JOB DESCRIPTION & PERSON SPECIFICATION
ROYAL NATIONAL ORTHOPAEDIC HOSPITAL NHS TRUST

Job Title: Consultant in Urology & Neuro-Urology – Part Time

Department: Spinal Injuries Unit at the Royal National Orthopaedic Hospital

Grade: Consultant

Hours: 28 per week (7 PAs)

Responsible to: Clinical Lead / Director at Royal National Orthopaedic Hospital

Contents
Section 1: An introduction to this Appointment
Section 2: Trust Information
Section 3: The Role & Responsibilities of the Post-Holder
Section 4: General Information Relating to Terms & Conditions
Section 5: Person Specification
1. The Appointment

Applications are invited for the post of Consultant in Urology at The Royal National Orthopaedic Hospital, Stanmore.

This is a new post, in addition to the existing neuro-urology consultant workforce, comprising 7 paid sessions.

The successful candidate will collaborate closely in patient management with clinical colleagues in rehabilitation medicine at RNOH to provide a holistic urological service for patients with neurological diseases.

Applicants must be accredited in Urology and be on the GMC’s Specialist Register or within six months of being admitted to the Specialist Register.

It is anticipated that the successful candidate will take up appointment as soon as possible, at a date to be mutually agreed.

Shortlisted candidates are encouraged to visit the hospital before being interviewed by the Advisory Appointments Committee. Earlier visits (at the candidate’s own expense if prior to short-listing) would be welcomed by Mr Rizwan Hamid (0208 909 5593) and Dr Roxaneh Zarnegar (0208 909 5518) at the Royal National Orthopaedic Hospital NHS Trust.

2. About the Trust

The Royal National Orthopaedic Hospital NHS Trust (RNOH) provides a comprehensive range of neuro-musculoskeletal health care, ranging from acute spinal injury or complex bone tumour to orthopaedic medicine and specialist rehabilitation for chronic back pain sufferers. This broad range of services is unique within the NHS.

As a national centre of excellence, the RNOH treats patients from across the country, many of whom have been referred by other hospital consultants for second opinions or for treatment of complex or rare conditions.

Patients benefit from a team of highly specialised consultants, many of whom are nationally and internationally recognised for their expertise and experience. Consultants are supported in their work by nurses, therapists and other specialist clinical staff who are trained experts in their particular fields of orthopaedic care.
The RNOH plays a major role in teaching, with 20% of all UK orthopaedic surgeons receive training here. Our teaching and clinical effectiveness are enhanced by our work in research and development and academic links with University College, London. Research departments at Stanmore include the Institute of Orthopaedics, the Centre for Disability Research and Innovation, the Institute of Human Performance and the Centre for Biomedical Engineering.

The RNOH works closely with other hospitals and trusts, with whom we have joint appointments to ensure maximum availability of specialist skills for patients. Our patients benefit from access to ASPIRE leisure centre which is located on site and hosts first-class facilities for able-bodied and disabled people.

The successful candidate for this Consultant post will be eligible to become an Honorary Senior Lecturer on the understanding that he/she will participate in undergraduate teaching, including acting as an examiner, and support and facilitate research activities. He/she will take direction in these activities from the academic Head of Department/Institute Director, currently. The agreement to define the Honorary Senior Lecturer’s responsibilities and associated programmed activities in relation to teaching time and research will be negotiated jointly between the post holder, the Medical School (via the academic Head of Department/Institute Director and/or the Vice-Dean/Campus Director) and the NHS Trust. It will form part of the successful candidate’s job plan. The award of the Honorary Senior Lecturer contract will be dependent upon a request being submitted by the Head of the Academic Department/Institute Director to Medical School Administration.

The annual consultant appraisal procedure will include review of teaching performance, and consideration will be given to joint academic appraisal of the consultant staff/honorary senior lecturers, in the same was as for the clinical academics/honorary consultants.

### 3. About the Department

In addition to the consultant team, the Department of Neuro-Urology is supported by a middle-grade doctor, junior doctors from the Spinal Injuries Unit, and a team of clinical nurse specialists, a physiotherapist and a medical scientist.

The department is supported by a comprehensive administrative team that provides secretarial, scheduling and general administrative services.

