

# LOCUM CONSULTANT IN EAR, NOSE \& THROAT WITH SPECIALIST INTEREST IN HEAD 

 \& NECK CANCERINFORMATION FOR CANDIDATES
fワ® in jobs.sath.nhs.uk

## CONTENTS

ABOUT THE TRUST ..... 4
MAIN DUTIES \& RESPONSIBILITIES ..... 5
JOB DESCRIPTION ..... 6
THE POST ..... 7
PERSON SPECIFICATION ..... 13
OUR VISION AND VALUES ..... 17

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford \& Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east. The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford \& Wrekin);and Newtown and Welshpool (in Powys) - all beautiful and unique.

Our main service locations are the Princess Royal Hospital (PRH) in Telford and the Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes' drive apart. Together they provide $99 \%$ of our activity. Both hospitals provide a wide range dacute hospital services including accident \& emergency, outpatients, diagnostics, inpatient medical care and critical care.
We also provide services such as consultant-led outreach clinics at the Wrekin Community Clinic, Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Clowenand the Bridgnorth, Ludlow and Whitchurch Community Hospitals.
We employ almost 6,000 staff, and hundreds of staff and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at the Royal grewhyHHospital, Friends of the Princess Royal Hospital, and the Lingen DaviesCancer Appeal which is based at the Royal Shrewsbury Hospital.
We are committed to providing the best possible diagnostic facilities and high-quality clinical care in a clean, supportive environment where patients are treated effectively with respect and dignity.
The Shrewsbury and Telford Hospital NHS Trust continues to work with our partners in health and social care in Shropshire, Telford and Wrekin and mid Wales to develop patient-focused services that meet the needs of our communities.
Plans have been given the go ahead to transform local hospital services for the half a million residents of Shropshire, Telford \& Wrekin and mid Wales to make sure two vibrant hospitals and the wide range of services they provide for people locally are kept in the county. This landmark decision will result in better care for patients, secure the $£ 312 \mathrm{~m}$ on offer from HM Treasury and develop both hospital sites to deliver state of the art facilities in which staff will be proud to work and patients will choose to be treated.


## MAIN DUTIES \& RESPONSIBILITIES

## Clinical

- To work alongside 2 other head and neck oncology consultant surgeons in ENT (and 2 in OMFS) and deliver a comprehensive head and neck service to the local population.
- To contribute to the weekly specialist MDT meeting (including thyroid) and head and neck oncology clinic, in conjunction with the wider MDT team.
- To provide routine and 2 ww outpatient clinics at both sites.
- Participate in a general on call ENT service (1 in 9) - cover to both hospitals.
- Engage in teaching and training of junior staff.
- To develop enhanced clinical skills, especially in the assessment and management of acutely ill patients.
- To have excellent team-working skills with the abilities and professional attitude to work well in a multi-professional team.
- To deliver clinical and quality targets agreed both nationally and locally with clinical teams and commissioners.
- To follow patients throughout their clinical pathways.


## Organisational

- To work with local managers and professional colleagues in the employing Trust in the efficient running of the service.
- To be subject to the provisions of the Terms and Conditions of Service, be required to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the local and national employment and personnel policies and procedures.
- To participate in the Continuous Professional Development and the Trust's appraisal scheme.
- To be aware of the responsibility of all employees to maintain a safe and healthy environment for patients, visitors and staff and attend all relevant health and safety training.
- Ensure that all Trust-wide standards are maintained to improve the quality of total care to all who come into contact with services provided by Shrewsbury and Telford hospital NHS Trust.

This job description is not intended to be exhaustive. The post holder will be expected to carry out any reasonable duties requested of them, appropriate to the grade and role of the post. Duties and responsibilities may vary from time to time in light of changing circumstances and in consultation with the post holder.


## JOB DESCRIPTION

| Job Title: | Locum Consultant in Ear, Nose \& Throat - with specialist interest in head and <br> neck cancer |
| :--- | :--- |
| Grade: | Consultant |
| Division: | The Head \& Neck Centre |
| Responsible to: | Divisional Medical Director |
| Professionally | Medical Director |
| Accountable to: | 10 PAs |
| Hours: | 6 Months Fixed Term - option to extend by mutual agreement |
| Duration: | $£ 88,364-£ 119,133$ per annum [YC73] |
| Salary: |  |

## Job Summary

The postholder will be joining the existing 8 Consultants providing ENT services to the County of Shropshire and a substantial part of the adjacent Welsh County of Powys with a combined catchment population of approximately 560,000 and rising.
The cancer team deals with 120-150 new cases per year and rising and is part of the Greater Midlands Cancer Network. At present two ENT and two OMFS consultants provide the main Head and Neck Oncology Surgery service with a full and integrated multi-disciplinary team. Radiotherapy services are on site. The teams are a group of dynamic, forward-thinking individuals with a passion for patient centred care, teaching, team working and collaboration. The new Consultant would be welcomed into these teams to contribute and enhance the team further.

