

Recruitment information pack



FAST FORWARD YOUR CAREER

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD LEADING EXPERTS



RESEARCH OPPORTUNITIES

FAST MOVING, EXCITING ENVIRONMENT

EXPERIENCE LATEST TECHNOLOGIES AND THERAPIES

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

Imperial College Academic Health Science Centre (AHSC)

The Imperial College Academic Health Science Centre (AHSC) is a partnership between our Trust, Imperial College London, The Institute of Cancer Research (ICR), Royal Brompton & Harefield NHS Foundation Trust and The Royal Marsden NHS Foundation Trust. The partnership aims to improve the health and wellbeing of patients and populations by translating research discoveries into new therapies and techniques as rapidly as possible.

Our AHSC is focussed on preventing disease wherever possible, detecting and diagnosing diseases earlier, and developing targeted treatments for all diagnosed conditions. By working together as partners, we capitalise on the academic strengths of Imperial College London, combined with the clinical capabilities and critical mass of the NHS.

As an AHSC, all of our staff are actively encouraged to become involved with education and research alongside their clinical role. We review job plans every year and there is the potential to build in dedicated programmed activities (PAs) for education, training and research.

Imperial College London

Imperial College London is one of the world's leading universities. The College's 17,000 students and 8,000 staff are expanding the frontiers of knowledge in science, medicine, engineering and business, and translating their discoveries into benefits for our society.

Founded in 1907, Imperial builds on a distinguished past – having pioneered penicillin, holography and fibre optics – to shape the future. Imperial researchers work across disciplines to improve health and wellbeing, understand the natural world, engineer novel solutions and lead the data revolution. This blend of academic excellence and its real-world application feeds into Imperial's exceptional learning environment, where students participate in research to push the limits of their degrees.

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections, and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye, Marylebone

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars

and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Make a Difference recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job title	Consultant in Acute Medicine
Director/ department	Acute and Specialist Medicine
Division	Medicine and Integrated Care
Main site of activity	Charing Cross Hospital
Responsible to	Head of Specialty for Acute Medicine.
Accountable to	Divisional Director of Medicine
On call: call frequency and details of supplements	We have adopted a bidding rota so successful applicants can bid on slots that they would like to cover. 90 Pas in a year and will be expected to cover weekend activity.

1. Background to the post

This is a new role created within acute medicine. The successful applicant will contribute to the acute medical take and Acute Medicine services and work within the SDEC at Charing Cross Hospital.

We are looking for a Consultant with sound experience and training in General Internal Medicine to join the Acute Medical team to support existing colleagues in a busy service. The role holder will work within the Division of Medicine and Integrated Care and will be expected to participate in the management of the patients under the care of the Acute Medicine team in accordance with local and national clinical guidelines and will rotate through these parts of the service.

The appointee will work closely and in partnership with the rest of Specialty Medicine and Emergency Medicine. They will also be expected to contribute to the Acute Medicine rota. This is a new post with great potential for Leadership development within the Acute Medicine team.

2. The work of the department

The Acute Medicine service at Charing Cross hospital provides a consultant lead service for all patients admitted under Acute Medicine 24 hours a day, 7 days a week. The ward areas covered by Acute Medicine are an Acute Medicine Unit (AMU) and an Acute Assessment Unit (AAU).

The Acute Medicine service at Charing Cross Hospital works closely with the Emergency Department and with Specialty Medicine services. The AAU has a fast turnover of patients; our usual length of stay is around 1.5 days. This is due to a consultant lead service with twice daily consultant input into patient care, great support from imaging and diagnostics, multidisciplinary approach to patient care (delivered by the OPAL team) and an excellent pharmacy team across Acute Medicine. In addition there is daily input from a consultant lead cardiology team and in reach from other specialties (gastroenterology,

neurology, infectious diseases, endocrinology, psychiatry, etc) for patients who require specialist input.

Admission rates to Medicine from the Emergency Department can vary quite significantly with the seasons. The post holder is expected to help deliver consultant lead care to all patients managed by the Acute Medicine team regardless of their location. The care of medical patients outlying on non-medical wards during the winter months is shared between Acute and Specialist Medicine.

The Acute Medical team holds regular morbidity and mortality meetings as well as quality and safety meetings. The post holder is expected to contribute to these meetings and to an open atmosphere of learning and excellence on the AAU/AMU.

