**JOB DESCRIPTION**

**Job Title:** Consultant Dermatologist (preferably with an interest in Mohs Micrographic Surgery but not essential)

| Specialty: | Dermatology |
| Dates of post: | To start as soon as possible |
| Base: | Amersham Hospital |
| New or Replacement Post: | Replacement |
| Remuneration (Salary Scale): | £76,761 - £103,490 YC72 pay scale |
| Full Time / Part Time: | Would consider full-time, job share or part time |
| Standard Hours: | 10PAs |
| Managerial Accountability & Professional Accountability: | Medical Director |
| Reports to: | SDU Director |

**Annual Leave Arrangements:** Leave should be arranged by mutual agreement of consultant colleagues and approval of the clinical director and/or general manager, in accordance with standard Trust and NHS regulations. It is essential that six weeks’ notice is given to allow for proper planning and prevent cancellations of patients' appointments/surgery.

The post holder has a responsibility to ensure that appropriate arrangements are in place to cover his/her clinical duties during any absence and that all leave is coordinated with colleagues to ensure adequate cover arrangements. This includes all forms of leave.

**Medical staff**

Consultants:

- Sophie Grabczynska (SDU Director)
- Mohsin Ali
- Ravi Ratnavel
- Cristina Rodriguez
  (This vacancy)
- Baneera Shrestha
- Prakash Dey

NCCGs

There are also Specialty Grade (5.4 WTE), Hospital Practitioner (0.2 WTEs) and Clinical Assistants (0.2 WTEs).

For further information about this post and to make arrangements to visit the department please contact Dr Sophie Grabczynska, SDU Director Tel: 01296 315551 or email sophie.grabczynska@buckshealthcare.nhs.uk
Terms and Conditions of Service
The post is covered by the Terms and Conditions of the new Consultant Contract (England 2003).

General Conditions of Appointment
The Trust requires the successful candidate to have and maintain full registration with the General Medical Council (GMC) and to fulfil the duties and responsibilities of a doctor as set down by the GMC.

The successful candidate will be required to live within 10 miles of ‘principal place of work’ at the Trust (Wycombe Hospital / Stoke Mandeville Hospital / Amersham Hospital), or 30 minutes travelling time when on call.

The appointee will be expected to cover for colleagues’ absence from duty on the basis of agreed arrangements in the department and with the employing Trust.

<table>
<thead>
<tr>
<th>MAIN PURPOSE OF THE POST</th>
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<tr>
<td>We are looking for an enthusiastic and dynamic Consultant Dermatologist to join our well established department. This is a replacement post for a general dermatologist with an interest in cutaneous surgery/ Mohs Micrographic Surgery to help meet our ever increasing skin cancer and surgical workload. It is anticipated that this post will be for 10 programmed activities per week. However, we would be happy to interview applicants wishing to work part time either as general dermatologists or Mohs micrographic surgeons or both.</td>
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<tr>
<td>The post holder will be expected to contribute with consultant colleagues to the provision of a hospital-based specialist Dermatology service. Whilst the setting of the general clinics is currently within the Trust there is the possibility that at least one of the general clinics may take place in the community. The post holder will also be expected to carry out Mohs Micrographic Surgery (Please see the job plan below for details of the allocation of the PAs).</td>
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<table>
<thead>
<tr>
<th>RESPONSIBILITIES</th>
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<tbody>
<tr>
<td>Clinical Responsibilities</td>
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</table>
As well as fulfilling his/her clinical responsibilities, the post holder will be expected to play a part in the Dermatology department’s teaching activities, management and in development projects from time to time as agreed with the department’s other senior staff. The appointee will be required to participate actively in the teaching and appraisal of junior staff, other members of the department’s clinical team, and community clinicians. The Trust has the required arrangements in place, as laid down by the Royal College of Physicians, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process.

A consultant colleague from another department will be allocated to the successful candidate to act as a mentor.

