Consultant Hepatobiliary & Pancreatic Surgeon

Candidate information pack
The ROYAL MARSDEN
NHS Foundation Trust

September 2017

PRIVATE AND CONFIDENTIAL
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1. Introduction to The Royal Marsden from Medical Director, Dr Nicholas van As

Dear Candidate

Thank you for applying for the role of Consultant HPB Surgeon at The Royal Marsden. This candidate pack contains all the information you need to apply for the post.

The Royal Marsden has a vital role in championing change and improvement in cancer care through research and innovation, education and leading-edge practice. We are incredibly proud of our international reputation for pushing the boundaries and for our ground-breaking work ensuring patients receive the very latest and best in cancer treatment and care.

At the heart of the hospital are our dedicated clinical staff. Their exceptional commitment and professionalism is commented on by so many of our patients. The work of our consultant body is absolutely central to the quality of care we provide, influencing our strategy, our delivery of patient treatment and care and our research programmes. This is a vital role in a high performing cancer centre working closely with me and our clinical and non-clinical colleagues across the whole Trust and a cohesive and strong Leadership Team.

I wish you every success with your application.

SIGNATURE

Dr Nicholas van As
Medical Director
2. About The Royal Marsden

The Royal Marsden is a world leader in cancer research, treatment and education. Together with our academic partner, The Institute of Cancer Research (ICR), we are the largest comprehensive cancer centre in Europe and the only National Institute of Health Research (NIHR) Biomedical Research Centre specialising in cancer in the UK.

Our mission is to continue to make a national and international contribution to cancer research and treatment, so that more people are cured and quality of life is improved for those with cancer. The Royal Marsden therefore plays an important role in championing change and improvement in cancer care through research and innovation, education and leading-edge treatment.

The Trust's annual budget is £360 million and we employ over 3,500 staff, including 335 medical staff, across two sites located in Chelsea and Sutton (Surrey). Over 50,000 patients attend The Royal Marsden each year. We provide community services across the Borough of Sutton. We have a Chemotherapy Medical Daycare Unit at Kingston Hospital.

We have a reputation for delivering high quality performance. We were ranked joint first in the CQC national inpatient survey results, above average in national cancer patient experience survey and ranked first amongst teaching hospitals in the UK for our staff survey results.

Predominantly the Trust’s workload is from within the South West and West London Cancer Networks but, as a specialist cancer centre, the Trust has a high out-of-area referral rate for rare cancers, recurrent disease and treatment-related problems including international referrals. The Trust operates a shared care model with St George’s Healthcare NHS Trust for paediatric cancer.

Private Care at The Royal Marsden

At The Royal Marsden we have a unique partnership between our NHS and Private Care services which ensures we can offer all patients the highest standard of environment and facilities and continue to be world leaders in the field of cancer care.

The private service has grown at The Royal Marsden over the past five years, and this has seen many benefits for the whole hospital – from our patients to our staff. Revenue generated by Private Care is reinvested into the hospital and allows development in leading-edge services, for example the hospital’s robotic surgery programme and the extension of the radiology service’s opening hours, both of which benefit all patients enormously.

Education and training

The Royal Marsden has a strong reputation for education and training. This was recognised as an area of outstanding practice in a recent CQC report. The Trust supports a number of junior doctor training programmes and provides core training across a wide range of tumours in clinical and medical oncology and surgery. The Trust also participates in rotations for the training of junior doctors in anaesthesia, pain and intensive care medicine.

All consultants are expected to contribute to post-graduate medical education within their speciality and actively work to further enhance the experience of trainees and reputation of the organisation as a centre of excellence.
Trust organisation
The Trust Board comprises an independent chair, Mr Charles Alexander, five executive directors (Chief Executive, Chief Operating Officer, Chief Nurse, Chief Financial Officer, Medical Director), and five non-executive directors from outside the NHS.

