



**CONSULTANT IN STROKE MEDICINE  
WITH NEUROLOGY, SAM'S, GERIATRICS OR CARE OF THE ELDERLY**

**“Our vision is to provide an outstanding experience  
and the best outcome for patients and the team”**

We'll do that through our five strategic objectives:

 <p><b>Quality of care</b> – creating a learning organisation and culture of continuous improvement to reduce repeated harms and improve patient experience</p>	 <p><b>People</b> – being a great place to work and to be a patient, where we listen, empower and value everyone</p>	 <p><b>Modern healthcare</b> – delivering the most effective and efficient treatment and care through standardisation in the delivery and outcome of clinical services</p>	 <p><b>Digital</b> – using digital technology and innovations to improve clinical pathways, safety and efficiency and empower patients</p>	 <p><b>Collaborate</b> – working with our partners in health and care to ensure the provision of a high quality sustainable NHS to the communities we serve</p>
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## 1. LETTER OF WELCOME

We are delighted to announce that a vacancy for a substantive stroke consultant has become available at Ashford and St Peters Hospital in Chertsey. The job is 10 PA (8DCC-2SPA) with an extra 1.3PA for participating in the Surrey Telemedicine for Stroke Service.

**There is also the option of combining the stroke role with collaboration with one of the following services such as Neurology, Senior Adult Medical Services, Geriatrics or Care of the Elderly (subject to the needs of each service).**

We have a talented team of dedicated consultants working in a friendly, flexible, and cohesive group. We are supported by a team of 2 on call trust-grade doctors and 6 stroke specialist nurses to help with acute admission facilitating thrombolysis and transferring potential thrombectomy patients to a tertiary centre. They also assist with referrals from other specialities. We have regular weekly neuro-radiology MDT. We are enthusiastic, welcoming, and proactive in supporting special interests.

Our ward has bed capacity of up to 32 beds including 8 HASU, along with acute and other therapy beds. We are also supported by our neuro-rehabilitation unit in Woking Community Hospital.

We participate in the Surrey Tele-stroke service joining another 2 hospitals, and our tertiary Centre is at St George's Hospital.

Chertsey is a nice area close to M25 J11. Has good spacious car park and close to Chertsey train station (15-minute walk). We are just 35 minutes from London Waterloo and 25 minutes by car from Southwest London, we are closer to London than most people think. We are also close to Heathrow airport and London Gatwick

We can offer a fantastic development and coaching programme for new consultants, and we will support you with your professional development.

We aim to provide a high-quality patient experience and an excellent place to work for all staff. We believe that the key to improve patient and staff experience is a high quality, efficient and patient-centred pathway, in which the patient sees the 'right doctor, first time'.

We'd love to meet you for an informal visit. Contact us to arrange a visit or an informal chat about the post.

Best wishes,

**Thomas Tabalina-Alderson**

**Service Manager for Stroke, Neurology, Neurorehabilitation and Palliative Care**

General and Specialist Medicine Division

Ashford and St Peters Hospitals NHS Foundation Trust

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## 2. ABOUT THE TRUST

Established in 1998 from the merger of Ashford and St. Peter's Hospitals, the Trust has been on a long journey of development and improvement to its current position as the largest provider of acute hospital services to Surrey residents. It became a Foundation Trust in December 2010.

Ashford and St. Peter's Hospitals NHS Foundation Trust serves a population of more than 410,000 people living in the boroughs of Runnymede, Spelthorne, Woking and parts of Elmbridge, Hounslow, Surrey Heath and beyond. The Trust employs around 4,200 individual members of staff. Our turnover was £343.4 million in 2019/20. The Trust provides a whole range of services across its hospital sites. Most of the planned care, like day case and orthopaedic surgery and rehabilitation services, is provided at Ashford Hospital, with more complex medical and surgical care and emergency services at St. Peter's Hospital.

In 2019/20 we treated 33,500 Emergency Admissions, admitted 44,500 people of planned inpatient and day case treatments, saw 111,000 people in our A&E department, treated 446,000 patients in our outpatient clinics, helped deliver 3,570 babies, 26,000 patients through virtual clinics and had a turnover of £343.4m with a financial surplus of £1.2m

We provide the following hospital and community-based health services to our catchment population:

- Admitted patient care for planned surgery and emergency medicine and surgery
- Accident and emergency services
- Critical care
- Outpatient services, both in the hospitals and across several community settings
- Community midwifery services.

Services are split across our three main hospital sites as follows:

**Ashford Hospital** on the A30 near Heathrow Airport: Day-case surgery, Elective surgery, Infusion suite (including chemotherapy and IVIG), Ophthalmology, Outpatients (including paediatrics) and diagnostics; X ray, ultrasound, and MRI scans, Inpatient Rehabilitation and Outpatient Midwifery hub.

**St. Peter's Hospital** in Chertsey, near the M3/M25: Accident and emergency services, Intensive care, Emergency surgical and medical care, Elective and day-case surgery, Orthopaedics (Rowley Bristow unit), Maternity care, Paediatric services, Neonatal intensive care unit, Outpatients and diagnostics; X ray, ultrasound, CT scans, endoscopy and MRI scans and Pathology services (provided through the Surrey and Berkshire Pathology Service).

