



Royal Berkshire  
NHS Foundation Trust

# Consultant Job Information Pack

## For Consultant in Urology

*Working Together to Provide Outstanding Care for  
Our Community*

### Recruitment Advisor:

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### Speciality Lead:

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Compassionate

Aspirational

Resourceful

Excellent

# Job Information Pack: Contents

Thank you for considering the Royal Berkshire NHS Foundation Trust (RBFT) as your next place of work. We look forward to welcoming you during the recruitment process and hopefully into our friendly and enthusiastic organisation.

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# Section 1: Departmental Information

## Departmental Welcome

This is an exciting opportunity to join our dynamic and enthusiastic team who believe in leading from the frontline with the aim of providing outstanding care to our community and investing in the well-being and development of our people.

## About The Department

The Royal Berkshire Hospital Urology Department performs a range of services typical for a large DGH. In addition we are the cancer centre for the southern half of the Thames Valley Cancer Network and the host hospital for IOG uro-oncology cases from the whole of Berkshire. As a consequence we have a very busy urology procedures department and we pride ourselves on meeting most cancer targets.

## Facilities and Services

The Royal Berkshire Hospital achieved Foundation Trust status in 2006. It was the first Foundation Trust in the South Central Strategic Health Authority. The Trust has a successful track record of delivering high quality acute medical and surgical services for 600,000 patients across West Berkshire, an area extending from Newbury in the west to Henley-on-Thames in the east, and including Wokingham and parts of Hampshire to the south and parts of Oxfordshire to the north. The Trust is one of the largest general hospital Trusts in the country and is Reading's biggest employer:

## Staffing and subspecialty team

Name	Job Title and Specialism (where relevant)
Sunil Kumar	Stones and HoLep
Paul Hadway	Penile and urethral reconstruction
Steve Foley	Female urology
Adam Jones	Robotic and laparoscopic Uro-oncology
Shafi Wardak	Penile and Fertility
Luke Stroman	Robotic Pelvic Uro-oncology
Chris Blick	Robotic and laparoscopic Uro-oncology
Hannah Thomas	Paeds and stones

3 x	Speciality Doctor
3x	ST3-7
2x	ST1-2
3x	FY1/2
2x	Physicians Associate

## Speciality Management Team

Name	Job Title and Specialism (where relevant)
Jon Simmons	Care Group Director
Sunil Kumar	Clinical Lead
Melanie Martin	Nursing Lead
Zoe McDowall	Directorate Manager for Abdominal Surgery

## Research, Training & Development

The trust is committed to ongoing training and support of consultants, there is a structured two year programme of induction and leadership development. Every consultant appointed is offered a choice of mentors and expected to meet with them on a regular basis.

The Trust has an excellent reputation for education, as measured by its GMC Survey and regular responses from trainees and medical students. It has a medical library with an active Library & Knowledge Services team, a resuscitation and clinical skills department offering external nationally accredited courses and an established simulation centre - all of which are fully equipped for Technology Enhanced Learning (TEL) in a virtual environment.

There is an expectation that all consultants will participate in trainee education and training, both in theatre and through running tutorials, viva practice, etc. This is an important aspect of the role. The Trust accommodates medical students from Oxford and Southampton Deaneries, attracts high caliber trainees and has a good exam success record.

The post holder will work towards facilitating, growing and consolidating a research culture within their department/specialty, whilst supporting the ambitions of research within the

organisation to ensure the Trust remains an excellent organisation to host research and support its own research portfolio in line with NHS and NIHR priorities.

The department has an active and well-received educational and research programme.

## Section 2: Job Summary

This is a 6 PA post for a Consultant Urologist at the Royal Berkshire NHS Foundation Trust.

<b>Job Title:</b>	Consultant Urologist
<b>Clinical Speciality / Sub-Speciality:</b>	Urology
<b>Care Group/Clinical Directorate:</b>	Planned Care
<b>Reports To:</b>	Clinical Lead for Urology
<b>Accountable To:</b>	Chief Medical Officer (CMO)
<b>Nominal Base:</b>	RBH
<b>Hours:</b>	Part Time: 6 Programme Activities (PA)*
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	£93,666.00 - £126,281.00 pro rata (depending on experience)
<b>New or Replacement Post:</b>	Vacancy
<b>On-Call Rota Requirements:</b>	TBA
<b>Pension:</b>	NHS Contributory Scheme
<b>Annual Leave Entitlement:</b>	33 pro rata
<b>Study Leave Entitlement:</b>	30 in 3 years

\*1 PA = 4 hours

## Section 3: Role Description

### Job Summary

The post holder will share clinical and managerial leadership within the Urology service with the present consultants. An office base with secretarial and administrative support will be provided.

