



## CONSULTANT RECRUITMENT PACK

### CONSULTANT IN OBSTETRICS AND GYNAECOLOGY Special interest – Colposcopy & Gynaecology Cancer Unit and Ambulatory Gynaecology

**“Our vision is to provide an outstanding experience and the best outcome for patients and the team”**

We'll do that through our five strategic objectives:

 <p><b>Quality of care</b> – creating a learning organisation and culture of continuous improvement to reduce repeated harms and improve patient experience</p>	 <p><b>People</b> – being a great place to work and to be a patient, where we listen, empower and value everyone</p>	 <p><b>Modern healthcare</b> – delivering the most effective and efficient treatment and care through standardisation in the delivery and outcome of clinical services</p>	 <p><b>Digital</b> – using digital technology and innovations to improve clinical pathways, safety and efficiency and empower patients</p>	 <p><b>Collaborate</b> – working with our partners in health and care to ensure the provision of a high quality sustainable NHS to the communities we serve</p>
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## **CONSULTANT IN OBSTETRICS & GYNAECOLOGY**

### **1. Special interest – Colposcopy & Gynaecology Cancer Unit and Ambulatory Gynaecology**

## **JOB DESCRIPTION**

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## 1. LETTER OF WELCOME

Hello, I'm Matthew Erritty, Specialty Lead in Obstetrics and Gynaecology.



I'm delighted that you are interested in joining our team.

Our department has an excellent reputation for providing high quality obstetric care. There are currently approximately 3500 births per year at St Peter's hospital.

We have a talented team of dedicated consultants working in a friendly, flexible and cohesive group. We are enthusiastic, welcoming and proactive in supporting special interests and wish to recruit a new consultant to join our team. We are supported by a strong team of SAS doctors, O&G trainees and clinical fellows staffing our middle grade rotas, a variety of grades of junior doctors (F2, ST 1-2 and GPST) and a dedicated team of specialist nursing staff.

The department began its 1<sup>st</sup> phase of expanding the medical workforce earlier this year and has appointed to 3 new Consultant and 4 new middle grade positions. We are now looking to recruit for the next phase under which this job falls.

We aim to provide a high quality patient experience and an excellent place to work for all staff. We believe that the key to improved patient and staff experience is a high quality, efficient and patient-centred pathway, in which the patient sees the 'right doctor, first time'.

We are welcoming applications from candidates interested in full or part-time working. We'd love to meet you for an informal visit. Contact me to arrange a visit or for an informal chat about the post.

Best wishes,

Matthew Erritty

Email: [matthew.erritty@nhs.net](mailto:matthew.erritty@nhs.net)    Tel: 01932 722371

## 2. ABOUT THE TRUST

Established in 1998 from the merger of Ashford and St. Peter's Hospitals, the Trust has been on a long journey of development and improvement to its current position as the largest provider of acute hospital services to Surrey residents. It became a Foundation Trust in December 2010.

Ashford and St. Peter's Hospitals NHS Foundation Trust serves a population of more than 410,000 people living in the boroughs of Runnymede, Spelthorne, Woking and parts of Elmbridge, Hounslow, Surrey Heath and beyond. The Trust employs around 4200 individual members of staff. Our turnover was £343.4 million in 2019/20. The Trust provides a whole range of services across its hospital sites. The majority of planned care, like day case and orthopaedic surgery and rehabilitation services, is provided at Ashford Hospital, with more complex medical and surgical care and emergency services at St. Peter's Hospital.

In 2019/20 we treated 33,500 Emergency Admissions, admitted 44,500 people of planned inpatient and day case treatments, saw 111,000 people in our A&E department, treated 446,000 patients in our outpatient clinics, helped deliver 3,570 babies, 26,000 patients through virtual clinics and had a turnover of £343.4m with a financial surplus of £1.2m

We provide the following hospital and community based health services to our catchment population:

- Admitted patient care for planned surgery and emergency medicine and surgery
- Accident and emergency services
- Critical care
- Outpatient services, both in the hospitals and across a number of community settings
- Community midwifery services.