Patients attend from a wide geographic region but the majority of the caseload is made up of patients who have been or remain associated with the Trust’s Spinal Injuries Unit, either as an inpatient or outpatient.

The department has dedicated office space for all staff members.
4. Roles & Responsibilities

The post-holder will be accountable to the Clinical Lead/Clinical Director, and is based within the Directorate of Spinal Injuries and Urology.

Duties of The Post

The post is part-time – seven paid sessions.

It is expected the successful candidate will:

1. Work with the existing consultants, Mr Julian Shah and Mr Rizwan Hamid.
2. Carry out teaching, examination and accreditation duties as required and contribute to post graduate and continuing medical education activities.
3. Carry out audit and activities associated with Clinical Governance as required by the Trust and / or by the Royal College.
4. Participate in clinical governance and regular appraisal

Job Plan

The job plan will contain seven Programmed Activities (PAs) per week on average, carried out on the RNOH site. The role also includes an on-call commitment, which carries a separate salary enhancement. You will be expected to discuss and agree a detailed job plan including your personal and professional objectives with your Clinical Lead / Director within 3 months of your start date. You will be expected to be flexible about working days/hours, and will be required to undertake a prospective diary exercise to inform this process. The timetable is subject to change, and there may be a requirement to provide services at neighbouring trusts, as it is envisaged that Neuro & Reconstructive services will expand in the near future. There is currently no regular travel requirement within the role.

An indicative job plan is provided below; however this may be subject to change on appointment. The Trust is committed to ensuring that all members of the medical workforce hold job plans that are equitable to their colleagues.
<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>Admin/SPA</td>
<td>Theatre (week 1); Clinic (week 2)</td>
<td>Clinic</td>
<td></td>
<td>Video Urodynamics</td>
</tr>
<tr>
<td>PM</td>
<td></td>
<td>Theatre (week 1); Clinic (week 2)</td>
<td>Procedure List</td>
<td></td>
<td>Ward round / Admin</td>
</tr>
<tr>
<td>PAs</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**On Call Rota**

The appointee will be required to participate in a 1 in 2 on-call rota. The intensity of this rota commitment is considered to be low, as attendance on site is rarely required. Emergency work arising from on-call duties will be taken into account in assessing the number of programmed activities for on-call in your agreed job plan. If appropriate, these will be backdated to your start date. There is a separate salary payment for this on-call commitment, in addition to the seven PA job plan.

**The Appointee**

The appointee will be expected to fully contribute to the administrative, teaching and research activities. All consultants represent the department on various committees within the trust as well as taking responsibility for particular delegated areas according to their interests and availability. The Clinical Director is responsible for delegating these responsibilities.

The appointee will contribute to the teaching of medical students, trainees and nurses and to participate in weekly postgraduate meetings of the Department as well as audit, governance and training meetings.

Clinical governance is assuming ever greater importance within the NHS and there is strong emphasis on this area within RNOH. The appointee will be expected to contribute and participate in governance activities in depth and breadth. A strong desire to improve governance standards is essential.

The appointee will attend departmental Consultant meetings.
The appointee will have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

In line with HSC 2003/11 it is RNOH Trust policy that clinicians who wish to introduce an interventional procedure that the clinician has not performed before or the clinician has only performed outside the NHS must seek approval from their Divisional and Medical Directors. The intention to introduce the procedure must then be notified to the Quality & Safety committee or its equivalence at the Trust. The committee will require assurance that the divisional director has reviewed the safety and efficacy of the procedure if it is not subject to NICE guidance and that the lead clinician has discussed any equipment or staff training issues associated with it with the relevant general manager(s). If the proposed interventional procedure does not appear on the NICE website, the clinician should register it with the Interventional Procedure Programme on the NICE website. The Clinical Effectiveness Coordinator in the Governance department is available to help and advise clinicians wishing to introduce a new procedure.

**Revalidation**

The Trust has the required arrangements in place, as laid down by the Royal College, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process.

**Personal and Professional Development**

The postholder will be required to keep himself/herself fully up-to-date with his/her relevant area of practice and be able to demonstrate this to the satisfaction of the Trust. This will include annual appraisal, including 360 degree appraisal. Professional or study leave will be granted at the discretion of the Trust, in line with the prevailing Terms and Conditions of Service, to support appropriate study, postgraduate training activities, relevant continuing professional development, registration revalidation and other appropriate personal development needs. The Trust is committed to providing the necessary support towards this, through means such as study leave, mandatory training and mentoring.
5. General Information Relating to Terms & Conditions of Service

The post will be offered under the terms and conditions of service for Consultants [England 2003].

