

# JOB DESCRIPTION

## Family and Women's Health Group/Specialist Surgery

**Job Title:** Consultant Dermatologist

**Accountable To:** Medical Director, Family and Women's Health Group

**Reports To:** Clinical Director for Dermatology and Plastic Surgery

### OUR VALUES

#### CARE

We are polite and courteous, welcoming and friendly. We smile and we make time to listen to our patients and staff. We consider the impact our actions have on patients and colleagues. We take pride in our appearance and our hospitals and we try to remain positive.

We do not treat anyone unfairly. We do not let our mood affect the way we treat people. We don't talk negatively about colleagues or other teams. Offensive language, shouting, bullying and spreading rumours are unacceptable.

#### HONESTY

We tell the truth compassionately. We involve patients in decisions about their care and we are honest when things go wrong. We always report errors and raise concerns we have about care. Our decisions and actions are based on facts not stories and opinions.

We do not withhold information from colleagues or patients. We never discourage staff from reporting concerns. We are not careless with confidential information. We do not present myths as facts.

#### ACCOUNTABILITY

We are all responsible for our decisions and actions and the impact these have on care. All staff are responsible for maintaining high standards of practice and we take every opportunity to continuously learn. Everyone is encouraged to speak up and contribute their ideas to improve the care we provide.

We do not unfairly blame people. We positively embrace change and we don't discourage people from having opinions. Controlling behaviours and silo working should not be exhibited in our Trust.

### 1 INTRODUCTION

1.1 The Hull and East Yorkshire Hospitals NHS Trust has an annual budget of circa £481 million, employs over 8,000 staff and serves an extended population of 1.2 million.

1.2 Hull York Medical School - Founded in 2003

- 1.2.1 Hull York Medical School is a partnership between the Universities of Hull and York and the NHS in North and East Yorkshire, and Northern Lincolnshire. The school performs well in league tables in recognition of its excellent undergraduate medical curriculum and research, judged to be of high international quality in the 2008 RAE.

The first doctors to complete the HYMS MB BS programme graduated in 2008. With a distinctive and innovative approach to training doctors for the health services of the 21<sup>st</sup> century, HYMS aims to influence positively the recruitment and retention of doctors in the region and the quality of local health services.

HYMS offers a five year programme using contemporary learning and assessment methods in an integrated structure to some 140 students each year. The programme features a modern learning environment and high quality clinical attachment opportunities. There is a strong focus on learning in community settings, including primary care, and on working collaboratively with other health professionals.

### **Postgraduate Education**

- 1.2.2 Since 2009, HYMS has offered postgraduate taught and research programmes. Its postgraduate research student population has grown rapidly, with around 90 MD, PhD and MSc by Thesis students registered for HYMS degrees, in addition to the research students based in HYMS Centres following University of York research programmes. HYMS currently offers three postgraduate taught programmes – a postgraduate Certificate in Medical Education, an MSc in Human Evolution, based in the Centre for Anatomical and Human Sciences, as well as a Master in Public Health in conjunction with the Health Sciences department of the University of York. Further programmes in medical education are currently being developed.

## **2 DEPARTMENT OF DERMATOLOGY**

- 2.1 The Department of Dermatology is a Trust-wide service based at Castle Hill Hospital. Dermatology moved to purpose built accommodation in 2016 at Castle Hill Hospital to expand to meet demand. This new accommodation is fully equipped with modern PUVA, theatre suites, Leg Ulcer clinics and facility which allow outpatients to attend on a daily basis to receive continuing treatment of skin conditions. The Department offers a dedicated outpatient clinic facility with additional rooms for application of dressings, minor surgery, patch testing and photo chemotherapy. Nurse led treatment clinics operate from 7.00 am to 7.00 pm Monday to Friday. The Department is working with the local Clinical Commissioning Group (CCG) to develop an integrated service model which has been implemented since August 2009.

Once a week there is a comprehensive skin cancer MDT which is held at Castle Hill Hospital.

### **Workload**

The Dermatology Service has an annual workload of:-

New Outpatient attendances	7,900 new
Follow-up attendances	16,500 follow-ups

In addition referrals from other Consultants are seen on request.

