

JOB DESCRIPTION & PERSON SPECIFICATION

Consultant Haematologist

at

**MILTON KEYNES UNIVERSITY HOSPITAL
NHS FOUNDATION TRUST**

Pending Royal College

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March 2024

Dear Colleague

Thank you very much for expressing an interest to join our team here at Milton Keynes University Hospital.

Milton Keynes is a vibrant and self-confident town, growing at an unrivalled rate. The town offers much to its residents, with outstanding leisure facilities and easy reach of both the picturesque Buckinghamshire countryside and the many attractions of London.

Milton Keynes University Hospital shares this vibrancy and self-confidence with the town, with a young and dynamic consultant body which has expanded significantly over the last few years. Our Associate Specialists, Specialty Doctors and postgraduate trainees make an energetic and positive contribution to all aspects of the life of the hospital and its wider community.

The University of Buckingham has established the UK's first independent Medical School and we are the key NHS partner in this enterprise. The development of this fresh approach to undergraduate education leads to a period of change, excitement and professional opportunity on the campus. We now have over a hundred undergraduate medical students (from both Buckingham and Oxford) on site at various point in the year.

We hope that you will chose to develop your career here with us, and help us in our goal of providing high quality care to the population of Milton Keynes, achieving professional and personal fulfilment on the way.

I look forward to meeting you if you plan to visit the hospital and commitments allow.

Kind regards

Dr Ian Reckless
Medical Director

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1. About Milton Keynes University Hospital and the City

Milton Keynes University Hospital (MKUH) NHS Foundation Trust is a medium sized district hospital that provides a full range of acute hospital services and an increasing number of specialist services to the growing population of Milton Keynes and the surrounding areas. With around 550 beds and employing more than 4,000 staff, the hospital sees and treats appropriately 400,000 patients each year comprising of both outpatient and emergency attendances.

We have a busy A&E department that manages all medical, surgical and child health emergencies seeing 87,000 patients a year. The Trauma Unit is a registered Level 2 Unit and the department deals with all emergencies. As our local population grows (current catchment is 300,000), we continue to develop our facilities. In addition to providing general acute services, Milton Keynes University Hospital increasingly provides more specialist services such as cancer care and complex cardiology.

All inpatient services and most outpatient services are provided on the main hospital site. The Trust is organised into four clinical divisions (medicine, surgery, women and children and core clinical) and a number of corporate directorates. The executive directors, and clinical service unit (CSU) leadership teams, are responsible for the day-to-day management and running of the hospital's services, with ultimate management accountability resting with the Chief Executive.

Over the last 10 years, the Trust has invested significantly in its site and has developed a number of new services and pathways to improve outcomes for patients, as well as the experience they receive whilst in our care. A number of further developments are planned for the coming years as the health demands of the local population change.

The Trust entered into a partnership with the University of Buckingham to establish the first independent Medical School in the country. The first cohort of University of Buckingham medical students began full-time clinical training with the Trust in 2017, and are now working across the NHS.

Some quick facts:

- The Trust employs 4,000 staff.
- We have 550 inpatient beds.
- 87,700 people attend our Accident and Emergency Department every year
- We treat approximately 24,500 elective patients, 350,000 outpatients, and deliver approximately 4,000 babies every year.

Foundation Trust Status

We have been an NHS Foundation Trust since 2007. This means that patients, the public and staff have a greater say in the future of the hospital, and in planning and developing services.

Our origins

Development of the new town of Milton Keynes started at the end of the 1960s, but by the middle of the 1970s there was still no local hospital. A campaign under the banner 'Milton Keynes is Dying for a Hospital' was started. This resulted in the commitment to build a hospital and Milton Keynes Hospital was officially opened in 1984.

Since then, the estate of the hospital and the services we offer have dramatically increased meaning that, in many cases, where local people had once had to travel to receive specialist treatments they are now able to receive them closer to home.

Location

The hospital is situated in a very rapidly growing city in the beautiful Buckinghamshire countryside. The city lies midway between Northampton and Aylesbury and is traversed by the M1. It is on the West Coast Mainline (fast train to Euston currently 30 minutes).

Milton Keynes was designed from a visionary blueprint, at a time when Britain was rebuilding its communities devastated by the Second World War. Faced with the county's population forecasted to grow considerably, architects and designers were tasked to design an easily accessible town that could allow organic expansion. The result is a unique network of roads built on a grid system, configured by dual-carriageways, many roundabouts, underpasses and bridges.

