JOB DESCRIPTION & PERSON SPECIFICATION

Consultant Oncoplastic Breast Surgeon

at

MILTON KEYNES UNIVERSITY HOSPITAL
NHS FOUNDATION TRUST

(Awaiting Royal College Approval)
December 2017

Dear Colleague

Thank you very much for expressing an interest to join our team here at Milton Keynes University Hospital.

Milton Keynes is a vibrant and self-confident town, growing at an unrivalled rate. The town offers much to its residents, with outstanding leisure facilities and easy reach of both the picturesque Buckinghamshire countryside and the many attractions of London.

Milton Keynes University Hospital shares this vibrancy and self-confidence with the town, with a young and dynamic consultant body which has expanded significantly over the last few years. Our Associate Specialists, Specialty Doctors and postgraduate trainees make an energetic and positive contribution to all aspects of the life of the hospital and its wider community.

The University of Buckingham has established the UK’s first non-for-profit Medical School and we are the key NHS partner in this enterprise. The development of this fresh approach to undergraduate education leads to a period of change, excitement and professional opportunity on the campus.

We hope that you will chose to develop your career here with us, and help us in our goal of providing high quality care to the population of Milton Keynes, achieving professional and personal fulfilment on the way.

I look forward to meeting you if you plan to visit the hospital and commitments allow.

Kind regards

Dr Ian Reckless
Medical Director
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1. About Milton Keynes University Hospital and the City

Milton Keynes University Hospital NHS Foundation Trust is a University Teaching Hospital. We achieved university status in April 2015 which reflects the huge expansion of teaching taking place, most prominently in its partnership with the University of Buckingham to create the UK’s first independent medical school. This exciting new phase will include enhanced research facilities and a brand new on-site Academic Centre. In the near future, a Cancer Centre will be opened and there are many ongoing site developments to accommodate our rapidly expanding patient population.

We are a medium sized hospital, serving Milton Keynes and surrounding areas. The hospital has approximately 450 inpatient beds, and provides a broad range of general medical, surgical and Women’s and Children’s services. We have a busy A&E department that manages all medical, surgical and child health emergencies seeing 80,000 patients a year. The Trauma Unit is a registered Level 2 Unit and the department deals with all emergencies. As our local population grows (current catchment is 300,000), we continue to develop our facilities. In addition to providing general acute services, Milton Keynes University Hospital increasingly provides more specialist services such as cancer care and complex cardiology.

Some quick facts:

- The Trust employs 3,000 staff.
- We have 450 inpatient beds.
- 80,000 people attend our Accident and Emergency Department every year with a further 55,000 attending the Urgent Care Centre.
- We treat approximately 20,000 elective patients, 200,000 outpatients, and deliver approximately 4,000 babies every year.

Foundation Trust Status

We have been an NHS Foundation Trust since 2007. This means that patients, the public and staff have a greater say in the future of the hospital, and in planning and developing services. For more information about NHS Foundation Trusts, visit Monitor's website.

Our origins

Prior to the building of a hospital in Milton Keynes, and before the development of the city, all hospital services were provided by Stoke Mandeville Hospital and Northampton General Hospital. A satellite outpatients department at Bletchley supported the Stoke Mandeville service, with Northampton and Stony Stratford also providing outpatient services.

Development of the new city started at the end of the 1960s, but by the middle of the 1970s there was still no local hospital. A campaign under the banner 'Milton Keynes is Dying for a Hospital' was started. This resulted in the commitment to build a hospital on the current Eaglestone site.

Shortage of resources meant that the main hospital with acute services would not be built until the early 1980s. A stop-gap community hospital was built, opening in 1979. This consisted of four wards, including one for acute mental illness care. There was also a rehabilitation department, along with a small x-ray department, and a few other supporting services. This community hospital was built next to the Eaglestone Health Centre, which had become the first healthcare building on site, in 1978.

Phase 2 of the Hospital opened in 1991 and further developments have opened since then, with new developments such as the Academic Centre (due to open in 2017) and the Cancer Centre coming shortly.
**Location**

The hospital is situated in a very rapidly growing city in the beautiful Buckinghamshire countryside. The city lies midway between Northampton and Aylesbury and is traversed by the M1. It is on the West Coast Mainline (fast train to Euston currently 30 minutes). The city provides a wide variety of housing, excellent schools and also various shopping and entertainment facilities. The city itself has a theatre district, an indoor ski slope, an entertainment hub, and other modern facilities. Sporting facilities are exceptional including the David Lloyd Fitness Centre; in addition there is a large water sports facility and the National Badminton Centre. Beyond the city, villages and smaller communities are close by and those preferring a rural environment in which to live will not be disappointed.

