.
- **We respect**  
We believe that patients should be treated with respect, dignity and courtesy and they should be well informed and involved in decisions about their care.
- **We are inclusive**  
We believe in making sure that our specialist services can be used by everyone who needs them, and we will act on any comments and suggestions that can help us improve the care we offer.

And the following values support us in achieving them:

- We believe in our staff**  
We believe our staff should feel valued and proud of their work and know that we will attract and keep the best people by understanding and supporting them.
- We are responsible**  
We believe in being open about where our money goes, and in making our hospitals environmentally sustainable.
- We discover**  
We believe it is our duty to find and develop new treatments for heart and lung disease, both for today's patients and for future generations.
- We share our knowledge**  
We believe in sharing what we know through teaching, so that what we learn can help patients everywhere.

### 1.1 Performance and achievements in 2018/2019

#### *Our experts in 2018/19:*

Cared for more than <b>210,000 patients</b> in our <b>outpatient</b> clinics	Cared for nearly <b>40,000 patients</b> on all our wards	Maintained one of the <b>fastest arrival to treatment time for UK heart attack patients – 23 minutes</b> compared to national average 56.
Received <b>more than 1000 patient referrals</b> for our pulmonary rehabilitation programme at Harefield Hospital	Received a <b>95% recommendation score</b> in the annual Friends and Family Test	Reduced the average length of time children wait in outpatient clinics by <b>15%</b>
Received <b>100% positive feedback</b> about Harefield's new day of surgery unit in a patient survey	Welcomed a rating of <b>'Good'</b> in our Care Quality Commission inspection	Produced <b>889 peer-reviewed publications</b> with our academic partner, Imperial College London, making the Trust a leading centre for cardiovascular, critical care, and respiratory research
Recruited <b>2284 patients onto over 200 research programme</b> that will contribute towards better patient care and outcomes	Completed an £18 million improvement programme at Harefield Hospital <b>transforming and future-proofing</b> several areas of the hospital	Maintained one of the fastest 'arrival to treatment' times for UK heart attack patients – <b>23 minutes</b> compared with a national average of 56
Carried out <b>99 transplant procedures</b> : our highest annual	Joined a <b>new genetic testing network that is set to</b>	Attracted more than <b>£10</b>

total to date	revolutionise the way rare genetic diseases are identified across South and South East London	million in external grants for research
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## 1.2 Range of Services

The Trust 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 Foetal 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

### Royal Brompton and Harefield Clinical Group Board

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 regard 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. 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.

#### **Non-executive members**

- Baroness Morgan\*, Chair of the Clinical Group Board
- Simon Friend\*
- Dr Felicity Harvey\*, CBE

#### **Executive members**

From Guy's and St Thomas' NHS Foundation Trust:

- Lawrence Tallon\*, deputy chief executive
- Avey Bhatia\*, chief nurse and vice president of the Florence Nightingale Foundation

From Royal Brompton and Harefield Clinical Group:

- Dr Richard Grocott-Mason, managing director
- Lis Allen, director of human resources (HR)
- Robert Craig, director of development and partnerships
- Joy Godden, director of nursing and governance
- Richard Guest, chief financial officer
- Nicholas Hunt, executive director
- Mark Mason, medical director
- Jan McGuinness, chief operating officer

The clinical divisions are: Heart (RBH incorporating cardiology radiology and cardiac surgery), Heart (HH incorporating cardiology, transplant, radiology and cardiac surgery), Lung (cross-site incorporating respiratory medicine, radiology and lung surgery); and directorates of Paediatrics, 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.

The Clinical Divisions are: Heart (RBH incorporating Cardiology, Heart Assessment, Cardiac Surgery and Children's Services), Heart (HH incorporating Cardiology, Heart Assessment, Transplant/VAD and Cardiac Surgery), Lung (cross-site incorporating Respiratory Medicine, Radiology and Lung Surgery); Critical Care and Anaesthesia; and Directorates of Laboratory Medicine, Pharmacy and Rehabilitation and Therapies.

Non-clinical directorates are: Human Resources, Finance & Procurement, Estates & Facilities, Communications & 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 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, 200 beds, 5 operating theatres, and 4 catheter laboratories.

#### **1.5 Royal Brompton Hospital Site**

Royal Brompton Hospital (RBH) is a specialist cardiothoracic centre specialising in diseases of the heart and lung, with services for adults (Cardiology, Cardiothoracic Surgery and Thoracic Medicine) and Paediatrics. It has approximately 2,100 staff, 300 beds, 6 operating theatres, 5 catheter laboratories, a private patients' ward and extensive imaging facilities. The hospital has recently opened the Cardiovascular Biomedical Research Unit (BRU) in partnership with Imperial College London. This facility offers a CMR scanner, catheter lab and echocardiography suite for research purposes, as well as state of the art genetic analysis facilities.