Culturally, Milton Keynes is a vibrant and diverse city bringing together theatre, museums, art galleries, and yes the iconic, if infamous cow sculptures, created by the Canadian artist Liz Leyh. Nearby, is Bletchley Park and the beautiful grounds of Stowe House. The town has plenty of amenities to keep you busy, with two huge shopping centres, many restaurants, bars and leisure centres, plus Xscape, an indoor ski range right within the city centre.

Due to the design of the city, it also boasts 300km (186 miles) of cycle paths set amongst three ancient woodlands and housing estates that shelter from the road network. The Grand Union Canal passes through the town, providing the space to walk, cycle, run or relax. MK has been Britain's fastest growing city in terms of jobs and number of businesses over the past decade.

Board of directors

Made up of executive and non-executive members, the Board of Directors has collective responsibility for the performance of the Trust and exercises power on behalf of the Trust.

The Board of Directors is accountable for setting the strategic direction of the Trust, monitoring performance against objectives, ensuring high standards of corporate governance and helping to promote links between the Trust and the local community.

The roles and responsibilities of the Board of Directors can be found <https://www.mkuh.nhs.uk/about-us/our-structure/board-of-directors>.

The MK Way

The MK Way is our refreshed vision, values, strategy and objectives and has been developed in collaboration with our staff. Our values outline what we believe is important in how we work and provide the framework in which we operate.

All staff members have a huge part to play in contributing to our goal of providing exceptional patient care. Through creating our new strategy, values and objectives, each and every staff member will understand how they can support the organisation in delivering our vision.

Vision

Our vision for Milton Keynes University Hospital NHS Foundation Trust is to be an outstanding acute hospital and part of a health and care system working well together.



We care: We deliver safe, effective and high quality care for every patient. We treat everyone who uses our services, and their families, friends and carers, with dignity, respect and compassion; and we treat each other as we would wish to be treated ourselves.

We communicate: We say #hellomynameis; we keep patients informed, involved and engaged in their treatment and care; and each other informed about what's happening in our hospital. We know we can speak up to make sure our hospital is safe and our patients are well cared for.

We collaborate: We are #TeamMKUH. We work together and with GPs, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.

We contribute: We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join in and play our part to make our hospital the best it can be. We acknowledge and share good practice so that others can learn what works well and why, and we learn from others so that we keep improving the care and services we provide.

Objectives



2. The Post

Job Profile

The post holder will be contracted to provide a Haematology service along with their 5 consultant colleagues to Milton Keynes University Hospital. Candidates must hold full and specialist registration (with a licence to practice) with the General Medical Council, hold membership of the Royal College of Physicians or show evidence of equivalent qualification and Fellowship of the Royal College of Pathologists or demonstrate evidence of equivalent qualification. Newly qualified UK trained applicants will hold a Certificate of Completion of Training (CCT) or be within six months of being awarded CCT or equivalent by date of interview

Job Outline

Duties and responsibilities

The successful candidate will join the existing 5 Haematologists (at 1.0 WTE) to provide a Haematology service to the population of Milton Keynes. Currently, all the consultants contribute to the care of malignant and non-malignant patients with two consultants leading on malignant haematology, one consultant leading on haemoglobinopathies and two consultants leading on haemostasis and thrombosis. The department is aiming to set up an autologous stem cell transplant service with the addition of the new post holder. The post holder will be expected to contribute to the care of all haematology inpatients irrespective of their diagnosis.

This is an exciting time to be joining the team as a new, purpose built, Cancer Centre was opened in early 2020 providing fantastic facilities for our Haematology and Oncology patients including a 22-bed ward, 4 bed triage unit and 11 consultation rooms. A brand-new Radiotherapy Centre is currently under construction and due to open this summer.

In addition to the 5 consultants, the team consists of 3 registrars on the Oxford training programme, a specialty doctor, core trainee, FY1 and 3 specialist nurses. Protocols are shared with Oxford University Hospitals and the department links with them for multi-disciplinary meetings and specialist services, including haemophilia. The Trust will provide all necessary secretarial support.

The successful candidate will provide, with the other five consultants, comprehensive cover for the haematology service, including an on-call service. Prospective on call cover will be required for planned and unplanned absence of consultant colleagues.

The Pathology Department has UKAS and MHRA Accreditation.

Teaching:

- To assist in the professional supervision and management of trainee medical staff.
- To organise and participate in teaching, examination and accreditation duties for undergraduate, postgraduate and continuing medical education activity.
- To teach Buckingham Medical School students and SPR's on rotation from Oxford deanery.
- To participate in the education and teaching of nursing staff.
- To undertake appraisal as required.

Research and Audit:

- To be actively involved in medical audit, the Trust's Clinical Governance processes and continued professional development.
- To implement audit and research findings as appropriate.
- To participate in the Pathology and Medical Division's audit activities and to share in running educational activities, including teaching and audit.

