



# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Consultant Urological Surgeon
<b>Department</b>	Urology
<b>Division</b>	Surgery
<b>Location / Hospital Site</b>	Princess Royal Hospital, Haywards Heath and must be prepared to travel to all sites within the Trust
<b>Payscale</b>	£93,666 - £126,281 per annum
<b>Basic Hours</b>	10PA Full-time including participation in an on-call rota system working a 1 in 8 consultant the week model Additional urology consultant-of-the-week (UCOW)
<b>Responsible to</b>	Paimaun Zakikhani, Clinical Lead
<b>Accountable to</b>	The Chief of Service for Surgery Division

## Role Summary

Applicants are invited for a new and exciting post for a consultant urologist with interest in robotic pelvic oncology. The post offered is for a Consultant Urological Surgeon with an initial 10 programmed activities. The successful applicant will oversee developing / leading the development for delivering a urological pelvic cancer service at Princess Royal Hospital (PRH) in Haywards Heath, part of University Hospitals Sussex. Initially it is envisaged that they will perform cystectomies and prostatectomies on joint lists at Eastbourne General Hospital with senior colleagues, if needed, until such a time as they are confident to operate independently. They will join a team across the 2 sites of 3 cystectomists and 4 prostatectomists with both local and joint specialist MDMs. The team at PRH includes faster diagnostic services with dedicated nurses working from the new Urology Investigation and Treatment Centre (UITC) on site.

As a team player you will be expected to take an equitable share of the work in the department, including 1:8 oncall with registrar cover and one stop clinics. The appointees' role will help to lead / provide support to diagnostic services and therapeutic pelvic oncology as well as support the pelvic oncology and trauma service at the Royal Sussex County Hospital site.

You will join a team of 7 friendly and enthusiastic Urologists, Clinical Nurse specialists, faster diagnostic services, 6 middle grades (3 NTNs), 2 CTs and 3 F1/2s. As a teaching hospital linked to Brighton and Sussex Medical School, we host medical students who are involved in an active teaching programme.

The applicant must be within 6 months of CCT, be competent in performing robotic radical prostate surgery and may have an interest in cystectomy. The applicant must show enthusiasm for medical education and training.

## Departmental Facilities and Workload

The Department of Urology is a member of the Surgical Directorate, well known in the region for providing excellent patient care as well as exceptional training for the specialist registrars and junior doctors. The Department has a weekly joint Specialist MDT for prostatic, bladder cancers. Close links with St Georges Hospital for Penile cancer.

The urology department has expanded from 5 to 8 consultants over the last 15 years. Princess Royal Hospital is the host site for upper tract urological cancer surgery and adrenal cancers within the Sussex Cancer Network.

From 2020 a duty Urologist of the week Consultant rota was established to provide Consultant led care for emergency admissions and daily review of in-patients. This post will also help support this rota. Currently this is on a 1:8 to be filled with the successful appointment. There is a middle grade on call rota providing 24/7 cover.

There is a strong teaching and academic background as expected of a teaching hospital department. The department has an enviable reputation for postgraduate and undergraduate education.

Royal Sussex County Hospital (RSCH) site in the '3Ts' project, the urology department relocated in 2015 to be based primarily on one site at Princess Royal Hospital (PRH) with occasional work at RSCH. All in-patients, urology emergency admissions and elective surgery are located at PRH. Outpatients are conducted at PRH in the Urology Investigation and Treatment Centre (UITC). The PRH provides a wide range of services typical of a district general hospital, including, accident and emergency, acute medicine, and level 3 ITU. The RSCH has a greater proportion of the tertiary services expected in a teaching hospital, including, renal medicine, vascular, cardiothoracic surgery, oncology, paediatrics including paediatric surgery. The 3Ts project is currently redeveloping the RSCH with significant construction of new buildings and facilities in order to ensure facilities fit for a 21st century teaching hospital.

The post holder accepts that they will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant, in consultation, where practicable, with their colleagues, both senior and junior. While it has been agreed between the professions that they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptions and you should not be required to undertake work of this kind for prolonged periods or on a regular basis.

The clinical duties of the post include the following:

- To contribute to the provision of a comprehensive and efficient, elective and non-elective surgical urological service
- To undertake and lead ward rounds
- To participate in a 1 in 8 'consultant-of-the-week' programme of daytime clinical supervision of inpatients and emergency admissions
- To undertake and lead outpatient clinics
- To support one-stop and virtual clinics
- To undertake and lead day case and inpatient operating lists
- To provide, when required, supervision and training of staff, including appraisal and assessment
- To help develop the urology service with the other consultants
- To contribute to the teaching of undergraduates and postgraduates in medicine and surgery as well as other healthcare workers.