There has never been a more exciting time to join the Head \& Neck team, as the Trust continues to plan and deliver significant improvements to patient pathways. The Trust has been awarded $£ 312$ million to further enhance the hospitals, resulting in the creation of one emergency hospital site (The Royal Shrewsbury Hospital) and one planned care hospital site (The Princess Royal Hospital). The ENT team will see their admitting site be transferred to Royal Shrewsbury where there will be state of the art ITU, theatres and diagnostics available. The Trust has also recently secured funding to procure a robot to enhance surgical cases further, including for head and neck cancer patients.

Over the last two years we have been building the foundations of a better future through our work with Virginia Mason and our own transforming care institute (TCI). We have introduced a leadership academy with more opportunities for development so all our leaders support, coach and perform at the highest levels, celebrate the hard work of our staff, and recognise the wonderful improvements that are being made each day. This is a vital steppingstone to ensure we are equipped for our better future and realising our vision of providing the safest and kindest care for our patients. Leadership is about supporting teams to be the best they can be. As we move forward together it is vital all our teams understand their important role in delivering this brighter future for everyone.

## THE POST

## The Department

We are a busy, friendly, functional unit with strong relationships with other specialties, management colleagues, nursing and admin teams. We are a close-knit hospital where colleagues genuinely get on across all staff groups making it an extremely supportive \& happy place to work. The department has a keen focus on education with past and current TPDs for ENT Specialist Training. We have medical students from Keele Medical School coming through the departments, two consultants hold Tutor posts at the Medical School, and there are opportunities to take on extended roles if interested.

The ENT team at Shrewsbury \& Telford has 8 consultants, one associate specialist, three specialty doctors, three specialty trainees, one CT1/2, five FY2/GPST doctors, and one foundation year 1 doctor. There are also dedicated head \& neck cancer nurses, speech and language therapists, dieticians and advanced nurse practitioners working closely with and within the department.

The head \& neck team work closely with colleagues in maxillo-facial surgery and oncology to provide comprehensive head \& neck cancer services including major head \& neck resections, reconstructions including free flap repair and radiotherapy and chemotherapy services. The team also manage head \& neck skin malignancies

Rhinology is well provided for with dedicated rhinology clinics and the provision of advanced FESS surgery including frontal sinus work.

Otology clinics run regularly at both sites and there are also special interest clinics for balance and children's hearing. All middle ear surgery is undertaken including tympanomastoid surgery, ossiculoplasty and stapedotomy. Intratympanic gentamicin therapy is provided as an 'office' procedure in the balance clinic. Comprehensive audiology services are provided including vestibular testing, tinnitus counselling, hearing therapy and all paediatric testing and screening. Other subspecialist interest
clinics include Voice and paediatrics.

## ENT inpatient care

- The inpatient ward is currently situated at the Princess Royal Hospital, complete with a two bedded area capable of providing HDU level care, in addition to a fully equipped treatment room. Paediatric in-patients are also based at the Princess Royal Hospital.


## ENT outpatient care

- Full outpatient services are provided at both sites. There is a portable USS machine that resides within the OPD at Princess Royal Hospital, enabling suitably trained Consultants to utilise for patient diagnostics/intervention. Both sites provide Radiology support for one-stop USS guided FNAC at agreed times of the week and narrow band imaging endoscopy.


## Operating Theatres

- All inpatient work is currently undertaken at the Princess Royal Hospital where theatres are fully equipped, including KTP and $\mathrm{CO}_{2}$ LASER. ITU care is currently provided on both sites.
- Day case surgery is carried out at both the Princess Royal and Royal Shrewsbury Hospitals in dedicated Day Units. There are lists for adults and children, which are available to all the Consultants. There is a dedicated local anaesthetic suite at Princess Royal which will also be accessible to ENT providing additional theatre capacity.


## Job Plan

A formal job plan will be agreed between the successful candidate and their Clinical Director and, on behalf of the Medical Director on commencement of the post. A full-time job plan is based on a 10 PA working week. The job plan is a prospective agreement that sets out the consultant's duties, responsibilities, and objectives for the coming year. It covers all aspects of a consultant's professional practice including clinical work, teaching, research, education and managerial responsibilities. It will provide a clear schedule of commitments, both internal and external and will include personal objectives, detailing links to wider service improvements and trust strategic priorities.
For a full-time contract, the job plan will be divided on average per week (pro-rata for a part time post) as:

- 9 Programmed Activities (PAs) of Direct Clinical Care - includes clinical activity, clinically related activity, and predictable and unpredictable emergency work (1 PA for the on call).
- 1 Supporting Professional Activities (SPAs) - for revalidation and appraisal.