**Board of directors**

Made up of executive and non-executive members, the Board of Directors has collective responsibility for the performance of the Trust and exercises power on behalf of the Trust.

The Board of Directors is accountable for setting the strategic direction of the Trust, monitoring performance against objectives, ensuring high standards of corporate governance and helping to promote links between the Trust and the local community.

The roles and responsibilities of the Board of Directors can be found here. More information is also available in the Trust Constitution.

**Mission**

A hospital committed to learning, to honesty, and to the best possible care and experience for every patient, every time. A sustainable, high-performing University Foundation Trust Hospital, providing excellence in care quality, research, education and training.

**Vision**

To be the healthcare provider of choice to our local population and therefore our endeavours will continue as we move forward to ensure we continue to improve the quality, range and responsiveness of our services.
2. The Post

Title:
Consultant Oncoplastic Breast Surgeon within the General Surgery CSU to Milton Keynes University Hospital NHS Foundation Trust

Employing organisation:
Milton Keynes University Hospital NHS Foundation Trust Hospital

Accountable to:
The appointee will be accountable to the Clinical Director, who is in turn accountable to the Medical Director and the Chief Executive.

1. JOB PROFILE

The purpose of the post is to enhance and develop general surgical and breast services within the Trust.

2. JOB OUTLINE

2.1 Duties and responsibilities

- To ensure the provision of an extensive surgical service to the population served by the Trust with responsibility for the diagnosis, treatment and aftercare of the patients, as well as meeting the changing needs of the local population.
- To be responsible for the activities within her or his sphere of special interest.
- To observe the Trust’s agreed guidelines and procedures, on clinical matters and to follow the local and national employment Human Resources Policies and Procedures.
- To ensure adequate arrangements are in place for two-way communication between hospital staff involved in the care of the post holder’s patients when necessary.
- To be responsible for carrying out teaching and accreditation duties as required. This will involve contributing and participating in postgraduate and continuing medical education activities both locally and nationally.
- To work with the Clinical Director and professional colleagues to ensure the efficient running and management of services.
- Participate in clinical audit as part of clinical governance programme.
- Responsibilities to develop breast services and participation in MDT meetings in relation to breast cancer
- Liaising with other healthcare organisations, social services, General Practitioners, voluntary organisations and Hospices as required.
Training and Education

To take an active part in the teaching and training programme including

- Contributing to undergraduate, postgraduate and continuing medical education activity.
- Carrying out medical teaching, examination and accreditation duties as required.
- Contributing, if appropriate, to the training of nursing, paramedical, scientific and technical staff.
- Participating in the formal appraisal and assessment of Junior Medical Staff in accordance with guidelines from the Royal College of Surgeons, the Regional Postgraduate Dean and The Postgraduate Medical Education and Training Board.

Clinical Governance

- Participating in developing a satisfactory and consistent quality of clinical services by establishing appropriate systems, agreeing standards and ensuring standards are met.
- Participating in clinical audit and ensure outcomes are implemented.
- Contributing towards research projects, as appropriate.

Management

- Taking an active role in the management of the General Surgical CSU and the hospital as appropriate.
- Representing the General Surgical CSU on local and regional committees as required.
- Contributing to the management process within the Trust, through participation in planning, project or liaison groups as appropriate.
- Contributing towards achievement of the Trust’s strategic direction and business plans.
- Advising medical, nursing, management and other staff in appropriate matters.
- Co-operating with the CSU Clinical Director, whose role forms part of the management arrangements for Milton Keynes Hospital NHS Foundation Trust.
General

The post holder will be expected

- To liaise closely with colleagues at all times regarding annual leave/study leave
- To share the responsibility of consultant cover when colleagues are absent
- To submit requests for leave at least six weeks in advance of the leave commencing.

The Consultant’s Job Plan, responsibilities and duties are subject to review from time to time and that such changes as may be desirable to the job plan will be negotiated with the post holder. It is anticipated that a review will take place once a year.

