



**James Paget**  
**University Hospitals**  
NHS Foundation Trust

# Consultant Oncologist

## Job Description & Person Specification



**BUILDING A  
HEALTHIER  
FUTURE  
TOGETHER**

James Paget University Hospitals NHS Foundation Trust  
Lowestoft Road, Gorleston, Norfolk, NR31 6LA

Hospital Switchboard: 01493 452452  
Medical Staffing: 01493 453667 / 3117  
[www.jpaget.nhs.uk](http://www.jpaget.nhs.uk)

# Welcome from Chief Executive *Jo Segasby*



Dear candidate,

I am delighted that you are interested in joining our Trust, and are taking the time to read this information pack. James Paget University Hospitals NHS Foundation Trust is a rapidly growing Trust with a very bright future, and we take pride in finding the right 'Paget's People' to help deliver the best care for our patients on the east coast of Norfolk.

Our Trust has become a valued and much-loved local institution, serving the communities of Great Yarmouth and Waveney since it fully opened in 1982. Today, we employ over 4000 members of staff, working closely with our hospital partners to deliver innovative and compassionate care.

We cherish our role as a provider of education, working closely with local and international universities Higher Education institutions, and we are committed to 'growing our own' – investing in employing and training people from our community to develop and flourish in a variety of clinical and non-clinical careers.

The James Paget is known internationally for its excellence in research and training, and for the clinical experience we offer to our trainee doctors and healthcare staff. We are a diverse, welcoming hospital, and are committed to offering flexible working arrangements to help develop the skills and experience of our teams.

Our hospital is also on the path towards developing a new hospital over the coming years, working closely with the Department of Health and Care to deliver a modern, innovative health and care campus on our current site as part of the national New Hospital Programme.

We are looking for people that embody our values of caring for our patients, each other and ourselves, underpinned by our Trust behaviours:

- Courtesy and respect
- Attentively kind and helpful
- Responsive communication
- Effective and professional

We welcome your interest, and look forward to receiving your application!

Yours sincerely,



Jo Segasby, Chief Executive

# SECTION 1: PERSON SPECIFICATION

Job Requirements	Essential	Desirable
<b>Qualifications</b>	Full GMC Registration	Appropriate higher degree (eg MD, PhD or equivalent)
	MBBS or Basic Medical Degree	
	MRCP or equivalent	
	Hold a certificate or being within 6 months of completion of training or being on or eligible for the UK Specialist Register at the date of interview.	
<b>Training, audit and research</b>	Experience in teaching junior medical staff and medical students	Involvement in research projects and published papers
	Familiarity with conducting clinical audit	
	Commitment to ongoing professional development	
	Ability to use research outcomes in clinical practice	
	Familiar with the principles of Risk Management	
	Willing to become involved in Clinical Governance	
<b>Experience</b>	12 years medical work of which minimum of 6 years in Oncology	Experience of committee work/project management
	Ability to provide expert clinical opinion across a wide range of problems within the specialty	
	Capable of organizing and prioritising work effectively	
<b>Management and Leadership</b>	Able to plan and develop a modern service in keeping with current trends	Experience of or specific training in management
	Willingness to participate in and lead a multi-disciplinary team, balancing department and personal objectives	Experience or specific training in leadership
	Motivation and ability to plan and develop the service	
	An interest in developing and reinforcing interdepartmental relations	
<b>Circumstances</b>	Energy and Enthusiasm and an ability work under pressure	Forward thinking and not afraid of the challenges that change brings
	Able to form part of a team and recognise the importance of team working	
<b>Communications and Language Skills</b>	Ability to contribute an open culture with good communication based on open dialogue and active listening	
	Patient, compassionate approach and caring attitude towards vulnerable patients.	
	Awareness and respect for colleagues, patients and relatives' dignity, privacy, integrity, cultural and religious beliefs	

## SECTION 2:      JOB DESCRIPTION

<b>Title</b>	Consultant Medical or Clinical Oncologist
<b>Location</b>	James Paget University Hospitals Foundation NHS trust.
<b>New or Replacement Post</b>	Replacement Post. The successful individual will also be required to undertake the clinical lead role within the service with associated PAs
<b>Accountable to</b>	Divisional Medical Director, Division of Medicine, Diagnostics & Clinical Support Services
<b>Principle Job Purpose</b>	To provide Clinical Leadership role to the Oncology team and supervision to the medical workforce including the Chemotherapy Day Unit
<b>Sessional Commitment</b>	10-12 PA Contract – subject to negotiations
<b>Tenure</b>	This is a permanent appointment.
<b>Advertising</b>	The Trust welcomes applications from internal and external candidates.