Services are split across our three main hospital sites as follows:

Ashford Hospital on the A30 near Heathrow Airport: Day-case surgery, Elective surgery, Ophthalmology, Outpatients (including paediatrics) and diagnostics; X ray, ultrasound, and MRI scans, Inpatient Rehabilitation and Outpatient Midwifery hub.

St. Peter's Hospital in Chertsey, near the M3/M25: Accident and emergency services, Intensive care, Emergency surgical and medical care, Elective and day-case surgery, Orthopaedics (Rowley Bristow unit), Maternity care, Paediatric services, Neonatal intensive care unit, Outpatients and diagnostics; X ray, ultrasound, CT scans, endoscopy and MRI scans and Pathology services (provided through the Surrey and Berkshire Pathology Service).

Woking Community Hospital: Inpatient Neuro-rehabilitation services, Outpatient Services and Physiotherapy.

In addition, we run a wide range of specialist clinics in the community. These include Cobham Community Hospital, West Byfleet Health Centre, the Heart of Hounslow Centre for Health, Teddington Memorial Hospital and others – providing more accessible care, closer to where our

patients live. We also have Early Supported Discharge Teams (for stroke) based at Ashford and Milford hospitals (providing services across much of West Surrey). Dermatology services are provided from Royal Surrey County Hospital, Haslemere Hospital and Cranleigh Health Centre.

Our Trust Strategy: 'Together We Care' was launched in May 2018 and was developed within the national and local context of there being a clear need for collaboration and partnership working in order to ensure strong foundations for creating and benefiting from strategic opportunities. It is consistent with the local strategies and the Surrey Health and Wellbeing Strategy

Our Vision - 'to provide an outstanding experience and best outcomes for patients and the team' is an aspirational description of how we want every patient and team member to feel about the care and treatment received and the environment and support given to colleagues. We describe specific measurable aims for the Trust focused on what we believe is most important, specifically on ensuring patients are treated with compassion, are enabled as experts in "me" as their care plans are developed through shared decision making and delivered with continuity, in a safe way and without delay.

Our Mission – 'to ensure the provision of high quality, sustainable healthcare services to the communities we serve'

We continue to play a key role within the Surrey Heartlands Integrated Care System and the developing North West Surrey Integrated Care Partnership, which is an alliance of health and care organisations across North West Surrey and partners including borough councils and the voluntary sector to ensure delivery of care at local level

**Our values** describe what we believe in, how we will behave and the expectations for teams. The 4Ps were developed in conjunction with staff as part of our Foundation Trust authorisation. Feedback about the '4Ps' is resoundingly positive and these values are well liked and embedded across the Trust.

In October 2018 we retained our rating of "Good" by the Care Quality Commission (CQC) for the second consecutive time and the report shows significant improvements at Ashford and St Peter's Hospitals. Chief Executive, Suzanne Rankin, has said: "I am delighted with the outcome of this inspection and that we have maintained our overall Trust rating of 'Good' since the last inspection in 2015. I'm particularly proud to see some fantastic improvements – the overall rating for St Peter's Hospital and for our Children and Young People's service is now 'Good' and our Critical Care service classed as 'Outstanding'.

Our staff survey results show continuous improvement on how staff feel about working at ASPH, which is significant in terms of our work on #Rightculture, quality improvement and staff satisfaction. Our Friends and Family test - recommendation of the Trust as a place to work or receive treatment

- is **better than** the national average. We know that a **positive and inclusive culture** where staff are engaged and motivated = high quality care for patients.

We place a strong emphasis on being a values led organisation, and celebrate the contribution of our staff with a staff recognition scheme and an annual staff awards ceremony. We believe strongly in staff engagement, and we have a development programme for new Consultants, team and individual coaching programme and emphasis on learning and development.

On the academic side, we engage in research and education with the University of Surrey, Royal Holloway University of London, Kingston University, Imperial College and St George's Medical School. Many of our consultants' job plans have dedicated PAs at other acute hospitals such as St George's and Epsom & St Helier.