The day-to-day running of the hospital is carried out by the Leadership Team made up of the Chief Executive, four Executive Directors, and the other members pictured below.
The Leadership Team

The Royal Marsden
NHS Foundation Trust

Cally Palmer
Chief Executive

Dr Liz Bishop
Deputy Chief Executive and
Medical Director

Dr Nicholas van As
Chief Medical Director

Eamonn Sullivan
Chief Executive

Mark Thomas
Chief Financial Officer

Professor David Cunningham
Director of Clinical Research

Dr Iscapor Lecke
Lead for Clinical Oncology

Professor David Woolf
Chief of Surgery

Dr Tim Wignone
Chief Clinical Information Officer and Consultant Intensivist

Shazia Miahwala
Director of Clinical Services

Mr Thomas Inglis
Director of Medical Services

Nina Singh
Director of Workforce

Dr Gaye Wicas
Director of Medical Education and Consultant in Critical Care and Anaesthesia

Rachael Robson
Director of Marketing and Communications

Sarah Clarke
Director of Cancer Services

Jon Spencer
Director of Clinical Services

Alana Howells
Director of Cancer Services

Antonia Deane
Director of The Royal Marsden Cancer Charity

Nicky Browne
Director of Transformation and Change
Steven Francis
Director of Performance and Information

Saul Yee
Director of Projects and Estates

PRIVATE AND CONFIDENTIAL
The Royal Marsden is organised into four divisions - Cancer Services, Clinical Services, Clinical Research and Private Care. Each division is managed by a Divisional Director and supported by a Divisional Nursing Director. Each division is sub-divided into Clinical Business Units, which are led by a Clinical Director and a senior nurse. The Clinical Directors and other clinicians in a formal leadership position form part of the Clinical Advisory Group, which is chaired by the Medical Director and membership also includes Executive Directors.

In addition the divisions are supported by the following directorates:

- Nursing, Risk and Quality Assurance
- Finance
- Workforce
- Information and Performance
- Facilities
- Marketing and Communications

**Business strategy**

The Trust has a Five Year Business Strategy (2014–19) which sets out the direction and priorities. The overarching ambition continues to be the provision of the best cancer treatment available anywhere in the world, supported by the highest quality research and education to improve outcomes for people with cancer everywhere. The main themes of the strategy are:

- Innovation and precision medicine – significant investment has been made in infrastructure, facilities and research workforce. Together with our academic partner, the ICR, we installed the UK’s first MR Linac, a state-of-the-art radiotherapy system. In 2016 we renewed our NIHR Biomedical Research Centre status.

- New systems of care – over the past year we have been working with Greater Manchester Cancer and University College London Hospital on a new cancer delivery model, the Accountable Cancer Network. Being chosen as a ‘vanguard’ site means we will take a lead on the development of new care models, which will act as the blueprint for the future NHS and the inspiration to the rest of the cancer health and care system. Locally, RM Partners, will cover all of north west and south west London with the aim of improving survival, quality and safety, patient experience and recruitment to clinical trials.

- Modernising infrastructure – the five year plan includes capital investment of £140m to support services and research strategies, a modern equipment programme and major investment in IT and patient information systems. In 2016, the Board approved a new IT strategy and this programme of work will be an important aspect of our transformation programme.

- Financial sustainability and best value – a Private Care strategy was agreed in 2014, which is critical to the Trust’s long term sustainability as a high quality provider. The successful delivery of the strategy will depend on investment in commercial capability and clinically led research growth strategy, allowing the service to grow profitably within the period of the five year plan.
3. Information about the Gastrointestinal Unit

THE GASTROINTESTINAL UNIT
The Gastrointestinal Unit at the Royal Marsden is a multidisciplinary Unit comprising of clinical and medical oncologists as well as upper gastrointestinal and colorectal surgeons.