**Woking Community Hospital:** Inpatient Neuro-rehabilitation services, Outpatient Services and Physiotherapy.

In addition, we run a wide range of specialist clinics in the community. These include Cobham Community Hospital, West Byfleet Health Centre, the Heart of Hounslow Centre for Health, Teddington Memorial Hospital and others – providing more accessible care, closer to where our patients live. We also have Early Supported Discharge Teams (for stroke) based at Ashford and Milford hospitals (providing services across much of West Surrey). Dermatology services are provided from Royal Surrey County Hospital, Haslemere Hospital and Cranleigh Health Centre.

**Our Trust Strategy:** 'Together We Care' was launched in May 2018 and was developed within the national and local context of there being a clear need for collaboration and partnership working in order to ensure strong foundations for creating and benefiting from strategic opportunities. It is consistent with the local strategies and the Surrey Health and Wellbeing Strategy

**Our Vision** - 'to provide an outstanding experience and best outcomes for patients and the team' is an aspirational description of how we want every patient and team member to feel about the care and treatment received and the environment and support given to colleagues. We describe specific measurable aims for the Trust focused on what we believe is most important, specifically on ensuring patients are treated with compassion, are enabled as experts in "me" as their care plans are developed through shared decision making and delivered with continuity, in a safe way and without delay.

**Our Mission** – ‘to ensure the provision of high quality, sustainable healthcare services to the communities we serve’.

We continue to play a key role within the Surrey Heartlands Integrated Care System and the developing Northwest Surrey Integrated Care Partnership, which is an alliance of health and care organisations across North West Surrey and partners including borough councils and the voluntary sector to ensure delivery of care at local level

**Our values** describe what we believe in, how we will behave and the expectations for teams. The 4Ps were developed in conjunction with staff as part of our Foundation Trust authorisation. Feedback about the ‘4Ps’ is resoundingly positive, and these values are well liked and embedded across the Trust.

In October 2020 we retained our rating of “Good” by the Care Quality Commission (CQC)

Our staff survey results show continuous improvement on how staff feel about working at ASPH with 92% of staff feeling that they make a difference to patients and service users, which is significant in terms of our work on #Rightculture, quality improvement and staff satisfaction.

We place a strong emphasis on being a value led organisation, and celebrate the contribution of our staff with a staff recognition scheme and an annual staff awards ceremony. We believe strongly in staff engagement, and we have a development programme for new Consultants, team and individual coaching programme and emphasis on learning and development.

On the academic side, we engage in research and education with the University of Surrey, Royal Holloway University of London, Kingston University, Imperial College, and St George’s Medical School. Many of our consultants’ job plans have dedicated PAs at other acute hospitals such as St George’s and Epsom & St Helier.

Within easy reach of London, as well as the smaller towns of Weybridge, Woking, and Virginia Water, the local area has excellent independent and state schools. Leafy Surrey offers a rounded life outside of work, and as an ambitious Trust, Ashford and St. Peter’s offers opportunities for individuals to try new things and to gain exposure, and a supportive and welcoming team in which to do this.

### **3. ABOUT THE DEPARTMENT/SPECIALTY**

The stroke service consists of a Hyper-acute Stroke Unit and Acute Stroke Unit at St Peters. This has recently been supplemented by early supported discharge services and a regional neurorehabilitation ward based at Woking Community Hospital.

Thrombolysis is provided on a 24/7 basis for patients admitted to St Peters, with an on site consultant Monday to Friday, 9 to 5 and out of hours provide by the Surrey Telemedicine for Stroke Service. A 24/7 thrombectomy service is provided at St Georges Hospital or Kings College. The Surrey Telemedicine for Stroke Service has a regular clinical governance meeting is held virtually on MS Teams and is attended by stroke physicians from across Surrey.

Vascular surgeons are present on-site daily and there is a weekly neurovascular meeting where potential endarterectomies are discussed. There is a weekly educational neuroradiology meeting (attended by a neuro-radiologist from St. Georges hospital). Multi-disciplinary meetings occur on a weekly basis, reflecting the high degree of professionalism provided by all stroke team members in the pursuit of excellence for our patients.

The hospital has very close links with the Institute of Cardiovascular Research based at the nearby Royal Holloway College, University of London. The Institute has an international reputation in cardiovascular research regularly publishing in some of the most prestigious medical journals in the world and attracting millions of pounds/euros of funding under its current Director, Professor Pankaj Sharma. Opportunities for research PAs may be available for suitably qualified and interested candidates.

#### **West Surrey Transformation Programme**

Following the Surrey Stroke Review and review by an expert panel, The West Surrey Stroke System Committees in Common has determined the future model of stroke care in West Surrey.

St Peter's Hospital provides a hyperacute stroke unit (HASU) and an Acute Stroke Unit (ASU) for roughly 768 patients per year.

