

### **Job Description**

<b>Division:</b>	Specialised Division
<b>Job Title:</b>	Consultant Neurologist
<b>Grade:</b>	Consultant
<b>Location:</b>	University Hospital of North Midlands NHS Trust:- Royal Stoke Site, County Site & Satellite Locations
<b>Hours of Duty:</b>	9.844 PA work programme
<b>Managerially accountable to:</b>	Clinical Director of Neurosciences
<b>Professionally accountable to:</b>	Medical Director
<b>Key Relationships:</b>	Consultant Colleagues Clinical Director Directorate Manager Associate Director (Divisional Manager)

### **About our Trust**

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research. The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are the specialist centre for major trauma for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research. The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort. Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk).

### **Royal Stoke University Hospital**

Royal Stoke University Hospital was rebuilt in 2012 as part of a £400m initiative to bring all hospital services in Stoke-on-Trent onto one large campus site. Royal Stoke is a great place to work, learn and research. The hospital campus holds 80% of the Trust's services, including the Major Trauma Centre and Emergency Centre. Royal Stoke receives major trauma patients from as far afield as Anglesey in North Wales and in total serves more than three million people. The A&E sees close to 150,000 people a year, making it one of the busiest departments in the country. Many of UHNMs 450 consultants are based at Royal Stoke, and the main specialist services for the region are located here. These services include the major specialties of Cardiovascular, Neurosciences, Metabolic/GI, Women's & Children's, Musculo-Skeletal Services/Trauma and Oncology. To deliver all these services and the many others we provide the Trust has created major departments to deliver the patient care.

## County Hospital

County Hospital is the sister hospital to Royal Stoke University Hospital which has been extensively refurbished into a vibrant modern acute local hospital. The hospital provides a range of acute services across its 180 beds, including:

- Accident and Emergency and Acute Medicine
- Women's Health Centre
- Renal Dialysis
- Bariatric Surgery
- Endoscopy
- MRI diagnostics
- Outpatients

### Role Summary

Provide expert patient care in Neurology in an outpatient and ward setting. Actively engage in and develop Neurology services and to provide clinical leadership. A flexible approach will be required to working for our Trust, due to multiple site working and outpatient clinics undertaken at the University Hospital of North Midland sites.

This is a full time post, general post, with consideration for a neurological sub-specialty interest. The post, in conjunction with the other Consultant colleagues, provides a comprehensive General service to the University Hospital of North Midlands Hospital NHS Trust: Royal Stoke and County Sites, Mid Cheshire Foundation Hospital Trust and satellite locations. There will be a 1:18 on-call requirement for this post – an on-call week is from 9 am Monday to Monday.

You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with consultant colleagues in the medical contribution to management. Subject to the conditions of the Terms and Conditions of Service, you are expected to observe the Trust'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 you manage employees of the Trust, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.

All medical and dental staff employed by the Trust are expected to comply with the UHNM Trust's Health and Safety Policies.

The Neurology Service is currently supported by 7 deanery Specialist Registrar posts and 3 none deanery posts with 2 deanery junior training posts and 3 none deanery junior training posts. Responsibility for the work and supervision of junior medical staff who work with you and devote time to this activity on a regular basis. If appropriate, you will be named in the contracts of doctors in training grades as the person responsible for overseeing their training and as the initial source of advice to such doctors on their careers.

## **Key Areas/Tasks**

### **Clinical Duties**

Share in the provision of the diagnosis and treatment of both inpatients and outpatients in the specialty of Neurology at the University Hospital of North Staffordshire, satellite locations and Mid Cheshire Foundation Trust, Leighton site. It is expected that the person appointed will have special interests in one or more sub specialties mutually agreed with the department lead. The role will require continuing clinical responsibility for the patients in your charge allowing for all delegation and training of your staff. Diagnosis and treatment of patients occupying accommodation made available under section 58, 65 and 66 of the National Health Act 1977, insofar as such patients have not made private arrangements for such treatment under section 65 (2) of the Act.

### **Managerial Duties**

To provide cover for Consultant colleagues in respect of periods of leave in accordance with Directorate arrangements and Trust policy. To ensure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.

To work in collaboration with colleagues in developing skills to provide new ways of working across different professions, organisations i.e. community/primary care.

To take an active role in the daily business of the directorate in conjunction with the Directorate Manager and consultant colleagues, and to develop services in accordance with the Trust's strategic direction.

To participate in meetings and other activities as agreed with the Clinical Director.

Take responsibility the best use of directorate staffing and other resources to ensure the maximum efficiency of the directorate.

Opportunities for a higher managerial role within Neurosciences may be available to an interested candidate. Any new consultant appointees would be eligible to apply for the position of Clinical Lead for Neurology in turn with their colleagues as required. The lead positions are usually two year tenures and are reviewed as part of the consultant's appraisal process.