Within easy reach of London, as well as the smaller towns of Weybridge, Woking, and Virginia Water, the local area has excellent independent and state schools. Leafy Surrey offers a rounded life outside of work, and as an ambitious Trust, Ashford and St. Peter's offers opportunities for individuals to try new things and to gain exposure, and a supportive and welcoming team in which to do this.

### 3. ABOUT THE DEPARTMENT/SPECIALTY

Our department has an excellent reputation for providing high quality obstetric care although the department is going through a wider transformation in response to a CQC inspection from earlier this year. There are approximately 3500 births per year at St Peter's hospital. We provide a full range of services including specialist gynaecology clinics in;

- Endometriosis and Pelvic Pain
- Subfertility
- Urogynaecology
- Menopause
- Two-week rule
- Oncology
- Outpatient Hysteroscopy
- Colposcopy
- Vulval dermatology
- Miscarriage follow – up / Recurrent miscarriage

All antenatal clinics will see women who are identified as high risk, including those who have had previous caesarean sections, high BMI and fetal growth restriction. There are specialist Obstetric clinics covering Maternal Medicine, Diabetes, Multiple Pregnancy, High risk obstetrics and a Prison ante-natal clinic. We currently provide 88 hours per week on site consultant cover for the labour ward which allows high quality care for both the obstetrics and gynaecology patients

#### 3.1 Department Objectives

The department is being supported by the Trust for a period of transformation where we are intending to significantly expand the medical workforce including substantive Consultants, middle-grade doctors and Senior House Officers.

The department is intending to adopt new job plans and on-call structure that would provide full prospective cover for essential activities such as Labour Ward and Elective caesarean section lists and also to maximise efficiency of elective theatre lists which will require flexibility.

This post is part of the second phase of recruitment. The existing Consultants are adopting a new 1:16 on call pattern and a partially annualised job plan and this post will join these changes and work in parallel to existing staff

We aim to provide a high quality patient experience and an excellent place to work for all staff. We believe that the key to improved patient and staff experience is a high quality, efficient and patient-centred pathway, in which the patient sees the 'right doctor, first time'.

The key divisional Objectives for 2023/24 include:

- An expansion of the medical workforce including recruitment to Consultants, middle grade registrars and Senior House Officers. These will include a period of transformation to allow job plans to adopt and change during the phases of recruitment.
- Maintain quality and increase performance in elective gynaecology specialities including Two-week rule, Endometriosis and Ambulatory gynaecology.
- To reduce the effects of the COVID-19 pandemic on waiting lists by increasing outpatient and theatre performance
- To provide an affordable and sustainable improvement in the care of antenatal inpatients and emergency gynaecology inpatients whilst providing increased prospective on-site consultant labour ward cover.
- Growth in Birth numbers.

The Gynaecology specific objectives are focussed around service enhancement and development with dedicated consultant input to the emergency inpatient care. St Peters is not unique in having faced challenges related to the COVID-19 pandemic and we are working hard to reduce the impact of this on waiting times for 18 week and TWR performance.

The Obstetric specific objectives are to significantly improve the experience in Day Assessment Unit and Maternity Triage and to improve and protect the performance in bereavement clinics.

### **3.2 Service Developments**

Our clinical strategy for 2023/24 includes:

- Improving the patient experience and quality in maternity Day Assessment Unit and Maternity Triage and full adoption of the BSOTs model.
- Reducing waiting times in Endometriosis, urogynaecology and general gynaecology.
- Increasing capacity in Two-week rule clinics and ambulatory gynaecology.
- Development of the urogynaecology department to become a BSUG accredited centre.
- Maintenance of the Consultant of the Week (CoW) model

### 3 Structure

The department is proud of effective multi-disciplinary team working between medical, nursing, management and support staff. A Clinical Office team provide administrative support to the medical staff within the specialty.