We have developed a revised pathway that:

- Begins with prevention of stroke and ends with a 6-month review
- Delivers specialist 24/7 care, including recruitment of up to 5 stroke physician consultants and 7-day nursing and therapy services
- Achieves integration across the whole pathway including community services
- Provides consistency and equity for the Surrey population
- Demonstrates involvement from the voluntary sector and service users

#### **3.1 Department Objectives**

We aim to provide a high-quality patient experience and an excellent place to work for all staff. We believe that the key to improved patient and staff experience is a high quality, efficient and patient-centred pathway, in which the patient sees the 'right doctor, first time'. This is a key post in the Trust's stroke services. The appointee will be expected to play an active part in the ongoing improvement of stroke care at ASPH, and ultimately across West Surrey as part of the current Transformation Programme.

Our aim is to achieve a consistent high SSNAP rating which shows our commitment in providing continuous excellent care to our stroke patients. Involvement of all stroke consultants in quality improvement projects is expected.

### 3.2 Service Developments

Our clinical strategy is to deliver:

Improving the flow from presentation in the Emergency Department (ED) to admission on the stroke ward within a 4 hour period.

For those requiring thrombolysis to do this within 1 hour of presentation in ED.

Seeing all TIA referrals within 24-48 hours of first contact.

Increased joint working between in-hospital and community-based services

### 3.3 Structure

The Stroke Team is proud of effective multi-disciplinary team working between medical, nursing, management, and support staff. A Clinical Office team provide secretarial support to the medical staff within the specialty.

<b>Name</b>	<b>Role</b>
Dr Brendan Affley	Consultant In Stroke Medicine
Dr Cristina Russo	Consultant In Acute and Stroke Medicine
Dr Zain Salih (Locum)	Consultant In Stroke Medicine
Dr Afaf Muftah (Locum)	Specialist Registrar Stroke
Kathy Anderson	Clinical Lead for Stroke and Neurorehabilitation Services & Therapy Manager for Stroke and Neuro Services
Rizelda Machado	Lead Nurse for Stroke and Neurosciences
Jess Gill	Senior Stroke Nurse
Thomas Tabalina-Alderson	Service Manager for Stroke, Neuroscience and Palliative
Doris Opuko	Assistant Service Manager

## 4. JOB DESCRIPTION

### 4.1 SUMMARY DETAILS

<b>Job Title:</b>	Consultant In Stroke Medicine with Neurology, Sam's, Geriatrics or Care Of The Elderly
<b>Hours:</b>	10 PAs full time + 1.3 Additional PA for on-call / pro-rata hours available for part-time working
<b>Responsible to:</b>	Clinical Lead for Stroke Service manager for Stroke
<b>Accountable to:</b>	Divisional Director for General and Specialist Medicine
<b>Professionally accountable to:</b>	Medical Director
<b>Base:</b>	Your main base will be St Peter's Hospital. You may be required to work at any other Trust site from time to time, or any other location where the Trust provides services.

### 4.2 MAIN DUTIES OF THE POST

- Deliver Clinical, Educational, Managerial Services of the highest professional standard at Consultant Level to the Department
- Work with existing consultants and the multi-disciplinary team to provide a high quality well-led service for patients of Ashford & St Peter's, including the diagnosis, investigations, treatment, and management of patients, in accordance with Trust policies and practices.
- Deliver Direct Clinical Care to patients, through all parts of the Department assisting clinical decision-making and sharing equally in the workload.
- The Consultant team will provide comprehensive senior clinical cover to the Department.
- Assessment of patients
- Provide consultant cover in ward rounds, multi-disciplinary team meetings, clinics.
- Consultant cover time required, Consultants will be expected to review all potential admissions and develop rapid assessment triage strategies to ensure early investigations and disposition of patients is achieved.
- The new consultant will be expected to take a keen interest in Stroke / Stroke Mimics / TIA (including 24/7 Tele-Stroke Service).
- Once established in post, developing of professional interests is encouraged and allocated time for this can be discussed.
- To have continuing responsibility for the care of patients in their charge and to undertake the administrative duties associated with their care in stroke medicine
- To work closely with consultant colleagues in the A&E department to continually improve the management of stroke patients.
- To work jointly with Divisional colleagues to ensure the Trust achieves the 4-hour waiting time target and all other relevant clinical quality indicators for patients
- To have a clear understanding of commissioning and contracting of stroke services, and of regional stroke strategy.
- To undertake prospective cover of team colleagues to ensure that cover is provided during periods of leave
- Will be expected to share equally in the workload of the department.

