

**JOB DESCRIPTION**

**CONSULTANT in OBSTETRICS & GYNAECOLOGY**

**Early Pregnancy Assessment/Gynae Assessment Lead, with an interest in Outpatient  
Hysteroscopy / Guideline Lead**

**George Eliot Hospital NHS Trust**

This is a Consultant Obstetrics & Gynaecology post based at the George Eliot Hospital NHS Trust in Nuneaton.

George Eliot Hospital NHS Trust ('GEH') is an integrated acute, community and primary care service provider comprising George Eliot Hospital in Nuneaton, and Community Dental & Sexual Health Services for Warwickshire. The Trust's main hub is the George Eliot Hospital, a small district general hospital spread across a 32-acre site based on the outskirts of Nuneaton.

GEH serves a population of about 290,000 from Nuneaton & Bedworth, North Warwickshire, Southwest Leicestershire, and Northern Coventry. It serves a catchment population between the major hospitals in Coventry, Leicester, and East Birmingham.

GEH provides annual activity of 65,000 A&E attendances, 20,000 planned admissions, 20,000 emergency admissions, 215,000 outpatient attendances and on average 2,250 births.

The George Eliot Hospital has 286 beds and provides services for general medicine, care of the elderly, general surgery, urology, obstetrics and gynaecology and orthopaedics. There is a 24-hour accident and emergency service. Ophthalmology, neurosurgery, rheumatology and ENT services are provided on an outpatient basis at the George Eliot, with inpatient services being available in Coventry (10 miles away).

There are 10 operating theatres, a Coronary Care Unit and a separate Intensive Care Unit staffed for 8 beds. Beds are utilised for both ITU and HDU purposes. A dedicated emergency theatre is provided daily.

The Trust is managed by the Trust Board, which comprises a number of Executive and Non-Executive members.

The Executive Directors are:

Mr Glen Burley	Chief Executive
Dr Catherine Free	Managing Director
Mr Haq Khan	Director of Finance
Dr Naj Rashid	Medical Director
Ms Natalie Green	Director of Nursing & Quality
Ms Gertie Nic Philib	Associate Director of People

## Introduction

This is a new post to support the existing consultant body and the requirements of the Ockenden review and will continue to facilitate the delivery of a dedicated consultant labour ward presence. The service has implemented a “consultant of the week” (hot week) model, to help to ensure continuity, safety, and quality.

This is a substantive post.

The successful candidate will play an important part in the day-to-day management of antenatal and postnatal patients including labour ward cover. The post holder is also required to contribute to the provision of elective and emergency gynaecology care and the job plan will include a regular gynaecology operating list. It is assumed that the successful candidate will help to bolster the oncology service by providing a one-stop two week wait clinic.

The consultant will be working alongside the current High-Risk Pregnancy / Labour Ward Lead and their team. The hospital currently offers an Obstetric Diabetes clinic, a Medical Obstetric clinic, a Multiple Pregnancy / Twins clinic, Pre-Term Prevention Clinic, and a Fetal Medicine scan clinic. The maternity service has close ties with and supports the local Fetal Medicine service at University Hospitals Coventry and Warwickshire (UHCW) and works collaboratively with UHCW, supported by a strong Local Maternity System (LMS). Previous experience or understanding of key transformation initiatives, which complement their clinical practice such as Continuity of Carer or aspects of Saving Babies Lives would be an asset.

The successful candidate will also provide Leadership to support the writing and audit of Guidelines for the new Early Pregnancy and Gynae Assessment Unit, working closely with all members of the multi-professional review team, and parents to ensure a robust review of mortality and learning from reviews.

A previous experience and understanding of Perinatal Mortality review and clinical investigations would be advantageous, as would the ability/interest in performing laparoscopic hysterectomies.

The post holder will participate fully in all teaching and clinical governance activities and contributing to the provision of leadership in audit and guideline development.