### **2.3 Current Staffing**

#### **2.3.1 Medical**

3 Consultants (in addition to this post)  
2 Specialty Doctors  
1 Specialist Registrar  
1 F1 Doctor  
1 VTS Trainee  
Clinical Assistants

### **2.4 Audit**

Approximately 3 Audits /year are done at Regional level with participation of all Dermatology Departments within Yorkshire.

### **2.5 CME/Training**

The Academic Dermatology Department in Leeds holds regular monthly meetings. The department in Hull holds regular weekly teaching seminars and is actively involved in medical student teaching. This will enable the post holder to apply for an honorary title with the Hull York Medical School (HYMS). There is a history of close educational/research collaboration between the departments.

## PROVISIONAL TIMETABLE

A standard full time Job Plan will contain 10 programmed activities.

(7.5 DCC including admin at an approximate ratios of 1:4 and 2.5 SPA) Any extra programmed activities will be agreed at the job planning process with the Clinical lead for the service. Any such agreement will be made in writing and the additional programmed activities will be incorporated into the Job Plan schedule.

The provisional draft work programme is as follows but is subject to ongoing timetable changes according to changing service needs:-

	AM	PM
<b>MONDAY</b>	Admin (1.0)	CME (1.0)
<b>TUESDAY</b>	General Clinic (1.0)	General Clinic (1.0)
<b>WEDNESDAY</b>	General Clinic (Minor Ops) (1.0)	General Clinic (Minor Ops) (1.0)
<b>THURSDAY</b>	General Clinic (1.0)	General Clinic (Minor Ops) (1.0)
<b>FRIDAY</b>	MDT (0.5)	SPA (1.5)

There are no on-call commitments but the post holder will be expected to take acute referrals into the department on a rotational basis.

The above activity structure equates to an approximate annual activity of:

1008 new outpatient appointments  
504 follow up outpatient appointments  
882 (approximately) minor operation procedures

Prior to or just following appointment, discussions will take place to confirm these individual commitments. The job plan will be subject to review by the Divisional General Manager.

- 3.4 The post holder will contribute to the teaching programme for junior medical and nursing staff.
- 3.5 The timetable is flexible, and consideration will be given to modifying commitments to reflect the special interests and expertise of the appointee.
- 3.6 Duties other than those clinical duties specified will be in accordance with the job plan agreed between the Appointee, the present Consultants and the Chief Executive. The job plan allows time for Administration, Teaching and Medical Audit.
- 3.7 Participation in audit/appraisal and CME is mandatory under clinical governance/GMC guidance.

- 3.8 All consultants may be required to work on any of the Trust's sites and across the seven day period where necessary. A travel provision is included, to be agreed prior to appointment.
- 3.9 Secretarial support and appropriate office accommodation and IT facilities will be provided.

#### **4 THE HOSPITALS**

- 4.1 The Trust comprises of two main hospital sites and operates Outpatient Clinics from various peripheral sites.

##### **4.2 Hull Royal Infirmary (840 beds)**

This hospital is the major Acute hospital in East Yorkshire and serves a population in excess of 600,000. It has the only Accident and Emergency department and the following specialities:-

Diabetes/Endocrinology  
General Medicine  
General Surgery  
Acute Surgery  
Vascular Surgery  
Gastroenterology  
Medicine for the Elderly  
Neurology  
Neurosurgery  
Neurophysiology  
Obstetrics and Gynaecology  
Ophthalmology  
Orthopaedics Trauma  
Paediatric Medicine  
Paediatric Surgery  
Renal Medicine  
Rheumatology

- 4.3 **Acute Admissions Unit** - The Acute Admissions Unit is situated adjacent to the Emergency Department. The Unit has promoted greater integration of the General Medical teams with the Department of Medicine for the Elderly, allowing medical and nursing staff to cope better with the growing pressures on emergency admissions. Close working relationships are established between the Admissions Unit and the ED team.
- 4.4 A 22 bedded Critical Care Unit is in close proximity to the 9 main Operating Theatre complex.

**4.5 Women's and Children's Hospital** - This development opened in March, 2003 and provides maternity wards and clinics, an antenatal day unit, a delivery suite, a neonatal unit with special and intensive care, theatres, an early pregnancy assessment unit, 9 gynaecology beds, a gynaecology day surgery unit, gynaecology day care and outpatients' department, a sub-fertility unit, an ultrasound department, and a children's outpatient department.