Basic Pay and Pay Thresholds: Basic pay is £76,761 and, subject to satisfactory job planning and review, will rise through annual threshold increases to £103,490 London Weighting is currently £2,162 per annum. Part-time Consultants will be paid pro rata to the thresholds described above, based on the number of agreed weekly Programmed Activities. The starting salary for new consultant appointments will be at the minimum of the payscale in accordance with the Medical & Dental Whitley Council Terms and Conditions for Consultants, Schedule 14. Previous service at Consultant level or equivalent may be taken into account when determining the starting salary; please contact the Consultant Recruitment Adviser for further information. An on-call availability supplement equivalent 3% of full time basic salary is payable for participation in the on-call rota.

The Trust is entitled at any time to deduct from the post-holder’s salary, or any other monies payable to the post-holder by the Trust, any overpayment of salary or wages, under-deduction of charges, over-payment of holiday entitlement or any other sum which the post-holder may owe to the Trust and, if this is insufficient, the Trust may require payment of the balance.

Whilst an employee may undertake private practice outside the time requirement outlined in the job plan under his/her employment contract. The appointee must follow Trust agreed procedures when seeking to commence private practice. Any private practice commitments must not prejudice the basic service requirements contained in the job plan.

Appointees expressing an interest in a part time post in order to undertake private practice will normally be expected to hold a 6 programmed activity [PA] contract.

Any offer of appointment to the post will be subject to the receipt of three references which are satisfactory to the Trust, confirmation by the Occupational Health Department that the pre-employment health screening is acceptable and immunisation against infectious diseases as may be required.

Clinical Governance

All staff must comply with the Trust Infection Control Policy. All employees must attend infection control training as required within their department as directed by their line manager.
Confidentiality

Post-holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection of 1998. Post-holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post-holders must apply the Trust’s FOI procedure if they receive a written request for information.

Safeguarding Children and Adults

You have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of your responsibilities as detailed in the RNOH Safeguarding Children Policy and Safeguarding Adults at Risk Policy and know what to do if you have concerns about a child or adult who is at risk of or who has suffered abuse. The Trust will assist you by providing support and advice, and mandatory training in accordance to your role.

IT Skills

All staff are required to demonstrate a level of IT literacy skills appropriate to their job, as the use of IT is fundamental in delivering good quality efficient health care.

Effort and Environment

The following information has been designed to assist the recording of the effort and environment factors required for Agenda for Change.

- **Physical**
  Measures the nature, level, frequency and duration of the physical effort required for the job e.g. Kneeling, crouching, work in confined space, sitting, standing, walking, lifting, pulling, running, pushing.

- **Mental**
  Measures the nature, level, frequency and duration of the mental effort required for the job e.g. Checking documents, calculations, analyzing statistics, operating machinery, microscope work, assessing patients, formal minute taking, assessing students.

- **Emotional**
Measures the nature, level and frequency of emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. E.g. giving un-welcome news to staff/patients, dealing with difficult situations / circumstances or those with severely challenging behaviour, caring for the terminally ill, typing / processing reports / letters transmitting highly distressing events.

- **Working conditions**

Measures the nature, level, frequency and duration of demands arising from adverse environmental conditions and hazards which are unavoidable and required for the job. E.g. Use of VDU, exposure to extreme temperatures, unpleasant smells, dust / dirt, aggression, noxious fumes, chemical spills, fleas, lice, body fluids, foul linen,

**Assuming normal Health and Safety standards are met.**

Driving to and from work is **not included**.

**Conflict of Interest**

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered after appointment that such information has been withheld, this may lead to dismissal.

**Terms and Conditions of Service**

This appointment is subject to the terms and conditions of employment of the Royal National Orthopaedic Hospital NHS Trust.

**Professional conduct**

The post holder must comply with the Code of Professional Conduct applicable to their profession.

