

Job Description

Division: CWD

Job Title: Consultant Medical Oncologist- Lung and Upper GI

Location: University Hospital North Midlands

Hours of Duty: 10 PA

Managerially accountable to: Consultant Oncologist

Professionally accountable to: Clinical Director

Key Relationships: Consultant Colleagues

Clinical Director

Directorate Manager

Divisional Management Team

Matron

Role Summary

We aim to provide first class patient care, and to that end a significant degree of subspecialisation has occurred within the oncology department. We have also tried to achieve an equitable division of workload between all the consultant oncologists.

The appointees will be members of a team of 13.0 WTE Consultant Oncologists, 2.0 WTE Consultant Medical Oncologists and 11.0 wte equivalent Consultant Haematologists delivering a comprehensive Oncology and Haematology Service to the population North and South Staffordshire and South Cheshire.

All inpatient and some outpatient oncology services are delivered from a purpose built cancer centre opened in July 2009. The Specialist cancer centre has an Emergency Admissions Bay which allows all oncology and haematology emergency admissions to come directly to the ward rather than going via the main Emergency Department.

The Cancer Centre directorate at UHNM also incorporates the Medical Physics department including the Radiotherapy Physics section. This section provides technical and scientific support to the external beam (four multi-mode 'Varian' LinAcs, superficial/orthovoltage, conventional and CT simulator) and brachytherapy (HDR 'Gammamed' afterloader) services as well maintaining the IT infra-structure within radiotherapy.

Dynamic IMRT was introduced into radiotherapy at UHNS in 2005 in preparation for the move into the Cancer Centre in 2009, using the 'Eclipse' planning system and use of 'RapidArc', Varian's tomotherapy equivalent, has recently been launched. Similarly, IGRT, using the On-Board kV imaging systems is being progressively introduced to complement the IMRT program. We are one of the top performing Trusts in the UK for IMRT.

There will be service commitments in the cancer unit at both Royal Stoke University Hospital and the County Hospital. The Oncology Department has some commitment to Undergraduate teaching and you will be expected to participate in this, as well as in Postgraduate teaching and training

Key Areas/Tasks

The successful candidate will be part of a team of oncologists with a specific role in the Lung and Upper GI service in the Directorate, as part of this role you will also be required to attend the relevant MDT's for each site.

The appointee will be expected to work with local managers and professional colleagues in the efficient running of the Oncology service and will share with consultant colleagues in the medical contribution of management. Subject to the provisions of the Terms and Conditions of Service, the appointee will be expected to observe the Unit's agreed policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the Trust.

In particular, where the appointee is involved in the management of employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures. The appointee will be expected to make sure there are adequate arrangements for hospital staff involved in the care of his/her patients to be able to contact him or her when necessary.

All medical and dental staff employed by the Trust are expected to comply with regional and appropriate Trust Health and Safety policies. The appointee will have responsibility for the training and supervision of junior medical staff who work with him/her and will be expected to devote time to this activity on a regular basis.

Participation in professional audit and continuing professional development.

It is a requirement of the post that post-holders comply with Trust policies and procedures, have (and maintain) GMC registration / licensing and participate in a formal CPD programme (The Trust supports the requirements for Continuing Medical Education and is committed to providing time and financial support for these activities).

Appraisal and Revalidation

The post-holders must also participate in job planning, regular medical audit and in annual appraisal with one of the trained appraisers within the Trust. Job planning will take place on an annual basis and it is the responsibility of the clinical director and directorate manager to ensure that job planning takes place.

IQA and EQA

To participate in internal and external quality assurance programmes as appropriate.

Clinical governance

To have responsibility for a commitment to maintaining a high quality service to patients by continual development of practice in the light of research evidence and by audit based against clinical relevant standards. In addition individual staff have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no blame' culture.