Interview Date: Friday 16th February – PM
3. Job Plan

The newly appointed Consultant will have a job plan based on 10 Programme Activities (PAs) with no on call. These 10 Programme Activities are as follows:

7.5 Direct Clinical Care PAs
2.5 Supporting PA’s

The allocated PAs will be formed by a flexible combination of elective operating lists, outpatient clinics and ward rounds duties. Additional PA’s may be available by negotiation.

The job plan format is to be devised and discussed with candidates. However, an example is shown below.

The Appointee will have an office and support from secretarial and junior staff, including a middle grade and SHO equivalent.

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Weds</th>
<th>Thurs</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>SPA</td>
<td>Breast Clinic (Follow up)</td>
<td>SPA</td>
<td>Breast Results Clinic</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td>Breast MDT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM</td>
<td>Breast 2ww clinic</td>
<td>Admin</td>
<td>Oncoplastic Clinic</td>
<td>Theatre</td>
</tr>
</tbody>
</table>

**Direct clinical care:**

<table>
<thead>
<tr>
<th>PA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Theatres sessions:</td>
<td>2.5</td>
</tr>
<tr>
<td>Clinics:</td>
<td>3.375</td>
</tr>
<tr>
<td>MDT sessions:</td>
<td>0.625</td>
</tr>
<tr>
<td>Admin:</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Supporting PA:**

| 2.5 |

**Review of Job Plan**

The job plan is subject to review once a year and signed off between the postholder, the Clinical Director and the Chief Executive of the Trust or the Medical Director. Participation in annual appraisals is a contractual requirement. The Trust has procedures for resolving disagreements concerning job plan, either following appointment or at annual review.

**Disputes with management (or ‘whistle-blowing’)**

Should a disagreement with Trust management occur, the appointee has an obligation to endeavour to resolve any dispute constructively, through the normal channels or by informing the Clinical Director, Medical Director, Chief Executive or Chair of the Trust. Should the problem not be resolved, the Trust will appoint a specific person – normally a non-Executive Director – to hear complaints. If the problem is still unresolved, the appointee should seek advice from an authoritative external medical source such as the Royal College’s Regional Specialty Advisor or Regional Council Chair.
Facilities for appointee
The appointee will have an office, and secretarial support will be available. The Consultant office
will be equipped with a Personal Computer with suitable peripherals and connectivity. The library
has access to current books and journals.

Annual appraisal
All consultants must have an annual appraisal and review of job plan. Trust appraisers are
appointed by the Medical Director or the Associate Medical director for appraisal and revalidation.
Key issues arising from the appraisal process are relayed to the Clinical Director and Medical
Director.

Key Performance Indicators
Work to Key Performance Indicators for the Department for the purpose of quality and performance
monitoring against organisational objectives.

Effort, skills and working conditions
Physical skills
Physical effort
Mental effort
Emotional effort
Working conditions

Personal development and training
The Trust actively encourages development within the workforce and employees are required to
comply with trust mandatory training.

The Trust aims to support high quality training to NHS staff through various services. The Trust is
committed to offering learning and development opportunities to all full-time & part-time
employees.

General Responsibilities
All Medical and Dental Staff employed by the Trust are expected to comply with hospital health and
safety policies, clinical governance and other risk management policies.

The Chief Executive of the Trust or the Clinical Director may from time to time delegate managerial
responsibilities by agreement with the post holder.

Basic pay and thresholds
Basic pay is £76,761 and, subject to satisfactory appraisal, job planning and review, will rise
through threshold increases to £103,490 per annum. The starting salary for this new post will be at
the minimum of the payscale in accordance with the Medical & Dental Terms and Conditions.
Previous service may be taken into account when determining the starting salary.
4. The Department