Clinical Audit and Clinical Governance
Participate in clinical audit across the department in line with Trust policy and guidelines
Implement audit and research findings across the department.
Comply with the Trust clinical governance processes in a timely manner
Continuing Professional Development
Supporting Professional Activities are undertaken by all Consultants in a collaborative manner based on SDU needs

Job plan

EXAMPLE DRAFT JOB PLAN

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Work</th>
<th>Category</th>
<th>No. of PAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>08.30 - 12.30</td>
<td>Buckingham SMH</td>
<td>General clinic wk 3 SPA wks 1,2,4,5</td>
<td>DC</td>
<td>0.25</td>
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<tr>
<td></td>
<td>13.00 - 17.00</td>
<td>SMH</td>
<td>Ward referrals/ General Clinic</td>
<td>DC</td>
<td>1.0</td>
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<tr>
<td>Tuesday</td>
<td>08.30 - 12.30</td>
<td>AH</td>
<td>SSMDT wks 2/4 SPA</td>
<td>DC</td>
<td>0.2</td>
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<tr>
<td></td>
<td>13.30 - 17.30</td>
<td>AH</td>
<td>Wk 1 - Business meeting</td>
<td>SPA</td>
<td>0.25</td>
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<tr>
<td></td>
<td></td>
<td>Oxford</td>
<td>Wk 2 - Regional Clinical meeting</td>
<td>SPA</td>
<td>0.25</td>
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<tr>
<td></td>
<td></td>
<td>AH</td>
<td>Wk 3 - Academic meeting</td>
<td>SPA</td>
<td>0.25</td>
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<tr>
<td></td>
<td></td>
<td>AH</td>
<td>Wk 4 – Dept. Clinical meeting</td>
<td>DC</td>
<td>0.25</td>
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<tr>
<td>Wednesday</td>
<td>08.30 – 12.30</td>
<td>SMH</td>
<td>MDT wks 1, 3, 5 General</td>
<td>DC</td>
<td>1.0</td>
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<tr>
<td></td>
<td>13.00 - 17.00</td>
<td>SMH/ AH</td>
<td>Admin / Ward referrals</td>
<td>DC</td>
<td>1.0</td>
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<tr>
<td>Thursday</td>
<td>09.00 - 13.00</td>
<td>AH</td>
<td>Mohs / Complex surgery</td>
<td>DC</td>
<td>1.0</td>
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<td></td>
<td>14.00 – 18.00</td>
<td>AH</td>
<td>Pre &amp; Post Mohs Clinic/ Email advice and guidance wks1,2,4,5</td>
<td>DC</td>
<td>0.75</td>
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<td></td>
<td></td>
<td>Flexible</td>
<td>CPD/ RSM wk 3</td>
<td>SPA</td>
<td>0.25</td>
</tr>
<tr>
<td>Friday</td>
<td>09.00 – 13.00</td>
<td>SMH</td>
<td>Minor surgery</td>
<td>DC</td>
<td>1.0</td>
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<tr>
<td></td>
<td>13.00 - 17.00</td>
<td>SMH</td>
<td>Ward referrals/ General clinic</td>
<td>DC</td>
<td>1.0</td>
</tr>
<tr>
<td>TOTAL PAs</td>
<td></td>
<td></td>
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<td></td>
<td>10.00</td>
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NB location of clinics may change following reconfiguration of services and may include community clinic*.

Inpatient and outpatient workload activity for Dermatology over a 12 month period is to
provide for:

New outpatient appointments: 4296
Follow up outpatient appointments: 13909
Outpatient procedures: 14433
Day cases: 1317

**Key Tasks**

- Maintenance of the highest clinical standards in the management of Dermatology patients
- Teaching and training of junior staff.
- To actively participate in both departmental and Trust matters concerning Clinical Governance and audit.
- To have responsibility for ensuring active participation in continuing professional development (CPD).

**Other Information**

**Department Information**

Based at Amersham Hospital, the Dermatology service is widely recognised for its comprehensive services, excellent facilities (including a dedicated library and Day Treatment Unit) and supportive general management. The outpatient services are delivered from the 3 main hospital sites, but also include some satellite clinics at community hospitals and GP surgeries.

Specialist outpatient clinics cover Contact Dermatitis, Paediatric Allergy, Vulval dermatoses, Paediatric Dermatology, Cutaneous lymphomas, Biologics/ Drug monitoring clinic, Cosmetic camouflage, Mohs surgery and PDT. Joint clinics are held with Plastic surgery. Fortnightly video conference enabled MDT meetings run at Wycombe and Stoke Mandeville hospitals. Dermatopathology review sessions with the histopathologists are held weekly.

