

Royal Brompton and Harefield Hospitals

Job Profile

**Consultant in Respiratory Medicine with Expertise in Severe Asthma
(Royal Brompton 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, Medical Director
Mr Nicholas Hunt, Executive Director	Mr Robert Craig, Director of Development and Operations
Mrs Joy Godden, Director of Nursing and Governance	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 Mrs Joy Godden, Director of Clinical Governance and Nursing 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 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 Severe Asthma

Royal Brompton Hospital

1. Post

This post is a replacement post; it is a whole time Consultant in Respiratory Medicine with Expertise in Severe Asthma.

2. Location

This is a Trust appointment and the main base will be at Royal Brompton Hospital, Chelsea, London, SW3 6NP. The post holder may also be required to work at our Harefield site on an intermittent basis, or more regularly in due course by mutual arrangement. Additionally, the post holder may be required to work at any of the trusts sites and any associated sites as required.

3. Accountability

3.2 In respect of the Consultant contract, the post holder will be professionally accountable to the Divisional Director of the Lung Division via the Asthma and Allergy Care Group Chair and managerially accountable through the Medical Director to the Chief Executive. At an operational level the post holder will report to the Asthma and Allergy Care Group Chair.

3.3 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.

3.4 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. It is planned that the appointee will rotate with a second full-time asthma consultant on a one-month alternating timetable providing in-patient ward-based cover for patients with severe asthma and allied airway conditions. The proposed job plan timetables act to significantly uplift our capability to move towards a daycase-focussed model of care and to increase the capability of the service to provide 'one-stop' assessments.

4.2 The appointee will join two severe asthma expert physicians to provide specialist severe asthma management, which has been commissioned by NHS England, for a workload of over 600 new referrals a year. Additionally there are approximately 3000 outpatient evaluations per year and almost 10,000 inpatient/day case spells per year.

- 4.3 To co-provide, with the two consultant physician colleagues, a clinical service in severe asthma 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. When rostered as the in-patient severe asthma consultant, the postholder will also be expected to provide specialist advice and/or help arrange and accept the safe transfer of patients from other trusts.
- 4.4 To co-develop the service, integrating advances in diagnosis and management and informing colleagues of these developments.
- 4.5 To lead on the development of paediatric transition in severe asthma and develop an adolescent clinic for asthma in collaboration with our paediatric asthma expert clinicians.
- 4.6 To participate in and develop clinical and organisational audit and to improve standards of the service wherever possible.
- 4.7 To partake in the rotational aspects of the role, which include a requirement to undertake clinical outpatient work in a highly specialist cough clinic and also in the unexplained breathlessness and upper airway service. This includes cover for the care of patients with large airway collapse as part of the airway service.
- 4.8 Active engagement in clinical research studies is encouraged and in line with the Trust vision, active recruitment and supervision of clinical asthma research studies is a component of the post.

5. Staffing at Royal Brompton & Harefield NHS Foundation Trust

CONSULTANTS

Professor Andrew Menzies-Gow
Dr James Hull
Professor Paul Cullinan
Dr Jo Feary
Professor Fan Chung
Professor Stephen Durham
Dr Guy Scadding

SPECIALIST REGISTRARS

One whole time ST6 Deanery Post

CORE MEDICAL TRAINEES

Two whole time ST2 Deanery Post

CLINICAL NURSE SPECIALIST

One Band 7 Asthma Lead Nurse
Three Band 6 Clinical Nurse specialists with expertise in severe asthma

SPEECH AND LANGUAGE / UPPER AIRWAY TEAM

One Band 8 SLT / voice therapy Lead

Two Band 5/6 upper airway SLT team

SECRETARIAT

Medical Secretarial Support

6. Research and Audit Responsibilities

6.1 The Royal Brompton and Harefield NHS Foundation Trust 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 from £82,096 - £110,683 per annum.