Managerial Duties

Work with colleagues to manage the daily business of the Directorate and to develop the service in accordance with the Trust's strategic direction. Taking part in meetings and other activities as agreed with the Clinical Directorate. Managerial duties may include managing resources, preparation of business plans, and negotiating contracts in liaison with the Directorate Manager and Clinical Lead.

Oncology In patient ward

The Cancer Centre has a combined inpatient facility for oncology and haematology patients providing 33 beds including specialist facilities for iodine treatments and positive pressure suites for immuno-compromised patients.

Financial Management

You will operate value for money measures within the constraints of the departmental budget ensuring quality and patient care is not compromised.

Teaching Duties

To be actively involved, along with consultant colleagues, in the training of junior medical staff. To participate in the undergraduate medical students teaching programme.

Work Programme

As required under Paragraphs 30a of the Terms and Conditions of Service, the list of duties must be supported by a work programme, including a weekly timetable of fixed commitments.

Review of the Job Plan

This Job Plan is subject to review once a year by you and the Clinical Director/Clinical Lead, and ultimately, the Medical Director. For this purpose, both you and the Clinical Director should have a copy of the current job plan including an up to-date work programme, and relevant departmental statistical information (preferably over a 12 month period), together with note(s) - provided by either side - of any new or proposed service or other developments.

Local procedures must be followed if it is not possible to agree a job plan, either immediately or at an annual review. These procedures may culminate in an appeal to the Trust Board.

Office and Admin Support

Each consultant is allocated a shared office space with their own computer desktop. A medical secretary will also be allocated.

Education

UHNM is proud to be an institution that delivers high quality education and supervision of medical undergraduate students and postgraduate trainees. It is expected that consultants and other permanent members of staff will contribute to education in the normal course of their duties. If this contribution exceeds the norm then it is anticipated this will be acknowledged by appropriate changes in job planning and honorary contract status with Keele.

Mentorship

The organisation provides a full mentorship for all new consultants and in addition to this, the Directorate will also provide support and mentorship from the other consultant members of the team.

Research

It is anticipated that consultants will engage in and support research and enrolment of patients into clinical trials with professional development in these areas being reflected in job plans as appropriate.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Standards of Behaviour

We have four core values and promises we advocate as an organisation.

To work together

To work as a team helping achieve our goals and support others to make positive changes.
To be appreciative acknowledge and thank people for their efforts and contributions.
To be Inclusive open and honest, welcome people's views and opinions and involve people in decisions that affect them.

To have compassion

To be supportive by being empathetic and reassuring and supporting people when they need it
To be respectful and treat people fairly, with respect and dignity, protect their privacy and help them feel comfortable
To be friendly by being welcoming and approachable. Making eye contact, saying hello and introducing yourself

To ensure safety

We communicate well and explain clearly, share relevant and timely information and keep people updated
We are organised and plan ahead, manage time and be prompt in what we do
We speak up and contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values

To continuously improve

By listening and welcoming people's views and ideas, invite people to ask questions and share their opinions and respond to what we hear
By learning and sharing best practice, celebrating good performance and supporting others to use their skills, learn and grow

By taking responsibility and a positive attitude, to act and encourage people to take the initiative and make improvements

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Confidentiality

- To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

Equality and Diversity

- To promote equality and diversity in your working life ensuring that all the staff you work with feel valued and treated in a fair and equitable manner

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

- **Trust Dress Code**
 - Trust approved uniform/dress code must be adhered to
 - When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
 - No personal bags to be worn during clinical duties
- **Hand Hygiene**
 - Decontaminate your hands as the per 'The five moments of hand hygiene'
- **Own Practice**
 - Lead by example
 - Encourage and praise good practice
 - Be prepared to accept advice about your own practice
- **Decontamination**
 - Ensure that equipment you have been using or about to use has been decontaminated effectively
 - Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

- **Trust Policies**

Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines . All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNM) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNM is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Organisational Chart