#### **1.6 Clinical Governance and Quality**

The Trust has an extensive programme of clinical governance and quality led by Ms Joy Godden, Director of Nursing & Clinical Governance and Dr Mark Mason, 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.

#### **1.7 Regulation**

The Trust was inspected by the Care Quality Commission during 2019. Harefield Hospital obtained a 'good' rating, while Royal Brompton Hospital was rated 'requires improvement'.

## **1.8 Research and Development**

Research is a major activity at the Trust. In pursuing its research role, it has a close association with the National Heart and Lung Institute (NHLI) which is a constituent division of Imperial College School of Medicine. At the last research assessment exercise, the clinical research carried out jointly between the hospital and NHLI was awarded a 5\* rating (the highest possible rating, shared by only two other UK establishments). Consultant staff at Royal Brompton and Harefield NHS Foundation Trust are normally granted honorary status at Senior Lecturer level with the University of London through NHLI and Imperial College.

The Trust operates two Clinical Research Facilities (CRF), Cardiac and Respiratory, in partnership with Imperial College.

The CRFs undertake pioneering research into heart regeneration, aiming to increase the understanding of poor heart function in people living with cardiomyopathy, arrhythmia, coronary heart disease and heart failure. The Cardiac CRF aims to be the leading national and international laboratory for the discovery of genes involved in cardiovascular disease and their use in diagnostic and therapeutic strategies. The CRFs offers cutting edge genomics facilities, using state-of-the-art next generation DNA sequencing, to directly focus on the genetic analysis of inherited heart and lung conditions.

The Trust structure for managing research changed in April 2017, with oversight for research being placed within the clinical divisions. In response to this a new structure was implemented incorporating both operational and strategic aspects. To ensure appropriate delivery and oversight a new Respiratory Research Committee has been established with oversight and focus of operational running of the core facilities, including prioritisation of studies, governance, staffing, study and strategic oversight by Imperial College with focus on strategic grant applications, AHSC linkages, NIHR and GEL interactions.

## **1.9 Imperial College London**

The Royal Brompton Trust has established and maintained close links with Imperial College, which was established in 1907 in London's scientific and cultural heartland in South Kensington, as a merger of the Royal College of Science, the City and Guilds College and the Royal School of Mines. St Mary's Hospital Medical School and the National Heart and Lung Institute merged with the College in 1988 and 1995 respectively. Imperial College embodies and delivers world class scholarship, education and research in Science, Engineering and Medicine, with particular regard to their application in industry, commerce and healthcare. We foster interdisciplinary working internally and collaborate widely externally. Consequently, a significant amount of Medical Staff employed by Imperial College hold honorary contracts with the Royal Brompton Trust.

## JOB DESCRIPTION

**Title:** CLINICAL RESEARCH FELLOW: CYSTIC FIBROSIS CLINICAL TRIALS  
(1 post available, from September 2021 for 6 months)

**Location:** Royal Brompton Hospital

Royal Brompton Hospital is the largest postgraduate specialist heart and lung centre in the United Kingdom. A fundamental strength of the hospital is close collaboration between the various clinical specialities which cover all aspects of heart and lung disease and collaboration on basic science research with the National Heart and Lung Institute. The hospital enjoys first rate diagnostic and clinical support services, and services are organised into a clinical directorate structure, with each directorate led by a clinical director.

We are a member site of the European Cystic Fibrosis Society Clinical Trials Network (ECFS CTN; <https://www.ecfs.eu/ctn>) and the CF Trust-sponsored Clinical Trials Accelerator Platform (CTAP), offering opportunities for our patients, and those referred by other centres, to participate in a number of predominantly phase 2 and 3 trials of novel treatments; these include gene-based medicines, small molecule CFTR modulators, mucolytics, anti-microbials and anti-inflammatory agents. The successful candidate will work in the Respiratory Clinical Research Facility (CRF) and will be closely aligned to both paediatric and adult CF teams. Combined, we are the largest CF centre in Europe.

### CF Clinical Trials Team Members

- |    |                                |                                                            |
|----|--------------------------------|------------------------------------------------------------|
| a. | Co-Leaders                     | Prof Jane Davies<br>Dr Nicholas Simmonds                   |
| b. | Other Principal Investigators: | Dr Andrew Jones<br>Dr Siobhan Carr<br>Dr Ian Balfour-Lynn  |
| c. | Clinical Trial Co-ordinators:  | Dr Sandra Scott<br>Ms Jessica Matthews                     |
| d. | CRF:                           | Manager: Selvy Raju<br><br>Laboratory manager: Lyn Ambrose |
| e. | Lung Clearance Index Core:     | Clare Saunders                                             |
| f. | Trials Pharmacists:            | Vibha Teli                                                 |
| g. | R&D:                           | Patrik Pettersson<br>Nevan McNichol                        |

### **Length of post**

6 months

### **Purpose of post**

This post has been created to cover maternity leave within the team. The CF Clinical Trials Team has an exciting and expanding clinical trials portfolio. The successful candidate will work alongside the multidisciplinary team. The post is ideally suited for a trainee with either paediatric and/or adult respiratory training wishing to a) gain a full understanding of the CF clinical trials pipeline, and b) become trained and experienced in all aspects of clinical trial conduct including Good Clinical Practice, Research Ethics, Informed Consent, specialised outcome measures (which may include sweat testing, nasal potential difference and lung clearance index).