#### Obstetrics & Gynaecology Consultants

Name	Special interest
Joyanto Choudhury	Obstetrics and Ambulatory Gynaecology
Ahmed Elias	Obstetrics & Colposcopy Lead
Matthew Erritty	Obstetrics, Minimal Access Gynaecology and Endometriosis Specialty Lead O&G
Michal Adamczyk	Minimal Access Gynaecology and Endometriosis
Ngozi Izuwah-Njoku	Obstetrics & Early Pregnancy
Enaya Mirza	Obstetrics and Ambulatory Gynaecology Gynaecology Cancer and Ambulatory Gynaecology Lead
Dominique Warren	Obstetrics and Gynaecology Early pregnancy and Vulval Disease
Ganesh Thiagamoorthy	Obstetrics & Urogynaecology Undergraduate Tutor
Mahbuba Sultana	Urogynaecology and Obstetrics
Lilian Ugwumadu	Obstetrics & Gynaecology Fertility & Preterm Birth Fetal Monitoring Lead
Sadiya Hussain	Obstetrics and Urogynaecology Perinatal Mental Health Simulation Lead
Abigail Le Bas	Obstetrics & Gynaecology Gynaecology Governance Lead Bereavement and Quality Improvement Lead
Bismeen Jadoon	Obstetrics & Gynaecology. Postnatal lead
Oksana Dickinson	Obstetrics & Gynaecology
Anusuya Dhanpal	Obstetrics & Gynaecology, Diabetes, Triage & Day Assessment Lead
Nicola Comi	Locum Consultant

#### Gynaecology Consultants

Name	Special interest
Vasilis Minas	Minimal Access Gynaecology and Endometriosis
Anil Tailor	Gynae-Oncology (Sub-specialist)
Devannas Rajeswari	General gynaecology and Colposcopy

## Obstetric Consultants

Name	Special Interest
Sian McDonnell	High risk Obstetrics & Fetal Medicine, Saving Babies Lives lead
Karin Leslie	Maternal and Fetal medicine College Tutor Maternity Safety Champion Obstetric Lead
Joann Hale	Maternal and Fetal medicine Labour Ward Lead
Sapna Patel	Obstetrics and Diabetes lead, Obstetric Governance Lead

## 4. JOB DESCRIPTION

### 4.1 SUMMARY DETAILS

<b>Job Title:</b>	Consultant in Obstetrics and Gynaecology Colposcopy and TWR Gynaecology
<b>Hours:</b>	10 PAs full time / pro-rata hours available for part-time working
<b>Responsible to:</b>	Divisional director of Women's health and Paediatrics Division and Specialty lead for Obstetrics and Gynaecology Department
<b>Accountable to:</b>	Chief Executive
<b>Professionally accountable to:</b>	Medical Director
<b>Base:</b>	Your main base will be St Peter's Hospital. You may be required to work at any other Trust site from time to time, or any other location where the Trust provides services.

### 4.2 MAIN DUTIES OF THE POST

- Deliver Clinical, Educational, Managerial Services of the highest professional standard at Consultant Level to the Department.
- Work with existing consultants and the multi-disciplinary team to provide a high quality well-led service for patients of Ashford & St Peter's, including the diagnosis, investigations, treatment and management of patients, in accordance with Trust policies and practices.
- Deliver Direct Clinical Care to patients, through all parts of the Department assisting clinical decision-making and sharing equally in the workload.
- The Consultant team will provide comprehensive senior clinical cover to the Department.
  - Assessment of in-patients (as per Consultant of the Week (CoW) model)

- Provide consultant cover in ward rounds, multi-disciplinary team meetings and ante-natal clinics.
- Consultant cover time required, Consultants will be expected to review potential admissions and develop triage strategies to ensure early investigations and treatment of patients is achieved.
- Any changes will be by negotiation and will be reflected in the job plans of the team.
- Have a continuing responsibility for the care of patients in his/her charge, ensuring safe handover as appropriate.
- Engage fully with the care of patients outside the department and provide a prompt opinion on request from consultant colleagues in other specialties.
- Engage with medical, nursing, management and all relevant co-workers in the delivery of department objectives: to provide clinical leadership, improve the patient experience; ensure the highest quality clinical care.
- Actively participate in and support other staff with education, research, audit and clinical governance activities involving a multi-disciplinary workforce across the department.
- Participate in the professional training of the staff in the department, both medical and non-medical, and contribute as required to teaching sessions for other hospital staff as well as undergraduate and postgraduate staff, including supervision of junior medical staff. Teaching and training will require verification of teaching certification.
- Support recruitment, appraisal, development and mentoring activities to a multi disciplinary, multi-professional team.
- Undertake any other duties appropriate for a consultant.