Any applicant who is unable, for personal reasons, to work full-time will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with other consultant colleagues.

## Timetable

The following provides scheduling details of the clinical activity and clinically related activity components of the appointee＇s standard working week．

| AM | PM |  |
| :---: | :---: | :---: |
|  | MDT（Head \＆Neck）Cancer <br> Planning | Head \＆Neck Cancer Clinic |
| Tuesday | SPA | Free time |
| Wednesday | Clinic | Free Time |
| Thursday | Admin | Clinic |
| Friday | Free time | Theatre |

Additional Flexible theatre session ad hoc．
This timetable is indicative only and the formal job plan will be agreed between the successful applicant and their clinical director upon starting in post．

## On call

General on call with a 1：9 frequency 1 PAs
On－call availability supplement 3\％

## Annual Leave

Doctors upon first appointment to the Consultant grade shall be entitled to annual leave at the rate of 32 days a year．

Doctors who have completed a minimum of 7 years＇service as a Consultant shall be entitled to annual leave at the rate of 34 days per year．

The rate of annual leave will be based on a full－time contract of 10 PAs．Additional PAs above 10 PAs will not accrue additional entitlements to annual leave over and above the full－time allocation．For consultants working part－time，the full－time entitlement will be pro－rated in accordance with the contracted PAs．

## Study and Professional Leave

Professional and Study leave includes but is not restricted to participation in：
－Study，usually but not exclusively or necessarily on a course or programme．
－Research
－Teaching
－Examining or taking examinations
－Visiting clinics and attending professional conferences

- Training

The appointee will be entitled to 30 days of Study/Professional Leave across a 3 -year fixed period with a set budget (pro rata)

## Research

It is usual for the Trust to be participating in many research projects at any time. Every effort would be made to accommodate a particular research interest you may have, particularly if trainee members of the Department could be incorporated in the methodological and practical stages.

## Audit

Great importance is placed upon audit within the Shrewsbury and Telford Hospital NHS Trust and you will be expected to contribute to this as part of your role; the Trust has a fully staffedAudit Department at both Hospitals with extremely well-organised teams.

## Appraisal, Revalidation and Mentorship

- The Trust has the required arrangements in place, to ensure that all Doctors have an annual appraisal with a trained appraiser and supports all Doctors going through the revalidation process.
- A formal review of the job plan will be performed at least annually. Appropriate educational and training needs will be supported by the Trust in, as agreed withthe LNC (for example, the approval and funding of study leave). An annual job plan review at individual and departmental level is being introduced. You will beexpected to participate in this exercise.
- We will require you to register SATH as your designated body via the GMC to ensure that you are set up on the Equiniti revalidation system; we will complete this as soon as possible upon your commencement with the Trust.
- The Trust also supports the requirements for continuing professional development and is committed to providing time and financial support for these activities.


## Accommodation

The Trust offers single residential accommodation for medical staff depending on availability. The Trust only provides single accommodation so private rental would need to be arranged for family accommodation.

## Other Facilities

There is an active Doctors Mess run by the Junior Doctors Mess Committee which organisesocial events, parties, outings etc. There are on-site fitness centres (a membership fee is payable) available to all members of staff.

## Staff Benefits

There are a number of staff benefits schemes which attract tax reductions if joined. This includes a discount on the staff car parking charge, staff gym membership, on-site crèche/childcare provision and access to NHS Discounts schemes.

## Health \& Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other personwho may be affected by your acts or omissions at work; and ensuring a COVID secure workplace for the team.
- co-operate with the Trust in ensuring that statutory regulations, codes of practice,local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in theinterests of health and safety.


## Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breachof infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safeenvironment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates andongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to reportany breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).


## Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.


## Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the NHS Knowledge and Skills Framework outline for the post.
Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and reportabuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the
relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust you have a responsibility to ensure that:

- you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.


## Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement,our facilities, employment, skills and our engagement with the local community so that we canmake a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.


## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideallypossess to successfully perform this role.