- Will be encouraged to undertake research and develop special interests within the limits of clinical and laboratory service workload.
- Will undertake continuing medical education and in doing so will utilise the study leave entitlement which will be appropriately funded.
- Will engage in appropriate professional development, including indicating if mentoring or other support would be of benefit
- Will participate in clinical audit activities of the department and hospitals, and as appropriate ensure that proper records are completed for this purpose. The Trust has a clinical governance manager who is responsible for audits and also an audit department which helps us with the audit process. We also have a monthly clinical governance meeting whereby audits are discussed
- Will participate in the professional training of staff in the department, both medical and non-medical and contribute as required to teaching sessions for other hospital staff including undergraduate and postgraduate medical staff, as well as education and supervision of the junior medical staff.
- Will participate as required in departmental staff appraisal. The Trust has allocated appraisers and all clinical leads are appraisers.
- Option to participate in the Surrey Stroke Telemedicine rota whereby you provide remote stroke assistance to the Surrey Hospitals from 1700hrs until 0900hrs the following day to provide virtual lysis advice and stroke guidance for on-call juniors, SpR's and consultants. This does not require on-site visiting. This is managed by a consultant lead within Surrey jointly with the your service manager.
- Will adopt a continuing responsibility for the care of patients in their charge and in partnership with other consultant colleagues working in the speciality for the proper function of the department.
  - Will undertake any other duties appropriate for a consultant.
  - Any changes will be by negotiation and will be reflected in the job plans of the team.
  - Have a continuing responsibility for the care of patients in his/her charge, ensuring safe handover as appropriate.
  - Engage fully with the care of patients outside the department and provide a prompt opinion on request from consultant colleagues in other specialities.
  - Engage with medical, nursing, management, and all relevant co-workers in the delivery of department objectives: to provide clinical leadership, improve the patient experience; ensure the highest quality clinical care.
  - Actively participate in and support other staff with education, research, audit, and clinical governance activities involving a multi-disciplinary workforce across the department
  - Participate in the professional training of the staff in the department, both medical and non-medical, and contribute as required to teaching sessions for other hospital staff as well as undergraduate and postgraduate staff, including supervision of junior medical staff. Teaching and training will require verification of teaching certification
  - Support recruitment, appraisal, development, and mentoring activities to a multi-disciplinary, multi-professional team.
  - Undertake any other duties appropriate for a consultant.
  - Will adopt a continuing responsibility for the care of patients in their charge and in partnership with other consultant colleagues working in the speciality for the proper function of the department.

## **LEARNING, DEVELOPMENT AND RESEARCH**

- The Trust encourages and supports consultants with a special interest to develop their interest, where it meets department objectives, and can be audited and reviewed, and provide learning opportunities for other staff.
- Participate in clinical audit activities of the department and hospitals, ensuring record-keeping is effective.
- Undertake research and develop special interests within the limits of clinical and service workload.
- Undertake continuing medical education internally and externally with study leave entitlement as appropriate.

### **SUPPORTING PROFESSIONAL ACTIVITIES (SPA):**

ASPH is committed to ensuring that all Consultants have dedicated SPAs within their job plan which they will be expected to carry out on site/ in the workplace. Specific responsibilities will be developed on appointment and according to areas of interest, but Supporting Professional Activities (SPA's) are intended to include

- Audit, research, and local clinical governance activity
- Continued Professional Development
- Formal teaching and preparation (e.g., giving lectures, seminars)
- Post-graduate teaching, and training (e.g., of junior doctors, medical students)
- external teaching and education delivery (e.g., ATLS, APLS)
- Clinical management, attendance at departmental and trust meetings
- Appraisal, Job planning and rota organisation
- Service development, quality improvement work, Major incident planning

SPA activity will be scheduled based on individual preference, and to meet the needs of the service.

### 4.3 THE JOB PLAN

The Job Plan has 8 PAs of Direct Clinical Care (DCC) and 2 Supporting Professional Activities (SPA) which will be organised on a 4 -week rota. The rota allows for consultants to alternate working on busy and less busy days in order to equalise workloads.

This is an indicative 4 weekly timetable for the current staffing of 3 consultants. A specific job plan will be agreed between the appointed consultant and to meet the needs of the service. The Job Plan will be reviewed annually

A prospective job plan will be agreed with the service manager and clinical professional lead on appointment, setting out your main duties and responsibilities, a schedule for carrying out your programmed activities, your managerial responsibilities, your accountability arrangements, your objectives and supporting resources. The job plan will be reviewed annually. A provisional timetable for the post is shown below.

#### Week 1

		Description	No. of PAs	DCC/SPA
Mon	AM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
	PM	Admin	1	DCC
Tues	AM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
	PM	Stroke Clinic (8 patients per clinic at 30 mins each)	1	SPA
Wed	AM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
	PM	SPA Type A (Continuous Professional Development)	1	SPA
Thurs	AM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
	PM	SPA Type B (Teaching, Research, Education)	1	SPA
Fri	AM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
	PM	Stroke Clinic (8 patients per clinic at 30 mins each)	1	DCC
<b>Total</b>			<b>10 PAs</b>	<b>8 DCC 2 SPA</b>

#### Week 2

		Description	No. of PAs	DCC/SPA
Mon	AM	TIA Clinic (5 Patients per clinic)	1	DCC
	PM	Admin	1	DCC
Tues	AM	TIA Clinic (5 Patients per clinic)	1	DCC
	PM	Stroke Clinic (8 patients per clinic at 30 mins each)	1	DCC
Wed	AM	TIA Clinic (5 Patients per clinic)	1	DCC
	PM	SPA Type A (Continuous Professional Development)	1	SPA
Thurs	AM	TIA Clinic (5 Patients per clinic)	1	DCC
	PM	SPA Type B (Teaching, Research, Education)	1	SPA
Fri	AM	TIA Clinic (5 Patients per clinic)	1	DCC
	PM	Stroke Clinic (8 patients per clinic at 30 mins each)	1	DCC
<b>Total</b>			<b>10 PAs</b>	<b>8 DCC 2 SPA</b>

