The North West London Hospitals NHS Trust

Incorporating
Northwick Park Hospital
Central Middlesex Hospital
St. Mark’s Hospital

DIVISION OF EMERGENCY MEDICINE

JOB DESCRIPTION

Consultant in Emergency Medicine

REF: 337-REC851

Contract: Full time

Programmed activities: 10 programmed activities of which 7.5 are clinical and 2.5 are supporting professional activities

On call: 1:9 (potentially to be reduced dependent on future consultant appointments

Responsible to: Lead consultant in emergency medicine

Reporting to: Lead consultant in emergency medicine

Base: The North West London Hospitals NHS Trust

Tenure: Substantive
### KEY CONTACT NAMES

**NORTH WEST LONDON HOSPITALS NHS TRUST**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Tel:</th>
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<tr>
<td>Chairman of the Trust</td>
<td>Mr Tony Caplin</td>
<td>0208 869 2017</td>
</tr>
<tr>
<td>Chief Executive</td>
<td>Mr David McVittie</td>
<td>0208 869 2000</td>
</tr>
<tr>
<td>Medical Director</td>
<td>Professor Rory Shaw</td>
<td>0208 869 2609</td>
</tr>
<tr>
<td>Director of the Northwick Park</td>
<td>Professor Shervanthi</td>
<td>0208 869 3284</td>
</tr>
<tr>
<td>Institute Of Medical Research (NPIMR)</td>
<td>Homer-Vanniasinkam</td>
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<tr>
<td>Director of Research, Development and Medical Education</td>
<td>Dr Joan Pitkin</td>
<td>0208 869 3330</td>
</tr>
<tr>
<td>Director of Post-graduate Medical Education</td>
<td>Dr Roger Sharpe</td>
<td>0208 869 2292</td>
</tr>
<tr>
<td>Clinical Director</td>
<td>Dr Nigel Stephens</td>
<td>0208 869 2886</td>
</tr>
<tr>
<td>Interim Lead Consultant</td>
<td>Dr Sean Williams</td>
<td>0208 869 5183</td>
</tr>
<tr>
<td>Divisional General Manager</td>
<td>Mrs Tina Benson</td>
<td>0208 869 2589</td>
</tr>
<tr>
<td>General Manager</td>
<td>Mr John Swiatczak</td>
<td>0208 869 3105</td>
</tr>
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JOB DESCRIPTION

Consultant in Emergency Medicine

Full time substantive contract

1. INTRODUCTION

THE TRUST

The North West London Hospitals NHS Trust was created on 1 April 1999 as a result of the merger of Central Middlesex Hospital NHS Trust and Northwick Park and St Mark’s NHS Trust. The hospitals are set in the London Boroughs of Harrow and Brent and serve a local population of more than 500,000 patients referred from throughout the UK and abroad. The turnover of the Trust is in the region of £350 million with 4,070 WTE staff. It is one of the biggest and busiest trusts in the capital.

Northwick Park Hospital was opened in 1969 combining a major district general hospital and the Medical Research Council Clinical Research Centre. The links between clinical practice and clinical research have been close ever since, and although the Medical Research Council left in 1994, the hospital continues to attract high calibre medical and other staff. This has resulted in a sustained reputation for clinical excellence. The hospital became a trust in April 1993. It took over the Clinical Research Centre buildings in April 1994 and subsequently utilised them for the development of clinical services and to set up the Northwick Park Institute for Medical Research (NPIMR). The hospital retains complementary and enhanced research activity in several regional specialist units such as the Kennedy-Galton Centre (clinical genetics), the Lister Unit (infectious diseases) and a regional rehabilitation unit.

St Mark’s Hospital moved from City Road in Central London to become an integral part of the Northwick Park site in July 1995. St Mark’s was founded in 1835 and has developed an international reputation as a specialist postgraduate teaching hospital for patients with intestinal and colorectal disorders. St Mark’s is developing a closer academic relationship with Imperial College, in line with the Trust’s academic strategy.

Central Middlesex Hospital is the main provider of acute health services for the residents of the London Borough of Brent. Its services are used by a significant number of people from neighbouring authorities, in particular Ealing and Acton. A high percentage of the population of Brent are from diverse ethnic minority groups, leading to a variety of diseases, for example coronary heart disease, vascular disease, renal disease and diabetes. This presents the hospital with a varied and challenging caseload. Brent is also recognised as an area of high unemployment, poor housing and other social factors contributing to higher than average level of disease associated with a deprived community.