## Staffing of the Department

Paimaun Zakikhani, Clinical Lead  
Tim Lerner, Cancer Lead  
Ruairidh Crawford, Governance Lead  
Andy Symes, UITC Lead  
Charles Coker, Audit Lead  
Ola Blach, Junior Doctor Lead, NMIBC  
Ammar Alanbuki, Robotic Lead

Specialist Registrar – 6

## Main Duties and Responsibilities

The job plan is provisional and will cover all aspects of a consultant's professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and objectives.

### Provisional assessment of Programmed Activities in Job Plan:

For a whole-time contract:

- Direct Clinical Care: 9 PAs on average per week  
*(includes clinical activity, clinically related activity, predictable & unpredictable emergency work. One PA of which will be accounted for by on call activity)*
- Supporting Professional Activities (SPA): 1 PA on average per week  
*(1.5 for revalidation activity, 0.5 for other activities such as teaching & research)*

### On Call Commitment: 1:8 5% Category A

The post holder accepts that they will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant, in consultation, where practicable, with their colleagues, both senior and junior. While it has been agreed between the professions that they will perform such duties, the Secretary of State stresses that additional commitments arising under this subsection are exceptions and you should not be required to undertake work of this kind for prolonged periods or on a regular basis.

## Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

## Provisional Timetable

In a 10 PA job plan 1 SPA - CPD will be provided (for less than full time this may be pro rata to minimum 0.5 SPA-CPD). SPA - CPD (168 hours per year) includes job planning, appraisal, mandatory training, consultant meetings, clinical governance such as NICE guideline reviews, national audits, GIRFT and patient safety such as incident investigation, coroner participation, learning from deaths, ward teaching and supporting management roles.

Any additional non-clinical (SPA) is at the discretion of the Clinical Director and part of team job planning. This must be defined with agreed outputs. Examples: education -SPA (for HEE and non-HEE doctors); leadership roles (at all levels); research; service development.

This job plan may be worked flexibly over a seven day working week. It is anticipated that patient related administration would be performed within the confines of the DCC PAs.

The following draft timetable is intended to show the Trust's expectation of the post and the facilities to be provided. Detailed adjustments may be required in consultation with the appointee, clinical colleagues and executive colleagues (3 months). In particular, a change may be appropriate after consultation to allow the development of a special interest held by the successful candidate.

1 in 8 on call rota

Day		Time	Type of Work Location (Ward / Site)	DCC/SPA
Monday	am	08:30-12:30	All day EDGH/ PRH alternate weeks	DCC 1.25
	pm	13:00-17:00	All day EDGH/ PRH alternate weeks	DCC 1.25
Tuesday	am	08:30 - 12:30	Admin	DCC 1
	pm	13:00-17:00	SPA	SPA 1
Wednesday	am	08:30 - 12:30	One stop	DCC 1
	pm	13:00-17:00	MDT	DCC 1
Thursday	am	08:30 - 12:30		
	pm	13:00-17:00	Post MDM Clinic	DCC 1
Friday	am	08:30 - 12:30	All day EDGH	DCC 1.25
	pm	13:00-17:00	All day EDGH	DCC 1.25
Saturday	am			
	pm			
Sunday	am			
	pm			

## Visiting Arrangements

Applicants are invited to visit the hospital or to phone for informal discussion by arrangement with Mr Paimaun Zakikhani, Consultant Urological Surgeon and Lead Clinician via [claire.stroud7@nhs.net](mailto:claire.stroud7@nhs.net).

## Wellbeing

We are a welcoming and diverse department – keen to support and mentor new colleagues in the team. At our NHS organization, we recognize the paramount importance of staff wellbeing and its direct correlation with the delivery of high-quality healthcare services. As an NHS consultant, you will actively contribute to fostering a culture of well-being within our healthcare environment. We recognise importance of a good work-life balance: the significance of rest, recuperation, and time off to maintain personal well-being. The Trust is adopting a new independent 24/7 listening service from 7th August 2023. Named 'The Guardian Service', a dedicated UHSussex guardian will provide impartial and confidential support with matters relating to patient care and safety, whistleblowing, bullying and harassment, and work grievances.