## **LEARNING, DEVELOPMENT AND RESEARCH**

- The Trust encourages and supports consultants with a special interest to develop their interest, where it meets department objectives, and can be audited and reviewed, and provide learning opportunities for other staff.
- Participate in clinical audit activities of the department and hospitals, ensuring record-keeping is effective.
- Undertake research and develop special interests within the limits of clinical and service workload.
- Undertake continuing medical education internally and externally with study leave entitlement as appropriate.

## **SUPPORTING PROFESSIONAL ACTIVITIES (SPA):**

ASPH is committed to ensuring that all Consultants have dedicated SPAs within their job plan which they will be expected to carry out on site/ in the workplace. Specific responsibilities will be developed on appointment and according to areas of interest, but Supporting Professional Activities (SPA's) are intended to include

- Audit, research, and local clinical governance activity
- Formal teaching and preparation (e.g. giving lectures, seminars)
- Post-graduate teaching, and training (e.g. of junior doctors, medical students)
- external teaching and education delivery (e.g. ATLS, APLS)
- Clinical management, attendance at departmental and trust meetings

- Appraisal, Job planning and rota organisation
- Service development, quality improvement work, Major incident planning

SPA activity will be scheduled based on individual preference, and to meet the needs of the service.

### 4.3 THE JOB PLAN

The remit of the post holder is to join the current team of two gynaecological oncologists (one part time) who lead our Gynaecology Cancer and TWR sessions and our existing Consultant Colposcopy lead, with support from a clinical nurse specialist and a senior clinical fellow.

This is a new consultant post that will work in collaboration with the existing leads for TWR gynaecology and Colposcopy. The successful post holder would be required to take on the role of deputy clinical lead for Colposcopy and have long term commitment to the ASPH Colposcopy service. Additionally, the post holder will have a central role in supporting the departmental TWR service and will work with the existing lead in managing the PTL and supporting both the local and regional gynaecological cancer MDT meetings.

The job plan will support the provision of specialist Gynaecology Oncology care and ambulatory services at Ashford and St Peter's Hospital. The post holder will have proven gynaecology TWR experience and have weekly oncology Outpatient clinics, operating, TWR and colposcopy sessions as well as MDT sessions.

The post holder would be expected to be BSCCP accredited and have demonstrable abilities to work within an MDT and to lead clinical teams. Additionally, they should be competent in open and laparoscopic surgery for gynaecological malignancy and have proven and extensive acute gynaecology experience.

The Job Plan has 8.5 PAs of Direct Clinical Care (DCC) and 1.5 Supporting Professional Activities (SPA). The existing rota is organised on a 12-week rota, with alternating week A and week B commitments. The rota allows for Consultants to alternate working on busy and less busy days in order to equalise workloads. This rota will expand as part of the phased recruitment process to a 1:16 and in the short term will require flexible elements to support Labour Ward, elective caesarean sections and Gynaecology theatres. The expected transition to a 1:16 and partially annualised job plans is April 2024.

A specific job plan will be agreed with the appointed consultant, the Specialty Lead, Divisional Director and the Department Service Manager and is subject to change to meet the needs of the service. There will be DCC sessions for colposcopy, one-stop TWR gynaecology, gynae theatres, and labour ward. In addition there will be DCC sessions for Colposcopy and TWR MDTs, patient admin and shared departmental responsibilities such as PMRT and bereavement clinics.

This Job Plan will be reviewed annually to ensure that the DCC/SPA allocation accurately reflect the work that is performed.