Central Middlesex Hospital is also home to the UK’s first purpose built ambulatory care and diagnostic centre (ACAD). This facility has state of the art operating and diagnostic equipment and is closely integrated with the Brent Emergency Care and Diagnostic Unit (BEDaD), which replaced the old hospital in 2006.
HEALTH CARE FACILITIES

Northwick Park Hospital

- There are some 600 beds on the Northwick Park site. Acute beds number 529, and the remainder are for care of the elderly and psychiatry. The latter are managed by Central and North West London Mental Health Trust.
- It is one of only eight hospitals in the capital to provide a ‘hyper acute’ stroke unit offering faster treatment to patients who suffer a stroke, including ‘clot-busting’ drugs 24/7.
- The hospital has a full range of acute general hospital specialities including departments of thoracic medicine, cardiology, rheumatology, dermatology, diabetology, endocrinology and gastroenterology. Surgical specialities include general surgery, urology, vascular surgery, minimally invasive therapy, trauma and orthopaedics. Children's services cover a wide field including acute general paediatrics, a neonatal intensive care unit, community child health and child psychiatry. St Mark's Hospital provides a comprehensive intestinal and coloproctology service. The maxillo-facial department provides care for the majority of North West London, Watford and parts of Buckinghamshire and Berkshire.
- There is a £2.6m newly refurbished radiology department which is home to some of the most high-tech imaging equipment available.
- Facilities for maternity services have been redeveloped and rebuilt as part of the maternity consultation process. The Brent Birthing Centre (midwifery led) moved to the Northwick Park site in July 2008.
- Clinical facilities include the Regional Rehabilitation Unit, clinical genetics at the Kennedy-Galton Centre and a major infectious diseases unit. Specialist units on the site include Ear-Nose-Throat (ENT). Moorfields Eye Hospital and Imperial Health respectively provide ophthalmic and renal dialysis services.
- There is a large and expanding emergency department. The unit sees around 110,000 patients each year. A co-operative of the acute hospital trust, the local primary care provider Trust and a commercial organisation manage an urgent care centre on the site, seeing a further 60,000 patients per year.
- There are 17 private beds available between the Charles Kingsley Suite and the Sainsbury Ward Wing with a full consultancy room service.

Central Middlesex Hospital

The hospital provides outreach services in physiotherapy, ophthalmology, urology, general surgery and gynaecology to a large number of GP practices. These services provide local access for patients who may have difficulties attending outpatient appointments at Central Middlesex Hospital and ensures a speedy and efficient service for patients and GPs. A full range of outpatient clinics is provided at Central Middlesex Hospital.

The hospital has particular experience in the care of patients with conditions aggravated by deprivation, specifically TB, diabetes and coronary heart disease and is a leader in the research and treatment of sickle cell disease.

There is an emergency department co-located with an urgent care centre, with inpatient services, day care and short stay services and the main diagnostic radiology, pathology and support
services are also provided at Central Middlesex Hospital. Some radiology support services are also provided at Willesden and Wembley Hospitals.

It is now much more than a local hospital. It is a catalyst for the modernisation of the entire health system in Brent and Harrow. This initiative leads the way for implementation of the NHS Plan and forms part of the modernisation of the whole health system for Brent and Harrow. The systems at Central Middlesex Hospital have been dovetailed with those at the Trust’s other main site at Northwick Park and St Marks’ Hospital.

The hospital includes 159 beds, three theatres, and seven main specialist teams and combines the following:

- A major assessment unit
- An acute and critical care centre combining all the existing critical care services
- A major elective surgery service including ring-fenced theatres and beds
- Inpatient and intermediate care services
- An expert consulting centre providing specialist assessment and advice for outpatients and acting as local bases for specialist teams

**TRAINING AND EDUCATION**

- The Trust is the largest campus for Imperial College School of Medicine incorporating St Mark’s, Northwick Park and Central Middlesex. Paediatrics and surgery are now fully integrated between Central Middlesex and Northwick Park. We take 192 whole time equivalent students per year. There is a large undergraduate department with five teaching fellows all of whom are pursuing higher qualifications in medical education. The Trust provides three of the Imperial College campus leads, in paediatrics, emergency medicine and law and ethics. The Trust is recognised to provide a high standard of teaching which is recognised by regular attainment of Imperial College teaching excellence awards.