### Main Duties & Responsibilities

#### Clinical Responsibilities:

This post is focused on Core Urology with special interest in paediatric Urology & Superficial Bladder Cancer.. The role includes theatres, diagnostics, out-patients clinics and administration duties. However there are many opportunities to drive the service forward, within a team based departmental vision, and we are looking for a “can-do” appointee to seek out these improvements

Ensure patient confidentiality is maintained at all times

Comply with the GMC requirements of Duties of a Doctor at all times

#### Management Responsibilities:

- Active participation in monthly departmental clinical business and governance meetings.

## Section 4: Person Specification

Criteria	Essential (E) Desirable (D)		Assessment Method			
	E	D	A	I	S	R
<b>Education and Qualifications</b>						
Full registration with the GMC/eligible for registration Within 6 months of CCST in (Speciality) at interview date	✓		✓			
Membership of the Royal College of surgeons of the United Kingdom or equivalent	✓		✓			
Higher degree e.g. PhD/ MD submitted/awarded		✓	✓			
<b>Clinical Experience, Knowledge &amp; Skills</b>						
Fully trained in urology	✓		✓	✓	✓	✓
Previous responsibility for clinical governance and GMC Good Medical Practice	✓		✓	✓	✓	✓
All aspects of general urology and patient care	✓		✓	✓	✓	✓
<b>Audit Management &amp; IT</b>						
Ability to work within clinical governance guidelines	✓		✓	✓		✓
Undertake audits and present data as required	✓		✓	✓		✓
Good IT skills, use of patient and hospital database	✓		✓	✓		✓
Evidence of clinical leadership role demonstrating accountability for quality of care, financial controls and efficient management of workforce		✓	✓	✓		✓
<b>Research, Teaching Skill &amp; Experience</b>						
Track record of publications in peer reviewed journals		✓	✓	✓		✓
Evidence or providing good teaching and supervision to trainees	✓		✓	✓		✓
Educational qualification		✓	✓	✓		✓
<b>Patient Experience</b>						
Contributes to improving patients experience	✓		✓	✓		✓
See patients as individuals and involve them in decisions about their care	✓		✓	✓		✓
Ability to work in partnership to deliver a patient centred service	✓		✓	✓		✓
Demonstrate an understanding and willingness to embrace user involvement	✓		✓	✓		✓
<b>Personal Qualities</b>						
Able to abide by the Trust CARE Values; Compassionate, Aspirational, Respectful and Excellence	✓		✓	✓	✓	✓
Ability to communicate with clarity and intelligence in both written and spoken English	✓			✓		✓
Willingness to take responsibility, and exert appropriate authority	✓			✓		✓
Excellent interpersonal skills	✓			✓		✓
Work collaboratively with multi-disciplinary team, understanding each others unique role	✓			✓		✓

Assessment Criteria Key: A= Application, I= Interview, S= Simulation, R= References

## Section 5: Job Plan Information

This is a full time post with a minimum of 6 PAs. A final job plan will be agreed upon appointment, ensuring both individual and Trust / departmental objectives align.

		Week 1	Week 2	Week 3	Week 4
Mon	AM				
	PM				
Tues	AM				
	PM				
Wed	AM	MDT	MDT	MDT 2ww Flexi/TULA	MDT
	PM	Theatre 12	BRK Paeds OPA	Theatre 12	BRK Paeds OPA
Thurs	AM	RBH One Stop Clinic	RBH One Stop Clinic	RBH Tel FU OPA	RBH One Stop Clinic
	PM	Theatre 12 (Paeds)		Theatre 12 (Paeds)	
Fri	AM	SPA	SPA	SPA	SPA
	PM	Admin	Admin	Governance	Admin

## Section 6: Term & Conditions of Employment

The main terms and conditions of employment will be the Terms and Conditions for Consultants (England) 2003, as amended from time to time.

The trust is committed to the ongoing training and development of its medical workforce. New consultants are offered a structured two year programme of induction and leadership development and all newly appointed consultants are offered a choice of mentors, available to meet on a regular basis.

### The Appointee

The appointee will have an overriding duty of care to patients and is expected to comply fully with best practice standards. The appointee will be expected to adhere to local policies and procedures and to take note of the standing orders and financial instructions of the Trust. In particular, where the consultant manages employees of the Trust, they will be expected to observe and apply the Medical Workforce policies and procedures of the Trust.