## Main Duties

1. Share the Oncology workload at James Paget University Hospital
2. Work collaboratively with visiting Oncologists from our neighbouring acute Norfolk and Norwich University Hospital
3. Provide clinical leadership and supervision to Oncology Specialty and Specialist Doctors
4. Responsibility for specialised clinics (area of sub-specialisation to be agreed upon, needs to cover HBP – hepato-biliary-pancreatic cancer, possible other areas can be shared with specialised NNUH consultants).
5. Work as part of a multidisciplinary team within the department, the Division and the wider hospital
6. Active participation in MDT meetings
7. Senior oversight for chemotherapy and AOS services
8. To take part in the consultation and advisory service to medical colleagues in other specialities in the Trust and to general practitioners
9. Active contribution to clinical meetings, postgraduate and undergraduate activities of the Trust
10. Participation in teaching and audit activities of the Department
11. Participation in research. Acquiring suitable trials as principal investigator. Work in co-ordination with clinical research network.
12. To contribute to a system of mutual cover for annual, study and professional leave
13. To support CUP service and inpatient care
14. Contribution to chemotherapy protocols, policies, and prescribing
15. Participate in the Trust's Clinical Governance processes and in CPD. The Trust will provide study leave expenses in line with national terms and conditions of service
16. Contribute and support the development and service improvements of the department

## Other Responsibilities

Subject to the provisions of the Terms and Conditions of Service to observe the Trust's values and behaviours, agreed policies and procedures drawn up in consultation with the profession on clinical matters and to follow the standing orders and financial instructions of the Trust



## Job Plan and Timetable

To observe local and national employment and personnel policies and procedures, and to comply with Regional and Trust Health and Safety policies

To assume responsibility for and facilitate contact from members of staff with delegated duties for personally accountable patient care

### **Job Plan**

The final Job plan and detailed timetable will depend on both, experience and interests, of the candidate as well as the needs of the department, and, will be agreed with the Clinical Lead on behalf of the Medical Director, within three months of the commencement date of the appointee.

The successful candidate will be offered a 10 PA contract in the first instance in accordance with the terms of the new SAS contract based at JPUH. Part time appointments are also possible, and additional PAs are available to interested applicants. The mix of clinical sessions in the final job plan and rota will be agreed after discussion with the Clinical Lead. The weekly timetable will include the following mix of programmed activities.

### **Direct Clinical Care**

(including in patient wards, clinics, day ward, clinical admin such as clinical correspondence, seeing relatives, reviewing results, multidisciplinary team meetings):

**8.0 PAs** on average per week

### **CPD/Teaching/Research/Audit/Clinical Governance:**

**2.0 SPAs** on average per week.

The Job Plan will be reviewed annually, following the Annual Appraisal Meeting. The Job Plan will be a prospective agreement that sets out duties, responsibilities and objectives for the coming year. It will cover all aspects of the postholder's professional practice including clinical work, revalidation, teaching, research, education and managerial responsibilities. It will provide a clear schedule of commitments, both internal and external. In addition, it will include personal objectives, including details of their link to wider service objectives, and details of the support required by the doctor to fulfil the job plan and the objectives, including access to a mentor

The following provides scheduling details of the current clinic activity within the department. The individual time table will depend on the interests / availability of the applicant. It is expected that the applicant will take over 1-2 specialty sites +/- AOS / MUO / CUP work and / or responsibilities within the chemotherapy unit. The Hospital does not have a dedicated oncology ward, hence the importance of Acute Oncology inpatient reviews of Oncology patients admitted to the hospital. Currently, 14 clinic sessions are covered by visiting consultants from Norfolk and Norwich University Hospital, 6 sessions by the resident oncologists.

Agreement should be reached between the appointee and the Divisional Medical Director with regard to the scheduling of all other activities, including the Supporting Professional Activities. Modifications may be made depending upon the needs of the service, sub specialist interests and to cover periods of leave.

The timetable shows all the current oncology clinics; the definitive timetable for the successful applicant will be agreed by the Trust and the appointee and subject to regular review.