There is also currently a dedicated Day Unit at Amersham for patients with dermatological issues. Dermatology in-patients are admitted to Stoke Mandeville Hospital under joint care with the medical physicians and with supervision by Specialist Dermatology Outreach nurses.

There are a number of nurse led clinics; covering topical treatments & dressings, wound healing, cryotherapy, iontophoresis, phototherapy, PDT and minor surgery.

**Registration**

The person appointed will be required to be fully registered with the GMC and included on the Specialist Register.

**Administration arrangements**

The post is provided with secretarial and business management support and with Trust intranet and internet access.
Accountability and responsibility
The post holder will be professionally accountable to the Medical Director.

Supervision
The post holder is required to understand their responsibilities in relation to junior clinical staff, in particular the duty to provide adequate clinical supervision to doctors in training and non-consultant career grade doctors in their clinical team.

Leadership
The Trust promotes clinical leadership at all levels in the organisation. It is expected that the post holder will support the lead clinician(s) in promoting multi-disciplinary working and ensuring strong and effective leadership and teamwork within the department.

Pensions
This post is subject to the provisions of the NHS Superannuation Scheme, which is contributory. The rate of contribution may be varied from time to time at the discretion of the Scheme. Membership of the scheme is automatic but an employee may opt out at any time. After opting out of the scheme the employee will assume full responsibility for his/her pension provision and compliance with the Social Security Act 1986.

Rehabilitation of Offenders Act
Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exception) Order 19. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are ‘spent’ under the provision of the Act, and, in the event of employment, any failure to disclose such convictions could result in the dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

Within the terms of DHSS Circular (HC)(88) – Protection of Children – applicants are required when applying for this post to disclose any record of convictions, bind-over orders or cautions. The Trust is committed to carefully screening all applicants who will work with children and you will be expected to undertake a ‘disclosure’ check.

Removals
Removal expenses shall be reimbursed as per the Trust’s policy, only when the Trust is satisfied that the removal from the employees home is required and the arrangements proposed are reasonable. The Trust will take due account of the Terms and Conditions applicable to Hospital and Dental Medical Staff as appropriate. There is a maximum sum payable and further information can be obtained from Human Resources.

References & Health Screening
Any offer of appointment will be subject to the receipt of three satisfactory references (one most recent employer at time of interview) and a health interview.

Conflict of Interest
The Trust is responsible for the service to the patients in its care and to meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or for the benefit their family or friends.
ADDITIONAL INFORMATION

Trust Values

Health and Safety at Work Act
The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality
The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998, the Confidentiality: NHS Code of Practice and Trust policy on confidentiality and Data Protection are applied to patient, staff and Trust business/information.

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

Managing Risk: Maintaining skills and learning from problems
Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

Safeguarding of Children and Vulnerable Adults
During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust’s policies and procedures.

Governance
Post holders will aim to ensure that areas of the trust under their responsibility comply with “Standards for Better Health” Core and Developmental Standards and bring deficiencies to the attention of their Director”
Information Management/ Data Quality
The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Records Management: NHS Code of Practice and Trust policy. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information
The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites
You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement
Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General
The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this Job description, please contact Medical HR, Wycombe Hospital, Queen Alexandra Rd, High Wycombe HP11 2TT

Trust profile
Buckinghamshire Healthcare NHS Trust is an integrated Trust providing community, acute and specialist care in our hospitals, community locations and in people’s homes. We care for patients from across Buckinghamshire and the borders of Oxfordshire, Hertfordshire, Berkshire and Bedfordshire.

We have around 6,000 highly trained doctors, nurses, midwives, health visitors, therapists, healthcare scientists and other support staff all working to deliver the best healthcare to our patients; from newborn babies to elderly people needing help to live independently at home.

2014/15 in numbers:
• 598,634 patient contacts in the community
• 543,754 outpatient contacts
• 85,000 inpatient contacts
• 108,639 people attending our emergency services.