The members of the Unit are:

Gastrointestinal Surgeons
- Mr William Allum (Oesophago-gastric)
- Mr Asif Chaudry (Oesophago-Gastric)
- Mr Aamir Khan (HPB)
- Professor Lord Darzi (Colorectal)
- Professor Paris Tekkis (Colorectal)
- Mr Shanu Rasheed (Colorectal)

Medical Oncologists
- Professor David Cunningham (Head of Unit)
- Dr Ian Chau
- Dr Sheela Rao
- Dr David Watkins

Clinical Oncologist
- Dr Diana Tait
- Dr Kathryn Aitken

Consultant Gastroenterologist
- Dr Sameer Zar

Consultant Radiologists
- Professor Gina Brown
- Dr Angela Riddell
- Dr James McCall

Consultant Pathologist
- Dr Andrew Wotherspoon
- Dr Monica Terlizzo

Advanced Nurse Practitioners
- Filipe Carvalho
- Nuala McLaren

Clinical Nurse Specialists
- Antoinette Cole
- Ramani Sitamvaram
- Michelle McTaggart
Major surgical work is undertaken at Chelsea, which has 7 operating theatres contained within a purpose theatre complex, including a Xi robot. Theatres are supported by a large recovery unit and a fully staffed critical care unit for the routine use of major postoperative cases. Consultant Intensivists provide continuous cover for the unit patients. There are also two operating theatres at the Sutton site which predominately provide services for Breast, Plastics and Sarcoma. There is a fully equipped endoscopy unit at the Chelsea site which supports diagnostic and therapeutic endoscopy including endoscopic resection.

The wider surgical department at The Royal Marsden Hospital functions as a collegiate group and there is co-operation across specialist boundaries. Outpatient departments are provided at both sites. A full range of specialist radiological and pathology support services are available. There is a very comprehensive medical oncology, clinical oncology and palliative care service, in addition to cancer genetics.

There are research opportunities both within the Unit as well as collaborations with other specialties at the Royal Marsden and also The Institute of Cancer Research. The successful applicant will be encouraged to pursue individual research if they so wish and supported to develop areas of surgical innovation.

The Gastrointestinal Unit sits within the division of Cancer Services and is in the Clinical Business Unit (CBU) which also encompasses Gynaecology, Urology and Gastrointestinal cancers. The Clinical Director for this CBU is Ms Marielle Nobbenhuis. The RM HPB surgical team is a joint unit with Imperial (Hammersmith Hospital) working collaboratively on Benign and Malignant Pancreatic disease and Neuro-endocrine Tumours (NET). The HPB, Upper GI and NET units receive referrals from Chelsea & Westminster NHS Foundation Trust (including West Middlesex Hospital), Epsom & St Helier NHS Trust, Croydon University Hospital NHS Trust, Kingston NHS Foundation Trust and St George’s NHS Trust.

4. Job description and responsibilities

This is a replacement post to provide surgical services for patients with hepatobiliary and pancreatic (HPB) cancer. The HPB Unit would like to build on its strength in minimal access surgery for cancer care, including robotic surgery.

The appointee will work collaboratively with Mr Aamir Khan to provide surgical services for hepatobiliary & pancreatic cancers. The post holder will undertake operating sessions, outpatient sessions and attend the weekly central MDT at the Chelsea site with support from Mr Khan. The post holder will also attend the Imperial HPB and NET MDTs as well as attend a weekly outpatient clinic at St George’s NHS Trust.

The appointee should be appropriately experienced in the surgical techniques for oncological surgery pertaining to hepatobiliary and pancreatic diseases and have an interest in developing robotic surgical techniques. They will have a proven track record of excellence in the field of HPB surgery and have consistently demonstrated a drive for clinical and service improvement throughout their career. They will be expected to carry out teaching, examination and accreditation duties as required and contribute to post graduate and continuing medical education activities locally, nationally and internationally. The post holder will be required to carry out audit and activities associated with Clinical Governance as required by the Trust and /
or by the Royal College of Surgeons. This includes attendance at the bi-monthly Trust-wide surgical audit meeting.