- The Trust houses a large postgraduate education department and has deanery-funded postgraduate educational fellows. The department supervises the training of approximately 145 doctors and runs a number of nationally recognised courses on site. The Trust has an active simulation faculty which supervises training of FY1 and FY2 doctors in resuscitation, intubation and there are courses for obstetric manoeuvres and post partum complications.

- A new academic directorate links postgraduate and undergraduate education with research and development. Representation at board level is via the Associate Medical Director and there is a Director of Medical Education appointed jointly between the Trust and the Regional Dean of Postgraduate Medicine of the University of London together with an Associate Director and an Assistant Director of Medical Education.

- Pre-registration nurse training is provided by the Trust in conjunction with Thames Valley University. 100 students benefit from the wide range of clinical experience which is available; both for qualification and registration.

- The Trust has established an extensive programme of post registration speciality based nurse training to enhance patient care and service delivery.
The main facilities available for running courses within the campus are based in the Medical Education Centre which is situated immediately above the John Squire Medical Library. The John Squire Medical Library is the North West Thames reference library for the National Library Association. The Medical Education Centre houses the Postgraduate Education Office, 6 seminar rooms, and a large hall (the Himsworth Hall) which can be used when registrants total 100-300. In addition a lecture theatre (the Jonathan Levi Lecture Theatre) is situated at the centre of the hospital. This lecture theatre is used mainly for the weekly hospital grand rounds as well as for other meetings and can accommodate approximately 100 attendees.

RESEARCH

The Trust has excellent facilities and offer substantial opportunities for high quality research relevant to the NHS. The Trust acts as host to the London (North West) CLRN as part of its research “HUB”, sustaining research on a local and national basis. The Trust has an extensive research portfolio which is assessed against national guidelines: http://www.guardian.co.uk/healthcare-network-nihr-clinical-research-zone/trust-research-activity-league-tables making it a top performer in North West London.

The R&D Department is extremely active working at a local and national level supporting clinical research through extensive collaborations. The team consists of an excellent management team followed by governance staff and a wide range of research nursing support working on Cancer, Cardiology, Dementia, Gastroenterology, Infectious Disease, Medicines for Children, Rheumatology and Stroke studies. There are also extremely strong links with the Pharmacy Department where we are a leader on pharmacy research training. We also have strong links with CLAHRC and the research element of the PCTs/Commissioners. The Trust plays great emphasis on supporting research, especially where it can demonstrate an impact on patient care. This is achieved through CLAHRC and our current work on care bundles, which is having a positive impact on patient treatment. To support research we also have an agreement with Imperial Innovations Ltd. who are on site to help promote and grow new ideas through developing intellectual property.

The Trust also hosts the Northwick Park Institute of Medical Research (NPIMR) which is an independent charity organisation established in 1995. There is however extensive links between the two organisations where joint collaborations exist. We also have an independent unit of Parexel on site who are a major Clinical Research Organisation who carry out Phase I studies and attend joint meetings to promote clinical research. The R&D Department is also in the process of expanding its clinical research facilities to take on more clinical trials and extend our links with industry. Thus making the Trust a vibrant place to undertake clinical research.
2. THE POST

THE DEPARTMENTS

The Trust currently delivers emergency medicine at both of our two main sites, Central Middlesex Hospital and Northwick Park Hospital, which together serve a diverse local population of over 500,000.

Both sites are supported by urgent care centres co-located immediately adjacent to the emergency departments, the Trust being joint participants in the running of the centre on the Northwick Park Hospital; the urgent care centre at Central Middlesex Hospital is run as an independent entity. Both urgent care centres see minor and moderate illness, and minor injuries, including fractures, leaving the Emergency Departments free to concentrate on major illness and injury.

The Northwick Park site currently has approximately 165,000 attendances per year (70,000 Urgent Care Centre, 95,000 Emergency Department attendances): the Central Middlesex site approximately 70,000 attendances per year, the majority of which are seen in the Urgent Care Centre). There are large numbers of ambulance service priority calls attending the Emergency Departments, with Northwick Park hospital regularly being one of the five busiest emergency departments in London on this basis.

Both sites have majors areas including monitored beds, minors areas, paediatric areas, resuscitation rooms and adult ED wards. The Northwick Park site also has a paediatric ED ward.