Supporting Professional Activities (SPA's) are intended to cover formal post-graduate teaching, audit, research, governance, supervision, appraisal and clinical management as required. The balance of sessions between Ashford & St. Peter's is flexible. Teaching and training will require verification of teaching certification.

Currently, there is also a 1 in 12 Consultant of the week (CoW) commitment along with 9 hours per day on site cover with each weekend on call commitment. This will also expand once the department has fully recruited to a proposed 1 in 16 model.

#### **Consultant On-Call Rota** (Frequency of rota/detail of rota)

The existing Consultant body participate in the department rota on a 1:12 basis. The recruitment process is intended to reach an on-call participation of 1:16. The on call availability supplement will be Category A, 3 %. The PAs may be adjusted, subject to the job-plan and agreed work commitment, such as prospective colleague cover and additional duties.

#### 4.4 PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Full GMC Registration.</li> <li>• MRCOG (or equivalent)</li> <li>• Evidence of training, experience and independent practice in both Obstetrics &amp; Gynaecology.</li> <li>• CCT or eligible within six months of interview date and can demonstrate evidence that they are expected to achieve CCT within 6 months.</li> <li>• ATSM in advanced labour ward practice</li> <li>• ATSM Colposcopy / BSCCP Accreditation</li> <li>• Gynaecology Scanning</li> </ul>	<ul style="list-style-type: none"> <li>• ATSM Hysteroscopy or equivalent</li> <li>• ATSM Gynaecological Oncology / or equivalent</li> <li>• Evidence of training and independent practice in minimal access surgery.</li> <li>• MOET or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Evidence of thorough and broad training in both Obstetrics and Gynaecology.</li> <li>• Experience of managing gynaecological oncology patients at unit or centre level</li> <li>• Extensive skill and experience in laparoscopic, open and vaginal surgery in gynaecological oncology and gynaecological emergencies</li> <li>• Able to independently manage a high risk labour ward.</li> <li>• Able to manage high risk ante-natal women.</li> <li>• Ability to <ul style="list-style-type: none"> <li>• Take full and independent responsibility for the clinical care of patients.</li> <li>• Perform appropriate surgery for emergency gynaecology.</li> <li>• Independently manage women with complications in early pregnancy.</li> </ul> </li> <li>• Experience in service and pathway developments and guidelines</li> <li>• Evidence of initiating change through the quality improvement projects and audits</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of MDT working in a cancer setting.</li> <li>• Experience in governance, quality and safety.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Must be able to demonstrate, in relation to people who use Trust and other related services: <ul style="list-style-type: none"> <li>○ knowledge &amp; awareness of diversity and human rights and the competencies appropriate to your role to support their diverse needs and human rights.</li> <li>○ ability to communicate effectively with them and with other staff to ensure that their care, treatment and support are not compromised.</li> <li>○ a good understanding of their communication, physical &amp; emotional needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence</li> </ul> </li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work constructively in a multidisciplinary team, be flexible and responsive to the needs of colleagues and provide team leadership</li> <li>• Evidence of ability to continuously improve patient and staff experience</li> <li>• Ability to manage competing demands in a busy acute environment and cope and manage own emotions under stress</li> <li>• Ability to empathise with patients and their families and to treat them with compassion and sensitivity</li> <li>• Competent in the use of IT/computer systems</li> </ul>	

