Consultant Job Title: Consultant in Gynaecology with an interest in Minimal Access Surgery

Specialty: Obstetrics and Gynaecology

Division: Women’s and Children’s

Trust: University Hospitals Bristol NHS Foundation Trust
JOB DESCRIPTION

1. THE POST

The appointment is for a 10 PA Consultant post in Gynaecology. The appointee will be an experienced gynaecological surgeon. Expertise in minimal access surgery in gynaecology with a view to treating deep infiltrating endometriosis is essential. The successful candidate will work in close collaboration with the current laparoscopic surgeons to support the work of the nationally accredited Endometriosis Centre. The timetable will include gynaecology operating, general gynaecology clinics, a special interest clinic and non-resident on call covering gynaecology. The appointee will work with eight gynaecologists (including 3 gynaecological oncologists) within the department to provide a full elective and emergency gynaecology service to secondary and tertiary level patients attending the hospital. There will be no obstetric component to the post. He / she will take an active part in undergraduate and postgraduate education. He / she will have or be within 6 months of being granted a CCT (or equivalent) in Obstetrics and Gynaecology at the time of interview. The timetable may be subject to change by mutual agreement with the Clinical Director following job plan review. The post is based at St Michael’s Hospital, Bristol. This full-time post is based on a ten session contract, and is approved by the Royal College of Obstetricians and Gynaecologists.

2. UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST (UH Bristol)

University Hospitals Bristol NHS Foundation Trust is a dynamic and thriving group of hospitals in the heart of Bristol, a vibrant and culturally diverse city.

Our 9,000 staff offer over 100 different clinical services across nine different sites. We provide general medical and emergency services to the local population of Central and South Bristol, and a broad range of specialist services across a region that extends from Cornwall to Gloucestershire, into South Wales and beyond. We are one of the country’s largest acute NHS Trusts with a 2016/2017 budget of £630 million.

Our staff have developed leading edge services such as cardiac surgery and bone marrow transplantation that have built an international reputation and are in demand by patients from across the country.

With strong links to the University of Bristol and University of West of England we are the major medical research centre in the region. The findings allow us to continually improve our patient care. Our academic links also make us the largest centre for medical training in the
South West, attracting the highest calibre clinical staff from across the UK.

We aim to provide healthcare, research and teaching of the very highest quality and are recognised as one of the highest-performing Acute trusts in the country. UH Bristol was rated Outstanding by the Care Quality Commission (CQC) following an inspection in November 2016.

As a Foundation Trust, UH Bristol is accountable to the local community and patients. The community and patients are invited to become members of the Trust and currently the Trust has 8,500 members. The membership, which includes staff members, voted in a formal election for governors to represent them on the Membership Council which sits alongside the Trust Board. The Council advises the Board on strategic direction and members and governors are active in improving the services at the Trust.

The Trust structure is based on five autonomous Clinical Divisions:
- Medicine and Emergency Care
- Surgical Division
- Women’s and Children’s Services
- Specialised Services
- Diagnostic and Therapy Services

A clinical chair supported by a Divisional Director leads each Division.

The Divisions are supported by a sixth Division - Trust Services which comprises of a number of corporate functions including Finance, IM&T, and Human Resources.

3. UNIVERSITY OF BRISTOL LINKS

The University of Bristol offers an exciting academic environment with centres of excellence in all of its faculties. It also has an ambitious programme for expansion and a well-established major “campaign for resources” to facilitate future developments. The University is in the city centre and the Medical School and basic science departments are within walking distance of UH Bristol.

Bristol is one of the few universities with schools of medicine, dentistry and veterinary science, all in close proximity. The Medical School has an intake of 250 students each year to its undergraduate medical course following recent expansion. The Dental School has also recently expanded and now has an intake of 75 undergraduate students per year.

The Faculty’s research philosophy is to undertake internationally recognised basic and applied medical and health services within a setting which patients are cared for in association with undergraduate teaching and postgraduate training.

4. DIVISION OF WOMEN’S AND CHILDREN

The department of Obstetrics and Gynaecology is part of the Division of Women's & Children's Services. The Divisional Structure includes a Chair of Division, (Dr Bryony Strachan) and Divisional Director (Mr Ian Barrington) supported by medical and managerial teams arranged on the basis of 4 clinical areas: Obstetrics & Gynaecology & Clinical Genetics, Paediatric Surgical Specialties, Paediatric Medicine (including Emergency Medicine), and Paediatric Critical Care.
5. THE WORK OF THE DEPARTMENT

St Michael's Hospital is part of the University Hospitals Bristol NHS Foundation Trust, the major teaching hospital within the Severn Deanery.