We are also a trauma unit feeding the major North West London trauma centre.

NHS North West London is currently undertaking a consultation of a major reconfiguration of emergency services in North West London, which is planned, will lead to the closure of four of the regions nine emergency departments: Northwick Park Emergency Department is one of only three who it has already been determined will remain open.

A complete rebuild of the Northwick Park emergency department is planned within the next 18 months, planning for which is already progressing well: this will feature state of the art facilities, including an emergency department CT, and individual cubicles for all patients.

The emergency department at Central Middlesex currently only accepts new patients from 08:00 to 19:00, although the department remains open after this and the observation ward remains open 24/7.

MEDICAL STAFFING

Senior Staff

We are about to expand our consultant body substantially, and funding has been made available for this – temporarily we have used number of long term locum consultants helping in the role until substantive appointments are made. Current permanent seniors are:

Dr John Knottenbelt
Dr Gillian Park
Dr Julie Bak
Dr Sean Williams  
Dr Georgie Kamaras  
Dr Nick Warren (associate specialist)  

**Middle Grade Doctors**

Currently we have 13.7 whole time equivalent middle grades appointed (a mix of ST4-6 trainees, staff grades and clinical fellows). We are aiming to appoint 10 more clinical fellow middle grade doctors. This allows us to provide full time middle grade cover at both sites.

**Junior Doctors**

Currently we have 15 FY2 doctors, 4 VTS doctors and 2 CT1-2 doctors. We are aiming to appoint 2 more junior clinical fellow junior doctors.

**DUTIES OF POST**

You will be on the consultant roster, with responsibilities for supervising junior and middle grade doctors, clinical leadership and running the department.

As the consultant body has expanded, the Department has embraced changes in clinical practice, including ketamine / propofol sedation, rapid sequence induction, ultrasound, advanced imaging, stroke thrombolysis, contemporary observational medicine etc. You are expected to participate in and lead the implementation of new practices and changes.

You will provide clear shop floor clinical leadership for the emergency department, including clinical responsibility for all patients in all areas including the children’s areas and the observation wards. This clinical responsibility includes overseeing the clinical assessment and management plan and ensuring appropriate and safe handover to inpatient teams or to the community.

You will undertake continued clinical management responsibility for patients on the clinical decision units and the children’s observation unit under the care of emergency department typically with a length of stay of less than 24 hours.

You will undertake a leading role in teaching (see below) and clinical governance requirements within the Emergency Directorate, and respond to patient concerns and complaints as required.

You will liaise with and support the Northwick Park Urgent Care Centre as required, and lead the trauma team as appropriate and provide support for the surgical and anaesthetic teams in managing major trauma

**TEACHING**

All medical staff groups, including trust grade posts, get protected training time of at least 2 hours per week, and often more depending on training needs. The Trust runs ATLS, ALS, EPLS and HMIMMS courses on site, and emergency medicine juniors and middle grades are funded to and encouraged to attend all of these courses, plus relevant external courses such as level 1 ultrasound training. Our trust grade staff have previously progressed on to specialty training programmes, passed college examinations, and some are currently progressing towards FCEM
and article 14 specialist registration. You will participate in the delivery of the teaching programme, and help deliver life support course training as qualified.

ROSTERS

Current work pattern is cross site between Northwick Park and Central Middlesex Hospitals.

Shifts are shared approximately equally across the following shifts:

**Weekday**
- 08:00-16:00 Northwick Park ward +/- clinic (2 PAs)
- 08:00-16:00 Northwick Park floor (2 PAs)
- 08:00-16:00 Northwick Park floor support (2 PAs)
- 14:00-22:00 Northwick Park floor (2.25 PAs) with on call overnight (cross site)
- 14:00-22:00 Northwick Park floor support (2.25 PAs)
- 08:00-18:00 Central Middlesex ward & floor (2.5 PAs)

**Weekend**
- 08:00-17:00 Northwick Park ward / floor (3 PAs) with on call overnight (cross site)
- 14:00-22:00 Northwick Park ward / floor (2.7 PAs)
- 08:00-14:00 Central Middlesex ward / floor (2 PAs) with on call for CMH until 22:00
3. PERSON SPECIFICATION