Policy and Planning:

- To contribute to the development of clinical and organisational guidelines.
- To review and develop policies for clinical practice and effectiveness.
- To participate in strategic planning for the service.
- To comply with current trust policies and procedures.

Management and Communication:

- To participate in all aspects of service Line and Trust haematology affairs, including attendance at consultant meetings and to represent the department on appropriate committees/ working parties as required.
- To develop and monitor performance indicators for the haematology service and implement actions as necessary.
- To assist in the effective handling of patient complaints.

Record Keeping:

- All staff that have access to or transfer data are responsible for that data and must respect confidentiality and comply with the requirements of the Data Protection Act 1998, in line with the Trusts policies.
- To comply with the requirements of the Freedom of Information Act 2000 in line with policy.

Haematological malignancies

The Clinical Haematology Service provides level 2B facilities for the care of patients with haematological disorders, including induction treatment for adult patients with acute leukaemia and intensive treatment for patients with high-grade lymphomas. The Trust is currently in the process of gaining accreditation for an on-site autologous stem cell transplant service. Currently, patients requiring autologous or allogeneic transplants are referred to Oxford. Hickman and Picc lines are inserted under ultrasound guidance by a team consultant radiologists.

Milton Keynes University Hospital maintains close links with the Haematology Department at the Churchill Hospital, Oxford. Oxford undertakes specialist diagnostic work (including immunophenotyping and cytogenetics) as well as providing expert haematopathological review of all cases of malignancy. Milton Keynes University Hospital is a member of the Oxford multidisciplinary team for lymphoma, myeloma and leukaemia, with a weekly Lymphoma Videoconference and an additional weekly Videoconference (alternately Myeloma and Leukaemia). There are annual managerial and clinical meetings for each of the three haematology malignancies and haemoglobinopathies. Milton Keynes University Hospital has a good record of participating in clinical trials and has a Research Officer to facilitate trial approvals (through the ethics committee), patient entry and record keeping.

In the haematology laboratory the main analysers are three Sysmex XN10. The Haematology laboratory service is fully accredited and has full quality assurance. There is currently a network wide upgrading of the Laboratory Management Systems which would improve test reporting timescales and reduce the use of paper reports between laboratories.

Haemophilia/Bleeding Disorders:

Historically Milton Keynes haemophilia patients had shared care with the Oxford haemophilia centre but 10 years ago the Milton Keynes service was closed with a consultant retirement. Since Dr Davis has been in post more patients have returned to shared care and there is an aim to repatriate more work to Milton Keynes. Patients with suspected bleeding disorders are seen in Milton Keynes initially and baseline screening done but for detailed platelet function testing, patients are referred to Oxford as the Milton Keynes laboratory currently does not have the facilities to do this. The Haematology coagulation laboratory has two Instrumentation Laboratories ACL Top -500.

There is a bi-weekly multi-disciplinary team meeting reviewing bleeding and thrombosis cases alternating with immunohaematology cases weekly.

Blood Transfusion:

The Blood Transfusion Laboratory receives approximately 26,000 requests and approximately issues 11,000 blood products per annum. The blood bank analysers are Orthovision. A Clinisys laboratory information system, linked to Blood Track, monitors the movement of all blood products. Stocks are maintained by daily routine deliveries from Oxford Transfusion Centre, with "ad hoc" deliveries when necessary. Stocks of factor concentrates, including Prothrombin Complex Concentrate and recombinant factor VIIa are held in the department.

Ms Sewa Joaquim-Runchi is the Blood Transfusion Departmental manager, and there are two deputy managers. All Biomedical Scientists and Associate Practitioners from the Department of Haematology rotate through the Blood Transfusion laboratory. There are currently 2, part time, Transfusion Practitioners in post.

Haemoglobinopathy:

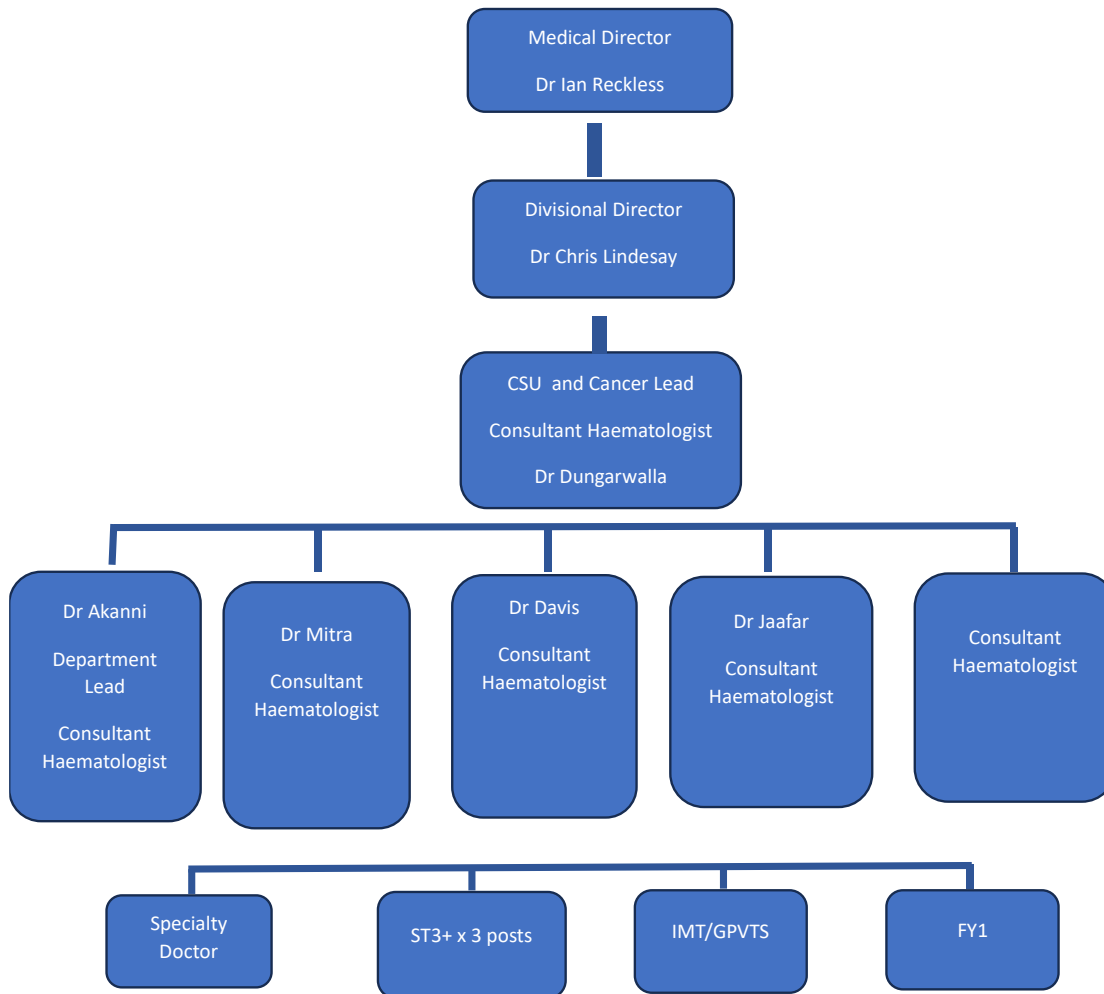
Dr Akanni, consultant haematologist, has clinical responsibility for haemoglobinopathy and leads our busy haemoglobinopathy service. She is supported by 1 WTE Band 7 haemoglobinopathy specialist nurse. An outreach service for emergency red cell exchanges is provided by NHSBT Oxford. Patients on a regular red cell exchange programme travel to Oxford currently. Work is ongoing to develop our own local red cell exchange service for patients requiring red cell exchanges. Laboratory provision includes the Biorad variant II HPLC analyser, with access to DNA confirmatory tests in Oxford.

MKUH is part of the Thames Valley and Wessex Haemoglobinopathy Network for management of sickle cell disease and UCLH Red Cell Network for Thalassemias and rare inherited anaemias. There are vibrant monthly multidisciplinary team meetings including a biweekly national haemoglobinopathy MDT meeting

Links:

There is no provision for clinical paediatric haematology in the department at Milton Keynes apart from Haemoglobinopathies where there is a bi-monthly specialist clinic for transcranial dopplers. Paediatric leukaemia patients are referred on to Oxford for management. There is shared care between paediatricians in Milton Keynes and paediatric haematologists in Oxford for this patient group.

Staffing:



Further Information

Candidates wishing to discuss more details of the post, please contact:

Candidates wishing to discuss more details of the post, please contact:

Dr Magbor Akanni, Consultant Haematologist and Department Lead

- **Tel: 01908 995816 (Dr Akanni secretary)**
- **magbor.akanni@mkuh.nhs.uk**

Or Dr Subir Mitra, Consultant Haematologist

- **Tel 01908 995815 (Dr Mitra secretary)**
- **subir.mitra@mkuh.nhs.uk**

Application Information

Applicants who are unable, for personal reasons, to work full time will be eligible to be considered for the post. Job share applicants are also welcomed. If appointed, modification of the job content will be discussed on a personal basis in consultation with consultant colleagues.