Managerial duties will also include managing resources, preparation of business plans, and negotiating contracts in liaison with the Directorate Manager. To work in collaboration with colleagues in developing skills to provide new ways of working across different professions and cover Consultant colleagues in respect of periods of leave in accordance with Directorate arrangements and Trust policy. Taking an active role in the daily business of the directorate in conjunction with the Directorate Manager and Consultant colleagues, and to develop services in accordance with the Trust's strategic direction. Participate in meetings and other activities as agreed with the Clinical Director.

### **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).

### **CME Appraisal and Revalidation**

The successful candidate will be expected to pursue an active CME programme. In addition the successful candidate will take part in the annual appraisal process, both being appraised and where appropriate, appraising others. These will contribute to the revalidation process. 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 a commitment to maintaining a high quality service to patients by continual development of practice that ensures the requirements of Clinical Governance are met, including attendance to the appropriate mandatory training and the morbidity and mortality meetings. 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.

### **Financial Management**

You will operate value for money measures within the constraints of the departmental budget ensuring quality and patient care is not compromised. The Neurosciences Directorate budget is £22.4million.

### **Teaching Duties/Education**

To be actively involved, along with consultant colleagues, in the training of junior medical staff and making a full contribution to postgraduate and continuing medical education activity locally and nationally and providing professional supervision and management of junior medical staff. To participate in the Directorates commitment to the Under Graduate Medical School and include firm based teaching, basic skills, examiner, CIL Tutor etc. Contribute to the teaching programmes of other health professionals in the hospital. 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."

***To take responsibility for your own continuing professional education in accordance with guidelines set out by the appropriate college/faculty/professional body.***

### **Mentoring**

The Trust supports the Royal College of Physicians guidance on provision of mentors for new Consultants, in line with GMC recommendations. This will be provided within the Trust.

### **Research**

It is anticipated that consultants will engage in and support research and enrolment of patients onto clinical trials with professional development in these areas being reflected in job plans as appropriate. To initiate and participate in research and audit programmes in accordance with Trust policies and procedures.

### **Work Programme**

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

To facilitate this program there will be access to a medical secretary in close proximity to his/her personal office providing a full and comprehensive secretarial service.

Consultant office space is shared within the department of Neurology and Neurology Consultants have access to their own computer with full Trust IT facilities.

Consideration will be given of time off in lieu (such as for weekend working).

### **Review of the Job Plan**

This Job Plan is subject to review once a year by you and the Clinical Director, 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.

### **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

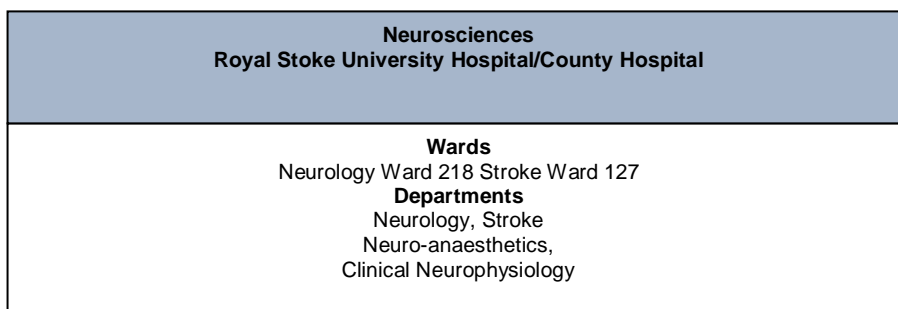


Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNH) work. The Trust has developed a Sustainable Development Management Plan (SDMP): '*Our 2020 Vision: Our Sustainable Future*' with a vision to become the most sustainable 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 UHNH* 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](mailto:switch@uhns.nhs.uk)



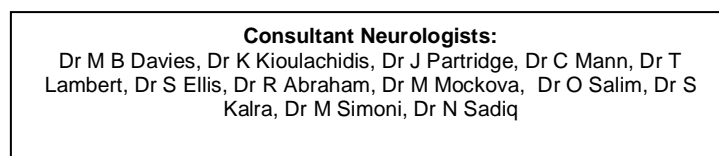
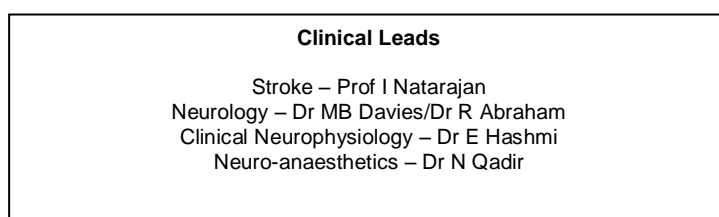
## Organisational Chart



