## Ashford and St. Peter’s Hospitals NHS Foundation Trust

### CONSULTANT PAEDIATRICIAN

#### JOB DESCRIPTION

3 posts, 8 – 10 PAs each

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Consultant Paediatrician</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours:</strong></td>
<td>8 – 10 PAs</td>
</tr>
<tr>
<td><strong>Responsible to:</strong></td>
<td>Specialty Lead for Paediatrics</td>
</tr>
<tr>
<td><strong>Accountable to:</strong></td>
<td>Divisional Director Women’s Health &amp; Paediatrics</td>
</tr>
<tr>
<td><strong>Professionally Accountable to:</strong></td>
<td>Divisional Director Women’s Health &amp; Paediatrics Medical Director</td>
</tr>
<tr>
<td><strong>Responsible for:</strong></td>
<td>Paediatric Elective and non-elective care</td>
</tr>
<tr>
<td><strong>Base:</strong></td>
<td>St. Peter’s Hospital/Ashford Hospital and working at any other Trust site as required.</td>
</tr>
<tr>
<td><strong>Disclosure and Barring Service Required:</strong></td>
<td>Yes - Enhanced</td>
</tr>
</tbody>
</table>

**Job Summary:**
The post holders will join a team of 15 Consultant Paediatricians, participating in the acute attending and on call rota and / or the Paediatric A&E / PAU rota. The post holders will also undertake weekly General Paediatric and Rapid Access Outpatient Clinics.

**Key Result Areas:**
To have made an effective contribution to the delivery of the Trust’s vision, values and annual strategic objectives.
1. **ASHFORD & ST. PETER’S HOSPITALS NHS FOUNDATION TRUST
BACKGROUND INFORMATION**

Ashford & St. Peter's Hospitals NHS Foundation Trust is the largest provider of acute services to residents of Surrey and a growing proportion of west London residents, totalling more than 380,000 people. Our predominant catchment area is north west Surrey, including the towns of Chertsey, Woking, Walton on Thames, Weybridge, Ashford and Staines-upon-Thames, along with parts of Hounslow and Surrey Heath.

As part of its authorisation as a Foundation Trust in December 2010, Ashford & St. Peter’s underwent a rigorous process during which the organisation was assessed against new quality standards and was required to demonstrate robust governance systems and sustainable leadership.

With a workforce of around 3,300 staff and £225m income, the Trust has an impressive track record of developing integrated models of care, both across and within its two main hospital sites – Ashford in Middlesex; and St. Peter’s in Chertsey, Surrey – and in community settings.

The Trust provides a broad range of acute healthcare services across its two hospital sites. The majority of 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.

The acute services are provided at the St. Peter’s Hospital site, which has modern Intensive Care and Coronary Care units and sees approximately 100,000 A&E attendances annually, with a full general medical take supported by acute medical beds. The Ashford Hospital site provides the Trust’s Walk-in Centre and Rapid Access Centre, along with rehabilitation wards. Ashford and St. Peter’s has a combined total bed allocation of approximately 550 beds.

Ashford Hospital provides:

- day case surgery
- stroke and rehabilitation care
- elective orthopaedic surgery
- ophthalmology
- outpatients (including paediatrics)
- and diagnostics; X ray, ultrasound,
- endoscopy and MRI scans.

St. Peter’s Hospital provides:

- accident and emergency services
- intensive care
• emergency surgical and medical care
• elective and day case surgery
• orthopaedics (Rowley Bristow Unit)
• specialist brain injury unit
• maternity care
• paediatric services (children’s services)
• neonatal intensive care unit
• outpatients and diagnostics; X ray, ultrasound, CT scans, endoscopy and MRI scans
• pathology services.

Quality remains the top priority at Ashford and St. Peter’s and the Trust Board’s primary focus and priority is on the needs of patients. It strives to enhance its links with front line staff and patients and this investment informs the decision-making process at Board level.