#### Suggested timetable

	Monday	Tuesday	Wednesday		
am	Pancreatic/ biliary MDT  Clinical Admin.	AOS/CUP/ Chemotherapy Assessment clinics	SPA	SPA	AOS/CUP/ Chemo Assessment clinics
pm	HBP clinic	AOS  Ward referrals	AOS  Ward referrals	HBP clinic	AOS  Ward referrals

#### Current departmental clinics

	Monday		Tuesday		Wednesday		Thursday	Friday	
AM	CRC clinic		UGI clinic	Lung clinic	Breast clinic	Urol. clinic		Lung clinic (med. onc)	Urol clinic
	MDT		MDT		MDT		MDT	MDT	
PM	CRC clinic	HBP/ gen. oncol. clinic	Lung clinic	Breast clinic	Breast clinic	Urol. clinic	HBP/ gen. oncol. clinic	Lung clinic (med. onc.)	Urol. clinic

Initially 2.5 SPAs, (as detailed previously), will be given for non-clinical work and will be reviewed between 3 to 6 months into the post. Mentoring arrangements will be discussed at the start of the post (depending on specialty sites agreed on)

SPAs are to include at least 0.5 PAs to allow the appointee to familiarise themselves with all relevant guidelines, policies and procedures, other SPAs to be used for CPD, audit, guidelines, governance, revalidation. Further SPAs will cover teaching, research, clinical management and service responsibilities. At the review point the number of SPAs will be adjusted dependent on what commitments the new appointee has taken on within the department, University, Division, Trust or Region

**On Call  
Availability**

No formal on call availability required

## Health and Safety Responsibilities

To ensure that the Trust's Health and Safety Policies are understood and observed and that procedures are followed

To ensure the appropriate use of equipment and facilities and that the working environment is maintained in good order

To take the necessary precautions to safeguard the welfare and safety of yourself, patients, visitors, and staff, in accordance with the Health and Safety at Work Act

To undertake appropriate health and safety training to support safe working practice, including where appropriate, its management

To demonstrate a practical understanding of risk assessment in relation to their areas of responsibility and to ensure safe systems of work are in place.

To ensure that all incidents occurring within the department are reported in accordance with Trust procedures, investigated and corrective action taken as necessary and/or reported to senior management and specialist advisers.

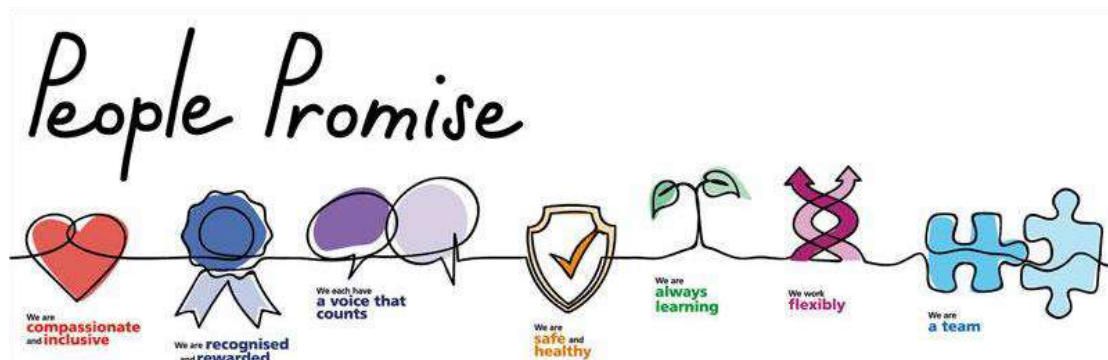
To ensure that occupational health advice is sought if employees identify health conditions which may affect their ability to carry out their responsibilities safely.

To be responsible for ensuring that their staff attend statutory and mandatory training.

## Equality and Diversity

All employees are required to follow and implement the Trust's equal opportunities policy and to undergo any training and development activities to ensure that they can carry out their duties and responsibilities in terms of promoting, developing, implementing and reviewing the policy arrangements in the course of their work.

## People Promise





## Trust Values and behaviours

We care for our patient, each other, and ourselves. All roles within the Trust require staff to demonstrate these core values in their behaviours. All members of staff should consider these behaviours an essential part of their job role:

**# Proud of the Paget**

### BUILDING A HEALTHIER FUTURE TOGETHER

#### OUR PRIORITIES & AMBITIONS

**CARING FOR OUR PATIENTS**

1. Deliver the best and safest care for our patients
2. Continuously improve patient experience
3. Reduce health inequalities, ensuring equitable access for all
4. Empower patient choice and personal responsibility for health

**COLLABORATING WITH OUR PARTNERS**

1. Collaborate to achieve seamless patient pathways both at place and system level
2. Embrace our role as an anchor institution, working together for the best outcomes
3. Be an effective partner to achieve both our ambitions and our partner's ambitions

**SUPPORTING OUR PEOPLE**

1. Promote an inclusive, fair and safe workplace
2. Develop compassionate and effective leadership
3. Attract, engage, develop and deploy our staff to deliver the best care for our patients
4. Promote well-being opportunities to keep our staff healthy and well