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## Equality & Diversity Opportunities

As an inclusive employer we work hard to ensure our entire staff community feels valued, engaged and appreciated. We understand and recognise the crucial value of diversity in our workforce and to be an organisation that represents the diversity of the communities we serve. Equality, Diversity and Inclusion are embedded into our way of life – our strategies, policies and our expected Behaviours Framework which clearly set out the standards we expect in terms of everyone's responsibility in an inclusive culture here at the Trust

Colleagues at the Royal Berkshire NHS Foundation Trust are amongst the most engaged of any NHS Acute Trust in England and over recent years we have made huge strides forward in further developing career progression and opportunity across our workforce. In addition to a range of corporate priorities and actions, we have a range of forums and networks to connect our staff and drive forward an even better experience at work – these include BME Networks; LGBT+ forums a Staff Disability Network and a Staff Carers Network.

## Continuing Professional Development

The appointee is required to participate in personal appraisal and revalidation programme annually. There is a revalidation officer to provide administrative support and advice for medical staff maintaining their credentials for revalidation. The medical workforce is actively encouraged to take part in a CPD programme and can allocate up to 1.5 Pas to SPA activities into their job plan.

## Clinical Governance

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes as required within GMC Good Medical Practice (GMP) and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the General Data Protection Regulation (GDPR).

## GMC's Good Medical Practice Standards

Good medical practice describes what it means to be a good doctor. It says that as a good doctor you will:

- make the care of your patient your first concern
- be competent and keep your professional knowledge and skills up to date
- take prompt action if you think patient safety is being compromised
- establish and maintain good partnerships with your patients and colleagues
- maintain trust in you and the profession by being open, honest and acting with integrity.

This guidance is split into four sections which describe the professional values and behaviours we expect from any doctor registered with us. We expect you to use your professional judgement and expertise to apply the principles in this guidance to the various situations you face.

This guidance came into effect 22 April 2013. It was updated on 29 April 2014 to include paragraph 14.1 on doctors' knowledge of the English language.

For more information please visit:

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice>

## Conflict of Interest

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

## Health and Safety Responsibilities

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

1. Provide leadership on Health & Safety risk issues across the organisation
2. Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work
3. Participate in mandatory training updates
4. Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager

## Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Provide clinical leadership which instils a culture of zero tolerance on HCAI (healthcare associated infection) across the organisation
2. Following consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique
3. Being aware of and follow all Trust infection control guidelines and procedures relevant to their work
4. Participate in annual mandatory training updates
5. Challenge colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager

6. Review compliance with national policy to ensure high reliability in reducing HCAI's and ensure results are used to inform action e.g. audit of antibiotic use to amend prescribing practice

## Safeguarding Children and Adults

The RBFT takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:

1. Attending mandatory training on Safeguarding Children and Adults
2. Being familiar with the individual and Trust requirements under relevant legislation
3. Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes
4. Reporting any concerns to the appropriate manager or authority

## Private Practice

All consultants should adhere to the Department of Health Code of Conduct for Private Practice which outlines the basis for the relationship between NHS and Private Practice activity. A declaration of all internal and external private practice should be disclosed as part of the annual job plan review and failure to do so may be in breach of the Fraud Act 2006

Any private practice commitments must not prejudice the basic service requirements contained in the job plan and can be included in plans incorporating 11 PAs or more.

## Relocation Expenses

Financial assistance may be given to newly appointed to support costs incurred during their relocation, providing (generally) this is their first appointment in the NHS. The relocation must also comply with the Trusts requirements concerning the place of residence.

## Residential Criteria

A consultant is required to reside within 30 minutes or 10 miles by road from their principal place of work unless agreed otherwise with the CMO.

## Salary

The current salary applicable to the post is as per national pay scales.

## Pre-Employment Health Assessments

The successful candidate will be required to complete a health questionnaire. This will be treated in the strictest confidence and will not be seen by other employees of the Trust except for those in Occupational Health or with prior agreement from yourself.

## Interview Expenses

Consultant candidates who have been summoned by a prospective employing organisation to appear before a selection board or invited to attend in relation to their application shall be entitled to appropriate expenses in the below situations:

- reimbursement of eligible expenses shall be paid as per the Consultant 2003 terms and conditions
- a candidate should not be reimbursed for more than 3 attendances once shortlisted to interview and a consultant that visits but does not apply should not be entitled to reimbursement on more than 2 occasions
- reimbursement will not be paid to a consultant who is offered but does not take up the post

All expenses are paid as per the Consultant 2003 terms and conditions of service.

## Study Leave

Study leave will be obtainable within the limit confirmed in the Terms and Conditions of Service of Hospital Medical and Dental Staff (England & Wales) as amended subject to the Regional Postgraduate Medical Education Policy.

## Disclosure & Barring Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary to submit a disclosure to be made to the Disclosure & Barring Service to check for any previous criminal convictions.