The Trust is committed to providing adequate time and opportunities for continuous professional development and revalidation within the timetabled job plan. Additionally the post holder will undertake responsibilities for the administration of local training and contribute to research discussions as they arise.

The post holder is expected to develop excellent working relationships with all relevant consultant colleagues within The Royal Marsden. Opportunities for mentoring will be available via the Lead Surgeon and this will be discussed with the successful applicant on commencing in post. Secretarial support is provided on the Chelsea site. Office accommodation, access to the telephone and computer system, will be provided at The Royal Marsden.

5. **Job Plan**

The post consists of 7.2 Programmed Activities (PA) of direct clinical care and 1.8 PAs for Supporting Professional Activity, including research.

This is a proposal and the final work commitments will be agreed between the post holder and The Royal Marsden through the job planning process prior to commencement. The job plan will be reviewed at months 3 and 6 with the Clinical Business Unit Manager and the Clinical Unit Head; thereafter the job plan will be reviewed annually. Any changes can be discussed and agreed at this review, including increases in SPA time for additional or increased responsibilities.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
<th>Nature of Activity</th>
<th>Location</th>
<th>Number of PA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>07:30-08:00</td>
<td>DCC</td>
<td>Imperial NET MDT (1 wk in 4)</td>
<td>RMH (Chelsea) v/l Imperial</td>
<td>0.031</td>
</tr>
<tr>
<td></td>
<td>08:00-09:00</td>
<td>DCC</td>
<td>Imperial HPB MDT</td>
<td>RMH (Chelsea v/a Imperial)</td>
<td>0.25</td>
</tr>
<tr>
<td></td>
<td>09:00-13:00</td>
<td>DCC</td>
<td>Theatres</td>
<td>RMH (Chelsea)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>13:30-17:00</td>
<td>SPA</td>
<td>CPD/ Audit / Service Improvement</td>
<td>RMH (Chelsea)</td>
<td>0.8</td>
</tr>
<tr>
<td>Tuesday</td>
<td>09:00-10:00</td>
<td>DCC</td>
<td>Post op ward round</td>
<td>RMH (Chelsea)</td>
<td>0.25</td>
</tr>
<tr>
<td></td>
<td>10:00-13:00</td>
<td>DCC</td>
<td>Patient administration</td>
<td>RMH (Chelsea)</td>
<td>0.75</td>
</tr>
<tr>
<td>Wednesday</td>
<td>07:30-08:30</td>
<td>DCC</td>
<td>Pre-op ward round</td>
<td>RMH (Chelsea)</td>
<td>0.25</td>
</tr>
<tr>
<td></td>
<td>08:30-17:30</td>
<td>DCC</td>
<td>Theatre</td>
<td>RMH (Chelsea)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>17:30-18:30</td>
<td>DCC</td>
<td>Post op ward round</td>
<td>RMH (Chelsea)</td>
<td>0.25</td>
</tr>
<tr>
<td>Thursday</td>
<td>08:00-09:00</td>
<td>DCC</td>
<td>Ward round</td>
<td>RMH (Chelsea)</td>
<td>0.25</td>
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<tr>
<td></td>
<td>09:00-13:00</td>
<td>SPA</td>
<td>CPD/ Audit / Service Improvement</td>
<td>RMH (Chelsea)</td>
<td>1</td>
</tr>
<tr>
<td>Friday</td>
<td>08:00-09:30</td>
<td>DCC</td>
<td>Patient administration</td>
<td>St George’s NHS Trust</td>
<td>0.33</td>
</tr>
<tr>
<td></td>
<td>09:30-11:30</td>
<td>DCC</td>
<td>Outpatient clinic</td>
<td>St George’s NHS Trust</td>
<td>0.5</td>
</tr>
</tbody>
</table>
### Person specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
<td></td>
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<tr>
<td>FRCS or equivalent</td>
<td>Higher Degree (MD/MS or PHD)</td>
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<tr>
<td>GMC specialist registration or within 6 months of being admitted to the GMC’s specialist register</td>
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</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
</tr>
<tr>
<td>CCT from Royal Colleges of Surgeons or equivalent</td>
<td>Experience of service improvement</td>
</tr>
<tr>
<td>Fully trained in the breadth of hepatobiliary &amp; pancreatic surgery</td>
<td>Laparoscopic and Robotic Surgery experience or exposure</td>
</tr>
<tr>
<td>Extensive experience in hepatobiliary &amp; pancreatic cancer surgery</td>
<td></td>
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<tr>
<td>Training in multi-disciplinary aspects of oncology</td>
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<tr>
<td><strong>Skills</strong></td>
<td></td>
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<tr>
<td>Evidence of commitment to teaching</td>
<td>Management Experience</td>
</tr>
<tr>
<td>Evidence of IT competence</td>
<td></td>
</tr>
<tr>
<td>Demonstrable evidence of research undertaken in oesophageal and gastric cancer surgery</td>
<td></td>
</tr>
<tr>
<td><strong>Personal</strong></td>
<td></td>
</tr>
<tr>
<td>Commitment to achieving and maintaining national targets</td>
<td>Experience in developing effective and collaborative working relationships across networks</td>
</tr>
<tr>
<td>Ability to work with a wide range of</td>
<td></td>
</tr>
</tbody>
</table>
Evidence of a patient focused approach to care
Excellent interpersonal skills