For example, the Trust has:

• One of the lowest mortality rates in the country.
• Significantly reduced hospital acquired infections such as MRSA and Clostridium Difficile over the last few years.
• Developed a Quality Dashboard which has strengthened quality management across a range of measures which are benchmarked locally and nationally; and
• Demonstrated improvements in employee engagement and satisfaction over recent years

The Trust sits within the NHS Surrey commissioning area, which acts as its host purchaser; Hounslow Primary Care Trust purchases approximately 25% of the activity of the Trust. The Trust works alongside two local community health trusts and one mental health trust.

**Specialist Services**

The Trust has a variety of specialist services; specialist NICU, specialist Orthopaedic services, Neurophysiology services, Cardiac Angiography, Cardiac MRI and Nuclear Cardiology. Within the angiography suite cardiology undertakes percutaneous coronary interventions (PCI), electrophysiology studies and ablations, biventricular device (pacemaker and ICD) implantations. The Trust links with a number of tertiary units including Atkinson Morley, Charing Cross, St Helier, St George’s, Harefield and Royal Brompton. The Trust links with St Luke’s (Guildford) and the Royal Marsden for cancer services.

2. **DEPARTMENT OF PAEDIATRICS**

Our Children and Young People’s Department has an excellent reputation for providing high quality general and specialist Paediatric and Neonatal services. We
are also recognised for our Educational Programme and friendly, supportive working environment. We are looking to recruit an enthusiastic consultant to complement our existing team.

We provide a full range of in and out-patient Paediatric services, Paediatric Accident and Emergency and Neonatal Intensive Care (Level 3).

**Neonatal Unit**

This is a 32 bedded level 3 Neonatal Intensive Care Unit with 8 intensive care, 10 high dependency, 6 special care and 8 cots in the transitional care unit.

**Emergency Department**

The Paediatric Emergency Department operates 24 hours a day and is staffed by experienced paediatric nurses. Children and young people up to the age of 18 are seen in the department, which has an attendance of about 25,000 a year. Emergency GP referrals are seen and assessed in the Paediatric Emergency Department. The department is adjacent to the adult Emergency Department and has a separate waiting area.

**Ash Ward (in-patient paediatric ward)**

This currently has 23 beds for medical, surgical and orthopaedic admissions. We have a young persons unit to accommodate young people up to 18 years of age.

**Paediatric Assessment Unit (PAU)**

The PAU is a 4 bedded area within Ash ward. This unit provides a short stay service for the assessment, observation and treatment of children & young people (C&YP). Its aim is to improve emergency flow and ensure that C&YP receive care in an appropriate environment, prevent unnecessary inpatient admissions and reduce length of stay.

**Oak Ward (day case ward)**

This is a 12 bedded day unit dealing with medical and surgical day cases from Monday to Friday.

**POSCU**

There is also a designated 4 bedded day case Paediatric Oncology Shared Care Unit.

The Hospital School lies next to the ward and provides teaching to in-patients and those needing special tuition from home.
A Child Assessment Service is run at White Lodge (adjacent to the hospital site), which also provides services for children with neurodisability.

We receive excellent support from the Radiology Department with a weekly X-ray meeting with the Paediatric Radiologists.

**Ashford Hospital**

A separate paediatric outpatients department is based here. Child and Adolescent Psychiatry and child behavioural and developmental assessment work is also carried out in the unit.

There are no overnight paediatric in-patients at Ashford hospital.

### 2.1 Brief outline of the Post

The post holders will join a team of 15 Consultant Paediatricians, participating in the acute attending and on call rota and / or the Paediatric A&E / PAU rota. The post holders will also undertake weekly General Paediatric and Rapid Access Outpatient Clinics.

### 2.2 Structure

As well as providing a full range of General Paediatric services, we provide a well-respected local Paediatric Diabetes, Paediatric Epilepsy, Paediatric Allergy, Paediatric Cardiology and Paediatric Rheumatology service, Best Practice Tariff compliant where appropriate and have links to a number of tertiary centres such as University Hospital Southampton NHS Foundation Trust and Royal Brompton & Harefield NHS Foundation Trust.