**ENHANCING OUR PERFORMANCE**

1. Make the best use of our physical and financial resources
2. Lead the way towards achieving Net Zero Carbon
3. Future-proof our service for the people we serve
4. Improve services through digital transformation, research and new models of care

**OUR VALUES**

**COLLABORATION**  
**ACCOUNTABILITY**  
**RESPECT**  
**EMPOWERMENT**  
**SUPPORT**

**We're Proud of the Paget.**  
We hope you will be too.  
Scan here to read our full strategy.

[www.jpaget.nhs.uk](http://www.jpaget.nhs.uk) [f jamespagetuniversityhospital](#) [@JamesPagetNHS](#) [@Jamespagethospital](#) [JamesPagetUniversityHospitalsNHSFoundationTrust](#)

## Trust Agreement

The Trust agrees to:

Allow sufficient study to leave and funding for clinical CPD to ensure college requirements are met for appraisal and revalidation.

Provide professional leave and funding to support appropriate personal management development.

Guarantee a job plan that provides an equal number of PAs to full time colleagues from the same specialty if this is desired, which can consist of clinical PAs or a combination of clinical and academic PAs as is wanted by the post holder, (To be agreed by the Divisional Medical Director and Chief Medical Officer or Deputy

Ensure that sufficient time and funding is made available to allow retraining at the end of tenure to enable a return to full time clinical work if so desired by the Deputy CMO. This may include study leave, courses and an attachment to another centre for training purposes.

### The Oncology Department

This post will be based within the local oncology team, but will have close links to Norfolk and Norwich University Hospital

At our Trust there are two Medical Oncologists covering three specialist body sites with clinics at JPUH (six clinic sessions) and overseeing general services relating to inpatient and outpatient oncology care. There are five visiting clinical oncologists providing clinics for various other body sites (fourteen clinic sessions). There are a specialty doctor based at the chemotherapy and day care unit (Sandra Chapman Centre), who are also supporting clinics and there is excellent support by five oncology specialist nurses, based at the Sandra Chapman Centre. The Trust is expanding its specialist nurse capacity and recruiting two additional specialist nurses supporting outpatients and providing nurse led clinics.

### Departmental Facilities

Our Oncology Department operates in several areas. Oncology delivers a mix of day case and outpatient services and provides more than 7,000 chemotherapy treatments and 800 outpatient appointments per annum

The main service areas:

1. Sandra Chapman Unit, a chemotherapy and day care unit for oncology and haematology patients.
2. Acute Oncology Services. This service supports cancer patients visiting the Sandra Chapman Unit and patients admitted to the hospital. The service is supported by a team of specialist nurses.
3. Oncology specialist clinics are held five days a week. Clinics are currently run by five visiting consultants from Norfolk and Norwich University Hospital, and the resident consultants (details are given below)
4. Research: This is supported by 2 dedicated research nurses / specialists and various administrative posts within the hospital research department
5. MUO / CUP services

NNUH Oncology Department also runs a radiotherapy department with five linear accelerators and a 35 bed oncology / haematology specialist ward. The chemotherapy day ward at NNUH (13 chairs) and is linked to a 5 bed acute oncology unit. These additional facilities are also available to JPUH patients if required.

### Oncology Clinics:

- **Monday:** Colorectal cancer and Gynaecology specialist clinic (Dr Debashis Biswas, Clinical Oncologist, based at Norfolk and Norwich University Hospital - NNUH), Hepato-biliary-pancreatic clinic (Dr Ulrike Darnedde, resident Medical Oncologist)

- **Tuesday:** Upper GI and lung cancer clinic (Dr Zacharias Tasigiannopoulos, Clinical Oncologist, based at Norfolk and Norwich University Hospitals). Breast cancer clinic and lung cancer clinic (Dr May Han, resident Medical Oncologist). Breast cancer clinic (Dr Maskell, Clinical Oncologist, NNUH)
- **Wednesday:** Gynaecology/Urology clinic (Dr Robert Wade, Clinical Oncologist, based at NNUH)
- **Thursday:** HPB and general oncology clinic (Dr Ulrike Dervedde, resident Medical Oncologist)
- **Friday:** Lung clinics (Dr May Han, Medical Oncology). Gynaecology/Urology clinic (Dr David Maskell, Clinical Oncologist, based at NNUH)

The service works in close conjunction with the Norfolk and Norwich University Hospital, sharing various protocols and policies. NNUH provides on-call and further specialist services, such as an MSEC MDT. There are common strategies and protocols for the care of patients with malignant oncological disorders discussed at multi-disciplinary meetings