Consultant Staffing

The Consultants in post and their special interests are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Special Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr H Manji (Director)</td>
<td>Consultant Anaesthetist</td>
</tr>
<tr>
<td>Mr R O'Hara (Clinical Director)</td>
<td>General Surgery with Colorectal interest</td>
</tr>
<tr>
<td>Professor D McWhinnie</td>
<td>Clinical Lead for The University of Buckingham School</td>
</tr>
<tr>
<td>Ms D Phillips</td>
<td>DME Lead &amp; Consultant in General Surgery</td>
</tr>
<tr>
<td>Vacant</td>
<td>General Surgery with Breast interest</td>
</tr>
<tr>
<td>Mr M Fleming</td>
<td>General Surgery with Colorectal interest</td>
</tr>
<tr>
<td>Miss A Singh</td>
<td>General Surgery with Colorectal interest</td>
</tr>
<tr>
<td>Mr A Hemandas</td>
<td>General Surgery with Colorectal interest</td>
</tr>
<tr>
<td>Mr S Ray-Chaudhuri</td>
<td>General Surgery with Vascular interest</td>
</tr>
<tr>
<td>Miss A Taylor</td>
<td>General Surgery with Breast interest</td>
</tr>
<tr>
<td>Miss R Soulsby</td>
<td>General Surgery with Breast interest</td>
</tr>
<tr>
<td>Mr A Khanna</td>
<td>General Surgery with Upper GI interest</td>
</tr>
<tr>
<td>Mr K Toe</td>
<td>General Surgery Consultant</td>
</tr>
<tr>
<td>Mr Q Zaman</td>
<td>Locum Colorectal Consultant</td>
</tr>
<tr>
<td>Mr Raja</td>
<td>Locum Consultant Emergency Surgeon</td>
</tr>
<tr>
<td>Vacant</td>
<td>Consultant Emergency Surgeon</td>
</tr>
<tr>
<td>Mr K Pawelec</td>
<td>Consultant Emergency Surgeon</td>
</tr>
<tr>
<td>Mr M Paduraru</td>
<td>Consultant Emergency Surgeon</td>
</tr>
<tr>
<td>Mr I Anjum</td>
<td>Urology with an andrology and female incontinence</td>
</tr>
<tr>
<td>Mr H Andrews</td>
<td>Urology with a Renal Stone interest</td>
</tr>
<tr>
<td>Mr T Leslie</td>
<td>Urology</td>
</tr>
<tr>
<td>Mr R McCormick</td>
<td>Urology</td>
</tr>
<tr>
<td>Mr S Ali</td>
<td>Urology Locum</td>
</tr>
</tbody>
</table>

Clinical Support in General Surgery CSU

The team are supported by Advanced Nurse Practitioners in Breast, Colorectal Oncology, Stoma Care, Urology and Vascular which includes clinics

Additional medical staffing in the Directorate includes:

- Associate Specialists: 4
- Specialty Doctors: 15
- Specialist Registrar: 4
- Senior House Officers: 5
- Foundation Year 1: 12
<table>
<thead>
<tr>
<th>Emergency Medicine</th>
<th>A fully equipped Category 1 department that is open 24/7 and able to treat all types of accidents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMU 1</td>
<td>A Clinical Decisions Unit (CDU) is a facility where patients with medical conditions referred by their GP or by the Accident &amp; Emergency Department can be assessed by a specialist medical team. This service operates 24 hours a day.</td>
</tr>
<tr>
<td>SSU 2</td>
<td>28 bedded medical ward, short stay ward.</td>
</tr>
<tr>
<td>Ward 3</td>
<td>Female Medical Ward</td>
</tr>
<tr>
<td>Ward 4</td>
<td>Paediatric Assessment Unit and Paediatric Day Unit with an Escalation Bay</td>
</tr>
<tr>
<td>Ward 5</td>
<td>Paediatric In-Patient Ward with 22 beds. It cares for children with general medical problems, surgery, orthopaedic, oncology, haematology, ENT and psychiatric.</td>
</tr>
<tr>
<td>Ward 7</td>
<td>Acute Stroke Unit</td>
</tr>
<tr>
<td>Ward 8</td>
<td>A general medical ward with an interest in gastroenterology.</td>
</tr>
<tr>
<td>Wards 9 &amp; 10</td>
<td>For Antenatal women identified in clinic or the Day Assessment Unit as requiring additional care and monitoring. Ward 10 has two 6 bedded bays, one of which is utilised for transitional care and 2 side rooms.</td>
</tr>
<tr>
<td>Ward 15</td>
<td>Male Respiratory Ward</td>
</tr>
<tr>
<td>Ward 16</td>
<td>Female Respiratory Ward</td>
</tr>
<tr>
<td>Ward 17</td>
<td>Coronary Care Unit and Cardiology Ward</td>
</tr>
<tr>
<td>Ward 20</td>
<td>Surgical Ward - Colorectal</td>
</tr>
<tr>
<td>Phoenix Ward</td>
<td>Rehabilitation Ward</td>
</tr>
<tr>
<td>Ward 21</td>
<td>A Trauma Ward for male and female patients and has the capacity for 28 patients. There are single sex bays and 3 side rooms.</td>
</tr>
<tr>
<td>Ward 22</td>
<td>Haematology and Endocrinology Ward</td>
</tr>
<tr>
<td>ACU (Treatment Centre)</td>
<td>The Treatment Centre is a modern custom build state-of-the-art building situated within the grounds of the hospital. It undertakes day and short-stay surgery.</td>
</tr>
<tr>
<td>Surgical Assessment Unit</td>
<td>The SAU is an emergency assessment unit catering for referrals to the Hospital for patients with Surgical and Gynaecological problems.</td>
</tr>
</tbody>
</table>
The link with the University of Buckingham is an important step towards establishing the trust as a first rate centre of teaching excellence. The first students arrived at the hospital in May 2015. In 2017 the first rotation of clinical students (phase 2) commence full time hospital practice and a Medical School building, The Academic Centre, will open. These developments will also create exciting opportunities in the future for all staff in the fields of clinical research and education.