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 1st 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 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 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.
- 12.4 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 and Barring Service checks (DBS)

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 and Barring Service 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:

Prof. Menzies-Gow Divisional Director, Lung Division

Telephone: 020 7351 8121

Email: a.menzies-gow@rbht.nhs.uk

Dr James Hull Care Group Lead, Asthma and Allergy

Telephone 0207 351 8043

E-mail: j.hull@rbht.nhs.uk

PERSON SPECIFICATION

Job Title: Consultant in Respiratory Medicine with Expertise in Severe Asthma

Department: Lung Division

Date: November 2021

CRITERION	D / E	Assessed by A / I / R
<p>Qualifications/Training</p> <p>MB BS or equivalent</p> <p>Higher degree (PhD, MD etc)</p> <p>MRCGP or equivalent</p> <p>On the Specialist Register of The GMC or within 6 months of eligibility at the time of interview.</p> <p>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.</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>
<p>Experience</p> <p>Evidence of thorough and broad training and experience in relevant speciality.</p> <p>Specialist training in severe asthma</p> <p>Clinical specialist experience of managing upper airway dysfunction and patients with large airway collapse</p> <p>Able to take responsibility for delivering service without direct supervision</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
<p>Skills, Knowledge and Abilities</p> <p>Teaching skills</p> <p>Ability to conduct clinical audit</p> <p>Ability to initiate & supervise research</p> <p>Broad range of IT skills</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/R</p> <p>A/I/R</p> <p>A/I/R</p> <p>A/I/R</p>
<p>Other</p> <p>Commitment to continuing Medical Education</p>	<p>E</p>	<p>I</p>

KEY:

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

Appendix One

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

Appendix A:

Provisional Job Plan

A provisional timetable designated as 8 direct clinical care (DCC) activities and 2 supporting programme (SPA) activities, (total 10 programmed activities) can be found below. The timetable is designed, such that the post-holder will be responsible for providing in-patient cover on an alternating monthly basis (see below).

The distribution and content of the job plan is at the discretion of the Asthma and Allergy Care Group Chair and may be modified to accommodate changes in the clinical service work. The weekly timetable will be under constant review with a view to alterations, which would be of benefit to the Trust and/or meet the professional needs of the post holder.

Timetable – Month 1 – WARD-BASED

Day	Time	Location	Work	Categorisation	No. of PAs
Monday	9.00-1.00	RBH	Asthma Clinic	DCC	1.0
	1.00-5.00	RBH	Cough clinic	DCC	1.0
Tuesday	9.00-1.00	RBH	SPASPA	SPA	1.0
	1.00-5.00	RBH	MDT Ward round	DCC	1.0
Wednesday	9.00-1.00	RBH	Severe asthma clinic	DCC	1.0
	1.00-5.00	RBH	SPA	SPA	1.0
Thursday	9.00-1.00	RBH	Day DAYCASE SARA ASSESSMENT – New cases	DCC	1.0
	1.00-5.00	RBH	Biologic MDT	DCC	1.0
Friday	9.00-1.00	RBH	MDT Ward round	DCC	1.0
	1.00-5.00	RBH	Clinical Admin	DCC	1.0
Saturday					
Sunday					
Total PAs					10 PA Direct = 8 PA Support=2 PA

Day	Time	Location	Work	Categorisation	No. of PAs
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Monday	9.00-1.00	RBH	Severe asthma clinic	Direct clinical care (DCC)	1.0
	1.00-5.00	RBH	SPA	SPA	1.0
Tuesday	9.00-1.00	RBH	DA Daycase SARA assessment	DCC	1.0
	1.00-5.00	RBH	Clinical Admin	DCC	1.0
Wednesday	9.00-1.00	RBH	Severe asthma clinic	DCC	1.0
	1.00-5.00	RBH	Clinical Admin	DCC	1.0
Thursday	9.00-1.00	RBH	SPA	SPA	1.0
	1.00-5.00	RBH	Rapid access clinical review service	DCC	1.0
Friday	9.00-1.00	RBH	Unexplained breathlessness / upper airway assessment	DCC	1.0
	1.00-5.00	RBH	Clinical admin and upper airway MDT	DCC	1.0
Saturday					
Sunday					
Total PAs					10 PA Direct = 8 PA Support=2 PA

Month 2 – NON WARD BASED