This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

Potential applicants who are visiting the Trust are welcome to approach the Executive team through the relevant lead Executive in order to meet on the day if this can be arranged. Shortlisted applicants for consultant posts are encouraged to meet with the Chief Executive and /or Medical Director.

Successful applicants will have both undergraduate and postgraduate teaching as part of their job plans.

We are moving towards a seven-day working pattern and welcome applications from people of all ages including people over 65.

Applications are to be submitted in the form of an online application through the NHS Jobs Website

Interview Date : 3rd June 2024

3. Job Plan

The job plan on appointment will consist of a split of 7.5:2.5 DCC/SPA. The SPA component is made up of core activities (appraisal, revalidation, CME, routine departmental meetings etc.) and non-core activities. Non-core activities are discussed and agreed within the Trust (via an agreed tariff and, on occasion, through ad personal agreement). Non-core SPA may reflect activities such as educational supervision, research, leadership and quality improvement. Following appointment, non-core SPA may be used to participate in our consultant development programme, or in acquiring or consolidating specific skills and expertise. Non-core SPA is only available if specific activities and objectives are mutually agreed in job planning.

Through its inclusive and comprehensive job planning process, the trust commits to providing equitable working conditions to medical colleagues across specialties and their sub-specialties. Delivery of job plans, whilst owned by consultants and their Clinical Service Unit Leads, is overseen by the Divisional Director and subject to peer challenge at divisional level, thus enabling a further layer objectivity to our commitment in this regard.

Proposed Job Plan:

	Monday	Tuesday	Wednesday	Thursday	Friday
9am - 1pm	Ward round	Day Off	Clinic	Clinic	Clinic alt Fridays/ Clinic admin + lab time
				11.15 – 11.45am Myeloid/Myeloma MDT	
				Clinic	
1pm – 5pm	1-2pm Drug rep meeting/journal club/consultants meeting		Clinic admin	Non- core SPA	Core SPA
	2-3pm Ward MDT		2- 2.30pm Lymphoma MDT		
	3-4pm Lab MDT (once/month)		Clinic admin	Clinic Admin	
	Lab time		4-5pm Clinical Governance (once / month)		

The proposed job plan may be subject to change with development of the department and candidate's needs

On call tariff – 2 PAs (programmed activities). 10PA job in total

Review of Job Plan

The job plan is subject to review once a year and is signed off between the post holder, the CSU Lead and an Executive Director of the Trust. Participation in annual appraisals is a contractual requirement. The Trust has procedures for resolving disagreements concerning job plan, either following appointment or at annual review.

Teaching

There are a number of specific roles within the hospital relating to our joint endeavours with the University of Buckingham Medical School. These roles involve teaching and the wider management of the undergraduate training programme. These activities are recognised explicitly in job plans. Day-to-day teaching on the wards and in clinic is accounted for within direct clinical care (DCC) time.

The Appointee

The appointee will have access to an office, and secretarial support will be available. Consultant offices are equipped with a Personal Computer with suitable peripherals and connectivity. The library has access to current books and journals.

Annual appraisal

All doctors must have an annual appraisal and review of the job plan part of which will include completion of Mandatory Training. Trust appraisers are appointed by the Medical Director for appraisal and revalidation. Key issues arising from the appraisal process are relayed to the CSU Lead and Medical Director.

Continuous Personal Development

The Trust is fully committed to CPD. There are internal meetings (with certificates issued) plus a study leave allowance of 30 days over 3 years with funding available. As part of the job plan there is a core SPA (1PA) for supporting professional activities and CPD.

Personal development and training

The Trust actively encourages development within the workforce and employees are required to comply with trust mandatory training.

The Trust aims to support high quality training to NHS staff through various services. The Trust is committed to offering learning and development opportunities to all full-time & part-time employees.

Mentoring

There is a mentoring and leadership programme which is led by Director of Workforce. There is mentoring specifically aimed at new consultants, supported by NHS Elect and mentoring arrangements can be entered into following agreement with the CSU Lead, Divisional Director and/or Medical Director. This would be following a training needs analysis that is formulated in with the appraisal of the individual.

General Responsibilities

All Medical and Dental Staff employed by the Trust are expected to comply with hospital health and safety policies, clinical governance and other risk management policies.

The Chief Executive of the Trust or the CSU Lead / Divisional Director may from time to time delegate managerial responsibilities by agreement with the post holder.