The medical school offers exciting opportunities for undergraduate and postgraduate teaching, and enhanced research facilities.

We believe the continued growth of the hospital will allow us to expand and improve our services to offer the very best care to the people of Milton Keynes, and beyond.

There is an active Postgraduate Education Centre, which houses the hospital library. There is a programme of clinical meetings and lectures. The medical library is stocked with most general medical journals. It has a good selection of books, CD ROM / DVD facilities, and online resources.

The Director of Medical Education, Miss Debbie Phillips, FRCS, has overall responsibility for organising the postgraduate education programme, and active participation of Consultants, Trainees and General Practitioners is strongly encouraged. There is an active Speciality Tutors Committee that meets regularly.

In addition to the University of Buckingham Medical School, the Trust hosts Oxford university medical students from the graduate entry programme, in a number of specialties.

The Clinical Governance Support Unit has good resources and provides regular support in department projects. There are clinical governance half days on a monthly basis which includes peer review followed by specialist sessions to include clinical audit and learning which are held in the Postgraduate Education Centre.

Training grade doctors appointed to posts at MKUH have a wealth of education and training available to them on both a local and regional basis. This includes simulation sessions in our clinical skills and simulation facilities.

We also run a full programme of CPD opportunities for Consultants and SAS grades and have close links with Health Education Thames Valley for external educational opportunities. We have a vibrant SAS Drs Committee with a rolling programme of development, For Consultants we have recently introduced a 'new Consultant Development Programme', and for those wishing to take on a formal medical leadership role in the future, we are about to launch the 'Aspiring Clinical Leaders programme'.

The education centre also houses a Dental Suite with phantom heads for the education of Foundation Dentists and Dental Practitioners.
6. Terms and Conditions

Basic pay and thresholds
Basic pay is £76,761 per annum and, subject to satisfactory appraisal, job planning and review, will rise through threshold increases to £103,490 per annum. The starting salary for this new post will be at the minimum of the payscale in accordance with the Medical & Dental Terms and Conditions, although previous consultant service may be taken into account when determining the starting salary.

Clinical Governance
The Trust has a Clinical Governance framework and a rolling programme of half days set aside for Clinical Audit and learning. Clinical Risk systems have been developed with cross-directorate working where appropriate.

Appointees are expected to participate fully in the clinical governance activities and procedures of the Trust, including adhering to and encouraging amongst junior staff compliance with best practice with regard to Infection Control procedures.

Data Protection
The post-holder must, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way: to hold data only for the specified, registered purposes and to use or disclose data only to lawful persons or organisations as instructed.

Health and Safety
Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Risk Management
All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly using the Datix system and when requested to co-operate with any investigation undertaken. Staff should also comply at all times with any regulations and policies issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

Reducing risk is everyone's responsibility. All Trust employees are to ensure that they work at all times in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

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 ‘bare below the elbow’, hand hygiene and aseptic techniques,

   ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.
Equality and Diversity
The Trust has a clear commitment to Equality and Diversity and it is the duty of every employee to comply with the detail and spirit of the policies.