There are 10,000 gynaecology outpatient referrals, 14,500 outpatient attendances and 2,500 gynaecology inpatient spells per annum. We have specialist clinics in reproductive endocrinology, infertility, the menopause, psychosexual medicine, early pregnancy problems as well as gynaecological oncology. There is busy outpatient department with a full colposcopy and outpatient hysteroscopy service. St. Michael's has recognition as an Endometriosis Centre with joint surgical clinics and theatre lists with those with severe endometriosis. A joint vulval clinic is run by a dermatologist and gynaecologist. An expanding regional paediatric and adolescent gynaecology service has joint clinics with paediatric and adult endocrinologists for teenagers and young women with Turner's syndrome, disorders of sex development and late effects. There is a specialist clinic for fibroid embolization. As part of the teaching hospital complex, the hospital also houses a lecture theatre, seminar rooms, demonstration rooms and clinical outposts of the radiology and ultrasound departments.

The Trust has been awarded level 3 in the maternity CNST and has an excellent patient safety department. The CQC inspection rated the maternity services as good with outstanding for leadership. St Michael's Hospital is a supra-regional referral centre for fetal medicine and fetal cardiology providing tertiary and quaternary expertise and interventional procedures including in-utero transfusion and laser ablation and in-utero transfusions for the South West and South Wales. We have a nationally renowned tertiary Adult Congenital Heart Disease (ACHD) in pregnancy service as part of an excellent maternal medicine service involving a highly skilled, multidisciplinary team of maternal medicine consultants, physicians and obstetric anaesthetists. Other specialist multidisciplinary antenatal clinics are provided for endocrinology, haematological, respiratory and rheumatoid disorders. The department works closely with the Avon, Gloucestershire, Somerset & West Wilshire clinical genetics service housed within the hospital. The regional neonatal intensive and special care baby unit is co-located in the hospital providing cardiac and surgical neonatal care for the South West and South Wales. The hospital serves a widely diverse community and there are first rate, multi professional clinics supporting drug- using mothers and pregnant teenagers. There are over 5400 women giving birth within the service.

**Medical Staff:** Consultants NHS unit

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss E Adams</td>
<td>Gynaecologist and sub specialist in urogynaecology</td>
</tr>
<tr>
<td>Miss L Ashelby</td>
<td>Obstetrician with special interest in maternal medicine. Lead for obstetric endocrinology</td>
</tr>
<tr>
<td>Dr J Bailey</td>
<td>Sub-specialist in gynaecological oncology and general gynaecologist. Lead for gynaeoncology.</td>
</tr>
<tr>
<td>Miss R Bahl</td>
<td>Obstetrician with special interest in day assessment and intrapartum care</td>
</tr>
<tr>
<td>Miss S Basude</td>
<td>Obstetrician with special interest in intrapartum care</td>
</tr>
</tbody>
</table>
Miss V Bills  Sub-specialist in fetomaternal medicine and obstetrician
Miss N Crough  Obstetrician and gynaecologist and subspecialist in paediatric adolescent gynaecology. Lead for gynaecology.
Mr M Denbow  Sub-specialist in fetomaternal medicine and obstetrician, R&D lead. Training Programme Director for School Severn PGME.
Dr Amanda Jeffreys  Gynaecologist, subspecialist in reproductive medicine and surgery
Miss R E Liebling  Subspecialist in fetomaternal medicine and obstetrician, College Tutor
Miss A R Mohan  Obstetrician with a special interest in maternal medicine
Miss Claire Newton  Sub-specialist in gynaecological oncology and general gynaecologist.
Dr A Oliver  Obstetrician and Gynaecologist with an interest in Early Pregnancy
Mr T G Overton  Sub-specialist in fetomaternal medicine and obstetrician. Clinical Director.
Mr A Patel  Sub-specialist in gynaecological oncology and general gynaecologist.
Miss R Simms  Sub-specialist in fetomaternal medicine and obstetrician
Miss B K Strachan  Clinical Chair Women’s and Children’s Division, obstetrician, paediatric and adolescent gynaecology
Miss E Treloar  Obstetrician with a special interest in intrapartum care and Endocrinology. Lead for obstetrics
Miss J Trinder  Obstetrician with a special interest in maternal medicine. Lead for maternal Medicine. Head of School Severn PGME

Academic unit

Professor D Cahill  Sub-specialist in reproductive medicine. Professor in Medical Education and Reproductive Medicine MB ChB Programme Director
Professor A López  Professor of Human Reproductive Biology Bernal

Junior Medical Staff:

2 Sub-specialty trainees in fetomaternal medicine
1 Sub-specialty trainee in gynaecological oncology
2 NHS year ST 6/7
1 year ST 6/7 Specialist registrar in teaching (Hon University Lecturer)
2 senior clinical fellows
6 Specialist registrars ST3-5
2 clinical research fellow
2 teaching fellow
8 Specialist registrars ST1 & 2
3 F2s

6. DUTIES AND RESPONSIBILITIES

Clinical: The successful candidate will be expected to provide inpatient and outpatient acute and elective gynaecological care to patients attending St Michael’s Hospital in conjunction with the current consultants. He/she should have expertise at consultant level in general gynaecological surgery covering both elective and emergency procedures. Expertise in minimal access surgery is essential.

A sample job plan is included in this document in appendix A.

The successful candidate will be expected to comply with all relevant Trust policies relating to administration of patient care. This includes working to set timescales for the triage of referrals, the completion of discharge summaries prior to patients being discharged, following the specified process for the management of patients that do not attend (DNA) their appointment or admission, and the completion of all paperwork deemed necessary to support the management of their patients within agreed timescales. Consultants are also expected to work with service managers and clinical colleagues to manage their caseload in a flexible way, to ensure both clinical, national and local priorities, such as maximum waiting times for referral to treatment, are achieved.

a) Management and Leadership Responsibilities

The management responsibility of the post-holder will be to the Clinical Chair who is responsible to the Chief Executive and Trust Board.

b) Clinical Audit and Clinical Governance

The successful appointee is expected to take a full role in the delivery of the Trust’s wide agenda for Governance. The Trust believes in an open learning environment with a clear risk management strategy that allows innovation and improvement in care whilst placing patient safety at the centre of our values. The Consultant will take an active part in the department audit arrangements.

c) On-Call Commitment

The post holder is expected to take part in a 1/9 week day non-resident on call for covering gynaecology and will be expected to take an equal share in the consultant weekend on call rota (non-resident – currently 1/9) and a full share of bank holidays. This on call commitment may change subject to job planning.

d) Leave

6 weeks and 2 days per year, of which two are in lieu of the two NHS statutory days.
Consultants who have completed seven years service in the consultant grade will receive two additional days leave.

There is no locum policy and consultants in the department participate in cover for annual and study leave. Absence must be planned in advance by discussion with consultant colleagues.

e) Annual Appraisal

All staff within the trust participate in a formal appraisal process and attend an appraisal meeting on an annual basis. The aim of the appraisal process is to improve the quality of health services provided by the trust through the development and enhancement of employees’ job performance.

For consultants, the appraisal process involves using the NHS Appraisal toolkit to provide a framework to identify development needs. The process also includes providing an ongoing portfolio of supporting evidence which conforms to national, General Medical Council and Royal College standards and guidance.

On going monitoring of progress of the Personal Development Plan continues throughout the year leading to a final progress review towards the end of the year. The Medical Director holds a list of the Trust’s trained and approved medical appraisers and the trust’s appraisal policy can be found on the trust’s ‘HR Web’ site.

g) Continuing Professional Development and Continuing Medical Education

The Trust supports the requirements for continuing Medical Education and is committed to providing time and financial support for these activities.

h) Teaching and Training

This is a teaching Trust and the Consultant will teach medical students as part of the commitment of their Division to undergraduate education. On occasions, a practitioner may be asked to give lectures to healthcare professionals.

i) Research and Effectiveness

UH Bristol is a leading international centre for healthcare research and education and has a considerable reputation for innovative research and development.

The appointee will be expected to contribute to the Trust’s research portfolio through active participation in projects led by colleagues (internal and external), through supervising research performed by trainees and through initiating research projects which address local, national and international healthcare needs. Collaboration with University partners, including the Universities of Bristol and the West of England with which the Trust has close links, will be actively encouraged. In addition, the Trust supports involvement in high-quality commercially sponsored research studies which are of benefit to the Trust and the patients in its care.

All research must be performed in accordance with the Research Governance Framework. The Trust’s active Research and Development Office and the pan Bristol Research and
Development Support Unit will support consultants involved with research, which provide high-quality training and guidance as well as support for individual projects.

j) Mentoring Support
With appropriate experience and training, you may be expected to offer mentoring support to newly appointed consultants to the Trust, by way of helping them manage their own learning, maximise their potential, develop their skills and improve their performance. This will be based on a two way partnership within agreed parameters, between mentor and mentoree.

7. MEDICAL ADVISORY MACHINERY
The post-holder will be a member of the Hospital Medical Committee (HMC) and the Division of Women’s and Children’s.