## Obstetrics and Gynaecology Consultants

<b>Dr Neena Navaneetham</b>	Clinical Director for Women & Children's and Integrated Sexual Health Services, Urogynae, Paediatric and Adolescent Gynaecology Lead, Menopause
<b>Mr Gary Lawrence</b>	General Obstetrics and Gynaecology, Outpatient Hysteroscopy
<b>Dr Suad Hirsi - Farah</b>	Governance Lead, Fetomaternal Medicine / High Risk and Preterm Pregnancy Prevention Lead

<b>Dr Shazia Jaleel</b>	RCOG College Tutor, Colposcopy, Outpatient Hysteroscopy, Digital Lead
<b>Miss May Wahab</b>	Colposcopy Lead, Outpatient Hysteroscopy and gynae cancers
<b>Dr Bhavna Pandey</b>	Oncology Lead, Gynae Service, Colposcopy, Outpatient Hysteroscopy
<b>Dr Jemilat Gbadamosi</b>	Consultant Obstetrics and Gynaecology, Lead for Ambulatory Gynaecology, Urogynae
<b>Dr Suganya Sukumaran</b>	Labour Ward Lead Clinician, Outpatient Hysteroscopy

## PRINCIPAL DUTIES OF THE POST

1. To support and complement both the Obstetrics and Gynaecology services provided by George Eliot Hospital NHS Trust.
2. To take clinical responsibility for a defined cohort of women under their care, both when outpatients and inpatients.
3. To provide consultant presence on the Labour Ward and participate in the out-of-hours consultant rota.
4. To participate in 'Consultant of the week' (Hot Week) and to provide consultant cover for the Maternity Assessment Unit and Triage during these weeks.
5. To provide leadership to the Gynae assessment unit and Early Pregnancy Assessment Unit.
6. To be responsible for the obstetric training of junior staff and undergraduate students. The role will provide leadership and input for the PROMPT programme.
7. To provide leadership to the newly established Gynae Assessment Unit and the Early Pregnancy Assessment Unit in line with National Guidelines, liaising with other colleagues and the Gynaecology Modern Matron.
8. The ability/interest in performing laparoscopic hysterectomies would be advantageous.
9. To provide cover for labour ward on a rotational basis when the lead gynae cancer is on call for labour ward so that they can be released to cover the MDT – this is in rotation with the other consultants approximately once a year.
10. To be involved in appraisal and assessment of junior staff and undergraduate students. To actively participate in clinical teaching and training of the wider multidisciplinary team.
11. To take an active role in Clinical Governance and participate in audit projects relevant to clinical care.
12. To provide leadership to the Guidelines Committee and ensure that Obstetrics and Gynaecology Guidelines are written and amended in line with NICE and the RCOG.
13. To undertake the necessary administrative work relating to the post.
14. To promote research and academic activity within the department
15. To attend Trust and Departmental induction and mandatory training

## JOB PLAN (10 PAs)

*This job plan is for illustration purposes only and may change slightly at appointment although overall content will be similar. There is a need to work flexibly and to commit to an annualised job plan to accommodate the “hot week” way of working.*

Antenatal Clinic	Weekly	0.85
Gynaecology Theatre	Alt Weeks	0.4
Pre and post op ward rounds	Pre and post op on alt weeks	0.25
Labour Ward Cover plus Predictable Activity OOH (Twilight and Weekends) including obstetric inpatients, with daily antenatal and post-natal ward rounds	Hot Week 1:8	3.2
Outpatient Hysteroscopy /Colposcopy Clinic (depending on preference/ BSCCP membership)	Weekly	0.8
Gynaecology Clinic	Alt Weeks	0.4
Administration	Weekly	0.8
SPA for Appraisal and Revalidation	Weekly	1.5 SPA
On Call - non predictable	1:8	0.5
EPAU/GAU Lead		0.5
Total		9.2

#### **Additional Responsibilities**

A further PA will be available as the **Guideline Lead** following the requirements of the Ockenden Review.

**The Consultant is not on call for the labour ward whilst covering services on another site, timetabled for other duties or doing private practice. Obstetric inpatients are managed by the consultant of the week / weekend.**

All consultants in the Unit are willing to support their colleagues – junior or senior. We have a track record of responding to requests for assistance.

A second-on rota is not deemed necessary given the size of the unit and the degree of risk. The consultant will maintain competency in emergency gynaecology through the alternate week gynaecology theatre lists.

The GEH works closely with their nearest tertiary provider. Complex surgical cases may be transferred to Coventry (UHCW), and we are considering a regional network model for complex surgery in both obstetrics; (placenta accreta) and gynaecology. There is also an option to access a networked interventional radiology service.

### **Supporting Professional Activities**

1.5 PAs are allocated as a minimum to all consultants for SPA to support the requirements of revalidation which include activities such as participating in audit, CPD and mandatory training.