Conflict of Interest
The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust’s Standing Orders require any employee to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list as the role will inevitably vary and develop over time. You may from time to time be asked to undertake other reasonable duties; however any changes will be made in discussion with you in the light of the service needs.

Staff Nursery
TLC Nursery is situated next to the hospital in Milton Keynes. The nursery is in a purpose built building and offers childcare from 6 weeks to 5 years.

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 (dependant on service, and meeting any statutory requirements)
- Ill-health retirement benefits (dependant on having at least two years’ service)
- Redundancy benefits (dependant on having at least 5 years’ service, and the appropriate age restrictions).
- Family benefits
- Options to increase benefits

All pension benefits are based on salary and length of membership of the 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 and dental practitioners and other employees with relatively high earnings can find out more via www.nhspa.gov.uk/scheme-booklets.cfm. No contribution will be made by the Trust to personal pension plans for those who opt out of the above scheme.

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

iii. All appointments are subject to satisfactory Occupational Health Clearance being obtained.

iv. The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies.
With 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.
### 7. Person Specification

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications/Registration</td>
<td>- Medical degree, and FRCS or equivalent &lt;br&gt;- Full GMC registration and licence &lt;br&gt;- Applicants must be on the Specialist Register of the GMC or within 6 months of eligibility &lt;br&gt;- Completion certificate of training or equivalent</td>
<td></td>
</tr>
<tr>
<td>Experience/Training</td>
<td>- Minimum of 7 years post graduate experience, including Specialist registrar training in approved posts or equivalent &lt;br&gt;- Training in Oncoplastic Breast Surgery</td>
<td>Other subspecialty</td>
</tr>
<tr>
<td>Knowledge</td>
<td>- Knowledge and application of up to date evidence based practice, including breast surgical oncology &lt;br&gt;- Appropriate level of clinical knowledge &lt;br&gt;- Breadth of experience within and outside specialty to include sentinel node surgery</td>
<td>Skills in breast ultrasound scanning</td>
</tr>
<tr>
<td>Clinical Skills</td>
<td>- Experience in the multi-disciplinary management of patients. &lt;br&gt;- Understanding of clinical risk management.</td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td>- Good written and verbal communication skills &lt;br&gt;- Evidence of the ability to communicate with patients, colleagues and staff at all levels &lt;br&gt;- Evidence of teaching experience at undergraduate and postgraduate levels &lt;br&gt;- Ability to work constructively in a team environment</td>
<td>Ability to be able to appraise both juniors and other staff</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>- To motivate and develop both medical staff and non-medical staff</td>
<td>Interest in medical management</td>
</tr>
<tr>
<td>Audit</td>
<td>- Evidence of participation in audit</td>
<td></td>
</tr>
<tr>
<td>Other Requirements</td>
<td>- Ability to work independently as well as part of the General Surgical directorate &lt;br&gt;- To balance individual requirements against those of the division and the Trust as a whole &lt;br&gt;- Ability to gain the trust and confidence of colleagues and patients &lt;br&gt;- To accept management roles within the directorate as requested by the Clinical Director</td>
<td>IT and computer skills.</td>
</tr>
<tr>
<td>Health</td>
<td>- Be in good health &lt;br&gt;- Demonstration of immunisation against Hep B plus proof of satisfactory HbsAg negative status</td>
<td></td>
</tr>
<tr>
<td>Personality</td>
<td>- Enthusiastic and ability to inspire enthusiasm in others &lt;br&gt;- Innovative &lt;br&gt;- Team player</td>
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</tbody>
</table>
Supporting Information

7. Outpatient Clinics / Breast Care Unit

Clinics take place in a dedicated Breast Care Unit, the rooms are well equipped. The Breast Care Unit is 6 years old and accommodates Breast Imaging, the Specialist Breast Care Nurses, Outpatient Breast Clinics and a quiet room. The clinic corridor has four consulting rooms, a treatment room and an office. Breast Imaging comprises of two x-ray rooms each with GE DMR Senographe mammography units and two ultrasound rooms with Siemens Acuson Antares System ultrasound machines. There is a private corridor connecting the two areas for patients and staff to move between the clinic and imaging. Breast Imaging supports the One Stop Clinic and also provides a Breast Cancer Follow up Mammography Programme and a Family History Surveillance Mammography Programme, Milton Keynes Breast Screening Programme and the majority of the women are screened on our mobile unit located at areas in and around Milton Keynes. The assessment clinics, for the recall of women after routine screening, are supported by a member of the surgical team and the Specialist Breast Care Nurse.