**4.6 Eye Hospital** - The Hull and East Yorkshire Eye Hospital was completed in October 2002, and provides three operating theatres, a pre-assessment suite, a twelve bed inpatient ward, administrative space and a seminar room.

Phase two was completed in April 2011 and provides sufficient out-patient space for Paediatric and adult outpatient clinics, along with supporting facilities such as Orthoptics and optometry facilities, Lucentis treatment areas and paediatric outpatients.

**4.7 Castle Hill Hospital (645 beds)**

The hospital is one of the two major hospitals on North Humberside. Clinical Services currently on site include:

Cardiology  
 Cardio-Thoracic Surgery  
 Dermatology  
 ENT and Head and Neck Surgery  
 Endoscopy Unit  
 General Medicine  
 General Surgery  
 Upper GI Surgery  
 Colorectal Surgery  
 Breast Surgery  
 Genito Urinary Medicine  
 Infectious Diseases  
 Medicine for the Elderly  
 North Humberside Breast Screening Service  
 Orthopaedics  
 Plastic Surgery  
 Queen's Centre for Oncology and Haematology  
 Rehabilitation  
 Rheumatology  
 Thoracic Medicine  
 Urology Service

A £45m cardiac and elective surgical facility was completed in 2008.

The £65m Castle Hill Cancer Centre development became fully operational by May, 2008. This unique building provides treatment and palliative care for patients with cancers and blood disorders. It serves a wide catchment area from Scarborough in the north, Scunthorpe and Grimsby in the south and Goole to the west.



The Medical Research and Teaching Centre opened in late 2008. It is a charity funded facility providing day surgery facilities for the Trust, accommodation for the Hull York Medical School (HYMS) and medical research and teaching facilities.

- 4.8 As part of the ongoing ICU/HDU development, a new building will help provide an additional 7 beds to the existing 9 bedded Intensive Care Unit.
- 4.9 The Academic Surgical Unit, headed by Professor John Monson and the Academic Medical Unit led by Professor Alyn Morice are based at this hospital.
- 4.10 **East Riding Community Hospital, Beverley**  
Outpatients and minor injuries only.

## **PERFORMANCE RATING**

- 5.1 The Trust was rated as good for safe and effective acute services. The Trust overall rating was requires improvement in the Care Quality Commission Quality Report (May 2014).

## **6 MEDICAL EDUCATION CENTRE**

- 6.1 Medical Education at Hull and East Yorkshire Hospitals NHS Trust comprises of the Medical Education Centre (MEC), Hull Institute of Learning and Simulation (HILS) and the Clinical Skills Facility. The department is accessed by all health care professionals and offers a broad range of clinical training and support.

These facilities are easily accessible for both internal staff and external visitors due to their ideal location at one of the Trusts main hospital sites. The facilities have been built with the delivery of training in mind, they each house seminar rooms and lecture theatres which are fully equipped with up to date Audio Visual Presentation equipment. The Clinical Skills Facility is also able to offer practical skills rooms including ward areas, operating theatre and simulation suites. Each room has been built with a high level of flexibility and all can be customised to the user's needs. MEC has a newly refurbished Lecture Theatre which has a capacity for 200 people. Both facilities have the capability to provide video conferences and each have cyber spaces available for use.

There is an extensive Resource Centre with a sister facility at Castle Hill Hospital. The Resource Centres have holdings of over 10,000 texts and receive 72 journals on weekly or monthly receipt, together with some Video and DVD items. Access is available to the numerous online resources available from the Resource Centres' PCs. The Resource Centres have 24/7 access via a swipe card system. The centre incorporates the largest Postgraduate medical educational facility in the Yorkshire Region and supplies support services, in addition to its central teaching and academic roles.

- 6.2 Dr Jack Kastelik is the Director of Postgraduate Education for East Yorkshire and is responsible for the education of medical staff and the running of the Medical Education Centre. Dr Kastelik is also simulation lead for the Hull Institute of Learning

and Simulation. Dr Tun Aung is the Deputy Director for the Medical Education Centre. The Centre has a comprehensive Postgraduate tuition programme in which the successful candidate will be encouraged to take part.