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<th>Qualifications and registration</th>
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<tr>
<td>Qualifications and registration</td>
<td>Full GMC registration</td>
<td>Other higher professional or academic qualification</td>
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<td>On GMC specialist register for emergency medicine, or holder of CCST / CCT in emergency medicine or within 3 months of CCT date at interview</td>
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<th>Knowledge and expertise</th>
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<tr>
<td>Knowledge and expertise</td>
<td>Ability to take full and independent responsibility for clinical care of patients</td>
<td>Current life support course instructor (ATLS, ALS, EPLS / APLS, HMIMMS / MIMMS [or equivalent]), ultrasound qualification</td>
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<td>Experience of audit and clinical governance</td>
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<td>Knowledge of functioning of the NHS</td>
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<tr>
<td>Teaching</td>
<td>Able to contribute to teaching for undergraduates, postgraduates and nursing staff</td>
<td>Courses appropriate for becoming a clinical / educational supervisor</td>
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<td>Proven teaching experience</td>
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<th>Management and audit</th>
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<tr>
<td>Management and audit</td>
<td>Well-developed leadership and management skills.</td>
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<td>Demonstrates initiative and drive</td>
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<td>Proven interest in the development and management of efficient emergency services</td>
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<td>Ability to drive and support change</td>
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<td>Ability to lead and manage complex systems</td>
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<td>Research and publications</td>
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<th>Personal skills</th>
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<tr>
<td>Personal skills</td>
<td>Flexible approach to working hours and site of work</td>
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<td>Good written and verbal communication skills; good interpersonal skills; IT skills and computer literacy; innovative ability to work under pressure.</td>
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<td>Commitment to CPD</td>
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<td>Creates good working relationships with colleagues, multi-disciplinary team within the trust and outside agencies e.g. PCT, Ambulance Trust</td>
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4. MAIN CONDITIONS OF SERVICE

STATEMENT OF PRINCIPLE

The Trust's principal purpose is to provide for all the needs of patients in their care. The Trust expect all its employees whatever their jobs to support and enhance patient care and overall service quality.

The Trust expects that each of the employees shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of the hospitals, in accordance with the Staff Charter. Individuals must at all times carry out their duties with due regard to the Trust’s Equal Opportunities Policy.

TERMS AND CONDITIONS OF SERVICE

The post is subject to the provisions of the Terms and Conditions of Service for Hospital Medical and Dental Staff, including any locally agreed terms and conditions which are relevant to the post. As these are developed the appointee will be notified and therein after, these will form part of the contract of employment. Details of these are available from the Human Resources Department.

The appointee will be entitled to be a member of the NHS Pension Scheme. If he/she chooses to become or remain a member of the Scheme, remuneration will be subject to deductions of Superannuation contributions in accordance with the Scheme. Membership of the scheme is automatic unless election is made at anytime in favour of provision under a personal pension plan. After opting out of the scheme the employee would assume full responsibility for pension provision and compliance with the Social Security Act 1986.

PRE-EMPLOYMENT COURSES

This clinical work of the post is dependent on the holder having currently valid level 2 child protection certification and of having suitable training in equalities and diversity – suitable e-learning modules can be made available immediately prior to the commencement of clinical work.

SALARY

Remuneration will be in accordance with the NHS rates for full time consultants which is currently £74,504 – £100,446 in eight increments over 30 years based on ten programmed activities. If you are taking up your first Consultant post you would expect to commence on the minimum of this scale.

ADDITIONAL PROGRAMMED ACTIVITIES

Any additional PA’s will be payable at 1/10th of your basic salary as defined in schedule 14 of the Terms and Conditions of Service.

ON CALL
You will take part in an on-call Rota (1:9) for which you will receive a 5% availability supplement to your basic salary. This will be paid as defined in schedule 16 of the Terms and Conditions of Service.

**ANNUAL AND STUDY LEAVE**

The annual leave is 30 working days plus two statutory day holidays. Study leave consists of 30 days over a three year period. Approval of annual and study leave is subject to the procedures set out within the individual departments and the Postgraduate Medical Centre.

So far as is practical, the Consultant appointed will be expected to share in the provision of cover for the annual and study leave of other Consultants in the specialty.

**RELOCATION EXPENSES**

Relocation expenses may be available up to a maximum of £5,000, subject to eligibility. Agreement to payment of relocation expenses should be agreed before accepting the post. To obtain a copy of the relocation expenses policy contact the Human Resources Department on 020 8869 2165.