This is a Unit that deals with 200-300 breast cancers a year. For 2016-17, there were 3858 referrals received for Breast Surgery. It is also a Breast Screening Unit with an excellent QA outcome.

Breast Cancer Surgery is performed in the treatment centre with most ladies being treated as day cases or 23 hour stays. Simple / Intermediate reconstructive procedures (Immediate / Delayed) are carried out locally. Complex free flaps surgery is carried out by Plastic Surgeons at Stoke Mandeville Hospital.

There is a clinical oncologist, Prof EIDeeb and a medical oncologist, Dr Karina who at present work in the Macmillan Unit. Radiotherapy is at present performed in Milton Keynes at an independent sector unit. There are plans to build a Cancer Centre on the hospital site which will include facilities for radiotherapy.

Staffing of the Breast Unit

2 Breast Associate Specialist
5 Consultant Breast Radiologists
2 Consultant Oncologists
5 General Histopathologists
1 General Surgical Trainee
1 Speciality Doctor, shared with General Surgery

Outpatient Clinics

The purpose built out patient building provides standard facilities, including X-ray. Clinics are run from designated rooms in outpatients.

Department Critical Care

DOCC is a facility offering critical care to all acute hospital patients specifically invasive and non-invasive ventilation, intracranial pressure monitoring, haemofiltration and invasive cardiac monitoring.

Theatres

There are 12 theatres currently available within the Trust, split across two sites. Phase 1, Theatre 1 – 4 (Emergency Theatres) and Phase 2, Theatres 5 – 12 (Elective Theatres)
Imaging
There is a modern imaging department staffed by 13 Consultant Radiologists. The department provides plain x-rays, image intensification, digital screening, ultrasound, CT and MRI scanning and has an interventional suite.

Cardiology
There is a modern Cardiology department providing diagnostic facilities for both inpatients and outpatients. They include exercise testing, electrocardiograph testing, ultrasound scanning, pulmonary function testing and twenty-four hour monitoring and echocardiography.

Endoscopy
There is a modern Endoscopy unit that is shared with the Surgical Directorate and managed by Dr Ravi Madhotra, Consultant Gastroenterologist. We provide both diagnostic and therapeutic endoscopy including ERCPs and thoracoscopy.

Pathology Laboratory
There are full facilities on site for haematology, histopathology, microbiology and biochemistry.

Private Facilities
The Saxon Clinic is a modern 34 bedded private hospital, part of the Netcare Group, situated adjacent to the main hospital and opened in 1986.

16. MANAGEMENT AND ORGANISATIONAL ADMINISTRATION

The Chief Executive is Joe Harrison
The Chairman is Baroness Wall of New Barnet
The Executive Medical Director on Trust Board is Professor Martin Wetherill, Consultant Orthopaedic Surgeon.

17. CLINICAL DIRECTORATE

Milton Keynes Hospital introduced a directorate structure in July 1991. Mrs Jacqui Page is the Divisional General Manager responsible for the Division of Surgery, incorporating the five directorates of General Surgery, Trauma & Orthopaedics, Head & Neck and Theatres.

18. LOCAL NEGOTIATING COMMITTEE (LNC)

A LNC meets on a regular basis with Management to agree policies and procedures that affect Medical and Dental staff. These include a regular review of the Clinical Excellence Awards for Consultants, Associate Specialists and Staff Grades. Other policies agreed with the LNC include disciplinary, Hep B and Consultants' leave policy.

Facilities provided presently on site include: Accident & Emergency, General Medicine, General Surgery, Orthopaedics, ENT, Ophthalmology, Orthodontics & Maxillofacial Surgery, Obstetrics and Gynaecology, Anaesthetics, Paediatrics, Radiology, Haematology, Renal Dialysis, Oncology, Psychiatry, Acute Geriatrics and Community Dental Surgery.

Specialist clinical support services are well provided for with Neurosurgery and Orthopaedic Oncology at Oxford, and Plastic Surgery at Stoke Mandeville.
19. POSTGRADUATE FACILITIES
Milton Keynes University Hospital NHS Foundation Trust, in partnership with the University of Buckingham, is a University Teaching Hospital. This allows us to attract, train and retain the best doctors and contribute towards the financial stability of the organisation.