Oncology and Haematology share a chemotherapy day care unit (Sandra Chapman Centre). The post holder may be sharing responsibilities in these areas and is expected to participate in joint meetings and governance work. The post holder will contribute to the AOS and CUP services and oncology inpatient care and to the set-up and coordination of clinical trials

### **Clinical Spectrum**

Treatments provided in the Sandra Chapman Unit cover a wide range of regimes. Some regimes for melanoma, sarcoma and brain tumours, as well as chemo-RT protocols are only offered at NNUH – however, with the new post in place it is planned to offer these patients local care as well. The Consultant will be involved with chemotherapy planning and prescribing. There is a high emphasis on compassionate, holistic care for oncology patients, including thorough symptom control

Radiotherapy is provided at the Norfolk and Norwich University Hospital, whose Acute Oncology and On Call service can be contacted at any time

Palliative care is provided in conjunction with a local palliative team, who also visit Sandra Chapman Centre if required and have a very active in-patient hospital service. They also provide outpatient clinics and palliative care in the community.

The Acute Oncology Service offers acute management of out-patient as well as in-patient cancer-related emergencies. It links into the cancer management of other teams, and brings the Oncology team in contact with all aspects of oncology inpatient care.

## Staffing

The local oncology team provides support to the various oncology clinics detailed above.

There are daily MDT meetings requiring input from either visiting consultants or the local oncology team.

The post holder is expected to undertake both undergraduate and postgraduate teaching.

Chief Medical officer:	Mr Vivek Chitre
Divisional Medical Director:	Dr Jonathan Baldry
Deputy Divisional Medical Director:	Dr Vinod Shenoy
Current Clinical Lead:	Dr Ulrike Dervedde

Specialist in Oncology:	Dr May Thu Han Dr Maha Aslan
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Specialty doctor in Oncology:	Dr Thin Thin Ohn Dr Lidia Nache
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Visiting Clinical Oncologists:	Dr Debashis Biswas Dr David Maskell Dr Zacharias Tasigiannopoulos Dr Robert Wade
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Deputy Divisional Operational Director: Brett Norton

Matron:	Jeanette Taylor
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Specialist Nurses:	Jeremy Rake Deborah Needham Emma Crowther Louise Cunningham Toni George
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Sister, Sandra Chapman Centre:	Liz Alyward
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Oncology Pharmacist:	Kalvin Scott
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## SECTION 3: TRUST INFORMATION

The Trust provides comprehensive acute care for the population of Great Yarmouth, Lowestoft and the South Waveney area and for many visitors to the area. This acute care provided from the James Paget University Hospital site at Gorleston is supported by other community services at the Newberry Centre, Kirkley Rise North Lowestoft and outreach clinics



The Trust serves a population of approximately 230,000. We are a University Hospital with a medical school, training the next generation of health professionals and developing research

The James Paget University Hospital is a high performing hospital with a history of strong performance both financially and in terms of achieving national and local targets. There is a close working relationship between staff and management with a strong culture of team working which contributes to a friendly working environment. The Trust has successfully undertaken several national pilots

The Hospital has a strong reputation for Education and Training. It has a close working relationship with the Norwich Medical School and contributes approximately a third of the medical school's secondary care teaching. There is also an established multidisciplinary research culture within the Trust, with a growing body of applied healthcare research and evaluation



The Hospital is based in the coastal town of Gorleston between the resorts of Great Yarmouth and Lowestoft. Other coastal resorts such as Southwold, Caister and Hemsby also lie within the Trust's catchment area along with several Broadland villages/towns such as Beccles, Acle and Oulton Broad. The historic city of Norwich is a short journey away. The North Norfolk coast and Southern Suffolk coast are also within easy reach

There is a good supply of high quality housing at reasonable prices from barn conversions and historic houses to architect designed modern builds. There is a good choice of locations from rural and village to coastal and town. There are many high quality state and private schools from Nursery through to sixth form colleges and the UEA.



## Developing our New Hospital

The Trust has been selected as one of the sites for a new hospital build by the government, with construction beginning in the next five years.

The Trust is delighted that the James Paget will receive government funding to build a new hospital and health campus, and this investment will help us to continue to provide world-class care for our local community and for our NHS staff for years to come.

The Trust's ambition to redevelop its hospital site is part of the wider Norfolk and Waveney ICS Estates Strategy, which focuses on how our NHS buildings can support patients in accessing quality healthcare.