Acute medicine at Charing Cross hospital has a diverse workforce with 21 juniors doctors as well as one physicians associate (PA). The workforce includes 2 registrars, 9 FY1s 4 IMTs, 2 ACCSs, 3 FY2 and 1 GP trainee. Each consultant ward round will have at least two junior doctors or PA.

3. Clinical staffing (to include key research/practice interests)

Name	Position	WTE
Prof Frances Bowen	Divisional Director for the Division of Medicine and Integrated Care, Consultant Physician in Respiratory Medicine	Full time
Dr Sarah Brice	Clinical Director for Acute and Specialist medicine at CXH. Consultant Geriatrician	Full time
Dr George Tharakan	Head of Specialty for Acute Medicine Consultant Physician in Acute Medicine	Full time
Dr Pandora Wright	Consultant Physician in Elderly Medicine, OPAL	Full time
Dr Aglaja Dar	Consultant Physician in Elderly Medicine, OPAL	Full time

We also have a team of consultant physicians from various medical specialties who take part in the Acute Medicine rota supports the post. Consultant lead teams from specialties outside of the Acute Medicine rota who regularly provide specialist opinions to patients under Acute Medicine include cardiology, infectious disease, palliative care, neurology, dermatology, rheumatology and many surgical specialties.

New appointed consultant will have access to above named individuals for mentoring and support in their role. For line management and HR responsibilities, admin support from CXH Acute Medicine Business Manager is also available.

4. Key areas of responsibilities

The post holder will work closely with other members of the team to ensure high quality acute and specialist medical services within the strategic framework agreed by the team. They will work closely with the appropriate clinical management teams.

- **Provide high quality care to patients in Acute Medicine**

The post holder must be medically qualified

- To develop and maintain the competencies required to carry out the duties required of the post.
- To ensure patients are involved in decisions about their care and to respond to their views.

- **Research, teaching and training**

- Where possible to collaborate with academic and clinical colleagues to enhance the Trust's translational research portfolio, at all times meeting the full requirements of research governance.
- To provide high quality teaching to medical undergraduates and members of other health care professions as required by clinical director.

- **Performance management**

- To work with medical, nursing and managerial colleagues to ensure high performance in the following areas:
 - Clinical efficiency e.g. LOS reductions, reducing cancelled operations and DNA rates.
 - Quality of outcomes e.g. infection control targets, reducing re-admission rates
 - Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team
 - Operational efficiency e.g. day-case rates, waiting list activity and demand management.

- **Appraisal and Revalidation:**

- Imperial College Healthcare NHS Trust has the required arrangements in place, as laid down by the Royal College of Physicians, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors through the revalidation process. The electronic 'L2P' appraisal and revalidation process is well developed and supported within the Trust. The Trust supports the requirements for Continuing Medical Education as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities. In addition to courses that will be supported by a study budget, there is a weekly medical meeting on a Friday and an existing infrastructure of sessions on being an educational supervisor. Imperial NHS Trust also a portfolio of in-house management and leadership course that the successful candidate will be invited to take.

- The new Consultant will be joining a team of 3 other Consultant Acute Medicine consultants at Charing Cross Hospital who work closely as a team and meet regularly. The new Consultant will also be offered a mentor.

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- **Medical staff management**

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.

- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
 - To participate in the recruitment of junior medical staff as delegated by the divisional director or clinical director.
 - To participate in team objective setting as part of the annual job planning cycle.
 - To be responsible for the annual appraisal of all doctors in training, Trust doctors and non-consultant grades as delegated by the divisional director, clinical director or general manager.
- **Governance**
 - To review clinical outcomes in designated area using external benchmarking data where appropriate, to identify and advise variances to the divisional director or clinical director.
 - To participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
 - To work closely with the directorate, patient and public involvement panels in relation to clinical and services developments as delegated by the divisional director/clinical director
 - To participate in ensuring NICE requirements are reviewed and implemented and monitored in the speciality areas.
 - To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis.
 - To keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the divisional director/clinical director
 - To role model good practice for infection control to all members of the multidisciplinary team.
- **Strategy and business planning**
 - To participate in the business planning and objective setting process for the directorate and Trust where appropriate.
 - To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the divisional director/clinical director.
- **Leadership and team working**
 - To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national initiatives.
 - To work collaboratively with all members of the multi-disciplinary team and Imperial College London as required.
 - To chair regular meetings for the specialties.
 - To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
 - To adhere to Trust/departmental guidelines on leave including reporting absence.

5. Research opportunities

The post holder will be expected and supported to develop research initiatives, appropriate to previous experience and complementary to those programmes that exist within the wider research framework of the directorate and Trust.