**Week 3**

		Description	No. of PAs	DCC/SPA
Mon	AM	Admin	1	DCC
	PM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
Tues	AM	Stroke Clinic (8 patients per clinic at 30 mins each)	1	DCC
	PM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
Wed	AM	SPA Type A (Continuous Professional Development)	1	SPA
	PM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
Thurs	AM	SPA Type B (Teaching, Research, Education)	1	SPA
	PM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
Fri	AM	TIA Clinic (5 Patients per clinic)	1	DCC
	PM	Thrombolysis On Call (avg. 4 patients per session)	1	DCC
<b>Total</b>			<b>10 PAs</b>	<b>8 DCC 2 SPA</b>

**Week 4**

		Description	No. of PAs	DCC/SPA
Mon	AM	HASU Ward Round (8 patients)	1	DCC
	PM	Aspen Consultant Review with SpR (22 patients)	1	DCC
Tues	AM	HASU Ward Round (8 patients)	1	DCC
	PM	Admin	1	DCC
Wed	AM	HASU Ward Round (8 patients)	1	DCC
	PM	SPA Type A (Continuous Professional Development)	1	SPA
Thurs	AM	HASU Ward Round (8 patients)	1	DCC
	PM	SPA Type B (Teaching, Research, Education)	1	SPA
Fri	AM	HASU Ward Round (8 patients)	1	DCC
	PM	Aspen Consultant Review with SpR (22 patients)	1	DCC
<b>Total</b>			<b>10 PAs</b>	<b>8 DCC 2 SPA</b>

Supporting Professional Activities (SPA's) are intended to cover formal post-graduate teaching, audit research, appraisal, and clinical management as required. The balance of sessions between Ashford & St. Peter's is flexible. Teaching and training will require verification of teaching certification. If an increase in SPA is needed this can be discussed with the service manager.

**TOTAL 10 PAs consisting of 8 DCC and 2 SPA, and 1.3PA for Telemedicine Participation**

**Consultant On-Call Telestroke Rota 1:10 / 1:12**

The post holder will be required to participate in the department rota on a 1:12 basis. The PAs may be adjusted, subject to the job-plan and agreed work commitment, such as prospective colleague cover and additional duties.

#### 4.4 PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Certificate of Completion of Specialist Training (or CCT) by the time of taking up the post or be accredited for inclusion on the General Medical Council's Specialist Register.</li> <li>• Fully registered with the General Medical Council.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Providing direct clinical care</li> <li>• Active participation in clinical audit</li> <li>• Experience in developing effective and collaborative working relationships.</li> </ul>	<ul style="list-style-type: none"> <li>• Leading a change or innovation in the workplace with a multi-disciplinary team</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Highly skilled in the management and treatment of patients admitted to the specialty.</li> <li>• Must be able to demonstrate values consistent with the Trust Values Based Behaviours and be willing to develop self to an Exemplary level and act as a role model for others, in relation to patients: <ul style="list-style-type: none"> <li>- Knowledge &amp; awareness of diversity and human rights and the competencies appropriate to your role to support their diverse needs and human rights.</li> <li>- Ability to communicate effectively with them and with other staff to ensure that their care, treatment, and support are not compromised.</li> <li>- A good understanding of their communication, physical &amp; emotional needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence</li> <li>- Ability to empathise with patients and their families and to treat them with compassion and sensitivity</li> </ul> </li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work constructively in a multidisciplinary team, be flexible and responsive to the needs of colleagues</li> <li>• Ability to manage competing demands in a busy acute environment and cope and manage own emotions under stress</li> <li>• Competent in the use of IT/computer systems</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ability to continuously improve patient and staff experience</li> <li>• Demonstrate the Trust Values Based Behaviours at Exemplary level</li> </ul>
Teaching	<ul style="list-style-type: none"> <li>• Medical and non-medical undergraduate and postgraduate teaching experience</li> <li>• Teaching and training will require verification of teaching certification</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate certificate in education</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• NHS Constitution</li> <li>• Trust vision, values, strategic objectives and key work programmes</li> <li>• Must be able to demonstrate knowledge of the professional code of conduct and guidance issued by the GMC and adhere to this.</li> </ul>	
Leadership and Management	<ul style="list-style-type: none"> <li>• Evidence of previous active participation in leadership and management activities</li> <li>• Ability to inspire and motivate others</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing budgets and staff</li> <li>• Change management techniques</li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of NHS policy and delivery of national performance targets (including hospital acquired infections)</li> <li>• Flexible, pragmatic and a problem-solving approach.</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Evidence of research, particularly in collaboration with other clinicians</li> <li>• Willingness to continue participate in research</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to supervise postgraduate research</li> <li>• Publication in peer reviewed journals</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ability to be flexible to meet the needs of the team, the service, and the Trust.</li> </ul>	

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, the post holder may be required to undertake other duties that are consistent with the role / grade. The detail and emphasis of the role may change with clinical and technical advances in the specialty, you will be expected and supported to keep up to date with this. Significant and long-term changes to the role would be in consultation with you and in line with the needs of your work area.