### **On Call**

The Consultant will participate in a 1:8 weekday nights on-call rota and a 1:8 weekend rota out of hours. There is an extended consultant labour ward presence from 08.30 to 21.00. The Consultant is not on call for the labour ward whilst covering services on another site, timetabled for other duties, or doing private practice. The obstetric inpatients are managed by the consultant of the week / weekend.

This post currently attracts a Band A 5% on call availability supplement.

### **TEACHING & RESEARCH**

The Trust is committed to the development of Education and Research within the organisation. There are two clinicians on the Trust Board as Executive Directors (Director of Clinical education and Director of Audit, Research and Evidenced Based Practice) to provide clinical leadership with the Medical Director.

### **AUDIT**

There is an active audit programme facilitated by the Clinical Audit department and Clinical lead. There are regular monthly audit presentations. All medical staff are required to participate in audit.

The Medical Director is an executive member of the Board. There is a clinical business unit management structure ensuring that doctors have a key contribution to decision-making within the Trust.

The George Eliot Training & Education Centre (GETEC), which opened in October 2006 was developed to accommodate a comprehensive range of education and training events for undergraduates, postgraduate professionals, and support staff to help drive forward the Trust's vision to encourage life-long learning in the NHS. GETEC meets this by providing access to a tiered lecture theatre (seating 111, or 161 when used with two adjacent seminar rooms; the two

Seminar Rooms adjacent to the Lecture Theatre each seat 25), a series of seminar style teaching and clinical skills teaching rooms, as well as a well-stocked highly accredited library. Since the initial plans to build the Centre were put into fruition, the Centre now also houses the Trust's main IT Training rooms and a designated Cancer MDT room.

The Clinical Skills facilities, however, are what sets this centre apart from all other local centres and will allow the Trust to provide access to superior teaching and training facilities. Clinical skills provide the following accommodation: -

A large Clinical Skills room to support practical skills training and specialised skills stations. This room accommodates 10 double skills stations, one couch space, an adult resuscitation trolley and a facilitator's workstation. A Clinical Skills Ward, which has space for 12 persons to sit in an informal setting to discuss activities; the room also has one cot, one paediatric resuscitation trolley and an adult resuscitation trolley. A Resuscitation Skills Room is available to hold practical resuscitation teaching events. This room accommodates one adjustable height bed, one patient examination couch, an adult resuscitation trolley, a paediatric resuscitation trolley and a facilitator's workstation; carpeted floor space is available for practising resuscitation techniques.

## **PARTNERING ORGANISATIONS**

### **The University of Warwick**

Warwick is one of the UK's leading research universities. In the Funding Councils' 2001 Research Assessment Exercise, Warwick was rated fifth in national rankings, with over 91% of staff in departments with top research ratings of 5 or 5\*, including the following with significant medical and medically related research interests: Biological Sciences, Warwick Business School, Sociology, Philosophy, History and Applied Social Studies. 22 out of 24 academic departments assessed by the Quality Assurance Agency had their teaching quality rated as "excellent" or scored 21 or more points out of 24; 7 departments had perfect scores of 24.

The University is situated on a site of over 700 acres of pleasant land on the boundary between Coventry and Warwickshire. It has a turnover of over £210 million per annum and a total student population of 20,000. Of these, over 6,500 are postgraduates.

### **Warwick Medical Schools (WMS)**

The Medical School at Warwick was established in 2000 as part of an expansion in the number of Medical School's nationally to deliver the additional capacity needed to support the Government's plan to increase the number of UK trained medical graduate's joining the NHS.

The undergraduate MB ChB course at Warwick is a four-year graduate entry programme which requires entrants to already have a first degree in biological sciences or a similar subject. The initial element of the course (Phase 1) lasts for about 18 months and provides a foundation in the clinical and social sciences with some elements of clinical experience, and this is followed by Phase 2 which is organised as a series of clinical placements in local NHS organisations lasting for about 36 months.

The annual intake to the MB ChB programme is 164 home students and 14 overseas students and most of our students' progress to Foundation Training posts in local West Midlands NHS Trusts following their graduation.

The School is also very active in the provision of postgraduate and continuing professional development programmes. The School provides a number of entry routes into postgraduate study, students can initially register for our flexible master's programme in Health Sciences which allows students to select their own combination of modules from the wide range on offer to build sufficient credit for the award of a master's degree. It also offers specialist masters programmes in Child Health, Medical Education, Public Health, Implant Dentistry, and several other subject areas. We offer short courses both accredited and non-accredited in areas such as diabetes care (Warwick Diabetes Care), clinical systems improvement and team building.