Clinical Director	Dr Kamaraj Karunanithi
Clinical Lead (Oncology)	Dr Rajanee Bhana
Clinical Lead (Haematology)	Dr Paul Ferguson
Directorate Manager	Diane Garratt
Matron	Deborah Challinor
Senior Operational Services Manager	Lucinda Pettinger
Operational Services Manager	Carol Jones
Junior Operational Services Manager	Sarah-Louise Richards
Directorate Secretary	Amanda Ridgway

Person Specification

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE ADDITIONAL REQUIREMENTS
Qualifications:	<ul style="list-style-type: none"> • Full registration with the GMC • Possession of MRCP and FRCR or equivalent qualification in medical oncology • Eligibility to be on specialist register within 6 months of interview date 	<ul style="list-style-type: none"> • MD or PhD
Clinical Effectiveness:	<ul style="list-style-type: none"> • Experience of conducting clinical audit. • Ability to use the evidence base and clinical audit to support decision-making. 	
Clinical Experience & Training:	<ul style="list-style-type: none"> • Wide general experience in Medical Oncology and an ability to offer expert clinical opinion in a range of problems within the speciality. • Appropriate experience in the subspecialty areas to be pursued. • Ability to take full and independent responsibility for the care of patients 	
Professional and Multidisciplinary Team Working:	<ul style="list-style-type: none"> • Ability to work effectively with colleagues and within a team. 	
Academic Achievements, Research, Publications:	<ul style="list-style-type: none"> • Ability to apply research outcomes to clinical problems. • An awareness of current speciality specific developments, initiatives and issues. • Evidence of training in research methodology 	<ul style="list-style-type: none"> • Publications in relevant peer-reviewed journals in the last five years. • Evidence of having undertaken original research
Teaching and Training Experience:	<ul style="list-style-type: none"> • Ability to teach clinical skills to medical staff and students, and other disciplines 	<ul style="list-style-type: none"> • The ability to appraise junior doctors and other staff • Training in medical education
Management and Administrative Experience:	<ul style="list-style-type: none"> • Ability to organise and prioritise workload effectively. • Ability to plan strategically and to exercise sound judgements when faced with conflicting pressures. • Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives. 	
Personal Attributes:	<ul style="list-style-type: none"> • Energy and enthusiasm and the ability to work under pressure. • An enquiring and critical approach to work. • Caring attitude to patients. • Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other staff and agencies. • Commitment to Continuing Medical Education and Professional Development. 	

Other Requirements:	<ul style="list-style-type: none"> • Full GMC Registration • Appropriate Immigration Status (where appropriate). • An understanding of the current NHS environment, particularly in relation to reforms, initiatives and issues. 	
Personal Circumstances:	<ul style="list-style-type: none"> • Ability and means to travel Residence within 10 miles or 30 minutes of base (<i>upon appointment to post</i>). • To be accessible by as required for on call duties. 	

JOB PLAN
Medical Oncologist
Upper GI and Lung

Day and Session		Activity	Category/ Location	Number of Programmed Activities	
				DCC	SPA
Monday	AM	09:00-12:00 Upper GI clinic (new)	RSUH	1.00	
	PM	12:00-12:30 Admin 12:30-15:00 Lung MDT 15:00-17:00 SPA	RSUH	0.125 0.50	0.5
Tuesday	AM	08:00-09:00 Dept Meeting –CPD 09:00-13:00 Upper GI Clinic (FUP)	RSUH	1.00	
	PM	14:00-17:00 Lung Clinic (New &Chemo)	RSUH	0.75	
Wednesday	AM	09:00-13:00 Admin	RSUH	1.00	
	PM	13:00-17:00 Research -CPD	RSUH		1.00
Thursday	AM	09:00-12:30 Upper GI Clinic (Chemo)	RSUH	0.875	
	PM	12:30-16:00 Upper GI MDT 16:00-17:00 Ward Round	RSUH	0.875 0.25	
Friday	AM	08:30-15:00 Upper GI Clinic	County	1.625	
	PM	15:00-17:00 SPA			0.5
Total		10 Pas		8	2
Predictable Emergency Work		Weekend Saturday 9am 13.00pm 1:12 Sunday 9am 13.00pm 1:12 Weekday 5pm – 7pm		0.705 On call CAT A 3%	
Unpredictable Emergency Work		2 hours per overnight calls 1:12	0.5		
Travel		Nil			