Trust Management Structure

Full details of the Trust's current management structure can be viewed online. In summary, there are four clinical divisions each made up of constituent clinical service delivery units (CSUs). Each Division and CSU is led by a triumvirate of Divisional or Clinical Director (typically a doctor),

general manager and lead nurse (or allied health professional). Medical staff are encouraged to take an active role in leadership and management, developing our clinical pathways over time and offering both high quality and value for money.

4. The Department

The haematology service currently has five consultants:

Dr Moez Dungarwalla
Dr Subir Mitra
Dr Sarah Davis
Dr Magbor Akanni
Dr Sarah Jaafar

The appointee will join these to make a total of six consultants. In addition to the consultant haematologists, there are three Haematology Specialist Registrars (Oxford rotation), one Specialty doctor, one ST1 trainee in core medicine, one FY1 house-officer and three Clinical Nurse Specialists- Suzanne Abbott, Sophie Clarke (Haemoglobinopathies and red cell disorders) and Alison Singleton.

The MacMillan Haematology & Oncology Unit is run by Ms Emily Dawson (Advanced Nurse Practitioner in Haematology/Oncology and Unit Manager). There are eighteen registered nurses who rotate between haematology and oncology; they are supported by three nursing auxiliaries, three receptionists and a number of voluntary workers.

The Pathology Services Manager is Ms Nazia Hussain and within the whole Pathology Directorate, there are 140 biomedical scientists and support staff. The Haematology Laboratory Departmental Manager (Senior Chief BMS) is Mrs. Alison McEvoy. The Blood Transfusion Departmental Manager (Chief BMS) is Ms Sewa Joacquirun-Runchi. The Haematology Department has 15 biomedical scientists and 3 associate practitioners.

There are several Trust Research Nurses who provide support for running trials from the Research and Development Department.

Office space with PC, access to a microscope and administrative support will be provided for the appointee.

The Haematology Department has five secretaries and three clerical assistants/ receptionists.

Wards

Emergency Department	A fully equipped Category 1 department that is open 24/7 and able to treat all types of accidents.
Ward 1	SDEC- is a facility where patients with medical/ surgical conditions referred by their GP or by the Accident & Emergency Department can be assessed by a specialist medical team. This service operates 24 hours a day.
Short Stay Unit	28 bedded medical ward.
Ward 3	Female Medical Ward (Care of the Elderly)
Ward 4	Paediatric Assessment Unit and Paediatric Day Unit with an Escalation Bay

Ward 5	Paediatric In-Patient Ward with 22 beds. It cares for children with both emergency and elective needs.
Ward 6	Department of Critical Care
Ward 7	Hyper Acute Stroke Unit
Ward 8	A general medical ward.
Wards 9 & 10	For Antenatal women identified in clinic or the Day Assessment Unit as requiring additional care and monitoring. Ward 10 has two 6 bedded bays, one of which is utilised for transitional care and 2 side rooms.
Labour Ward	Delivery Suites
Phoenix Ward 14	Previous Rehabilitation Ward - Currently Closed (Apr 21)
Ward 15	Male Respiratory Ward
Ward 16	Female Respiratory Ward
Ward 17	Coronary Care Unit and Cardiology Ward
Ward 18	Male Medical Ward (Care of the Elderly)
Ward 19	General Medical Ward (Care of the Elderly and Diabetes/Endocrinology)
Ward 20	Surgical Ward - Colorectal
Ward 21	Gynaecology and Urology
Ward 22	Medical ward- gastroenterology
Ward 23	Trauma and Orthopaedic & ENT
Ward 24	Surgical ward – Elective surgery
Ward 25	Purpose Built Oncology and Haematology ward within the cancer centre
DSU	Day Surgery Unit

Outpatient Clinics

The purpose built out patient building provides standard facilities, including X-ray. Clinics are run from designated rooms in outpatients.

Department Critical Care

DOCC is a facility offering critical care to all acute hospital patients specifically invasive and non-invasive ventilation, intracranial pressure monitoring, haemofiltration and invasive cardiac monitoring. There is a split on-call rota (anaesthetics and critical care), and DOCC is led by consultants from both anaesthetic and physician backgrounds.

Theatres

There are 12 theatres currently available within the Trust, split across two sites. Phase 1, Theatre 1 – 4 (Emergency Theatres) and Phase 2, Theatres 5 – 12 (Elective Theatres)

Imaging

There is a modern imaging department staffed by 13 Consultant Radiologists. The department provides plain x-rays, image intensification, digital screening, ultrasound, CT and MRI scanning and has an interventional suite. There are plans for further CT and MRI Facilities.

Cardiology

There is a modern Cardiology department providing diagnostic facilities for both inpatients and outpatients. They include exercise testing, electrocardiograph testing, ultrasound scanning, pulmonary function testing and twenty-four hour monitoring and echocardiography.