The Trust provides a number of wellbeing initiatives:

[Health and wellbeing - University Hospitals Sussex NHS Foundation Trust \(uhsussex.nhs.uk\)](https://uhsussex.nhs.uk)

- Mental wellbeing support for staff – which includes in house and external support services
- Physical wellbeing support for staff – including occupational health support, a staff physiotherapy service; local sports discounts and health support programmes
- Staff networks – staff run networks include those for LGBTQI+, Disability, Black, Asian and minority ethnic, carers and armed forces.
- Promotes healthy travel – including cycle to work schemes and salary sacrifice schemes for electric vehicles. The Trust provides peer mentorship from a consultant colleague outside the department.

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Experience/Qualifications</b>	<ul style="list-style-type: none"> <li>Basic medical degree</li> <li>Postgraduate qualification or appropriate specialist qualification</li> <li>Full GMC Registration with a licence to practice</li> <li>CCT in urology or equivalent (equivalence must be confirmed by GMC by date of AAC)</li> <li>Entry onto the GMC Specialist Register or eligibility for entry within 6 months of the date of the AAC</li> </ul>	AF AF  AF AF  AF	<ul style="list-style-type: none"> <li>Higher Degree</li> </ul>	AF
<b>Clinical Skills and Experience</b>	<ul style="list-style-type: none"> <li>Understanding of clinical risk management</li> <li>An ability to communicate well with patients and staff</li> <li>Evidence of having undertaken own development to improve understanding of equalities issues.</li> </ul>	I  I	<ul style="list-style-type: none"> <li>LATP</li> </ul>	AF/I
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Appropriate level of clinical knowledge / up to date</li> <li>Knowledge and use of evidence based practice</li> </ul>	I  I	<ul style="list-style-type: none"> <li>IT skills</li> </ul>	I
<b>Organisation and Planning</b>	<ul style="list-style-type: none"> <li>Able to organise oneself and prioritise clinical need</li> <li>Experience and ability to work in multi-professional teams</li> <li>Understanding of: NHS / Clinical governance / Resource constraints</li> </ul>	I  AF/I  AF/I	<ul style="list-style-type: none"> <li>Evidence of managerial skills: Achievements / Course attended</li> </ul>	AF
<b>Teaching Skills</b>	<ul style="list-style-type: none"> <li>Evidence of an interest and commitment to teaching</li> </ul>	AF/I	<ul style="list-style-type: none"> <li>Recognised teaching qualification</li> </ul>	AF
<b>Academic and Research</b>	<ul style="list-style-type: none"> <li>Understanding of the principles of research</li> <li>Evidence of participation in audit</li> </ul>	I  AF/I	<ul style="list-style-type: none"> <li>Research experience</li> <li>Publications</li> <li>Prizes and honours</li> </ul>	AF  AF AF
<b>Career Progression</b>	<ul style="list-style-type: none"> <li>Appropriate progression of career to date</li> </ul>	AF/I		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Evidence of:- Good communication skills both oral and written</li> <li>Decisiveness/accountability</li> <li>Excellent and effective interpersonal skills</li> </ul>	AF/I  I I		

	<ul style="list-style-type: none"> <li>• Non-judgemental approach to patients</li> <li>• Flexibility</li> <li>• Resilience</li> <li>• Thoroughness</li> <li>• Initiative/drive/enthusiasm</li> <li>• Probity</li> <li>• Leadership skills</li> <li>• Evidence of logical thinking/ problem solving/ decision-making</li> </ul>			
<b>Equality, Diversity, and Inclusion</b>	<ul style="list-style-type: none"> <li>• Evidence of having championed diversity in previous roles (as appropriate to role).</li> </ul>			
<b>Behaviours and Values</b>	<ul style="list-style-type: none"> <li>• Demonstrates behaviours and attitudes that support the Trust's mission and value</li> </ul>			
<b>Presentation Skills</b>	<ul style="list-style-type: none"> <li>• Effective, confident presentation ability</li> </ul>			
<b>Additionally</b>	<ul style="list-style-type: none"> <li>• Good references from relevant sources</li> </ul>			

Application form (AF)  
Selection interview (I)  
Assessment (A)

## Main Conditions of Service

The post is covered by the National Terms and Conditions for Consultants (England) 2003 with the exception of those variances that are outlined in your contract.

The basic salary will be based on the Terms and Conditions for Consultants (England) 2003 and will increase in accordance with the provisions of Schedule 15.

It should be noted that the Secretary of State is not prepared to hear Paragraph 190 appeals against unfair termination of employment in respect of any new medical or dental appointments in Trusts, and this rule applies to these posts.