The Divisional Director and Associate Director of Operations are members of the Trust’s Executive Committee. The Divisional management team are:

Mr Faris Zakaria, Divisional Director, Women’s Health and Paediatrics
Hardev Gill, Associate Director of Operations, Women’s Health and Paediatrics
Anjanee Neat, Associate Director of Nursing
Nyika, Directorate Finance Manager
Claire LeBrasse, Directorate Human Resources Business Partner

### 2.3 Service Developments

We are currently reviewing our acute care pathway; developing our Paediatric Assessment Unit to improve the quality of care we are able to provide our patients, whilst improving the work experience of both our
substantive medical staff and paediatric trainees.

2.4 **Medical Staffing**

- **Consultants**

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Title/Interest</th>
<th>WTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Shailini Bahl</td>
<td>General Paediatrics, Diabetes, Endocrinology</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Gillian Baksh</td>
<td>General Paediatrics, Diabetes, Rheumatology, Obesity and Eating disorders</td>
<td>0.9</td>
</tr>
<tr>
<td>Dr Tariq Bhatti</td>
<td>General Paediatrics, Haematology and Oncology and renal medicine Paediatric Specialty Lead</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Kate Brocklesby</td>
<td>General Paediatrics Designated Doctor for Child Safeguarding – Surrey Surrey SARC Paediatrician</td>
<td>0.9</td>
</tr>
<tr>
<td>Dr Eleanor Day</td>
<td>General Paediatrics and Diabetes Deputy College Tutor</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Sonali D’Cruz</td>
<td>General Paediatrics, Diabetes and Endocrinology</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Alison Groves</td>
<td>General Paediatrics, Cardiology</td>
<td>0.9</td>
</tr>
<tr>
<td>Dr Diab Haddad</td>
<td>General Paediatrics, Allergy and Respiratory Undergraduate Coordinator</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Susan Heggarty</td>
<td>Neonatology</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Clare Hill</td>
<td>Community Paediatrics/General paediatrics with special interest in Epilepsy Named Doctor for Safeguarding</td>
<td>0.8</td>
</tr>
<tr>
<td>Dr Kate Irwin</td>
<td>General Paediatrics, Epilepsy, Neurodevelopment/ neurodisability</td>
<td>0.8</td>
</tr>
<tr>
<td>Dr Tracy Lawson</td>
<td>Neonatology, Neurodevelopment College Tutor</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Stamatina Leontiadi</td>
<td>Neonatology</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Fiona MacCarthy</td>
<td>Paediatric A&amp;E, General Paediatrics and Allergy</td>
<td>0.9</td>
</tr>
<tr>
<td>Dr Peter Martin</td>
<td>Neonatology, Head of Medical Education Neonatal Specialty Lead</td>
<td>1.0</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Hours</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Dr Ruth Mew</td>
<td>Paediatric A&amp;E, General Paediatrics and Allergy</td>
<td>0.9</td>
</tr>
<tr>
<td>Dr Tosin Otunla</td>
<td>Neonatology, Cardiology</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Vennila Ponnusamy</td>
<td>Consultant Neonotologist</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Peter Reynolds</td>
<td>Neonatology, Research</td>
<td>1.0</td>
</tr>
<tr>
<td>Dr Alka Thakur</td>
<td>Paediatric A&amp;E, General Paediatrics and Gastroenterology</td>
<td>1.0</td>
</tr>
<tr>
<td>Vacant</td>
<td>Consultant Paediatrician</td>
<td>2.6</td>
</tr>
</tbody>
</table>

### Junior Medical Staff

In the department there are seven Paediatric and five Neonatal Specialist Registrar posts (on the KSS rotations); three Clinical Fellows; four Specialty Doctor and two Associate Specialist working on the middle grade rota, providing separate cover for General Paediatrics and the Neonatal Unit.

There are 21 junior doctors, also providing separate rotas for general paediatrics and for neonatal intensive care. These consist of Paediatric STs, F1s, F2s and GP Trainees.