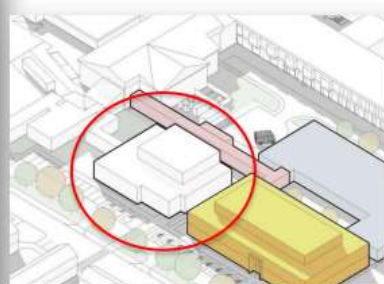
One of the three design options below:



### Diagnostic Assessment Centre

The James Paget is currently building a new Diagnostic Assessment Centre – one of three at each of the hospitals in Norfolk and Waveney. The centre will have state of the art imaging equipment which includes MRI and CT scanners, X-Ray and ultrasound rooms – this will support rapid diagnostics

It is expected to be operational by Spring/Summer 2024.





## SECTION 4 : EDUCATION AND TRAINING

### **Norwich Medical School and University of East Anglia**

This is a joint venture involving the UEA, Norfolk & Norwich University Hospital and James Paget University Hospital NHS Foundation Trust (JPUH), Norfolk Mental Health and General Practitioners in Norfolk and Suffolk

The first intake of students was in autumn 2002. The James Paget consultants are involved in the development and delivery of the Curriculum and Teaching Programme, with approximately 30% of all secondary care teaching being based at JPUH. In addition a significant proportion of the lectures / seminars / teaching sessions / assessments at the UEA for Medical Students are also delivered by employees of the Trust. The medical school emphasises the importance of innovative teaching methods especially problem-based learning in the education of undergraduates. The appointee will have the opportunity to apply for specific teaching roles in the delivery and development of the undergraduate curriculum and to become a Recognised Teacher in the Medical School. Honorary UEA appointments are awarded to consultants making a significant contribution to MB/BS teaching

### **Research**

The hospital is part of a Research Consortium in association with the Norfolk & Norwich University Hospital and the University of East Anglia. These links are being enhanced to facilitate collaborative projects and ideas. As a University Hospital, there is a drive to increase research activity. Collaborative partners include The School of Health, University of East Anglia, which has particular expertise in epidemiology and Health economics. A number of consultants in the James Paget University Hospitals NHS Foundation Trust hold honorary Senior Lecturer appointments at the University of East Anglia

Participation in research is actively encouraged and supported and we are particularly interested in recruiting clinicians with experience of applying for research grants. The JPUH has a Research Support Group, which will give practical advice

### **Postgraduate Medical Education**

Post Graduate Education is based within the Education and Training Centre at the JPUH. There is also a good medical reference library within the Trust, which is located at the Burrage Centre also situated on the hospital site

The centre provides a wide and varied programme to support continuing education with the local consultants and visiting specialists participating. There is a GP vocational training scheme and an active teaching programme for junior staff in which most consultants participate. A major expansion of teaching facilities has recently taken place. Consultants from the trust play an active regional role in training trainers

The weekly training programme includes:

- Grand Round
- Curriculum teaching/clinical presentations for Junior Doctors
- Half-day protected teaching for Foundation Years 1 and 2 trainees.

- Half-day protected teaching for GPSTs
- Speciality education and journal club meetings

Regular MDT/teleconferencing meetings take place linking to regional hospital

Clinical Divisions have their own education and audit programmes

The Trust expects all Consultant Medical Staff to comply with the current guidelines from their professional bodies, GMC, Royal Colleges etc. concerning education and revalidation. Emphasis is placed on training senior staff in teaching and training skills. All new consultants are expected to have attended or be willing to attend a teaching course. Those intending to develop an interest in Medical Education will be encouraged to obtain a qualification in this field. The Trust recognises that training in adult learning is an important part of undertaking undergraduate training as a partner in the joint venture medical school at UEA

The appointee will have the opportunity to be involved in the professional supervision and training of junior medical staff and will be invited to a training course to become an Educational Supervisor for Trainees

### **Education and Training Centre**

This purpose-built centre provides a wide range of state-of-the-art teaching facilities and most rooms have built-in modern audio-visual presentation facilities. There are seminar rooms and consultation and examination rooms, a spacious entrance area, a coffee lounge along with wet and dry skills rooms and an IT training room



The centre provides teaching and training facilities for a wide range of staff including Medical Students and BLS/ ILS/ ALS/ ALERT courses. We have plans to build another large space for Innovation in Education in the next few years. We have been conducting laparoscopic surgery course in our wet lab for ST2 to ST5 level trainees for the last 3 years. In addition, we have been conducting non-technical skills for surgeons (NOTSS) courses for the last 3 years running this at least 2 times a year for all trainees across East of England including local faculty development.