7. Terms and conditions

Terms and Conditions - Consultants (England) 2003 and amendments are applicable to this appointment, a copy of which is available from the NHS Employers website.

Salary scale: Consultant Salary Scale is in line with the Pay and Conditions for Medical and Dental staff. This ranges from £76,001-£102,465 per annum plus a London Allowance of £2,162 per annum

Accountability
Consultant staff are accountable to the Medical Director or Divisional Director for their day to day activities, including the quality of their clinical work.

Hours of work
The hours of work for this post are 40 per week (ten programmed activities). Trust arrangements for adherence to the EU Working Time Directive are in place. Consultants are required to participate in monitoring working hours. Those working in excess of 48 hours per week have the option to opt out of the total hours monitoring aspect of the working time directive.

Additional programmed activities
The Trust may offer you additional programmed activities over and over the standard ten. The remuneration for this is covered by clause 21 of your main contract of employment, and Schedules 13 and 14 of the Terms and Conditions – Consultants (England) 2003, as amended from time to time. The additional programmed activity is not pensionable. Additional programmed activities are not subject to pay protection arrangements.

Additional increments
Increments over and above the minimum of the salary scale will only be given for previous consultant level experience or where training has been lengthened by virtue of being in a flexible training scheme or because of undergoing dual qualification. Time spent doing a higher qualification or additional years spent doing clinical work, research or sub-specialty training does not count towards additional credit (see Schedule 12 of the Terms and Conditions).

Relocation expenses
Where a move is necessary to take up a post within the Trust, relocation expenses may be paid. Contact the Medical Workforce Department for further details.

Clinical Excellence Award
Consultants with at least one year’s service will have the opportunity to apply for a Clinical Excellence Award which is administered in line with the ACCEA guidelines.

On-call availability supplement
If you are required to participate in an on-call rota, you will be paid a supplement in addition to your basic salary in respect of your availability to work during on-call periods. The supplement will be paid in accordance with, and at the appropriate rate shown in, Schedule 16 of the Terms and Conditions.

**Pension**

Membership of the NHS Pension Scheme is available to all employees over the age of 16. Membership is subject to the regulations of the NHS Pension Scheme, which is administered by the NHS Pensions Agency. Employees not wishing to join the Scheme or who subsequently wish to terminate their membership must complete an opting out form - details of which will be supplied upon you making a request to the Trust’s Pensions Manager, based in payroll. A contracting-out certificate under the Pension Schemes Act 1993 is in force for this employment and, subject to the rules of the Scheme, if you join the Scheme your employment will be contracted-out of the State Earnings Related Pension Scheme (SERPS).