Clinical Director –  
Prof I Natarajan

Directorate Manager –  
Mrs L Foddy

Matron –  
Mrs A Podmore



Senior Operational Services Manager  
– Wendy Fradley

Operational Services Manager -  
Michelle Rigby

Information Analyst -  
Stephen Bradbury

Junior Operational Services  
Manager/PA – Georgia Roden

Neurosciences  
A&C Teams

## Person Specification

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE ADDITIONAL REQUIREMENTS
<b>Qualifications:</b>	<p>Full GMC Registration</p> <p>Clinical training and experience equivalent to that required for gaining entry on the General Medical Council (GMC) Specialist Register via one of the following:</p> <ol style="list-style-type: none"> <li>Certificate of Completion of Training (CCT) (the proposed CCT date must be within 6 months of the interview)</li> <li>Certificate of Eligibility for Specialist Registration (CESR)</li> <li>European Community Rights</li> </ol> <p>MRCP UK or Equivalent</p>	Other higher degree (PhD, Masters)
<b>Clinical Experience &amp; Training:</b>	<p>Ability to take full and independent responsibility for the care of patients</p> <p>Ability to offer expert clinical opinion in a range of problems within specialty</p> <p>Willingness to develop an area of special interest to fit in with current establishment and service needs</p> <p>Good writing and presentation skills</p> <p>Ability to organise and prioritise workload effectively.</p> <p>Ability to plan strategically and to exercise sound judgements when faced with conflicting pressures</p> <p>Comprehensive training appropriate to this post</p>	<p>Experience of undergraduate and postgraduate teaching</p> <p>Recognised teaching skills course/ medical education qualification</p> <p>Exposure to a variety of working environments</p>
<b>Professional and Multidisciplinary Team Working:</b>	<p>Commitment to Continuing Medical Education and Professional Development.</p> <p>Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives</p>	Exposure to a variety of working environments

<b>Academic Achievements, Research, Publications:</b>		Publications in peer reviewed journals
<b>Management and Administrative Experience:</b>	<p>Interest in and willingness to develop teaching abilities and activities</p> <p>Experience of conducting clinical audit</p> <p>Ability to use the evidence base and clinical audit to support decision-making</p> <p>Ability to organise research and work within research Governance procedures</p> <p>Experience of undergrad teaching</p>	
<b>Personal Attributes:</b>	<p>Good leadership skills, communication and interpersonal skills</p> <p>Ability to adapt and work flexibly</p> <p>An enquiring and critical approach to work</p> <p>Caring attitude to patients</p> <p>Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other staff and agencies</p> <p>Commitment to Continuing Medical Education and Professional Development.</p>	<p>Willingness to undertake a leadership role</p> <p>Calm under pressure</p>

## JOB PLAN

Day and Session		Activity	Category/Location	Number of Programmed Activities
Monday	08.30-09.30	Post Take Ward Round	DCC – Royal Stoke Site	0.25
	09.30-10.30	Clinic Admin	DCC – Royal Stoke Site	0.25
	10.30-12.30	MDT	DCC – Royal Stoke Site	0.50
	1.00-3.00	SPA – Trust Business (Planned Care)	SPA – Royal Stoke Site	0.50
Tuesday	08.30-12.30	General Neurology Clinic (8 New or 16 FU or 5 New & 6 FU)	DCC – County Site	1
	1.00-3.00	Referrals from other wards	DCC – County Site	0.50
	3.00-5.00	Clinic Admin	DCC – County Site	0.50
Wednesday	08.30-10.30	CPD	CPD – County Site	0.50
	10.30-12.30	Clinic Admin	DCC – County Site	0.50
	1.00-5.00	General Neurology Clinic (8 New or 16 FU or 5 New & 6 FU)	DCC – County Site	1.0
Thursday	08.30– 12.30	General Neurology Clinic (8 New or 16 FU or 5 New & 6 FU)	DCC – County Site	1.0
	1.00-2.00	Referrals from other wards	DCC – County Site	0.25
	2.00-5.00	Clinic Admin	DCC – County Site	0.75
	08.30-9.30	Radiology/MDT Meeting	DCC – Royal Stoke Site	0.25
Friday	9.30 – 11.30	Academic/Educational Meeting CPD	SPA – Royal Stoke Site	0.50
	11.30-12.30	Consultant Meeting /IVIG/IFR/M&M	DCC – Royal Stoke Site	0.25
	1.00-5.00	General Neurology Clinic (8 New or 16 FU or 5 New & 6 FU)	DCC – Royal Stoke Site	1.0
Predictable Emergency Work		Weekday Weekend	0 hours 4 hours per day 9am – 1pm Saturday and Sunday	0.344
Unpredictable Emergency Work		Weekday Weekend	1 hour 2 hours	
On-call Arrangements and Category		Weekday Weekend	1:18 – Cat A 1:18 – Cat A	3%
Other				
Total PA's for on-call				0.344
Total				DCC – 8.00 CPD/SPA – 1.50 On-Call – 0.344  9.844

## **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 £88,364 rising to £119,133. 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 Medical Staffing Department on: 01782 671697 or email [consultantrecruitment@uhn.nhs.uk](mailto:consultantrecruitment@uhn.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 Indira Natarajan	01782 679483
Dr Brendan Davies	01782 679455

Signed Employee _____	Print _____	Date _____
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Signed Manager _____	Print _____	Date _____
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