## **CLINICAL AND MANAGERIAL ACCOUNTABILITY**

The post-holder will be accountable to the Trust's management structure for all Trust duties (direct clinical care, research, teaching, management). This includes adherence to all Trust policies. The clinical job plan will be reviewed as needed for the requirements of clinical services at the trust.

## **TERMS & CONDITIONS OF EMPLOYMENT**

The Consultant will be appointed by the George Eliot Hospital NHS Trust. The Terms & Conditions will be in accordance with nationally agreed conditions of service for Consultants (England) 2003 in the National Health Service as approved by the Secretary of State for Health and may be amended from time to time. The post-holder is required to act in accordance with local Policies & Procedures agreed by the Trust and the Local Negotiating Committee.

## **GENERAL**

Activities for sport and leisure are excellent and include a water park at Kingsbury for sailing, fishing, and swimming, two championship golf courses at Wishaw where the Professional Golf Association has its headquarters. A network of canals developed for recreational use and a country park at Hartshill.

With Coventry, Nuneaton and Bedworth, the major towns in the area providing good shopping facilities with several traffic-free shopping precincts and high educational standards throughout the district, North Warwickshire has a great deal to offer, plus a very friendly and welcoming local community.

An excellent road and rail network including the M6, M42 and London to Glasgow Intercity line, links the area to major towns all over the country and provides easy access to Birmingham, Coventry, Birmingham Airport, and the NEC.

## **METHOD OF APPLICATION**

To apply please go to [www.jobs.nhs.uk](http://www.jobs.nhs.uk)

### **Additional information**

#### **1. Trust EXCEL Values and 'Behavior Framework'**

Our EXCEL values are at the heart of everything we do and how we treat each other. They were developed by our colleagues and describe what we think is important, including:

- essential guiding principles about the way that we work and set the tone for our culture, and identify what we care about.
- shared ideas and attitudes that guide our organisational thinking and actions.
- common purpose and understanding that helps us to build great working relationships.



We make our EXCEL values real by demonstrating them in how we behave every day. Our EXCEL behaviours apply to all and are about how we work. They are part of everyone's role and help us to make sure we demonstrate our values. The EXCEL behaviours demonstrate the attitudes and approach we take to work; they are:

- ✓ how we do things;    ✓ how we treat others;    ✓ what we say and how we say it;    ✓ how we expect to be treated.

Having clear expectations around behaviours will support all of us, every day, to deliver our ambition to create an EXCELlent colleague experience to EXCEL at patient care.

## **2. Sustainable Development**

It is the responsibility of all employees to support the Trusts' vision for sustainable development.

To undertake their duties in a way that is not wasteful of environment, financial and social resources.

## **3. Criminal Records**



Criminal records will be considered for recruitment purposes only when the conviction is relevant. As George Eliot Hospital NHS Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, applicants who are offered employment (subject to meeting disclosure criteria), will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, or final warnings, as well as convictions.

#### **4. Confidentiality and Data Quality**

To comply with the Data Protection Act 1998 and NHS Confidentiality guidelines e.g., Caldicott, General Medical Council (GMC), the post-holder must maintain confidentiality, security and integrity of information relating to patients, employees, and other Health Service business, including commercially sensitive data.

All employees must ensure that they are familiar with and comply with the duties and responsibilities outlined in the Trust's policy and procedures on Information Governance ensuring that all information collected, stored and used is done so in accordance with the Trust guidelines, including password protection and encryption.

This obligation shall continue in perpetuity.

All employees have a responsibility to ensure that the quality of data is maintained and to take an active role in the identification of, reporting and resolution of any data quality issues.

Breaches of confidence will result in disciplinary action being undertaken, which may result in dismissal. Regardless of any disciplinary action taken, a breach of confidence may also result in a civil action for damages.

The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. All employees must take responsibility for any request for information that they receive and respond in line with the Trust's Freedom of Information Policy and Guidance.

#### **5. Records Management**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal, and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users. You should consult the Trusts Corporate Records Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work.

## **6. Health and Safety & Fire Safety**

Employees must be aware of their general duties under the Health and Safety at Work etc. Act 1974, to take reasonable care of themselves and others around them, co-operate with the Employer in relation to Health and Safety and adhere to safe systems of work. In addition, they should ensure that they are aware of their roles in relation to the Management of Health & Safety at Work Regulations 1999, in relation to specific duties for carrying out risk assessments and risk mitigation commensurate to their role.