## Patients First

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Care</b>	Always finding ways to make a difference for the benefit of others	Ensuring that basic needs are always met	Ignoring patients who need help – the standard you work to is the standard you accept
<b>Compassion</b>	Making everyone feel special – knowing your patients well and treating them as individuals	Putting yourself in others' shoes – you could be the only word of kindness that person receives all day	Not being aware of others' needs or feelings
<b>Communication</b>	Adjusting your communication style to fit the person or the purpose	Introducing yourself, listening, explaining clearly what is happening and making sure that you have been understood	Making little effort to explain situations, creating anxiety and confusion
<b>Humility</b>	Using what our patients and others tell us to make our care the best it can be	Apologising and being open when things have gone wrong	Arrogance – assuming we have all the answers and not listening to our patients

## Personal Responsibility

	Exemplary 4= acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1 = does not demonstrate
<b>Commitment</b>	Equipping yourself with the skills, knowledge and wellbeing required to deliver your best	Performing your duties to the best of your ability and always being punctual and prepared	Taking little interest in doing a good job
<b>Self-awareness</b>	Leading by example and taking responsibility for your actions	Treating people as you would like to be treated, remembering that the little things often make the biggest difference	Looking for excuses or undermining others
<b>Open-mindedness</b>	Being objective and providing, seeking and valuing regular constructive feedback	Continuously listening, learning and improving	Showing little interest in improvement or being dismissive of others' ideas or feedback
<b>Courage</b>	Not being afraid to challenge poor behaviour and inspiring courage in others	Believing in yourself and your contribution, and having the confidence to speak up and speak the truth	Not being willing to trust others, or avoiding difficult issues

## Passion for Excellence

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Positivity</b>	Sharing good news and positive stories, seeing and inspiring the best in others	Striving to be the best you can	Spreading negativity, or having a "can't do" attitude
<b>Insight</b>	Stopping, looking and listening – being mindful of your environment	Having an in depth understanding of your day to day practices and the impact they have on others	Not being aware of impact on others
<b>Initiative</b>	Finding and seizing opportunities to go the extra mile without being asked	Taking a proactive approach, and prioritising	Being passive and demonstrating a lack of attention to detail
<b>Innovation</b>	Being bold, ambitious and creative and challenging the norm	Seeking out new ideas and finding ways to put them into practice	Accepting average standards or refusing to move from the status quo

## Pride in our Team

	Exemplary 4=acts as a role model	Essential 3 = always demonstrates 2 = sometimes demonstrates	Unacceptable 1= does not demonstrate
<b>Constructiveness</b>	Supporting, inspiring, mentoring, coaching, celebrating, championing and motivating	Treating one another with dignity, intelligence and respect	Shouting, taking an aggressive tone, or finger-pointing
<b>Selflessness</b>	Taking on tasks, beyond expectation, to achieve team or organisational goals	In your work, prioritising the needs of your patients, teams and organisation ahead of your own	Showing evident self-interest to the detriment of the team or organisation, or lack of flexibility
<b>Collaboration</b>	Helping others to see that they can achieve more together than can be achieved alone	Building positive relationships based on listening and sharing information, knowledge, skills, as well as workload, to further team and organisational goals	Refusing to work with others effectively – withholding information, or failing to listen to or acknowledge others' views
<b>Integrity</b>	Always being open and honest, setting realistic expectations, and consistently demonstrating your values	Being honest and delivering what you promise or making others aware if you are unable to deliver	Being dishonest or biased, or actions not matching words



## 5 VALUES BASED BEHAVIOURS

The Values Based Behaviours above describe the standards of behaviour the Trust supports and expects from all staff, and these are used to assess and develop staff through all aspects of their career with the Trust, from recruitment, through induction, appraisal, and development.

## 6 CONDITIONS OF APPOINTMENT

The appointment will be subject to NHS Employment Checks. These include:

- Occupational Health screening by questionnaire, and if required a medical examination arranged through the Occupational Health Department prior to appointment. Confirmation of Hepatitis B immune status will be required.
- Disclosure and Barring Service Check - Enhanced
- Identity and Right to Work checks
- Satisfactory references covering the last three years
- Registration with professional body
- Revalidation
- The appointee is required to live not more than 30 minutes travel time by road from St. Peter's Hospital unless by prior arrangement
- Medical negligence indemnity is provided by the Trust for all duties covered by this post. Post holders should ensure they understand those aspects of medical practice not covered by this indemnity.

## 5. REVALIDATION AND STRENGTHENED MEDICAL APPRAISAL

- Revalidation of licensed doctors is required every five years and is based on comprehensive
- appraisals undertaken annually. It is designed to improve the quality of patient care by ensuring that licensed doctors remain up to date and continue to be fit to practice.
- Annual appraisal is a contractual requirement for all medical staff as part of Revalidation. It is the personal responsibility of all doctors to ensure they have an annual appraisal and maintain a portfolio, contains the annual appraisal documentation, which the GMC may request to inspect should the need arise.