The appointees will be required to reside not more than ten road miles or 30 minutes travelling time from the base hospital unless specific approval is given to a greater distance.

Removal and associated expenses are not reimbursed to the post holder.

The appointment will be subject to passing a medical examination satisfactorily prior to commencing duties.

University Hospitals Sussex NHS Foundation Trust operates a No Smoking Policy, to which all staff must adhere.

In the event of a major incident or civil unrest all University Hospitals Sussex NHS Foundation Trust employees will be expected to report for duty on notification. All Trust employees are also expected to play an active part in training for and in preparation of a major incident or civil unrest.

It is mandatory to attend hospital induction programmes and sessions specific to each clinical area at the start of the post.



The post holder should 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. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The General Data Protection Regulation (GDPR) may render an individual liable for prosecution in the event of unauthorised disclosure of information.

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standards. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family and friends. Staff members are not allowed to further their private interests in the course of their NHS duties.

The appointee is expected to compile an annual portfolio with evidence of continuing professional development in accordance with the Trust's appraisal process. The appointee will be expected to participate in annual appraisal by the designated consultant and to produce a personal development plan that is aligned to priorities within their clinical service which will be shared with the Medical Director and Chief Executive.

At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this they should immediately discuss this with their Manager / Supervisor / Consultant. The post holder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

The Trust is responsible for ensuring that everyone involved in the delivery of NHS care has the required level of English language competence to enable them to effectively carry out their role, deliver safe care and enhance patient experience. Effective communication is a two way process which develops and cements relationships, keeps people informed and reduces the likelihood of errors and mistakes.

The Trust expects you to be able to develop and maintain communication with people on complex matters, issues and ideas and/or in complex situations, this is in accordance with Level 4 of the Knowledge & Skills Framework and in compliance with Article 53 of the European Directive 2005/36/EC.

## Conditions of Appointment

The post will be offered subject to the following:

- Satisfactory references (3 years) of which one must be from the most recent employer
- One satisfactory reference from most recent Designated Body
- Current GMC/GDC registration with licence to practice
- On the Specialist Register (or within six months at time of interview)
- Evidence of the right to take up paid employment in the UK
- Occupational Health clearance, including medical examination if required
- Enhanced Disclosure and Barring Service clearance
- The Trust expects all Medical and Dental staff to work within the guidelines of the GMC 'Guide to Good Medical Practice' which can be viewed on the GMC website

## Recognition, Training and Medical Education

All posts will be subject to stringent recording of educational content, clinical activity and experience. The maintenance of good logbooks and learning portfolios is a requirement of each post. Study leave will be provided in accordance with current guidelines.

PGME hold a wide variety of courses, tutorials and seminars with local and visiting speakers which are organised by the specialty departments for clinical staff of all disciplines.

The successful applicant will be expected to take an active role in both postgraduate and undergraduate teaching, and in the training of clinical staff as appropriate.

The successful candidate will be encouraged to utilise the full quota of study leave to pursue their Continued Medical Education.

The department and unit are involved in a number of audits, and the post holder is encouraged to either participate in these audits or start new ones.

## Mentoring

The Trust has a mentoring scheme for consultants, involving a consultant external to the department mentoring the new post holder in a pastoral sense.

## Our Trust

We provide care for 1.8 million patients, covering a geographical area of approximately 3,800km<sup>2</sup>. This includes all of Sussex for trauma; Brighton and Hove, Mid and East Sussex for cancer and neurosurgery; and district general acute services for Brighton and Hove, West and Mid Sussex, extending into East Sussex.

We operate across five main hospital sites:

- Princess Royal Hospital in Haywards Heath
- Royal Sussex County Hospital in Brighton
- St Richard's Hospital in Chichester
- Southlands Hospital in Shoreham-by-Sea
- Worthing Hospital in the centre of Worthing

NB: The Brighton campus includes the Royal Alexandra Children's Hospital and the Sussex Eye Hospital.

In addition to our five hospital sites, we provide services from other locations including:

- Bexhill Haemodialysis Satellite Unit
- Bognor War Memorial Hospital
- Brighton General Hospital
- Crawley Hospital
- Hove Polyclinic
- Lewes Victoria Hospital
- Newhaven Ward
- The Park Centre for Breast Care
- Worthing Dialysis Satellite Unit
- Various Health Centres, GP surgeries and Sexual Health Clinics

Our four acute hospital sites in Brighton, Chichester, Haywards Heath and Worthing offer many of the same services for their local populations including acute medicine, general surgery, 24 hour A&E,

maternity services, intensive care and orthopaedics. Paediatric and neonatal care is provided at Brighton, Chichester and Worthing.