**Risk Management**

The Royal National Orthopaedic Hospital NHS Trust strives to take a holistic approach to the management of risk; Health and Safety, Caldicott, Corporate and Clinical Governance requirements are all elements of risk management.

Risk management is fundamental in ensuring the safety of all whilst on Trust premises and in ensuring that a high level of quality care is continually provided. To support staff in the management of risk, the Trust provides training programmes and facilitates staff in the use of risk management identification tools. In turn, individuals
are responsible for ensuring that they attend training sessions and adhere to the Trust’s policies and procedures, which includes the reporting of incidents, both actual and near miss.

**Health and Safety at Work Act**

Under the provisions of the Health and Safety at Work Act 1974 it is the duty of every employee to:

- Take reasonable care of themselves and of others who may be affected by their acts or omissions.
- Co-operate with their employer in ensuring that all statutory and other requirements are complied with.

**Equal Opportunities**

The Trust welcomes all persons without regard to age, ethnic or national origin, gender or sexual orientation, religion, lifestyle, presenting illness or disability. We aim to provide a non-judgemental service at all times.

**No Smoking Policy**

The Trust prohibits smoking in all of their buildings and premises

**Consultant Terms and Conditions**

The Terms and Conditions referred to in the contract can be viewed in full on the Trust’s Public Folders (Human Resources/New consultant contract) or via the NHS Employers’ website

(www.nhsemployers.org/PayAndConditions/consultants_and_dental_consultants.asp).

**Criminal Record**

In view of the nature of the work this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption order 1975). Applicants are, therefore, not entitled to withhold information about convictions including those which for other purposes are “spent” under the provisions of the Act. You are, therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent” under this Action and any cautions. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

It is mandatory for the Trust to check with the police for the existence and content of
any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making the decision the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust’s published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light. If you would like to discuss what effect any conviction you have might have on your application, in confidence, for advice, please contact a Senior Officer in the Personnel Department.

**Data Protection**
In accordance with the Data Protection Act (1998), the Trust is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose and not to use or disclose it in anyway incompatible with such purpose. It is further authorised to disclose data only to authorised organisations as instructed.

**Equality and Diversity**
It is the aim of the Trust to ensure that no applicant or employee receives less favourable treatment on grounds of sex, race, colour, nationality, disability or sexuality and is not disadvantaged by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust values and promotes diversity and equality in the work place. The Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success.

**Health and Safety**
Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. The Trust also operates a No Smoking Policy, which does not allow smoking at work other than in a designated area.

**Hepatitis B**
All employees who perform “exposure prone procedures” should be immunised against Hepatitis B. Antibody response should be checked on a regular basis. If successful in being appointed to a post, all employees MUST report to the Occupational Health Department within two weeks of starting in post. Failure to comply with this, or the new regulations pertaining to Hepatitis B, may result in an employee being suspended from duty. For further information, either contact the HR
Department or the Occupational Health Department. All matters discussed will remain confidential.

**Insurance Policy**
The Authority accepts no responsibility for damage to or loss of personal property with the exception of small valuables handed to their officials for safe custody. Staff are therefore recommended to take out an insurance policy to cover personal property.

**Ionising Radiation Use**
Under the Ionising Radiation (Medical Exposure) Regulations 2000 the Trust is obliged to maintain a register of all persons entitled to act as “Practitioners” or “Operators” (i.e. to justify or to carry out a medical exposure) and to keep records of their training.

If your post includes the responsibilities of either “Practitioner” or “Operator” as defined by these regulations you must provide the Trust with evidence of training. This should include evidence of completion of an approved training course plus details of practical experience.

Please note that if, during the course of your duties, you refer a person for a medical exposure you are obliged to provide sufficient relevant clinical information to the Practitioner to justify the use of Ionising radiation. You are expected to follow any guidelines for such referrals, which the Trust provides.

**Job Sharing**
RNOH has a job sharing policy under which all posts are open to job sharing, with or without a partner.

**Private Practice**
All consultants should adhere to the national Code of Conduct for Private Practice. Private Practice should as far as possible, be undertaken within RNOH facilities, always ensuring that the needs of the practitioner can be met. In this way income generated can be used to further develop patient care within the Trust.

**Recruitment & Selection**
All employees who are responsible for recruiting new staff are required to have completed recruitment and selection training before they can be involved in any recruitment process.