- 6.3 There is a commitment within the Trust for Consultant staff to participate in continuing professional development.
- 6.4 Mentorship access is available for newly appointed consultants should they need support or guidance and this can be accessed via the department clinical lead or in discussion with the medical education leads.

## **7 APPRAISAL/CONTINUOUS PROFESSIONAL DEVELOPMENT**

- 7.1 The Trust is committed to supporting the requirements for continuing education and professional development is laid down by the Royal Colleges. A personal development review will be undertaken by the Clinical Area Lead annually and objectives agreed. Appraisal is carried out according to GMC guidance in preparation for revalidation.

## **8 OTHER MEDICAL INFORMATION**

- 8.1 Local professional bodies include the Joint Hospitals Medical Staff Committee whose membership comprises of all consultant staff and top-grade scientists; the Hull Medical Society and a branch of the British Medical Association.

## **9 RESEARCH AND DEVELOPMENT**

- 9.1 There is a Research and Development Facilitator who promotes and facilitates NHS research in the area.
- 9.2 The Service has an admirable record of research publications and international presentations.
- 9.3 Dr S Walton is the Dermatology lead on the CLRN and is responsible for the research portfolio studies.

## **10 RELATIONSHIPS BETWEEN CONSULTANTS, CHIEF EXECUTIVES AND TRUSTS**

- 10.1 The management of hospitals and other health care facilities is the responsibility of Trust Boards discharged through their Chief Executives, who have authority to decide policy commensurate with their responsibility. Consultants have a primary role to provide clinical services to patients referred to them.
- 10.2 The Consultants have a responsibility to the Chief Executive and a commensurate authority in respect of the reasonable and effective use of such resources and staff as they use and influence. The successful candidate will be expected to operate within the agreed speciality budget and workload target. There is in addition a collective responsibility falling on all Consultants to consult with their colleagues and, hence, to co-ordinate their individual commitments in order to ensure that the particular clinical services with which they are involved operate effectively.



- 10.3 Each consultant has a specific responsibility to the appropriate Service Management for the use of the resources. The Department of Dermatology is managed within the Family and Women's Health Group. Damian Haire is the Operations Director and the Clinical Lead is Dr Rubeena Zaman. The Medical Director for Family and Women's Health is Mr Colin Vize.

## **11 ADDITIONAL INFORMATION**

- 11.1 Hull is one of the country's main ports with the advantage of closeness to the rest of the European Community.
- 11.2 There are an increasing number of direct inter-city trains to London and regular services to other major centres. The M62 motorway provides fast communications within Yorkshire and links up directly with the A1 and M1 North/South motor routes. Humberside Airport provides a reliable service to several European cities. There is easy access to nearby pleasant countryside, dales, moors and first class coastal resorts. The City of York, with its Minster and many other attractions, including the Jorvik Centre, can easily be visited in a day.
- 11.3 East Yorkshire has forty miles of spectacular coastline from Spurn Point in the south to Filey Brigg in the north. Spurn Point has the only full-time lifeboat crew in the country and is a bird watchers' paradise. Nearby is Hornsea Mere, a huge freshwater lake and RSPB reserve. Hornsea also has a famous local pottery and an award winning Museum of Village Life.
- 11.4 Both the City of Hull and the nearby market town of Beverley are ancient Boroughs of considerable interest. Hull was very much rebuilt after heavy bombing in World War II and is, therefore, a modern as well as an historic City. There is an attractive Yacht Marina and an international ice rink and there is a good choice of theatre and concert programmes, at both the New Theatre and Spring Street Theatre within the city centre.
- 11.5 Beverley has a beautiful medieval Minster, fine Georgian and other period houses and cobbled market square. The restored Dominican Friary, dating from the 14th Century, and nearby racecourse are notable attractions.
- 11.6 The Humber Bridge links the North and South Banks of the Humber, which have a combined population of some 900,000 people.
- 11.7 There are good education facilities, both private and state, for school age children and, in addition to the University of Hull, there is a second university, the University of Lincoln, based in the area.
- 11.8 Several new projects have been completed in the City, to ensure that Hull is recognised as one of the UK's Top 10 cities. These include the Deep, (a Marine Science and Visitor Centre), a £43 million Stadium and the redevelopment of the Ferensway shopping area where the St Stephen's Shopping Mall is now located.