	Essential	Desirable
Teaching	<ul style="list-style-type: none"> <li>• Medical and non-medical undergraduate and postgraduate teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>• ATSM in “Medical Education”</li> <li>• Advanced qualification in Medical Education</li> <li>• Successful completion of recognised educational supervision training within last 3 years</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• NHS Constitution</li> <li>• Trust vision, values, strategic objectives and key work programmes</li> <li>• Must be able to demonstrate knowledge of the professional code of conduct and guidance issued by the GMC and adhere to this.</li> </ul>	
Leadership and Management	<ul style="list-style-type: none"> <li>• Evidence of previous active participation in leadership and management activities</li> <li>• Understanding of NHS policy and delivery of national performance targets (including hospital acquired infections)</li> <li>• Flexible, pragmatic and a problem solving approach.</li> <li>• Ability to inspire and motivate others</li> </ul>	<ul style="list-style-type: none"> <li>• Completed ‘Train the Trainers course’</li> <li>• Experience of managing budgets and staff</li> <li>• Demonstrable experience in service innovation</li> <li>• Experience of managing clinical governance targets e.g. CNST</li> <li>• Experience of achieving quality targets e.g. CQIN</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Experience of research, particularly in collaboration with other clinicians</li> <li>• Willingness to continue participation in research</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to supervise postgraduate research</li> <li>• Publication in peer reviewed journals</li> </ul>
Attitude Behaviour and Values	<ul style="list-style-type: none"> <li>• Must be able to demonstrate honesty, reliability, trustworthiness and treat people who use the service and colleagues, with respect.</li> </ul> <p>Must be able to demonstrate that you:</p> <ul style="list-style-type: none"> <li>• Put patients first by <ul style="list-style-type: none"> <li>○ Offering to help</li> <li>○ Making everyone feel special</li> <li>○ Showing kindness and respect</li> <li>○ Apologising when things go wrong</li> </ul> </li> <li>• Take personal responsibility <ul style="list-style-type: none"> <li>○ Smiling and being welcoming</li> <li>○ Having the courage to challenge</li> <li>○ Continuously learning and improving</li> <li>○ Performing your duties to the best of your abilities</li> </ul> </li> <li>• Have passion for excellence <ul style="list-style-type: none"> <li>○ Striving to be the best</li> <li>○ Going the extra mile</li> <li>○ Being bold and ambitious</li> <li>○ Leading by example</li> </ul> </li> <li>• Have pride in our team <ul style="list-style-type: none"> <li>○ Celebrating our diversity</li> <li>○ Looking after colleagues</li> <li>○ Delivering what we promise</li> <li>○ Praising our achievements</li> </ul> </li> <li>• Self-motivated and confident</li> <li>• Show appropriate insight into strengths and weaknesses and ask for help appropriately.</li> </ul>	

Other	<ul style="list-style-type: none"><li>• Ability to travel between Trust sites</li><li>• Ability to be flexible to meet the needs of the team, the service and the Trust.</li></ul>
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This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, the post holder may be required to undertake other duties that are consistent with the role / grade. The detail and emphasis of the role may change with clinical and technical advances in the specialty; you will be expected and supported to keep up to date with this. Significant and long-term changes to the role would be in consultation with you and in line with the needs of your work area.

## Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Care</b>	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you work to is the standard you accept
<b>Compassion</b>	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
<b>Communication</b>	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
<b>Humility</b>	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

## Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
<b>Commitment</b>	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
<b>Self-awareness</b>	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
<b>Open-mindedness</b>	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
<b>Courage</b>	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

## Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Positivity</b>	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
<b>Insight</b>	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
<b>Initiative</b>	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
<b>Innovation</b>	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo

## Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Constructiveness</b>	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
<b>Selflessness</b>	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
<b>Collaboration</b>	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
<b>Integrity</b>	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words



## 5 VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal and development.

## 6 CONDITIONS OF APPOINTMENT

The appointment will be subject to NHS Employment Checks. These include:

- Occupational Health screening by questionnaire, and if required a medical examination arranged through the Occupational Health Department prior to appointment. Confirmation of Hepatitis B immune status will be required.
- Disclosure and Barring Service Check - Enhanced
- Identity and Right to Work checks
- Satisfactory references covering the last three years
- Registration with professional body
- Revalidation
- The appointee is required to live not more than 30 minutes travel time by road from St. Peter's Hospital unless by prior arrangement
- Medical negligence indemnity is provided by the Trust for all duties covered by this post. Post holders should ensure they understand those aspects of medical practice not covered by this indemnity.