### Other Staff

The Paediatric Consultant team is also supported by a specialist nurse for Safeguarding Children, Paediatric nurse specialists (diabetes, behavioural, allergy), Paediatric dieticians, Paediatric pharmacists and Paediatric physiotherapists.

The local community paediatric and child and adolescent psychiatric service provided by Surrey and Borders Partnership NHS Trust.

#### 2.5 Consultant On-Call Rota

Two of the three posts will have on call commitments, further details shown in the proposed job plans.

#### 2.6 IT & Secretarial Support

The Trust will provide the post holder with a PC and secretarial support.

### 3. OVERVIEW OF RESPONSIBILITIES

The post holders will join a team of 15 Consultant Paediatricians, either working on the ‘shop floor’ in Paediatric A&E / PAU or participating in the General Paediatric Attending system, attending on the acute General Paediatric Ward Monday to Friday 09:00 – 18:00 every 1 in 10 weeks and in the acute General Paediatric 1 in 8 on call rota. When on call the Paediatrician is normally on site from 17:00 – 19:00 Monday to Thursday,
13:00 – 19.00 Friday, 09:00 – 16:00 Saturday and 09:00 – 14:00 Sunday, then on call from home.

When based in Paediatric A&E / PAU you are ‘on the shop floor’ in Paediatric A&E / PAU Monday to Thursday 15:00 – 22:00, Friday 17:00 – 22:00 to Sunday 17:00 – 22:00, as PAU develops it is expected that the PAU Consultant will review all new admissions to the acute Paediatric Ward (Ash Ward) in the absence of an onsite on-call Consultant (i.e. admissions from 19:00 – 22:00).

Candidates are welcome to develop a special interest upon agreement with Clinical Lead.

The department is currently in the process of reviewing the emergency care pathway and this review may result in changes to the job plan detail in section 3.1.

### 3.1 Detailed Job Plan (reviewed annually to meet the needs of the service)

These are three replacement posts, open to part time and full time applicants, below are example job plans and are subject to change.

The below proposed weekly timetable is based on working 8 PAs, without on call commitment.

<table>
<thead>
<tr>
<th>SPH – St. Peter’s Hospital</th>
<th>AH – Ashford Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td></td>
</tr>
<tr>
<td>am</td>
<td>SPA</td>
</tr>
<tr>
<td>pm</td>
<td>General Paediatric Clinic Alt. weeks / Clinical Admin</td>
</tr>
<tr>
<td>eve</td>
<td>Consultant Meeting (17:00 – 18:00)</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td></td>
</tr>
<tr>
<td>Am</td>
<td>Off</td>
</tr>
<tr>
<td>pm</td>
<td>Alt weeks. Clinical Administration (13:00 – 15:00) and off Paediatric A&amp;E / PAU – ‘shop floor’ (15:00 – 17:00)</td>
</tr>
<tr>
<td>eve</td>
<td>Paediatric A&amp;E / PAU – ‘shop floor’ (17:00 – 22:00)</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td></td>
</tr>
<tr>
<td>am</td>
<td>Off</td>
</tr>
<tr>
<td>pm</td>
<td>Off</td>
</tr>
<tr>
<td>eve</td>
<td>Off</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td></td>
</tr>
<tr>
<td>am</td>
<td>Off</td>
</tr>
<tr>
<td>pm</td>
<td>Off</td>
</tr>
<tr>
<td>eve</td>
<td>Off</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td></td>
</tr>
<tr>
<td>am</td>
<td>SPA / Clinical Administration / Grand Round</td>
</tr>
</tbody>
</table>
Rapid Access Clinic 1 DCC
eve Paediatric A&E / PAU – ‘shop floor’ (17:00 – 22:00) (1 in 5) 0.37 DCC

Saturday am Off 0 -
pm Off 0 -
eve Paediatric A&E / PAU – ‘shop floor’ (17:00 – 22:00) (1 in 5) 0.41 DCC

Sunday am Off 0 -
pm Off 0 -
eve Paediatric A&E / PAU – ‘shop floor’ (17:00 – 22:00) (1 in 5) 0.41 DCC

On-call No on call commitment DCC

Please note, the post holder will be required to cover 8 Monday to Thursday Paediatric A&E shifts per shift when a colleague is on leave, for which 0.3 PAs have been allocated.