## 6. MAIN CONDITIONS OF SERVICE

- This appointment is covered by local Terms and Conditions of Services and Ashford & St. Peter's Hospital's NHS Foundation Trust policies. Where local terms and conditions do not exist, the NHS Terms and Conditions – Consultants (England) 2003 apply.
- The post is graded as consultant based on the new Consultant Contract (2003).
- Annual leave and study leave entitlement will be in line with the NHS Terms and conditions of Service. Wherever possible, leave requests should be made 6 weeks before the start of the intended leave and should ensure adequate service cover in the department
- Where a doctor wishes to claim reimbursement of removal or associated expenses this must be agreed by the Trust prior to taking up the post. This ensures that eligibility and amount can be determined before the doctor incurs expenses which the Trust may not consider appropriate for reimbursement.
- The Trust provides a 24/7 service. Accordingly, you may be required to work such hours as the Trust specifies, including nights, evenings, and weekends. For the avoidance of doubt, paragraph 6 of Schedule 3 to the Consultant Contract does not apply to this appointment. The Trust is aiming to extend 7-day services, and you will be required to work over the number of days required to provide clinical services for your specialty.

## 7. RECREATION AND TRANSPORT

In the immediate locality there are leisure centres at Staines-upon-Thames, Sunbury, Woking and Feltham, squash courts in Egham and Feltham and many golf courses nearby. Windsor, Runnymede, Hampton Court, Wisley (RHS) Gardens the Thames and other places of interest are within a 10-mile radius.

Central London is easily accessible with regular trains from Ashford and Woking to Waterloo. Underground trains run from Hatton Cross Underground station. The motorway network, M25, M3 and M25 are also close by. Heathrow airport is 20 minutes by car and Gatwick Airport is 30 to 40 minutes by car.

## **WORKING FOR THE TRUST**

### **GENERAL RESPONSIBILITIES FOR ALL STAFF IN THE TRUST**

ALL TRUST EMPLOYMENT POLICIES CAN BE ACCESSED EXTERNALLY THROUGH THE TRUST WEBSITE AT: <https://www.ashfordstpeters.info/employment> ALL OTHER TRUST POLICIES CAN BE ACCESSED EXTERNALLY VIA: <https://www.ashfordstpeters.info/policies>

## **8. COMMUNICATION AND CONFIDENTIALITY (INFORMATION GOVERNANCE)**

You must communicate clearly by actively listening and responding to what people are saying:

- a) check information from other people and check its accuracy
- b) establish any help people require and act on this appropriately
- c) ensure confidentiality at all times

Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment except to authorised bodies or individuals acting in an official capacity. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information. See Confidentiality and Data Protection Policy <https://www.ashfordstpeters.info/information-and-it/929-confidentiality-and-data-protection-policy> and Information Governance Policy <https://www.ashfordstpeters.info/information-and-it/929-confidentiality-and-data-protection-policy>

All employees must be aware of their responsibilities under the Freedom of Information Act 2000. See Trust Freedom of Information Policy at <https://www.ashfordstpeters.info/information-and-it/933-freedom-of-information-policy>

Employees who use a computer, must abide by the terms of the Trust's Information and Technology Policies at: <https://www.ashfordstpeters.info/information-and-it>

## **9. DEVELOPMENT, MODERNISATION AND CHANGE**

The Department of Health, the Trust, and Directorate/Departments have targets to achieve in respect of service delivery and improving and progressing patient care. We ask that you are aware of these targets and contribute and work to achieve them.

All staff are to be familiar with the Trust's policies and procedures, which are available on the Trust Intranet <http://trustnet/documents/menu.html> or externally via <https://www.ashfordstpeters.info/policies>

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to undertake other duties that are consistent with your role / band. Details and emphasis of your role may change but this would be in consultation with you and in line with the needs of your work area.

## 10. INCLUSION DIVERSITY AND RIGHTS

All staff have a duty promote people's equality, diversity and rights, and treat others with respect and dignity and to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Equality Act 2010.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- Foster good relations between persons who share a relevant protected characteristics and persons who do not share

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust Annual Equality and Diversity report and information is available on the Trust Intranet site: <http://www.asph.nhs.uk/annual-equality-and-diversity-report>

## 12. MONITORING AND MAINTAINING GOOD HEALTH AND SAFETY

The safety of patients, staff and visitors is paramount. All staff have a duty to recognise safety as a fundamental element of their role and to comply with Trust policies, procedures, protocols and guidelines related to safety and well- being.

Under the Health and Safety at Work Act 1974, all employees have a duty:

- a) to take reasonable care of ourselves and others at work
- b) to co-operate in meeting the requirements of the law
- c) not intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare

You are required to familiarise yourself with the details of the Trust's Health and Safety Policies posted on the Intranet at <http://trustnet/documents/menu3.htm> .A department policy which will cover your usual place of work is available through your head of department. There are a number of health and safety training sessions which will be mandatory for you to attend depending on your type of work.

## 13. MANDATORY TRAINING

All staff have a responsibility to ensure that they are up to date on essential knowledge and skills related to their sphere of work. Some areas of training are common to all staff, such as Health & Safety, Safeguarding and Information Governance. Staff must ensure that they attend Mandatory Training sessions as required.