### **Duties of the Post**

#### Clinical Trials support

The appointee will focus on clinical trials and research in cystic fibrosis, although there may also be opportunities for involvement in other Chronic Suppurative Lung Diseases such as bronchiectasis and primary ciliary dyskinesia. Roles include:

- Assisting the team in the identification of suitable patients to approach and assessing eligibility
- Studying for and obtaining Good Clinical Practice (GCP) Certification and Consent Training
- Attending Investigator Meetings, Initiation visits for new trials and assisting with preparation for and conduct of monitoring/ close-out visits and regulatory inspections
- Preparing for and attending monthly team review meetings
- Performing clinical assessments adhering to trial protocols
- Reviewing laboratory test results
- Reviewing and grading adverse events; communicating closely with the consultants on these
- Liaising with sponsors and Clinical Research Organisations

Clinical/research – the appointee will have an opportunity to gain experience of adult and paediatric respiratory medicine by attending clinics and ward rounds on a supernumerary basis. They will also have the opportunity to develop their own research/quality improvement projects and contribute to other research within the department.

On Call - None

#### Education and Training

Both Adult and Paediatric departments have regular teaching activities which the Fellow would be encouraged to attend. There are weekly respiratory seminars run through the Respiratory Clinical Research Facility.

The National Heart and Lung Institute has excellent facilities for studying and an extensive library with all the current journals and textbooks. The National Heart and Lung Institute is

part of Imperial College, which greatly enhances the facilities available for studying and research.

Numerous postgraduate courses are held in the National Heart and Lung Institute and the CF Department takes an active part. Postgraduate students are attached to the Department and receive tutorials and ward rounds from members of the Department.

#### Conditions of Service

The post is covered by the Terms and Conditions of Service for Hospital Medical & Dental Staff (England & Wales) and General Whitley Council conditions of service. The Contract of Employment will be held with Royal Brompton & Harefield NHS Trust.

<b>Trust mission</b>	To be the leading national and international centre for the diagnosis, treatment and care of patients with heart and lung disease, creating and disseminating knowledge through research and education
<b>Patient care</b>	To serve our patients by working with them to determine their needs, viewing the quality of care as being of paramount importance
<b>Research</b>	To translate the outcomes of research into improved patient care by evaluating new ideas and being innovative in how they are applied
<b>Education</b>	To provide education and training for our staff, while encouraging teamwork and valuing each member of the team for their involvement and specialist expertise

#### ADDITIONAL INFORMATION

##### 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.

##### 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.

##### 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.

#### 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.

#### 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.

#### 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.

#### 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, and DoH Code of Conduct for Senior Managers).

#### 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.

#### To abide by the Trust's no-smoking policy

The Trust requires all staff to be responsible for the timely entry and completion of clinical data into trust and national databases which is relevant to their activity and expertise in order to inform governance processes and improve patient care. A 95% completion rate is the required standard and compliance will inform the appraisal and revalidation process.



**PERSON SPECIFICATION**

Requirements	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• MBBS or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• GCP</li> </ul>
<b>Clinical Experience</b>	<ul style="list-style-type: none"> <li>• Adult or paediatric respiratory medicine</li> <li>• Cystic fibrosis</li> </ul>	
<b>Clinical Skills, Knowledge &amp; Ability</b>	<ul style="list-style-type: none"> <li>• Technical and clinical skills required for adult or paediatric respiratory medicine</li> <li>• Shows an approach based on critical enquiry and evidence based medicine</li> <li>• Ability to organise self and others</li> <li>• Understanding of Informed Consent principles</li> </ul>	<ul style="list-style-type: none"> <li>• ALS/PALS/APLS</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Interest in, and an ability to initiate &amp; conduct research</li> <li>• Attention to detail and meticulous record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Published research</li> <li>• Involvement in clinical trials</li> </ul>
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Builds a strong and effective relationship with patients, their parents and families and colleagues and gain in their confidence and trust</li> <li>• Is able to cope with pressure as well as adapt to constant change and new demands</li> <li>• Demonstrates honesty, commitment, and integrity</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Registration with GMC</li> </ul>	

## **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



Royal Brompton and Harefield Hospitals



Part of Guy's and St Thomas' NHS Foundation Trust