MAIN TERMS AND CONDITIONS OF SERVICE

The successful appointee will be employed by the University Hospital of North Midlands NHS Trust, subject to national terms and conditions as per the Consultant Contract 2003 as amended from time to time. Any changes to national terms and conditions determined at a local level are subject to the Trust's collective bargaining arrangements which include the Trust's Local Negotiating Committee for medical staffing issues.

Tenure

The appointment is a substantive, whole time position which, unless terminated, will be held until retirement. The notice period is three months on either side. The appointment is subject to the provisions of Schedule 14 of the Terms & Conditions.

Salary

The salary scale is as per the Terms & Conditions of Service as set out in the Consultant Contract 2003. The current scale is £77,913 rising to £105,042. Any agreed extra programmed activities, and on-call requirement will be paid in addition to the basic salary.

Pay progression will be on the anniversary of appointment and is subject to satisfactory participation in annual appraisal, the completion of a job plan review and agreed personal objectives as set out in Schedule 15 of the Terms and Conditions.

Starting salary will be determined according to the terms and conditions as per the Consultant Contract 2003. Where a candidate has service in or outside the NHS which they feels should be taken into account in determining the starting salary, this will be considered following the offer of appointment by the AAC.

Annual Leave

Your annual leave entitlement is as per Schedule 18 of the Terms and Conditions. At least six weeks' notice is required before taking annual leave.

Superannuation

This post is superannuable under the Health Service Superannuation Scheme.

Registration

You will be required to have full and specialist registration with a licence to practise with the GMC and to provide a valid certificate annually.

Conditions of Employment

The following conditions must be met before the Trust will confirm an offer of employment:

Verification of ID and Right to Work

All employees must provide the Trust with the following documentation to prove their ID and eligibility to work in the UK: UK Passport

- UK Birth Certificate (if passport is unavailable)
- National Insurance evidence (P60 / recent payslip / P45)
- EEA (European Economic Area) Passport
- Residence permit issued by the Home Office or UKBA
- Driving Licence (ID card + counterpart)
- 2 addressed bills or statements (Bank / utility bill / phone bill)

Note: if you are a British citizen but do not hold a UK passport then we require a UK Birth Certificate combined with National Insurance evidence

Disclosure and Barring Check: Protection of Children & Vulnerable Adults

In accordance with Safeguarding Vulnerable Groups Act 2006, the Trust is required to seek disclosure of criminal records when considering employing an individual who will be working with children or have regular contact with vulnerable adults. Disclosure will include checks on the information held in the Police National Computer, local Police records and, where appropriate, lists held by the Department of Health and the Department of Education and Employment. Disclosure need not necessarily be a bar to obtaining the position you have applied for.

The information you provide and the Disclosure documents returned by the Disclosure and Barring service (DBS) will be available only to those who need them as part of the recruitment process. Disclosure documents will not be retained for longer than six months after the recruitment decision has been made.

References

It is a condition of employment that references are provided which are acceptable to the Trust.

Health Screening

It is a condition of employment that all successful candidates undertake pre-employment screening and are cleared before formal confirmation of the appointment is sent to candidates.

Professional Registration

The successful candidate is required to be registered with the GMC with a licence to practise. Membership of the approved Medical Defence/Protection Society is not a mandatory requirement for the post but is strongly advisable.

Applications process

Formal applications should be made through our website or via NHS Jobs.

If there are any problems / queries please contact the recruitment department: 01782 671697 or email consultantrecruitment@uhnm.nhs.uk

Further information and visiting the Trust

The division welcomes applicants who wish to seek further information or visit. Please contact the following to arrange a visit or for an informal discussion:

Dr Kamaraj Karunanithi 01782 672660

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____