TOTAL 8 PAs 6.5 DCC 1.5 SPA

The below proposed weekly timetable is based on working 10 PAs, with on call commitment. Please note the post holder will also be expected to participate in a 1 in 10 Attending (Consultant of the week) system, during which time all other duties will be cancelled as appropriate.

<table>
<thead>
<tr>
<th>Description</th>
<th>No. of PAs</th>
<th>DCC/SPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday am</td>
<td>Rapid Access Clinic</td>
<td>1</td>
</tr>
<tr>
<td>pm SPA</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>eve Consultant Meeting (17:00 – 18:00)</td>
<td>0.25</td>
<td>SPA</td>
</tr>
<tr>
<td>Tuesday Am</td>
<td>SPA (inc. of Educational / Clinical Supervision)</td>
<td>1</td>
</tr>
<tr>
<td>pm General Paediatric Clinic</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>eve Referral Triage (17:00 – 18:00)</td>
<td>0.25</td>
<td>DCC</td>
</tr>
<tr>
<td>Wednesday am</td>
<td>Off</td>
<td>0</td>
</tr>
<tr>
<td>pm Off</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>eve Off</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Thursday am</td>
<td>General Paediatric Clinic</td>
<td>1</td>
</tr>
<tr>
<td>pm Clinical Administration</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Day</td>
<td>Time</td>
<td>Activity</td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Friday</td>
<td>am</td>
<td>PAU / Grand Round</td>
</tr>
<tr>
<td></td>
<td>pm</td>
<td>General Paediatric Clinic (1 in 2) Clinical Administration (1 in 2)</td>
</tr>
<tr>
<td></td>
<td>eve</td>
<td>Consultant on call, on site 13:00 – 19:00 then on call from home (1 in 8)</td>
</tr>
<tr>
<td>Saturday</td>
<td>am</td>
<td>Ward Round 09:00 – 15:00 then on call from home (1 in 8)</td>
</tr>
<tr>
<td></td>
<td>pm</td>
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</tr>
<tr>
<td></td>
<td>eve</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>am</td>
<td>Ward Round 09:00 – 15:00 then on call from home (1 in 8)</td>
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<tr>
<td></td>
<td>pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>eve</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>On-call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Category A Medium Frequency</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post holder will be required to work on average 6.5 weekend (Friday – Sunday) on calls per year and 26 weekday on calls per year (on site 17:00 – 19:00 then on call from home)</td>
</tr>
</tbody>
</table>

NB. Post holder will participate in a 1 in 10 General

**TOTAL 10 PAs 7.75 DCC 2.25 SPA**

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

Please note, the above job plans are proposed job plans and subject to change depending on the needs of the department, job plans will be discussed with candidates during pre-interview preliminaries.

3.2 **Duties of the Post**

In addition the post holder will:

- work as defined at Ashford and St. Peter’s Hospitals.
- be encouraged to be involved in research and develop special interests
within the limits of service workload.

- undertake continuing medical education and in doing so will utilise the study leave entitlement which will be appropriately funded.

- participate in clinical audit activities of the department and hospitals, and as appropriate ensure that proper records are completed for this purpose.

- 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. It is expected that you will be suitably trained to undertake these roles in line with GMC and HEEKSS guidelines.

- participate in annual staff appraisal.

- 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.

- undertake any other duties appropriate for a consultant.

4. **RESEARCH**

The appointed consultant would be encouraged to develop research interests and to initiate and guide the junior doctor medical staff in such interests.

Opportunities for postgraduate education for the post holder includes departmental meetings, clinical meetings, college course, and meetings. The department holds regular audit meetings and in addition there is protected time for education on a regular basis.

5. **EDUCATIONAL ROLE – TEACHING AND TRAINING**

Both Ashford and St. Peter’s sites have modern postgraduate education centres with lecture facilities and conference rooms. In addition the lunchtime restaurant provides an opportunity for medical hospital staff of all grades to meet informally. The library facilities are extensive with computer and internet access.