## QUALIFICATIONS

| CRITERIA | ESSENTIAL | DESIRABLE |
| :--- | :--- | :--- |
|  | MBBS, MB ChB or equivalent medical qualification | $\checkmark$ |
|  | $\checkmark$ |  |

## ENTRY CRITERIA



## GENERIC CAPABILITIES FRAMEWORK

## PROFESSIONAL VALUES \& BEHAVIOURS

## CRITERIA

- Practises with the professional values and behaviours expected of all doctors as set out in GMC Good Medical Practice and the Generic Professional Capabilities Framework (or equivalent for dentists).
- Demonstrates the underpinning subject-specific competences i.e., knowledge, skills and behaviours relevant to the role setting and scope.
- Clinically evaluates and manages a patient, formulating a prioritised differential diagnosis, initiating an appropriate management plan, and reviewing and adjusting this depending on the outcomes of treatment.
- Critically reflects on own competence, understands own limits, and seeks help when required.
- Communicates effectively and able to share decision-making with patients, relatives and carers; treats patients as individuals, promoting a person-centred approach to their care, including self-management
- Respects patients' dignity, ensures confidentiality and appropriate communication where potentially difficult or where barriers exist, e.g., using interpreters and making adjustments for patients with communication difficulties.
- Demonstrates key generic clinical skills around the areas of consent; ensuring humane interventions, prescribing medicines safely and using medical devices safely.
- Adheres to professional requirements, participating in annual appraisal and reviews of performance and progression
- Awareness of legal responsibilities relevant to the role, such as around mental capacity and deprivation of liberty; data protection; equality and diversity.
- Applies basic principles of public health; including population health, promoting health and wellbeing, work, nutrition, exercise, vaccination and illness prevention, as relevant to their specialty.


## LEADERSHIP \& TEAM WORKING

## CRITERIA

- Awareness of their leadership responsibilities as a clinician and demonstrates appropriate leadership behaviour; managing situations that are unfamiliar, complex, or unpredictable and seeking to build collaboration with, and confidence in, others.
- Demonstrates understanding of a range of leadership principles, approaches and techniques so can adapt leadership behaviours to improve engagement and outcomes - appreciates own leadership style and its impact on others.
- Develops effective relationships across teams and contributes to work and success of these teams - promotes and participates in both multidisciplinary and inter-professional team working.
- Critically reflects on decision-making processes and explains those decisions to others in an honest and transparent way.
- Demonstrates ability to challenge others, escalating concerns when necessary.
- Develops practice in response to changing population health need, engaging in horizon scanning for future developments.


## PATIENT SAFETY \& QUALITY IMPROVEMENT

## CRITERIA

- Takes prompt action where there is an issue with the safety or quality of patient care, raises and escalates concerns, through clinical governance systems, where necessary.
- Demonstrates understanding of the basic principles of audit, clinical risk management, evidence-based practice, patient safety and clinical quality improvement initiatives
- Applies basic human factors principles and practice at individual, team, organisation, and system levels.
- Collaborates with multidisciplinary and interprofessional teams to manage risk and issues across organisations and settings, with respect for and recognition of the roles of other health professionals.
- Advocates for, and contributes to, organisational learning.
- Reflects on personal behaviour and practice, responding to learning opportunities.


## SAFEGUARDING VULNERABLE GROUPS

## CRITERIA

- Recognises and takes responsibility for safeguarding children, young people, and adults, using appropriate systems for identifying, sharing information, recording and raising concerns, obtaining advice and taking action.
- Applies appropriate equality and diversity legislation, including disability discrimination requirements, in the context of patient care.


## EDUCATION \& TRAINING

## CRITERIA

- Critically assesses own learning needs and ensures a personal development plan reflects both clinical practice and relevant generic capabilities.
- Promotes and participates in individual and team learning; supporting the educational needs of individuals and teams for uni-professional, multidisciplinary and interprofessional learning.
- Identifies and creates safe and supportive working and learning environments.
- Takes part in patient education.


## RESEARCH \& SCHOLARSHIP

## CRITERIA

- Keeps up to date with current research and best practice in the individual's specific area of practice, through appropriate continuing professional development activities and their own independent study and reflection.
- Critically appraises and understands the relevance of the literature, conducting literature searches and reviews; disseminates best practice including from quality improvement projects.
- Works towards identifying the need for further research to strengthen the evidence base or where there are gaps in knowledge, networking with teams within and outside the organisation
- Locates and uses clinical guidelines appropriately.


## Additional:

- Must be prepared to move, if successful, to reside within 10 miles or 30 minutes of base Hospital
- Ability to travel between Hospital sites efficiently during daytime.

Visits to the department are encouraged - please arrange with Mr Hari ENT Clinical lead via his secretary on 01952641222 ext 4943.

## Our Vision:

## "To provide excellent care for the communities we serve"

## Our Values:



## OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most - our patients and their families.

## OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

[^0]The reason why it is important that they are clearly written down is so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow ourValues, we will provide services that are better for our patients and better for each other.

Royal Shrewsbury Hospital

Telephone: 01743261000
Minicom: 01743261213

Address:
Royal Shrewsbury Hospital
Mytton Oak Road
Shrewsbury
SY3 8XQ

Getting to Royal Shrewsbury Hospital


[^0]:    You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective and personalised, so the feelings behind the Valuesshouldn't come as a surprise to anyone working in the NHS.