### **Study Leave**

Study Leave will be obtainable within the limits of the Terms and Conditions of Service of Hospital Medical and Dental Staff (England & Wales) as amended, subject to the Regional Postgraduate Medical Educational Policy. The current study leave budget is £1,100 (pro rata) per Consultant

### **Audit/QI**

Audit is an important item within the Trust agenda. The Clinical Audit and Effectiveness Committee oversee the requirement. It is expected that a significant QI project be completed

for every revalidation cycle. QI department has been established and actively encourages doctors to participate and guide with quality improvement projects. We have registered and have access to Life QI

### **Personal Facilities**

The appointee will be provided with personal secretarial support and office accommodation at the James Paget University Hospitals NHS Foundation Trust. The appointee will have a computer or laptop due to moving to more mobile solutions, which will be linked to the hospital intranet with facilities for internet connection and e-mail. Ample car parking is available on site at a very low/no-annual charge compared to other local hospitals and nationally.

### **Personal Development for Consultants**

All new consultant recruits are given the opportunity to review their personal development with their clinical lead/independent management consultant and agree a personal development plan. Although this is very much owned and driven by the individual, the Trust will provide financial support for personal development activities. Each year all consultants are required to undergo an appraisal with either their Assistant Medical Directors or another consultant selected from a list of appraisers to discuss their development and in anticipation of revalidation.

### **Clinical Governance**

The Trust has introduced Clinical Governance under the joint leadership of the Medical and Nurse Directors. It has been at the forefront of the introduction of Risk Management. The Trust was one of the first to achieve CNST Level 2. Recent appointments of Senior Staff to support Clinical Governance emphasise the Trust's commitment and it is expected that all Medical Staff will participate.

### **Working with Colleagues**

The post holder will be expected in the normal run of their duties, and within their contract to cover the occasional brief absence of colleagues and during occasional emergencies and unforeseen circumstances.

### **Improving Working Lives Flexible Career Scheme**

The scheme has been developed to give all doctors, both junior and senior levels, the opportunity to work flexibly e.g. part-time working and career breaks. Further details of this scheme are available from the Medical Staffing Department.

### **Disclosure & Barring Service Forms**

All successful applicants will be required to complete and return a Disclosure & Barring Service form.

If you have not been resident in the UK you will be required to produce a "Certificate of Good Standing" or "Police Check" from an authorised Police Authority from the country of your last residence.

### **Safeguarding Children**

All employees have a duty for safeguarding and promoting the welfare of children. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Staff must also ensure they receive the appropriate level of safeguarding children training depending on their role in the Trust.

## Infection Control

Staff working in a clinical environment must ensure that they understand and follow the infection control policies, procedures and best practice applicable within the Trust.

In order to do so they must;

- Observe all infection control policies and practices relevant to the post
- Act as a role model to others regarding infection control best practice
- Ensure that they keep up to date and attend all relevant training relating to infection control issues applicable to their post
- Ensure that patients, visitors and contractors are aware of and follow infection control best practice (where applicable).
- Report non-compliance or concerns regarding infection control issue/best practice to their line manager.

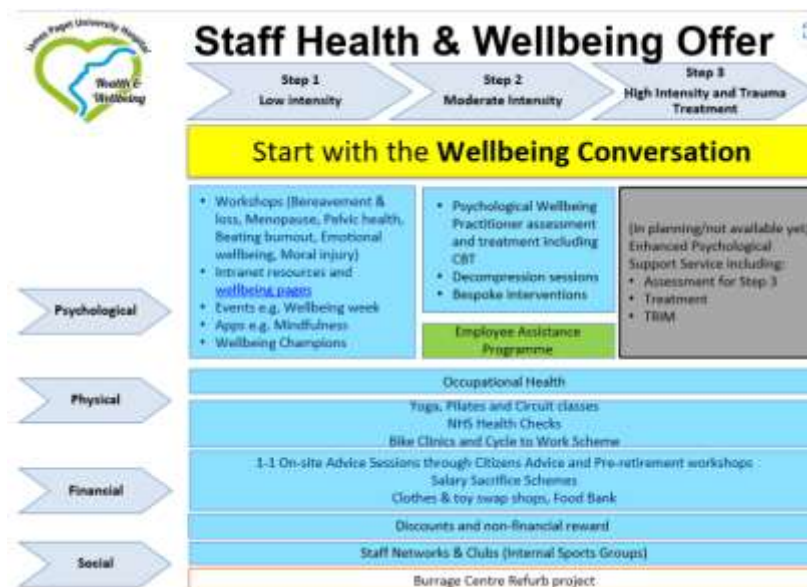
## Confidentiality

All employees are required to ensure the confidentiality of all patients, staff and other sensitive, including commercially and financially sensitive, information that is made available to them as part of their duties.