The appointed consultant will actively 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
6. **REVALIDATION AND STRENGTHENED MEDICAL APPRAISAL**

Revalidation of licensed doctors is required every five years and is based on comprehensive appraisals undertaken over that five year period. 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. All medical staff within the organisation are expected to go through Revalidation every five years.

Annual appraisal is a contractual requirement for all medical staff as part of Revalidation. It is the responsibility of each and every doctor to arrange an annual appraisal and maintain a portfolio, which contains their annual appraisal documentation, which the GMC may request to inspect should the need arise.

7. **CONDITIONS OF APPOINTMENT**

- The appointment will be subject to passing satisfactorily a health screening questionnaire, which, if deemed necessary will be followed up by a medical examination arranged through the Occupational Health Department prior to appointment. Confirmation of Hepatitis B immune status will be required.

- The appointee must hold a 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.

- The Practitioner will be required to be fully registered with the General Medical Council.

- The passing of a medical examination shall be a condition of employment for all new entrants to the NHS and for those returning to the NHS after a period of service outside Great Britain.

- The appointment will be subject to an enhanced Criminal Records Bureau Clearance

- The practitioner will be required to be registered with the General Medical Council.

- 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 acquaint themselves with those aspects of medical practice not covered by this indemnity.
8. **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 appointments are for 8 - 10 programmed activities. Sessional commitments will be reviewed at annual appraisal. Applicants wishing to work less PAs are welcome to apply.

- The current salary scale for appointment is in line with salary scale for consultants based on the new Consultant Contract.

- 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 the leave must be discussed with consultant colleagues within the department before being booked.

- Where a practitioner intends to claim reimbursement of removal or associated expenses it is important for him/her to mention this to the Trust prior to taking up the post. In this way, eligibility can be determined before the practitioner incurs expenses which the Trust may not deem as being 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.

9. **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.
General Responsibilities for all Staff in the Trust:


1. Trust Vision, Strategic Objectives and Values

All Trust employees will carry out their duties in accordance with Trust vision, strategic objectives and values:

Vision

To become one of the best healthcare Trusts in the country.

Strategic Objectives

- To achieve the highest possible quality of care & treatment for our patients.
- To recruit, retain and develop a high performing workforce.
- To deliver the Trusts clinical strategy of joined up healthcare.
- To ensure financial sustainability of the Trust through business growth and efficiency gains

Our Pledge
2. **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 Policy [http://trustnet/documents/menu113.htm](http://trustnet/documents/menu113.htm) and Information Governance Policy [http://trustnet/documents/menu1107.htm](http://trustnet/documents/menu1107.htm)


Employees who use a computer, must abide by the terms of the Trust’s Information and Technology Policies at: [http://trustnet/documents/menu11.htm](http://trustnet/documents/menu11.htm)

3. **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](http://trustnet/documents/menu.html) or externally via [http://www.ashfordstpeters.org.uk/organisational](http://www.ashfordstpeters.org.uk/organisational)

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.

4. **Diversity and Rights**

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

The Trust is unreservedly opposed to any form of discrimination being practiced against its employees whether on the grounds of gender or marital status, sexual orientation, disability, race, colour, creed, ethnic or national origin or age.

A copy of the Trust’s Single Integrated Equality Scheme is available on the Trust’s Intranet site. You are required to familiarise yourself with the terms of the policy at: [http://www.ashfordstpeters.org.uk/attachments/054_Single_Equality.Scheme.pdf](http://www.ashfordstpeters.org.uk/attachments/054_Single_Equality.Scheme.pdf)

5. **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.

6. 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.

7. 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.


8. 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)


9. **Whistle-blowing**

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: http://www.ashfordstpeters.org.uk/attachments/1276_Whistle%20Blowing%20Policy.pdf

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 and therefore the policy enables you to raise a matter directly with Senior Management. The Director of Workforce and Organisational Development is the designated Director for Whistle-blowing, 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. The policy also gives guidance on how to seek independent or external advice.