Excellent research opportunities are available throughout the Trust and with Imperial College London. A number of funding opportunities are available from the Biomedical Research Centre,

the Trust Research Committee and from NIHR. In addition, there are opportunities for research funding from the Medical Research Council, BBSRC, the Wellcome Trust and other medical charities.

An honorary academic appointment with Imperial College Faculty of Medicine will be offered if research and/or teaching is undertaken.

The Trust supports and has facilitated a large number of honorary academic appointments with Imperial College Faculty of Medicine. Opportunities should be discussed with the divisional director.

6. Teaching opportunities

- There is an ongoing programme of teaching ward rounds, clinic-based teaching and formal lecturing for post graduate medical staff, undergraduate medical students, nurses and other professional staff groups.

7. Administrative duties

- The post holder will be expected to undertake the administrative duties associated with the care of individual patients, and to contribute to the proper functioning of the clinical department, including involvement in audit and clinical governance.
- The post holder will also be expected to undertake yearly appraisal and be revalidated 5 yearly as per GMC guidance and Trust policy.

9 Job plan

A formal job plan will be agreed between the appointee and divisional director, on behalf of the medical Director, this is not designed to be exhaustive.

The post holder and divisional director/ chief of service will review the job plan annually in line with the provisions in schedule 3 of the terms and conditions. Either may propose amendment of the job plan.

Programmed activities (PA's)

For a whole-time contract: A total of 10 PAs

Clinical Activities: 8 PAs per week (including clinical activity, clinically related activity, predictable and unpredictable emergency work).

Supporting Professional Activities: 2 PAs per week (including audit, clinical governance, CPD, teaching, research, educational supervision of junior staff and CPD)

Outline timetable

We have adopted a biddable rota withing Acute Medicine at Charing Cross hospital. This enables the holder of the post to bid for shifts. This reduces the need to swap shifts in the future and the need to cancel speciality clinics. It also supports part time and flexible working within the department The rota is split into two parts; May to October and November to May. In the two years that we have used the bidding rota, all of the shifts requested are honoured. Any weekend work selected on the bidding rota will automatically reduce their commitment to weekday working. The holder of the post will be able to bid for the following roles in each week

1. **Long day AMU consultant 0800-1600** – There are two consultants who do long days
2. **Short day AMU consultant 0800-1200**- There are two consultants who do short days
3. **Take consultant 1200-2100** – There is one consultant covering the take who will post take all patients. Should there be a sick patient requiring urgent review before 1200, one of the AMU consultants will review although this is rare. The take consultant will be paid the on call supplement for covering on calls out of hours from 2100 to 0800. Consultants are rarely called during this period.
4. **Weekend cover.** We have three consultant working on a weekend with one consultant working 0800-2100 and two consultants working 0800-1200. The weekend PAs are bid for in a similar manner as weekday PAs.

Example of weekly job plan

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	0800-1200 WR on AMU	0800-1200 AMU WR	0800-1200 AMU WR	0800-1200 AMU WR	0800-1200 SPA activity
PM	1300-1700 Diabetes clinic	1300-1700 Endocrine Clinic	1300-1600 SDEC clinic	1300-1700 AMU Cover and board rounds	1300-1700 SPA activity

Please note that this is just an example of a week. The consultant will be able to bid on what days they cover SDEC and do AMU ward rounds to enable them to choose their annual leave dates. There are three other consultants who will work them in acute medicine to ensure that the SDEC are covered weekly. In addition, there are 20 other specialty consultants who will bid for acute medicine ward round shifts. In the two years of running the rota we have not had issues relating to empty slots.

In the example given the consultant has done more PAs in acute medicine and so would do less on other weeks with an emphasis on SDEC.

Same Day Emergency Care (SDEC) clinic

The SDEC clinic runs within an established Ambulatory Emergency Care unit within Charing Cross Hospital. It is open from 0800 to 1600. There are 30 minute slots for patients and so a maximum of 6 patients will be seen each session. The clinic is supported by a band 5 nurse. Referrals can be made by doctors working in the emergency department or the medical team. GPs can refer via the medical registrar. Referrals are made via a portal on the intranet. The purpose of referrals are to avoid admissions and reduce length of stays within the hospital. The SDEC service was developed from a successful pilot and the intention is to expand as it becomes busier.