**Annual leave**

Schedule 18 of the Terms and Conditions sets out the entitlement for annual leave as follows:

<table>
<thead>
<tr>
<th>Number of years of completed service as a consultant</th>
<th>Days annual leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to seven years</td>
<td>32</td>
</tr>
<tr>
<td>Seven or more years</td>
<td>34</td>
</tr>
</tbody>
</table>

**Fee paying services and private professional services**

In carrying out any fee paying services or private professional services, consultants will observe the provisions in Schedule 9 of the Terms and Conditions in order to help minimise the risk of any perceived conflicts of interest to arise with their work for the NHS.

Fee paying services should not be carried out during your programmed activities except where the consultant and his/her Clinical Manager have agreed otherwise. Where this agreement exists, you will remit to us the fees for such services except where you and your clinical manager have agreed that providing these services involves minimal disruption to your NHS duties. Schedule 11 of the Terms and Conditions refers.

Subject to the provisions in Schedule 9 of the Terms and Conditions, consultants may not carry out private professional services during your programmed activities.

**Appraisal and clinical governance**

The National Appraisal Scheme for Consultant Medical Staff (Department of Health Circulars AL (MD) 5/01 and AL (MD)6/00) applies to your post. You must co-operate fully in the operation of the appraisal scheme. You must also comply with our clinical governance procedures.

**Equal opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Scheme is available from the Workforce department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

**Medical examinations**
All appointments are conditional upon prior health clearance by the Trust’s Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

**Disclosure and Barring Service (DBS)**
Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the DBS before the appointment is confirmed. All doctors who are offered employment will be subject to an enhanced disclosure check by the DBS before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the DBS website at [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview).

**Fitness to practice**
Prior to making an appointment to a post, the Trust needs to establish if applicants for such positions have ever been disqualified from the practice of a profession or required to practise subject to specified limitations following fitness to practise proceedings by a regulatory body in the UK or in another country, and whether they are currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health/social care professionals, including such a regulatory body in another country.

**Professional registration/Licence to practice**
Staff undertaking work which requires professional/state registration/licence are responsible for ensuring that they are so registered/licensed and that they comply with any Codes of Conduct applicable to that profession. Proof of registration/licence to practice must be produced on appointment and, if renewable, proof of renewal must also be produced.

**Work visa/Permits/Leave to remain**
If you are a non-resident of the United Kingdom or European Union, any appointment offered will be subject to the Resident Labour Market test (RLMT). The Trust is unable to employ or continue to employ you if you do not obtain or maintain a valid Right to Work (leave to remain).

**Safeguarding children and vulnerable adults**
All staff must be familiar with and adhere to the Trust’s child protection and safeguarding adult policies and procedures. All staff are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

**Confidentiality**
To have responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the organisation. In accordance with the Public Interest Disclosure Act 1998 protected disclosures are exempt from the express duty.

**Health and safety**
To be aware of the responsibilities placed upon all employees under the Health and Safety at Work Act 1974, to ensure the agreed safety procedures and understood and carried out to maintain a safe environment for employees and visitors.

**Conflict of interests**
You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust’s Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.
In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

**Code of conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

**Infection control**

It is the responsibility of all staff, whether clinical or non–clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust’s Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

**Clinical governance and risk management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust’s clinical governance agenda by:

- Talking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust polices, guidelines and procedures
- Maintaining your continue professional development

All clinical staff making entries into patient health records are required to follow the Trust standards of record keeping. All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.
Information quality assurance
As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

Freedom of Information
The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

Smoking policy
It is the policy of the Trust to promote health. Smoking is actively discouraged and is prohibited in most areas of the Hospital, including offices, with the exception of designated smoking areas on all sites.

Professional association/Trade union membership
It is the policy of the Trust to support the system of collective bargaining and as an employee in the health service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

Continuing medical education
The appointee will be required to meet, as a minimum, the requirements of their Royal College in respect of continuing medical education.