In November 2013, Hull was named the UK City of Culture 2017, after facing tough competition from 11 great cities. For further information relating to Hull City of Culture 2017 visit <http://www.hullcc.gov.uk/2017hull>

Hull was named as one of the best cities to live in Britain as part of the Times best cities list 2014.

- 11.9 Housing locally is generally cheaper than in most other parts of the country. There are many villages with good housing/facilities surrounding Hull and within the required travelling time.

## **12 CONDITIONS OF SERVICE**

- 12.1 Any Consultant who is unable, for personal reasons, to work full time will still be eligible to be considered for the post. If such a person is appointed, modification of the job description will be discussed on a personal basis following consultation with colleagues and the Chief Executive.
- 12.2 Appointment under the Department of Health Flexible Careers Scheme will be in accordance with the provisions of that scheme and the associated guidelines for Trusts (08/05/02).
- 12.3 It is a legal requirement for all doctors to be on the Specialist Register before they can take up a Consultant appointment.

## **13 TRUST SAFETY POLICIES AND PROCEDURES**

- 13.1 You are responsible for your own health and safety and must co-operate with management to achieve safer work processes and work places, particularly where it can impact on others.
- 13.2 You are to ensure suitable and sufficient equipment is provided and the adherence to Trust safety policies, to sustain the health and safety of staff, patients and visitors, to areas within your remit.
- 13.3 You are required to review all risk assessments periodically and particularly when staffing and/or equipment changes, monitoring the effectiveness of any control measures implemented.
- 13.4 You are to ensure suitable and sufficient equipment is provided to sustain the health and safety of staff, patients and visitors to areas within your remit.
- 13.5 In addition to the Trust's overall responsibilities under the Health Act Code of Practice for the Prevention of HCAI 2006 for your safety, you have a personal responsibility to ensure that your work adheres to this Code in the delivery of safe patient care within the organisation.

## **14 EQUAL OPPORTUNITIES**

- 14.1 The Trust is an equal opportunities employer with family friendly working practices available.

**15 ACHIEVING A BALANCE**

- 15.1 NHS English is committed to this nationally agreed initiative and will, in accordance with "Plan for Action" be reviewing and adjusting the numbers and disposition of hospital doctors. This will involve an increase in Consultant staff and a reduction in some of the training grade staff. The numbers and grades of junior staff currently mening this post are, therefore, not guaranteed and may be changed as the plan develops.

**16 VISITING ARRANGEMENTS AND EXPENSES**

- 16.1 Candidates wishing to visit the department should contact Dr Rubeena Zaman, Clinical Lead and Consultant Dermatologist. For those candidates invited for interview, reasonable travel and subsistence expenses will not be reimbursed.

**17 CHIEF EXECUTIVE**

- 17.1 The Chief Executive is Mr C. Long

**18 CONSULTANT CONTACT**

- 18.1 Dr Rubeena Zaman, Clinical Lead and Consultant Dermatologist (01482) 623006

# Person Specification

**Job Title:** Consultant Dermatologist

**Department:** Department of Dermatology

	Essential	Desirable	Optional
<b>Higher Qualification</b>	MRCP or equivalent qualification Entry on Specialist Register CCST in Dermatology or within 6 months of interview date	Higher Medical Degree / MD or PhD	
<b>Relevant Experience</b>	Demonstrate competence at relevant level to take up Consultant post	Specialty interest	Experience in research
<b>Clinical Skills</b>	Assessment of full range of dermatological conditions with knowledge of appropriate treatment and follow up. Minor dermatological surgery		
<b>Management Skills</b>	Ability to organise ward rounds/clinics/discharges. Time Management	Familiarity with IT	
<b>Audit Skills</b>		To have completed a recent audit project Participation in Regional Audits	
<b>Teaching Skills</b>		Teaching SHO's Nurses, GP's	Teaching Skills Course
<b>Publications</b>	Familiarity with recent important publications.	Research publications	
<b>Personal Skills</b>	Good communication Skills Ability to work independently and as part of a team. Conscientiousness	Ability to delegate responsibility	
<b>Physical Skills</b>	Ability to respond quickly to emergency calls. Ability to perform the clinical skills as detailed above		