Regular meetings:

- Twice monthly Charing Cross consultants' meeting

- Weekly AMU Meeting including Morbidity and Mortality, Governance, Teaching & Training, Strategy
- Fortnightly departmental meeting
- 4 times yearly Acute medicine Local Faculty Group meetings

Workload

There are 60 beds open in acute medicine and four consultants working each morning and so approximately 15 patients per consultant. However, meetings with families and friends of patients are usually planned for the afternoon to enable efficient ward rounds. Consultants are expected to see patients in the morning between 0800 and 1200. The patients will be a mixture of post take and patients who have already been seen by a consultant.

10 Administrative/secretarial support:

The Post holder will be supported by administrative and managerial staff within Acute Medicine.

11 Office facilities

The post holder will have office facilities and computer access at Charing Cross hospital. The Trust provides comprehensive Internet access and IT support.

PERSON SPECIFICATION

Job title	Directorate/ department	Division director	Clinical director
Consultant in Acute Medicine & SDEC	Acute Medicine/SDEC	Dr Frances Bowen	Dr Sarah Brice

Criteria relevant to the role	Essential	Desirable
Professional Values and Behaviours, Skills and Knowledge	Practices with the professional values and behaviours expected of all doctors as set out in Good Medical Practice (GMC) and the Generic Professional Capabilities Framework	Experience of working in integrated care systems; including community services providing early supported discharge

	<p>Experience of working in Acute Medicine and working in units with rapid turn over.</p> <p>Experience of organising rotas and running M and M meetings</p> <p>Clinically evaluates and manages a patient, formulating a prioritised differential diagnosis, initiating an appropriate management plan, and reviewing and adjusting this depending on the outcomes of treatment</p> <p>Manages the difficulties of dealing with complexity and uncertainty in the care of patients; employing expertise and clinical decision making skills of a senior and independent/autonomous practitioner</p> <p>Critically reflects on own competence, understands own limits, and seeks help when required</p> <p>Communicates effectively and is able to share decision-making with patients, relatives and carers; treats patients as individuals, promoting a person-centred approach to their care, including self-management</p> <p>Respects patients dignity, ensures confidentiality and appropriate communication where potentially difficult or where barriers exist</p> <p>Demonstrates key generic clinical skills around the areas of consent;</p>	
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	<p>ensuring humane interventions, prescribing medicines safely and using medical devices safely</p> <p>Adheres to professional requirements, participating in annual appraisal, job planning and reviews of performance and progression</p> <p>Awareness of legal responsibilities relevant to role, such as around mental capacity and deprivation of liberty; data protections; equality and diversity</p> <p>IT knowledge/experience with Cerner electronic health records and e-prescribing</p>	
Leadership/ management skills	<p>Able to take responsibility, show leadership, make decisions, exert appropriate authority</p> <p>Have proven skills in leading, motivating, developing and managing the performance of colleagues</p> <p>Management of staff</p>	Knowledge of finance/budgets
Teaching and training	<p>Critically assesses own learning needs and ensures a personal development plan reflects both clinical practice and the relevant generic capabilities to lead and develop services.</p> <p>Promotes and participates in individual and team learning</p>	Experience of teaching and training undergraduates/postgraduates and junior medical staff

Audit	Understanding of principles of clinical audit	
Academic achievements including research/publications	<p>Evidence of achievement appropriate to appointment at Consultant at Imperial College Healthcare NHS Trust</p> <p>MRCP</p> <p>CCT within a medical speciality and General Internal Medicine or acute medicine.</p>	
Language	Able to speak and write English to the appropriate standard necessary to fulfil the job requirements	
Interpersonal skills	<p>Excellent written and spoken communications, ability to build rapport, work with others, persuade and negotiate</p> <p>Empathy, understanding, listening skills, patience, social skills appropriate to different types of client</p> <p>Able to change and adapt, respond to changing circumstances and to cope with setbacks or pressure</p> <p>Able to work as part of a team</p>	
Probity	<p>Honesty, integrity, appreciation of ethical dilemmas.</p> <p>Must be able to demonstrate and model the key Trust values of kind, expert, collaborative and aspirational</p>	
Physical requirements	Occupational health clearance for the role specified	

Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

2. Medical examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal opportunities

The Trust aims to promote equal opportunities. A copy of our Equality, Inclusive and Diversity Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

5. Disclosure & Barring Service/safeguarding children and vulnerable adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work visa/ permits/Leave to remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of interests

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS

contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

9. Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with, and adhere to, current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Flu vaccination – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents' library section on the intranet.

10. No smoking

The Trust operates a smoke free policy.

11. Professional association/trade union membership

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.