The specialised and tertiary services provided at the Royal Sussex County Hospital in Brighton include neurosciences, arterial vascular surgery, neonatal, paediatrics, cardiac, cancer, renal, infectious diseases and HIV medicine. It is also the major trauma centre for Sussex and the South East.

In Chichester, we operate a purpose-built NHS Treatment Centre on site which offers safe, fast, pre-booked day and short stay surgery and diagnostic procedures.

In Worthing, our Breast Care Centre is equipped with the latest digital diagnostic equipment, which enables the provision of a much-improved breast screening and symptomatic service to women in a warm and welcoming, purpose-built environment.

Southlands Hospital specialises in day-case procedures, ophthalmology care and outpatient appointments and services provided from Brighton General Hospital include dermatology, physiotherapy and outpatient appointments.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***“excellent care every time”***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

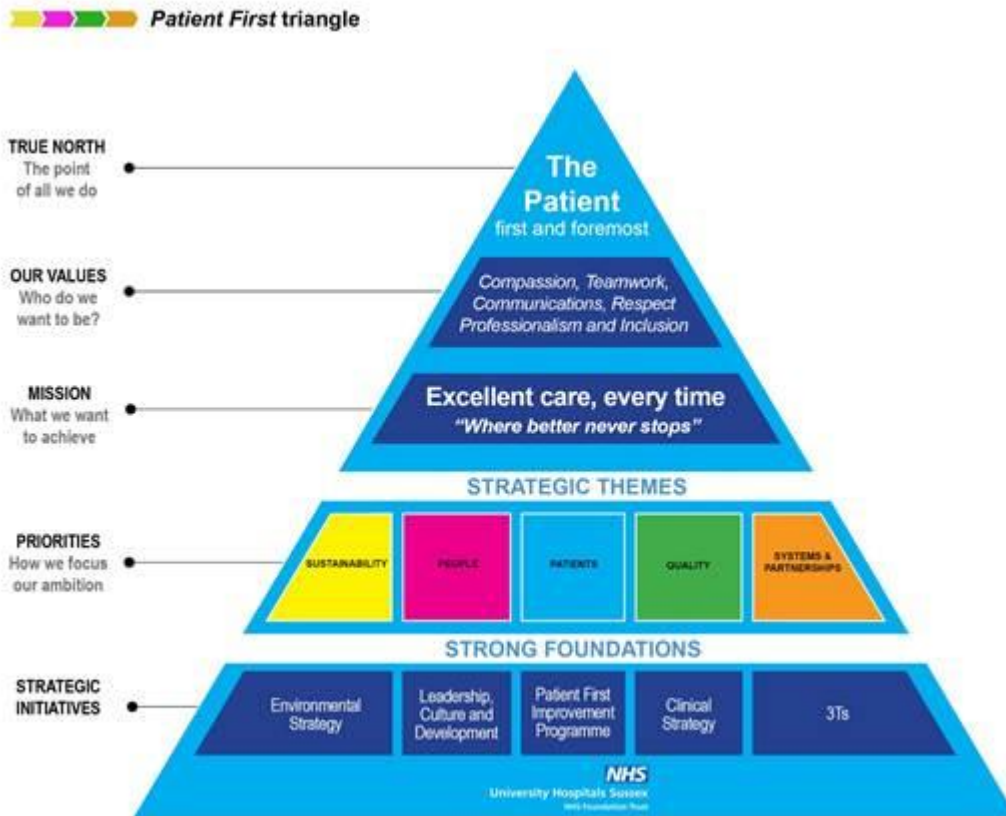
These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
  - Continuous improvement of our services through small steps of change

- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures



## Equality, Diversity and Inclusion

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, race, disability, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

All staff have a duty to report any behaviours which contravene this to their managers.

## Brighton and Sussex Medical School

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East Region. The arrangements for the School's governance reflect this approach and students are awarded joint degrees of both Universities.

The school is fully committed to the principles of Tomorrow's Doctors; we endorse the value of medical education in a multi-professional context, and promote the highest possible standards in our teaching, clinical practice, and research (both fundamental and applied).

BSMS admit approximately 135 students annually to their BM BS degree course. BSMS has proved exceptionally popular and in recent admissions rounds have continued to achieve one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities' campuses at Falmer; thereafter the focus shifts to the associated teaching hospitals and community settings in Brighton and the surrounding area. We have purpose-built teaching facilities in all areas.