## 5. REVALIDATION AND STRENGTHENED MEDICAL APPRAISAL

- Revalidation of licensed doctors is required every five years and is based on comprehensive appraisals undertaken annually. It is designed to improve the quality of patient care by ensuring that licensed doctors remain up to date and continue to be fit to practice.
- Annual appraisal is a contractual requirement for all medical staff as part of Revalidation. It is the personal responsibility of all doctors to ensure they have an annual appraisal and maintain a portfolio, contains the annual appraisal documentation, which the GMC may request to inspect should the need arise.

## 6. MAIN CONDITIONS OF SERVICE

- This appointment is covered by local Terms and Conditions of Services and Ashford & St. Peter's Hospital's NHS Foundation Trust policies. Where local terms and conditions do not exist, the NHS Terms and Conditions – Consultants (England) 2003 apply.
- The post is graded as consultant based on the Consultant Contract (2003).
- Annual leave and study leave entitlement will be in line with the NHS Terms and conditions of Service. Wherever possible, leave requests should be made 6 weeks before the start of the intended leave and should ensure adequate service cover in the department
- Where a doctor wishes to claim reimbursement of removal or associated expenses this must be agreed by the Trust prior to taking up the post. This ensures that eligibility and amount can be determined before the doctor incurs expenses which the Trust may not consider appropriate for reimbursement.
- The Trust provides a 24/7 service. Accordingly, you may be required to work such hours as the Trust specifies, including nights, evenings and weekends. For the avoidance of doubt, paragraph 6 of Schedule 3 to the Consultant Contract does not apply to this appointment. The Trust is aiming to extend 7 day services, and you will be required to work over the number of days required to provide clinical services for your specialty.

## 7. RECREATION AND TRANSPORT

In the immediate locality there are leisure centres at Staines-upon-Thames, Sunbury, Woking and Feltham, squash courts in Egham and Feltham and many golf courses nearby. Windsor, Runnymede, Hampton Court, Wisley (RHS) Gardens the Thames and other places of interest are within a 10 mile radius.

Central London is easily accessible with regular trains from Ashford and Woking to Waterloo. Underground trains run from Hatton Cross Underground station. The motorway network, M25, M3 and M25 are also close by. Heathrow airport is 20 minutes by car and Gatwick Airport is 30 to 40 minutes by car.

### WORKING FOR THE TRUST GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <https://www.ashfordstpeters.info/employment> ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <https://www.ashfordstpeters.info/policies>

## 8. COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality and Data Protection Policy <https://www.ashfordstpeters.info/information-and-it/929-confidentiality-and-data-protection-policy> and Information Governance Policy <https://www.ashfordstpeters.info/information-and-it/929-confidentiality-and-data-protection-policy>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at <https://www.ashfordstpeters.info/information-and-it/933-freedom-of-information-policy>

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <https://www.ashfordstpeters.info/information-and-it>

## 9. DEVELOPMENT, MODERNISATION AND CHANGE

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <https://www.ashfordstpeters.info/policies>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role / band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

## 10. INCLUSION DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site: <http://www.asph.nhs.uk/annual-equality-and-diversity-report>

## 12. MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

## 13. MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

## 14. NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.

- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

#### **Staff responsibilities:**

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

## **15. QUALITY AND RISK MANAGEMENT**

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.

(<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Health and Safety Policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustweb.asph.nhs.uk/policies/patient-care-policies/>
- Fire safety policy is available at <http://trustweb.asph.nhs.uk/policies/risk-policies/fire-safety-policy/>
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

## 16. WHISTLE-BLOWING (Raising Concerns Policy)

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at: <https://www.ashfordstpeters.info/policies/organisational/3820-freedom-to-speak-up-raising-concerns-whistleblowing-policy>

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

## 17. REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

## 18. SAFEGUARDING

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection and they must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trusts local and SSCB's Child Protection and Safeguarding procedures.

Information on Child Protection is available at:

<https://www.ashfordstpeters.info/safeguarding> and  
<http://trustnet/docsdata/paed/index20.htm>

Information on the Abuse or Suspected Abuse of Vulnerable Adults is at:

<https://www.ashfordstpeters.info/safeguarding>

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff required to have a DBS disclosure for their post will undergo a recheck every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

**Date: November 2023**