Endoscopy

There is a modern Endoscopy unit. We provide both diagnostic and therapeutic endoscopy including ERCP and thoracoscopy.

Pathology Laboratory

There are full facilities on site for haematology, histopathology, microbiology and biochemistry.

Specialist Clinical Support Services are well provided for from Oxford University Hospitals, our main Tertiary Centre. A number of our departments have joint appointments, and there are excellent relationships at all levels. Specialist Eye and Plastic Surgery are provided at Stoke Mandeville.

Management and Organisational Administration

The Chairman is Alison Davis

The Chief Executive is Professor Joe Harrison

The Executive Medical Director is Dr Ian Reckless

Clinical Structure

Milton Keynes Hospital has 4 Clinical Divisions supported by a number of Clinical Service Units. The Divisional Director for Medicine is Dr Chris Lindesay and the CSU Lead is Dr Moez Dungarwalla. The Division is managerially represented by Simon Nicholson.

Patient Experience Team

As a part of the Trust medical team, you must be committed to providing the best possible care and experience for every patient every time. The patient is at the heart of everything we do. Patients, with their families and carers, should be involved in and consulted about decisions about their treatment and care. As a member of the Trust you should facilitate and support patients, families and carers to feedback on the service we deliver, and to act upon what we hear from feedback

Local Negotiating Committee (LNC)

A LNC meets on a regular basis with Management to advise policies and procedures that affect Medical and Dental staff. These include a regular review of the Clinical Excellence Awards for Consultants and Associate Specialists.

Medical Advisory Committee (MAC)

The Medical Advisory Committee is chaired by Mrs Gaural Patel, Consultant Breast Surgeon, and meets monthly to discuss issues as they affect Medical Staff. It is open to all Consultants and Associate Specialists.

5. Undergraduate and Postgraduate Facilities

The link with the University of Buckingham is an important step towards establishing the trust as a first rate centre of teaching excellence. The first students arrived at the hospital in May 2015. In 2017 the first rotation of clinical students (phase 2) commence full time hospital practice and a Medical School building, The Academic Centre, will open. These developments will also create exciting opportunities in the future for all staff in the fields of clinical research and education.

The medical school offers exciting opportunities for undergraduate and postgraduate teaching, and enhanced research facilities.

We believe the continued growth of the hospital will allow us to expand and improve our services to offer the very best care to the people of Milton Keynes, and beyond.

There is an active Postgraduate Education Centre, which houses the hospital library. There is a programme of clinical meetings and lectures. The medical library is stocked with most general medical journals. It has a good selection of books, and online resources.

The Director of Medical Education, Dr Richard Butterworth, FRCS, has overall responsibility for organising the postgraduate education programme, and active participation of Consultants, Trainees and General Practitioners is strongly encouraged. There is an active Speciality Tutors Committee that meets regularly.

In addition to the University of Buckingham Medical School, the Trust hosts Oxford university medical students from the graduate entry programme, in a number of specialties.

The Clinical Governance Support Unit has good resources and provides regular support in department projects. There are clinical governance half days on a monthly basis which includes peer review followed by specialist sessions to include clinical audit and learning which are held in the Postgraduate Education Centre.

Training grade doctors appointed to posts at MKUH have a wealth of education and training available to them on both a local and regional basis. This includes simulation sessions in our clinical skills and simulation facilities.

We also run a full programme of CPD opportunities for Consultants and SAS grades and have close links with Health Education Thames Valley for external educational opportunities. We have a vibrant SAS Drs Committee with a rolling programme of development, For Consultants we have recently introduced a 'new Consultant Development Programme', and for those wishing to take on a formal medical leadership role in the future, we are about to launch the 'Aspiring Clinical Leaders programme'.

The education centre also houses a Dental Suite with phantom heads for the education of Foundation Dentists and Dental Practitioners.

6. Terms and Conditions

Basic pay and thresholds

Basic pay is £93,666 and, subject to satisfactory appraisal, job planning and review, will rise through threshold increases to £126,281 per annum. The starting salary for this new post will be at the minimum of the payscale in accordance with the Medical & Dental Terms and Conditions, although previous consultant service may be taken into account when determining the starting salary.

Clinical Governance

The Trust has a Clinical Governance framework and a rolling programme of half days set aside for Clinical Audit and learning. Clinical Risk systems have been developed with cross-directorate working where appropriate.

Appointees are expected to participate fully in the clinical governance activities and procedures of the Trust, including adhering to and encouraging amongst junior staff compliance with best practice with regard to Infection Control procedures.