Protecting patients and guiding doctors
The Trust fully supports the General Medical Council’s performance procedures designed to protect patients and guide doctors. In the context of a doctor’s fitness to practice, the Trust requires all doctors to follow the GMC’s principles of Good Medical Practice, which encourages and promotes effective self-regulation.

Intellectual Property
You will comply with our procedures for intellectual property which are in line with ‘The NHS as an Innovative Organisation, Framework and Guidance on the Management of Intellectual Property in the NHS’.

You hereby agree that all intellectual property rights shall together with all forms of media incorporating such rights or on which the rights are recorded or stored, belong to the Trust, or to the Trust and a third party jointly if a formal agreement is in place, and you hereby undertake to execute all documents and do all things which may be necessary or desirable for vesting the intellectual property rights in the Trust or for obtaining protection for the intellectual property rights in such part or parts of the world as may be specified by the Trust.

Without prejudice to the above clause, you hereby assign to the Trust by way of future assignment of copyright all copyright subsisting in the intellectual property for all the classes of act which by virtue of the Copyright Designs and Patents Act 1988 the owner of the copyright has the exclusive right to do throughout the world for the whole period of which copyright is to subsist. You hereby irrevocably appoint the Trust to be your attorney in your name and on its behalf to sign, execute or do any such instrument or thing and generally to use your name for the purpose of giving the Trust full benefit of the provisions of this clause and in favour of any third party a certificate in writing signed on behalf of the Trust that any
instrument or act falls within the authority conferred by this clause shall be conclusive evidence that such is the case.

You hereby waive your right to be identified as the author of the intellectual property if requested by the Trust, and considering the Trust’s legal obligation to identify inventors of patents according to European patent law, and your right to object to derogatory treatment of the intellectual property

**Confidentiality and Data Protection Act**
All employees of The Royal Marsden NHS Foundation Trust must not, without prior permission, disclose any information regarding patients or staff (please also see the Trust’s policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, 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.

**Customer service excellence**
All staff are required to support the Trust’s commitment to developing and delivering excellent customer-focused service by treating patients, their families, friends, carers and staff with professionalism, respect and dignity.

**Emergency planning**
In accordance with the Trust’s responsibilities under the Civil Contingencies Act 2004 all staff are required to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

**Equality and diversity policy**
The Royal Marsden NHS Foundation Trust is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.
8. How to apply

All applications must include:
- A full curriculum vitae/resume quoting reference xxxxx
- A covering letter highlighting the aspects of the job description and The Royal Marsden NHS Foundation Trust that particularly attract you to the post (Word document)
- A photocopy of your passport (photo page)
- Contact details for three referees (who will not be contacted without your permission)
- A completed Equal Opportunities Monitoring Form (online)
- Please send to xxxxx

There is a requirement for all search and recruitment organisations to verify the identity of individuals, to confirm their right to work in the UK. This is a legal requirement placed on us which we are required to comply with.


For a confidential discussion about the role contact Mr David Nicol, Chief of Surgery at david.nicol@rmh.nhs.uk or Mr Aamir Khan, Consultant Surgeon: Aamir.khan@rmh.nhs.uk

<table>
<thead>
<tr>
<th>Recruitment timetable</th>
<th>Event date</th>
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<tr>
<td>Closing date for applications</td>
<td>08 JAN2018</td>
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<tr>
<td>Shortlisting</td>
<td>10 January</td>
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<tr>
<td>Interview with Panel</td>
<td>19th January 2018</td>
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**FURTHER STAGES**

**Visiting the department**

Applicants are invited and encouraged to visit the departments informally, by arrangement. The Trust is not empowered to pay travelling expenses or a subsistence allowance in connection with any such visits. For an informal discussion and/or to arrange an informal visit please contact:

- Mr David Nicol
- Mr Aamir Khan
- Ms Jo Waller