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. A wide range of teaching and learning approaches are employed tailored to the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently among the top 10 performing medical schools in the country with scores of over 90%.

The research undertaken at BSMS aims to make a genuine contribution to the evidence and science underpinning clinical practice, and to benefit people and patients in their health and wellbeing. We expect our key domains of research strength to be recognised on the international stage and these are represented by the new departments of Global Health and Infection (including HIV and sexual health) and of Neuroscience (including mental health and neurology). We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 3T and 1.5T MRI and a PET- CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient-orientated research and early clinical trials.

## Research and Teaching

Sussex is a progressive university delivering innovative thought and action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people's lives. In the Times Higher Education World University Rankings 2016 Sussex was ranked 23<sup>rd</sup> in the UK and 140<sup>th</sup> in the world for research influence.

The results of the government-commissioned [Research Excellence Framework](#) (REF) in 2014 show that over 75% of research activity at Sussex is categorised as 'world leading' (4\*, 28%) or 'internationally excellent' (3\*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either 'world-leading', 'internationally excellent' or 'internationally recognised'.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector.

BSMS made a major contribution to its host universities' submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff who were submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

## Risk Management/Health and Safety

The jobholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

## Infection Control

Infection prevention and control is an essential aspect of patient care. All post holders have a personal obligation to act to reduce Healthcare Associated Infections (HCAIs). They must attend mandatory training in infection prevention and control and be compliant with all measures required by the Trust to reduce HCAIs. Post holders must be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, The Dress Code and Personal Protective Equipment Policy. Post holders who have clinical responsibilities must incorporate into their clinical activities up-to-date evidence that supports safe infection control practices and procedures, for example the use of aseptic techniques and the safe disposal of sharps.

## Safeguarding Children and Vulnerable Adults

As an NHS employee you have a statutory duty to safeguard and promote the welfare of adults at risk of harm or abuse under Section 42 – 48 of The Care Act 2014. In addition "all doctors will, whatever their role, take appropriate action to raise and act on concerns about patient care, dignity and safety" (Raising and Acting on Concerns About Patient Safety 2012 GMC)

All staff and volunteers working within UHS are required to undertake the appropriate level of statutory safeguarding adults training:

- Level 1: All Non-clinical staff (3 yearly update)
- Level 2: All clinical staff working with adults (3 yearly update)
- Level 3: All clinical staff working with adults who are in a permanent senior post e.g. Consultants (3 yearly update)

The specific level of safeguarding training is addressed in the Safeguarding Adults: Intercollegiate Document 2016

As a NHS employee you have a statutory duty and responsibility to safeguard and promote the welfare of children under section 11 of the Children Act 2004. In addition "All doctors, including doctors who treat adult patients, must consider the needs of children and young people, promote their well-being and good health and where possible, prevent abuse and neglect." (Protecting Children and Young People: the responsibilities of all doctors, GMC 2012)

The total UHS workforce requires some level of statutory safeguarding children training.

- Level 1 (All non clinical staff) requires 3 yearly update
- Level 2 (All clinical staff who see adults) requires 3 yearly update
- Level 3 (All clinical staff who see children) requires annual update

The specific level of safeguarding training is addressed in the intercollegiate document 2015 & the UHS safeguarding training strategy.

## Confidentiality

As an employee of this Trust you may gain privileged knowledge of a highly confidential nature relating to private affairs, diagnosis and treatment of patients, information affecting members of the public, personal matters concerning staff, commercial confidences of third parties, and details of items under consideration by this Trust. Such information should not be divulged or passed to any unauthorised

person or persons, and the requirements of the Trust's Code of Conduct for Employees in Respect of Confidentiality, a copy of which is available from your Head of Department, must be adhered to with particular regard to the responsibilities of individuals and the Trust under appropriate legislation, notably the Data Protection Act.

Failure to comply with this requirement may constitute gross misconduct under the Trust's Disciplinary Policy which may lead to summary dismissal.

## **Flexibility Statement**

This job description is not inflexible but is an outline and account of the role and responsibilities. Other duties may be required to be performed from time to time in line with the jobholder's grade, experience and job role. The job description and person specification may be reviewed on an ongoing basis and at the time of the employee's appraisal, in accordance with the changing needs of the department and the organisation. Any significant changes that are proposed will be discussed fully and agreed with the post holder in advance.