**Relocation Expenses**
Assistance may be given to newly appointed Consultants with part of the cost of their removal expenses, providing (generally) this is the first appointment in the National Health Service and also that the removal is necessary to comply with Trust requirements concerning the place of residence [see below].
Residential Criteria
It is considered acceptable for new employees to commute a maximum distance of approximately 25 miles to the hospital unless there are exceptional circumstances or job requirements that prevent this. Trust staff must be able to contact a consultant by telephone.

Service Commitment
RNOH expects its employees to communicate to colleagues, patients and visitors in a polite and courteous manner at all times, to adhere to the Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.

Staff Involvement
The Trust is committed to involving staff at all levels to improve patient services and working lives. The Trust continually strives to improve internal communication systems and encourage staff involvement in organisational and service developments – including business planning – to enable its staff to influence discussions which affect them and their working conditions.

Superannuation Scheme
The post-holder will be entitled to join or remain in the NHS Superannuation Scheme, which provides:

- A pension and a tax free lump sum on retirement
- Life assurance cover
- Voluntary early retirement benefits
- Ill-health retirement benefits
- Redundancy benefits
- Family benefits
- Options to increase benefits

All pension benefits are based on salary and length of membership of the Scheme. Contribution rates for most members is 6% of pay, but the real cost is normally around 3.5% because of the tax relief on contributions and the lower rate of National Insurance contributions paid as members opt out of the State Earnings Related Pension Scheme. Legislative changes affecting the NHS pension scheme from 6th April 2006 include the Gender Recognition and Civil Partnerships Acts and the Finance Act 2004, introduces new upper limits on tax free pension benefits and certain Child allowances. Medical, dental and ophthalmic practitioners and high earners can find out more via www.nhspa.gov.uk/schemebooklets.cfm.

No contribution will be made by the Trust to personal pension plans for those who opt out of the above scheme.
### 6. Person Specification

Post Title: Consultant in General & Neuro-Urology  
Division: Medicine & Therapies  
Directorate: Spinal Injuries & Urology  
Department: Neuro-Urology  
Part Time; 7 Programmed Activities

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Eligible for full GMC Registration</td>
<td>• Higher Degree</td>
</tr>
<tr>
<td></td>
<td>• On GMC Specialist Register or within 6 months of attainment of CCST in Urology at date of interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• FRCS (Urol)</td>
<td></td>
</tr>
</tbody>
</table>

---
<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Wide experience of general urology and urological emergencies.</td>
</tr>
<tr>
<td>• Wide experience of managing urological problems in patients with neurological diseases. Extensive experience of complex reconstructive urological surgery, including complex urinary incontinence, lower urinary tract reconstruction, artificial sphincter insertion and the management of complex urological problems in spinal cord injury patients in multidisciplinary settings.</td>
</tr>
<tr>
<td>• Training &amp; education of undergraduates and postgraduates.</td>
</tr>
<tr>
<td>• Experience of clinical audit</td>
</tr>
<tr>
<td>• Experience of research, specifically in patients with spinal cord injury / neurogenic bladder and reconstructive research with indexed publications</td>
</tr>
<tr>
<td>• Experience in General Urology, Functional and Neuro-Urology at Consultant / post-CCT level</td>
</tr>
<tr>
<td>• Experience in teaching and examination of undergraduates and trainees</td>
</tr>
</tbody>
</table>
| Skills, Abilities & Knowledge | • Well-developed skills in reconstructive urological surgery - including prosthetic surgery, lower urinary tract reconstruction, and male and female incontinence surgery with special relevance to neuropathic bladder dysfunction.  
• Knowledge of Current Trends in Speciality and Sub-Speciality  
• Wide experience of general urology and urological emergencies | Experience at post-CCT / consultant level  
Understanding of clinical governance, risk management, service-recovery, complaints handling and medico-legal aspects |
| Personal Qualities | • Good presentation and verbal skills  
• Ability to motivate and develop medical trainees  
• Self motivated  
• Able to work as a member of an interdisciplinary team  
• Ability to work under pressure  
• Reliable work record  
• Computer and IT skills | |
| Management | Understanding of  
• NHS issues  
• Clinical Governance  
• Resource constraints | Evidence of managerial and leadership skills at care group and directorate level |