Data Protection

The post-holder must, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way: to hold data only for the specified, registered purposes and to use or disclose data only to lawful persons or organisations as instructed.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly using the Datix system and when requested to co-operate with any investigation undertaken. Staff should also comply at all times with any regulations and policies issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

Reducing risk is everyone's responsibility. All Trust employees are to ensure that they work at all times in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them.

The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to 'bare below the elbow', hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

Equality and Diversity

The Trust has a clear commitment to Equality and Diversity and it is the duty of every employee to comply with the detail and spirit of the policies.

Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any employee to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list as the role will inevitably vary and develop over time. You may from time to time be asked to undertake other reasonable duties; however any changes will be made in discussion with you in the light of the service needs.

Staff Nursery

[Busy Bees Nursery](#) is situated next to the hospital in Milton Keynes. The nursery is in a purpose built building and offers childcare from 3 months to 5 years.

Superannuation Scheme

The post-holder will be entitled to join or remain in the NHS Superannuation Scheme, which provides:

- A pension and a tax free lump sum on retirement
- Life assurance cover
- Voluntary early retirement benefits (dependant on service, and meeting any statutory requirements)
- Ill-health retirement benefits (dependant on having at least two years' service)
- Redundancy benefits (dependant on having at least 5 years' service, and the appropriate age restrictions).
- Family benefits
- Options to increase benefits

All pension benefits are based on salary and length of membership of the Scheme. Legislative changes affecting the NHS pension scheme from 6th April 2006 include the Gender Recognition and Civil Partnerships Acts and the Finance Act 2004, introduces new upper limits on tax free pension benefits and certain Child allowances. Medical and dental practitioners and other employees with relatively high earnings can find out more via [2015 NHS Pension Scheme guide for members \(nhsbsa.nhs.uk\)](http://nhsbsa.nhs.uk) No contribution will be made by the Trust to personal pension plans for those who opt out of the above scheme.

General Conditions of Appointment

- i. The Trust requires the successful candidate to have and maintain full and specialist registration with a licence to practise with the General Medical Council and to fulfil the duties and responsibilities of a doctor as set down by the General Medical Council.
- iii. All appointments are subject to satisfactory Occupational Health Clearance being obtained.
- iv. 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.
- v. 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.

7. Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications / Registration	<p>Full and specialist registration (and a licence to practise) with the General Medical Council (GMC) (or eligible for registration within six months of interview)</p> <p>Holder of Certificate of Completion of Training (CCT), or within six months of award of CCT or equivalent by date of interview</p> <p><input type="checkbox"/> Medical degree. <input type="checkbox"/> MRCP(UK) or equivalent. <input type="checkbox"/> FRCPATH or equivalent.</p>	
Knowledge	Knowledge and application of up to date evidence based practice.	<p>IT skills</p> <p>Breadth of experience within and outside specialty</p>
Clinical Experience	Postgraduate experience, including higher medical training at specialist registrar or senior registrar level. Part of this period may be in a post of equivalent responsibility and training potential.	<p>Experience of managing patients with bleeding disorders.</p> <p>Experience of managing patients with sickle cell disorders.</p>
Communication Skills	<p>Ability to communicate effectively through good verbal and written skills.</p> <p>Evidence of the ability to communicate with patients, colleagues and staff at all levels.</p>	
Teaching	A proven background in organising and delivering undergraduate and post-graduate teaching and research with evidence of training for the role is highly desirable.	<p>Ability to be able to appraise both trainees and other staff.</p> <p>A qualification in Medical Education, such as a Diploma</p>
Leadership/ Management skills	<p>Ability to effectively organise and manage clinical workload.</p> <p>Ability to motivate and develop training medical staff.</p>	Interest in medical management
Personal Attributes	<p>Ability to work in a team and co-operate with all staff.</p> <p>Enthusiasm & ability to work under pressure</p>	
Other requirements	Ability to work independently as well as part of the Haematology team.	Ability and desire to take part in Clinical Directorate Management

	<p>To balance individual requirements against those of the Directorate and the Trust as a whole.</p> <p>Demonstration of immunisation against Hepatitis B plus proof of HbsAg negative status.</p> <p>Will be required to maintain full registration with the GMC as well as remain on the Specialist Register.</p> <p>Will need to reside within 10 miles of the Hospital or half an hour's travelling time for on call commitments.</p>	
Research and Audit	<p>Able to appraise research.</p> <p>Understanding of Evidence Based Medicine.</p> <p>Thorough understanding of the principles of audit.</p>	<p>Publications in peer reviewed journals in the field of haematology.</p> <p>Participation in haematology-based research.</p>