10. **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.

11. **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 the Abuse or Suspected Abuse of Vulnerable Adults is at: [http://www.ashfordstpeters.org.uk/attachments/723_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf](http://www.ashfordstpeters.org.uk/attachments/723_Abuse%20or%20suspected%20abuse%20of%20vulnerable%20adults.pdf)

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.
**Consultant Paediatrician**

**Person Specification**

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>MBBS or equivalent</td>
<td></td>
<td>MSc, DM, PhD or equivalent higher degree</td>
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<tr>
<td>MRCPCH or equivalent</td>
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<tr>
<td>On GMC specialist Register in paediatrics, CCT/CCST or a UK specialist trainee within 6 months of CCT/CCST on interview date</td>
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<tr>
<td>Up to date PALS / APLS / EPLS qualification</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Wide experience in acute paediatrics including all aspects of paediatric emergencies and child safeguarding and protection</td>
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<td>Sub specialty interest</td>
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<tr>
<td>Evidence of active participation in clinical audit</td>
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<td>Educational Supervision</td>
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<tr>
<td>Experience of teaching junior doctors and nurses working in an emergency care environment</td>
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<td>Appraisal and assessment training</td>
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<tr>
<td>Basic IT skills</td>
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### Skills
- Must be able to demonstrate, in relation to people who use Trust and other related services:
  - Knowledge & awareness of diversity and human rights and the competencies appropriate to your role to support their diverse needs and human rights.
  - Ability to communicate effectively with them and with other staff to ensure that their care, treatment and support are not compromised.
  - A good understanding of their communication, physical & emotional needs; can identify their individual needs and preferences, their changing needs and recognise and promote their independence.
- Excellent written and verbal communication skills
- Ability to work constructively in a multidisciplinary team, be flexible and responsive to the needs of colleagues and provide team leadership
- Evidence of ability to continuously improve patient and staff experience
- Ability to manage competing demands in a busy acute environment and cope and manage own emotions under stress
- Ability to empathise with patients and their families and to treat them with compassion and sensitivity
- Competent in the use of IT/computer systems

### Teaching
- Medical and non medical undergraduate and postgraduate teaching experience
- Postgraduate certificate in education

### Knowledge
- NHS Constitution
- Trust vision, values, strategic objectives and key work programmes
- Must be able to demonstrate knowledge of the professional code of conduct and guidance issued by the GMC and adhere to this.
| Leadership and Management | • Evidence of previous active participation in leadership and management activities  
• Understanding of NHS policy and delivery of national performance targets (including hospital acquired infections)  
• Flexible, pragmatic and a problem solving approach.  
• Ability to inspire and motivate others | • Experience of managing budgets and staff  
• Experience of change management  
• Management qualification |
|---|---|---|
| Research | • Experience of research, particularly in collaboration with other clinicians | • Willingness to continue participation in research  
• Ability to supervise postgraduate research  
• Publication in peer reviewed journals |
| **Attitude Behaviour and Values** | • Must be able to demonstrate honesty, reliability, trustworthiness and treat people who use the service and colleagues, with respect  
Must be able to demonstrate that you:  
• Put patients first by  
  o Offering to help  
  o Making everyone feel special  
  o Showing kindness and respect  
  o Apologising when things go wrong  
• Take personal responsibility  
  o Smiling and being welcoming  
  o Having the courage to challenge  
  o Continuously learning and improving  
  o Performing your duties to the best of your abilities  
• Have passion for excellence  
  o Striving to be the best  
  o Going the extra mile  
  o Being bold and ambitious  
  o Leading by example  
• Have pride in our team  
  o Celebrating our diversity  
  o Looking after colleagues  
  o Delivering what we promise  
  o Praising our achievements  
• Self motivated and confident |
| **Other** | • Ability to travel between Trust sites  
• Ability to be flexible to meet the needs of the team, the service and the Trust.  
• The post holders participating in the acute on call rota will be required to live within 30 minutes of St Peter’s Hospital when on call with access to a car. |