The post holder is required to comply with agreed fire procedures, taking appropriate action if the fire alarm sounds and attend relevant training programs as required.

## **7. Risk Management**

Employees have a responsibility to:

- Report all clinical and non-clinical accidents or incidents promptly and when requested to co- operate with any investigation undertaken.
- Take part in risk assessments in relation to the tasks that are undertaken, with a view to identifying the associated potential risks.
- Attend training in risk management as appropriate to their grade.
- Promote an open and honest “fair blame” culture.
- Adhere to the responsibilities within the Risk Management/Health and Safety and other relevant policies ratified by the Trust Board and to attend appropriate mandatory training to facilitate this.
- Attend relevant risk management training to ensure that they can undertake their risk management and health and safety responsibilities in line with legal requirements.
- Ensure that external standards such as NHS Resolution, Clinical Negligence Scheme for Trusts (CNST) Controls Assurance and Care Quality Commission (CQC) Healthcare regulations (Outcomes) are met and that resources are made available to improve service

delivery.

- Ensure that they are active within their roles to promote a positive risk management culture throughout the Trust.
- Monitor and continue progress to attain higher level of achievement and compliance against external standards and legislative requirements.

## **8. Safeguarding Children, Young People and Vulnerable Adults**

The Trust has a clear commitment to safeguarding children, young people, and vulnerable adults. All employees will have an organisational and individual responsibility towards safeguarding children, young people, and vulnerable adults with whom they have contact with.

To fulfil these duties all employees must attend training and development to recognise the signs and symptoms of abuse or individuals at risk; to follow local and national policies relating to safeguarding practice; and to report and act on any concerns they may have.

## **9. Infection Prevention and Control**

The jobholder must always comply with the George Eliot Hospital NHS Trust Infection Control policies by practicing Standard (Universal) Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

All employees must attend infection control training as required within their department or as directed by their line manager. In addition, employees with clinical responsibilities must ensure that they hold up to date evidence that supports safe infection control practices and procedures, including correct use of Personal Protective Equipment (PPE), use of aseptic techniques, safe disposal of sharps and management of patients with communicable infections.

Employees are required to report any breaches or concerns promptly using the Trust's incident reporting system.

## **10. Equality, Diversity & Human Rights**

George Eliot Hospital NHS Trust aims to promote equality of opportunity for all with the right mix of talent, skills, and potential. George Eliot Hospital NHS Trust welcomes applications from diverse candidates. The Trust has a clear commitment to equal opportunities, and it is the duty of every employee to comply with the detail and spirit of the Trust's policy.

Employees will have the right to be treated equitably and with dignity and respect in all areas of employment, regardless of age, gender, disability, ethnic or national origin, religious belief, sexual orientation, HIV status, social and employment status, gender reassignment, political affiliation, or trade union membership.

## **11. 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 employees do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Employees are not allowed to further their private interests during their NHS duties.

## **12. No Smoking**

The Trust acknowledges its responsibilities to provide a safe, smoke free environment for its employees, patients and visitors and is therefore committed to a No Smoking Policy. All Health Service premises are considered as non-smoking zones and smoking is not permitted in any part of the premises or grounds.

Employees can only smoke/vape out of working hours and off-site where they are non-identifiable as a member of the Trust. All employees have a responsibility to support the policy with their own behaviour and, to communicate it to others on site.

Assistance and support will be given to any employees who wish to give up smoking.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.

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#### **PERSON SPECIFICATION – Consultant in Obstetrics and Gynaecology**

**Assessment: A – Application Form, I – Interview, T – Test, P – Presentation, R – References,**

**C – Pre-employment checks, O - Other**

Criteria	Essential/ Desirable  E or D	Method of Assessment
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<b>Motivation</b>		
<ul style="list-style-type: none"> <li>• Personal integrity and reliability. Willingness to learn new skills.</li> </ul>	<b>E</b>	<b>I</b>
<ul style="list-style-type: none"> <li>• Ability to motivate and develop both medical Staff and non-medical staff.</li> </ul>	<b>E</b>	<b>I</b>
<ul style="list-style-type: none"> <li>• Commitment to further develop the post and the service provided.</li> </ul>	<b>E</b>	<b>A/I</b>