## Workforce wellbeing at JPUH

We have robust departmental and divisional support systems for wellbeing, for example - following a serious incident, the clinical lead or a nominated mentor would provide personal one to one support or refer to GP/ Occupational Health

We provide local occupational health support where you can make a self-referral, you can self-refer to ask for advice on your current condition and adaptations you may need outside work. Your manager can also make a management referral and should make a referral to explore options for phased return, reasonable adjustments (software/hardware, working patterns etc.) and to ask for advice and guidance on how to make the workplace more accessible to you.



## SECTION 5: GENERAL CONDITIONS OF APPOINTMENT

<b>Salary:</b>	Within Medical and Dental Pay and Conditions for the new consultant contract, pro rata part-time.
<b>Pension:</b>	NHS contributory scheme.
<b>Life insurance:</b>	Covered within NHS superannuation scheme.
<b>Holidays:</b>	As per terms and conditions of service schedule 18, paragraph 1.
<b>Notice period:</b>	3 Months
<b>Terms:</b>	Post is subject to Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales), as amended from time to time.
<b>Location:</b>	When on-call for their clinical specialty, the successful candidate will normally be within 15 miles of the main hospital base or 30 minutes travel time unless specific approval is given by the Trust. The post holder is based at the James Paget Hospital but may be required to undertake duties at other locations within the locality.
<b>Medical:</b>	Required to complete Trust's Confidential Occupational Health Services medical questionnaire and undergo medical examination, if necessary. The post holder will require validated identity verification of immunisations for Measles, Hepatitis B, HIV and Hepatitis C screen prior to commencing.
<b>Rehabilitation of Offenders:</b>	Exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (exemptions) Order 1975.
<b>Equal Opportunities:</b>	James Paget University Hospitals NHS Foundation Trust is committed to the promotion thereof, on the basis of opportunity and advancement correlating with ability, qualification and fitness for work.
<b>Expenses:</b>	Reimbursed interview travel and subsistence expenses limited to two preliminary site visits (where appropriate from the point of entry to the U.K.)

**Registration:**

Required to have and maintain full registration and be on the GMC Specialist Register. To comply with requirements for revalidation and CPD as laid down by the General Medical Council, colleges and similar bodies. Required to conform to GMC guidelines for Good Medical Practice. Membership of a Medical Insurance Society is strongly recommended.

The appointee will enjoy terms based on the nationally agreed Terms and Conditions of Service for Consultants (England) 2003.

The appointee will be expected to cover for colleagues' absence from duty on the basis of mutually agreed arrangements with the Department and with the Employing Trust. This is arranged by mutual agreement of consultant colleagues and approval of the Divisional Director, in accordance with standard Trust and NHS regulations. It is essential that six weeks' notice is given to allow for proper planning and prevent cancellations of patients' appointments/surgery. This includes all forms of leave.

All appointments are subject to satisfactory Occupational Health Clearance being obtained.

The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies.

With the Terms of DHSS Circular (HC) (88) – Protection of Children – applicants are required when applying for this post to disclose any record of convictions, bind-over orders or cautions. The Trust is committed to carefully screening all applicants who will work with children and you will be expected to undertake a 'disclosure' check.



## SECTION 6: APPLICATION INFORMATION

If you have any queries regarding applying online please contact the Medical Staffing Team.

**Charlotte Hughes, Medical Workforce Officer Telephone: 01493453117**

Applicants who require further information about the post and/or who wish to make an informal visit are invited in the first instance to contact:

**Brett Norton, Deputy Divisional Operations Director**

**Brett.Norton@jpaget.nhs.uk**

For further information about the Trust please log onto our website [www.jpaget.nhs.uk](http://www.jpaget.nhs.uk)

**Planned Interview Date: TBC**

### Advertising

The post will be advertised to the Trust's public membership through a range of routes, including the external Trust website, Trac, NHS Jobs and the BMJ.

Successful applicants will be notified by Trac.

### Applications

The preferred method of application is through Trac/NHS jobs

#### Applications should include:

A completed online application form via Trac, with education and professional qualifications, and full employment history. It is also helpful to have daytime and evening telephone contact numbers and e-mail addresses, which will be used with discretion. The details should include names and contact details of three referees. References will not be taken without applicant permission and must include the direct line manager.

All candidates are also requested to complete an Equal Opportunities Monitoring Form which will be available upon submission of your online application. This will assist us in monitoring our selection decisions to assess whether equality of opportunity is being achieved.

The successful applicant will be subject to Occupational Health and, Disclosure and Barring Service checks.

- Whether the person has been convicted in the UK of any offence or been convicted elsewhere of any offence which if committed in any part of the UK would constitute an offence; and
- Whether a person has been erased, removed, or struck off a register maintained by a regulator of a health or social work professional body.

For further information about the Trust please see our website at [www.jpaget.nhs.uk](http://www.jpaget.nhs.uk)