## 14. NHS CONSTITUTION

The NHS commits:

- To provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.
- To provide all staff with personal development, access to appropriate training for their jobs and line management support to succeed.
- To provide support and opportunities for staff to maintain their health, well-being and safety.

- To engage staff in decisions that affect them and the services they provide, individually, through representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.

#### **Staff responsibilities:**

- **You have a duty** to accept professional accountability and maintain the standards of professional practice as set by the appropriate regulatory body applicable to your profession or role.
- **You have a duty** to take reasonable care of health and safety at work for you, your team and others, and to co-operate with employers to ensure compliance with health and safety requirements.
- **You have a duty** to act in accordance with the express and implied terms of your contract of employment.
- **You have a duty** not to discriminate against patients or staff and to adhere to equal opportunities and equality and human rights legislation.
- **You have a duty** to protect the confidentiality of personal information that you hold unless to do so would put anyone at risk of significant harm.
- **You have a duty** to be honest and truthful in applying for a job and in carrying out that job.

Details at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

## **15. QUALITY AND RISK MANAGEMENT**

The Trust, as a public organisation is committed to acting with honesty, with integrity and in an open way. We are working together to achieve the highest levels of compliance with risk management via the NHS Litigation Authority (NHS LA) and Clinical Negligence Scheme for Trusts (CNST) for maternity services. You are expected to become familiar with these standards as they relate to your work and further details are available from your manager.

You must ensure your actions help to maintain quality and reduce risk. This involves accepting individual responsibility for meeting required standards, and for following quality and safety processes and procedures. These include national requirements set out by the Healthcare Commission, Trust policies, the Trust's Standards for Practice and Care, local Codes of Practice and local service or departmental standards.

(<http://trustnet/documents/Standards%20for%20Practice%20and%20Care.doc>)

It is expected that you understand and comply with current emergency resuscitation techniques (where appropriate), infection control procedures, and fire regulation procedures.

- Health and Safety Policies are available at <http://trustnet/documents/menu3.htm>;
- Patient care policies are available at <http://trustweb.asph.nhs.uk/policies/patient-care-policies/>
- Fire safety policy is available at <http://trustweb.asph.nhs.uk/policies/risk-policies/fire-safety-policy/>
- Control of infection policies is available at <http://trustnet/documents/menu7.htm>.
- All other relevant policies can be found at <http://trustnet/documents/menu.html>

## **16. WHISTLE-BLOWING (Raising Concerns Policy)**

All employees working in the NHS have a contractual right, and a responsibility, to raise genuine concerns they have with their employer about malpractice, patient safety, financial impropriety or any other serious risks they consider to be in the public interest. Details of when and how concerns may properly be raised within or outside the Trust are available in the Trust's Whistle-blowing Policy which you can access on the intranet at: <https://www.ashfordstpeters.info/policies/organisational/3820-freedom-to-speak-up-raising-concerns-whistleblowing-policy>

The Trust's policy on whistle-blowing enables everyone to raise any concerns they have about any malpractice at an early stage and in the right way.

The Trust welcomes your genuine concerns and is committed to dealing responsibly, openly and professionally with them. It is only with the help of our staff that the Trust can deliver a safe service and protect the interests of patients and staff. If you are worried, we would rather you raised the matter when it is just a concern, rather than wait for proof.

We hope that you will be able to raise concerns with your manager or Head of Service. However, we recognise that this may be difficult at times and the policy enables you to raise a matter directly with the Trust Freedom to Speak Up Guardian and the designated Non-Executive Director. But you can approach any member of the Trust Board.

Your concerns will be taken seriously and investigated. We also give you a guarantee that if you raise concerns responsibly, we will endeavour to protect you against victimisation.

Further information is available on the Trust Intranet at: <http://trustnet/departments/speakup/>

## **17. REQUIREMENT FOR FLEXIBILITY IN AN EMERGENCY SITUATION**

In the event that the Trust is affected by an emergency situation (including but not limited to a flu pandemic or a pandemic of any other disease or illness), whether relating to its staff and/or patients, you agree that the Trust may require you to:

- (a) Carry out additional and/or alternative duties to those contained in your job description; and/or
- (b) Without prejudice to the other terms of your employment, perform duties (including any additional and/or alternative duties as mentioned above) at any other location where NHS services are provided

## **18. SAFEGUARDING**

All Trust employees have a responsibility to take appropriate action if they believe that a child or vulnerable adult is in need of services or in need of protection and they must be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Everyone is responsible for accessing the relevant level of training and following the Trusts local and SSCB's Child Protection and Safeguarding procedures.

Information on Child Protection is available at:

<https://www.ashfordstpeters.info/safeguarding> and  
<http://trustnet/docdata/paed/index20.htm>

Information on the Abuse or Suspected Abuse of Vulnerable Adults is at:

<https://www.ashfordstpeters.info/safeguarding>

The Trust complies with the requirements of the Disclosure and Barring Service (DBS) and the requirement to report safeguarding issues to the Disclosure and Barring Service. All staff required to have a DBS disclosure for their post will undergo a recheck every three years. Employees must cooperate with the renewal process and submit their DBS applications promptly when requested.

**Date: December 2022**