This is also an important step towards establishing the trust as a world-class centre for teaching excellence. The first students arrived on wards in May 2015 and by the beginning of 2017 a medical school building will have been constructed, which will also create exciting opportunities in the future for all staff in the fields of clinical research and education.

This exciting new phase will include opportunities for undergraduate and post graduate teaching, enhanced research facilities. A teaching and research background would be highly advantageous when applying for this position.

We believe the continued growth of the hospital will allow us to expand and improve our services to offer the very best care to the people of Milton Keynes, and beyond.

There is an active Postgraduate Education Centre, which houses the hospital library. There is a programme of clinical meetings and lectures. The medical library is jointly funded and has regular supplies of most general medical journals. It has a good selection of books and CD ROM facilities are available on site. There are also on-line search facilities. The Director of Medical Education, Miss Debbie Phillips, is responsible for organising the programme, and active participation of Consultants, Trainees and General Practitioners is strongly encouraged. There is an active Speciality Tutors Committee that meets regularly.

The Trust is involved with hosting Oxford and Buckingham Medical School students.

The Clinical Governance Support Unit has good resources and provides regular support in department projects. There are nine dedicated audit half days per year held in the Postgraduate Education Centre.

Clinical audit with peer review is practiced at least once a month in all departments.

20. CLINICAL GOVERNANCE
All clinical directorates in the Trust have a Clinical Governance framework and a rolling programme of half days set aside for Clinical Audit. Clinical Risk Strategies are being developed with cross-directorate working where appropriate.

Appointees are expected to participate fully in the clinical governance activities and procedures of the Trust, including adhering to and encouraging amongst junior staff compliance with best practice with regard to Infection Control procedures.

21. DATA PROTECTION
The post-holder must, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way: to hold data only for the specified, registered purposes and to use or disclose data only to lawful persons or organisations as instructed.

22. HEALTH & SAFETY
Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.
23. **RISK MANAGEMENT**
All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Staff should also comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

Reducing risk is everyone's responsibility. All Trust employees are to ensure that they work at all times in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

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:-

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

25. **EQUALITY AND DIVERSITY**
The Trust has a clear commitment to Equality and Diversity and it is the duty of every employee to comply with the detail and spirit of the policies.

26. **CONFLICT OF INTEREST**
The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust’s Standing Orders require any employee to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list as the role will inevitably vary and develop over time. You may from time to time be asked to undertake other reasonable duties; however any changes will be made in discussion with you in the light of the service needs.

27. **STAFF NURSERY**
TLC Nursery is situated next to the hospital in Milton Keynes. The nursery is in a purpose built building and offers childcare from 6 weeks to 5 years.

28. **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 (dependant on service, and meeting any statutory requirements)
- Ill-health retirement benefits (dependant on having at least two years’ service)
Redundancy benefits (dependant on having at least 5 years’ service, and the appropriate age restrictions).

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.

29. GENERAL CONDITIONS OF APPOINTMENT

i. The Trust requires the successful candidate to have and maintain full and specialist registration with a licence to practise with the General Medical Council and to fulfil the duties and responsibilities of a doctor as set down by the General Medical Council.

iii. All appointments are subject to satisfactory Occupational Health Clearance being obtained.

iv. The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies.

v With 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.

APPLICATION INFORMATION

Applicants who are unable, for personal reasons, to work full time will be eligible to be considered for the post. Job share applicants are also welcomed. If appointed, modification of the job content will be discussed on a personal basis in consultation with consultant colleagues.

This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

We are moving towards a seven-day working pattern and welcome applications from people of all ages including people over 65.

Applications are to be submitted in the form of an online application through the NHS Jobs Website.
FURTHER INFORMATION

Candidates wishing to discuss more details of the post, please contact:

Mr Joe Harrison  
Chief Executive  01908 86226

Dr Ian Reckless  
Medical Director  01908 86233

Dr Hamid Manji  
Divisional Director of Surgery  01908 87229

Mr Richard O’Hara  
Clinical Director for General Surgery  01908 86765

Miss Amanda Taylor  
Consultant General and Breast Surgeon  01908 86774

Miss Rachel Soulsby  
Consultant Oncoplastic Breast Surgeon  01908 86774