**SPECIAL TERMS**

The Trust is prepared to negotiate with the appointee alternative terms and conditions of service (e.g. a limited term appointment) where this would result in a mutual benefit to both the Trust and the postholder.

**MEDICAL REPORT**

This post is subject to satisfactory health assessment. If appointed, you will be required to bring the documentary evidence from either an occupational health department or a virology department, of satisfactory Hepatitis B status, to which this appointment is subject, because it involves undertaking exposure prone invasive procedures. Please note this is not just evidence of immunisation. In addition, written evidence should be brought of any tests of immunisation for tuberculosis or rubella. If you are recommended for appointment, satisfactory health clearance must be completed before the appointment can be confirmed. If you do not have such clearance you will not be permitted to start work on the proposed first day of duty.

**CRIMINAL RECORDS BUREAU**

You will also be required to complete a Criminal Records Bureau (CRB) check, and the clearance from the CRB must have been received, before commencing employment.
REHABILITATION OF OFFENDERS ACT

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions including those which are 'spent'. Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal.

PRIVATE PRACTICE

The successful applicant may undertake private practice in accordance with the Trust’s Private Practice Policy and Schedules 9 & 10 of Terms and Conditions of Service.

REGISTRATION

The person appointed will be required to be fully registered with the GMC and/or GDC.

MEDICAL INDEMINITY

The Trust is financially responsible for the negligent acts and omissions of Consultant medical and dental staff in the course of their Trust employment. If, however, any private practice, within a NHS hospital or any other private hospital is undertaken, the appointee will be personally responsible for subscribing to a recognised defence organisation. The Trust will not be responsible for category 2 (eg. reports for insurance) or ‘Good Samaritan' Acts. Health Circular HC (89) 34 provides full details of ‘Claims of Medical Negligence against NHS Hospital and Community Doctors and Dentists’.

The Department of Health advises practitioners to maintain defence body membership in order to ensure they are covered for any work which does not fall within the scope of NHS Indemnity.

PROSPECTS FOR CHANGE

The proposals set out in the White Paper “Equity and excellence: Liberating the NHS”, are likely to impact on current working arrangements. The Trust will consult the members of staff concerned at the appropriate time, but meanwhile wishes to draw the attention of applicants to the possibility of change in the future.

JOB PLANS AND WORK PROGRAMMES

The appointee will be subject to the provisions of Schedule 3 of the Terms and Conditions of service. These provisions entail the agreement (between a Doctor and the manager responsible for the management of the Doctor’s contract) of a job plan (including work programme) for the performance of duties under the contract of employment. The job plan (including work programme) will be subject to review each year by the afore-mentioned parties.
PLACE OF WORK

The appointee will be required to work at all of the Trust’s Emergency Department sites and may be required to work elsewhere within the Trust and/or at community resource centres (hosted by other health agencies) within The North West London Hospitals NHS Trust catchment area in accordance with the Trust’s principal aim of flexible working by staff to enhance patient care and he/she will be fully consulted.

ACCESS TO HOSPITAL BASE

The successful candidate will be expected to live within easy access, normally not more than approximately 10 miles by road from the North West London Hospitals. The reimbursement of removal and associated expenses will be subject to the criteria laid down in the Trust’s conditions of service. In the event of the Trust agreeing to reimburse interest charges on a bridging loan, reimbursement will normally be made in full up to a maximum period of six months. Reimbursement will not be continued beyond this period. The private residence must be maintained in contact with the public telephone service.

Assistance can be given with the cost of installation and rental charges.

NO SMOKING POLICY

It is the policy of the Trust to promote positive health. Smoking, therefore, is actively discouraged and is prohibited in the majority of the hospital including offices.

SECURITY

In the interests of safety and security the appointee will be required to wear a hospital staff identification badge at all times whilst at work.

GENERIC RESPONSIBILITIES

To comply with all Trust policies and procedures, which may be varied from time to time. Copies of the current policies and procedures are available from the Human Resources Department or on the Intranet. In particular:

To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirement of the health and safety regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To work in accordance with the Trust’s policies to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust’s policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin,
sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with Trust policies.

To comply with the Trust’s smoke-free policy

To adhere to the Trust’s infection, prevention and control policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including methicillin-resistant Staphylococcus aureus. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy
- Contact occupational health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust’s policies on safeguarding children and vulnerable adults. Northwest London Hospitals NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.