Our hospital sites
• Stoke Mandeville Hospital, Mandeville Road, Aylesbury HP21 8AL
• Wycombe Hospital, Queen Alexandra Road, High Wycombe, HP11 2TT
• Amersham Hospital, Whielden Street, Amersham HP7 0JD
• Buckingham Hospital, High Street, Buckingham MK18 1NU
• Chalfont & Gerrards Cross Hospital, Hampden Road, Chalfont St Peter SL9 9SX
• Marlow Hospital, Victoria Road, Marlow SL8 5SX
• Thame Community Hospital, East Street, Thame OX9 3JT
• Florence Nightingale Hospice, Stoke Mandeville Hospital, Mandeville Road,
Our vision
Our vision for Buckinghamshire Healthcare NHS Trust is to become one of the safest healthcare systems in the country. By being ambitious and through collaboration, integration and partnership we will achieve our mission and deliver safe and compassionate care, every time.

The Trust’s clinical divisions
The Trust’s clinical services are organised into five clinical divisions that form the core business areas:

- Surgery and critical care
- Integrated medicine
- Integrated elderly and community care
- Integrated women’s and children’s
- Specialist Services

Living in Buckinghamshire
Buckinghamshire is an area of outstanding natural beauty and ranks as one of the top rural areas to live in the UK*. Stretching from the outskirts of London to the Midlands, the county offers a unique mix of bustling towns alongside the rolling Chiltern Hills and the River Thames. Country walks run between picturesque villages whilst the superb travel links give quick and easy access to the cities of London, Oxford, Milton Keynes and Birmingham.

Education
Schools in Buckinghamshire offer high quality education, preparing pupils for adult life. Our schools are amongst the best in the country, consistently performing above the national average. Buckinghamshire is one of the few counties in England to offer grammar school education alongside comprehensive secondary education. Admission to grammar school is selective and based on results of the eleven-plus exam. In addition, Buckinghamshire is well-served by many independent schools for children from the ages of five to 18.

Well connected
Access to London, the Midlands and airports is very easy via the M40, M4 or M25 motorways

You can be in central London in under an hour
- Just over 30 minutes by train from High Wycombe
- Around 40 minutes by train from Amersham
- Around an hour by train from Aylesbury

Heathrow Airport
- 20 miles from Amersham
- 21 miles from High Wycombe
- 38 miles from Aylesbury

Designer shopping outlet Bicester Shopping Village
- 17 miles from Aylesbury
- 34 miles from High Wycombe
- 45 miles from Amersham
The historic university town of Oxford
- 25 miles from Aylesbury
- 30 miles from High Wycombe
- 42 miles from Amersham

Some of our local attractions
- Warner Brothers Harry Potter Studio Tour
- Close to Pinewood and Elstree film studios
- Wembley Stadium
- Windsor and Windsor Castle
- Around 15 National Trust properties, parks and monuments
- Indoor and outdoor ski slopes
- Stunning countryside for walking, biking, horse riding
- Roald Dahl museum
- Zoos and safari parks

*Halifax Quality of Life Rankings 2012
<table>
<thead>
<tr>
<th>Division of surgery and critical care</th>
<th>Division of integrated medicine</th>
<th>Division of integrated elderly and community care</th>
<th>Division of integrated women’s and children’s</th>
<th>Division of specialist services</th>
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<tbody>
<tr>
<td>Anaesthetics/critical care</td>
<td>Emergency medicine</td>
<td>Community locality teams</td>
<td>Community and integrated pediatrics</td>
<td>Imaging / radiology</td>
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<tr>
<td>General surgery</td>
<td>Acute and general medicine</td>
<td>Medicine for older people/rehab</td>
<td>Obstetrics and gynaecology</td>
<td>Pathology</td>
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<tr>
<td>Patient access</td>
<td>Site team</td>
<td>Palliative care</td>
<td>Sexual health services / HIV</td>
<td>Cancer services</td>
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<tr>
<td>Plastics and burns</td>
<td>Community speciality teams</td>
<td>Integrated therapies</td>
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<td>National spinal injuries centre (NSIC)</td>
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<td>Ears, Nose and Throat (ENT)</td>
<td>Ambulatory care</td>
<td>Falls and bone health</td>
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<td>Pharmacy</td>
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<td>Ophthalmology</td>
<td>Respiratory medicine</td>
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<td>Haematology</td>
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<td>Pain team</td>
<td>Diabetes and endocrinology</td>
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<td>Urology</td>
<td>Gastroenterology</td>
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<td>Trauma and orthopaedics</td>
<td>Stroke and neurology</td>
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<td>Oral surgery and orthodontics</td>
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<td>Dermatology</td>
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<td></td>
<td>Rheumatology</td>
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