8. WORK PROGRAMME
The work programme attached to this job plan is detailed in Appendix A.
Agreement should be reached between the appointee and the Clinical Chair with regard to the scheduling of the Supporting Professional Activities.
The job plan will be reviewed annually and all consultants are reminded of the obligation to remain up-to-date with statutory and mandatory training.

9. GENERAL PROVISIONS
You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the Trust’s agreed policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the Standing Orders and Financial Instruction of the University Hospitals Bristol NHS Foundation Trust. In particular, where you manage employees of the Trust, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.

All medical and dental staff employed by the Trust are expected to comply with all Health and Safety Policies within the University Hospitals Bristol NHS Foundation Trust.

You will have responsibility for the training and supervision of (junior) medical staff who work for you and you will devote time to this activity on a regular basis. If appropriate, you will be named in the contracts of doctors in training grades, as the person responsible for overseeing their training, and as the initial source of advice to such doctors on their careers.

10. MAIN CONDITIONS OF SERVICE
a) The post is covered by the Terms and Conditions - Consultants (England) 2003 as revised from time to time.

b) Under the consultant contract, with effect from 1st April 2017, the basic full-time 10 PA
salary will be £76,761 - £103,490 per annum.

Under the new terms and conditions the basic salary on commencement may only be considered for a higher threshold under the following conditions:

(i) To reflect consultant-level experience that a consultant has gained before his or her first appointment as an NHS consultant.

(ii) Where a consultant’s training has been lengthened by virtue of being in a flexible training scheme or because of undergoing dual undergraduate qualifications which are essential for the medical aspect of a post, the Trust will, where necessary, set basic salary on commencement at a higher threshold to ensure that the consultant is not prevented from reaching the pay threshold they would have attained had they trained on a full-time or single qualification basis.  

*(Schedule 14, paragraphs 4, 5 and 6 of the terms and conditions)*

(iii) Consultants will become eligible for additional pay thresholds at the intervals set out below on the anniversary of appointment subject to meeting the criteria set out in Schedule 15 of the terms and conditions for consultants.

(iv) Table 1 : Pay Thresholds as at 1 April 2017

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Period before eligibility for threshold</th>
<th>Basic salary (full-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A (normal starting salary)</td>
<td>76,761</td>
</tr>
<tr>
<td>2</td>
<td>One year</td>
<td>78,831</td>
</tr>
<tr>
<td>3</td>
<td>One year</td>
<td>80,761</td>
</tr>
<tr>
<td>4</td>
<td>One year</td>
<td>83,141</td>
</tr>
<tr>
<td>5</td>
<td>Five Years</td>
<td>85,514</td>
</tr>
<tr>
<td>6</td>
<td>Five years</td>
<td>91,166</td>
</tr>
<tr>
<td>7</td>
<td>Five years</td>
<td>96,819</td>
</tr>
<tr>
<td>8</td>
<td>Maximum point</td>
<td>103,490</td>
</tr>
</tbody>
</table>

(v) The value of pay thresholds for part-time consultants will be pro rata to the levels in Table 1, based on the number of agreed weekly Programmed Activities in the consultant’s Job Plan as a proportion of the ten standard Programmed Activities for full-time consultants.

(vi) The successful candidate will be required to live within 10 miles, by road; from (hospital). Permission to live within 15 miles distance will be at the discretion of the appropriate Clinical Chair. Travelling allowance will only be payable for 10 miles.

(vii) The successful applicant must be fully registered with the General Medical Council and either listed on the Specialist Register or within six months of being
eligible for inclusion on the Specialist Register in the appropriate specialty at the time of the interview. Proof of confirming registration will be required on an annual basis.

(viii) Any offer of employment will be conditional on satisfactory health clearance by Occupational Health. This is usually by health questionnaire, but may involve a medical examination.

The successful applicant will be required to provide documentary evidence of natural or acquired immunity to hepatitis B. Where this is not possible, the post-holder will be required to demonstrate by recent (within the last year) evidence of serology showing the absence of hepatitis B surface antigen. These provisions are to meet the requirements of the Department of Health’s instructions to Trusts (HSG (93)40).

(ix) Relocation expenses are not payable for any new Consultant appointments to the Trust.

11. REVIEW OF JOB PLAN

Job Plan

A formal job plan will be agreed between the appointee and their Clinical Chair, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Clinical Chair on behalf of the Chief Executive.

The job plan will be based on the provisional timetable shown at Appendix A.

The Job Plan will then be reviewed annually, following the Appraisal Meeting. The Job Plan will be a prospective agreement that sets out a consultant’s duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant’s professional practice including clinical work, teaching, research, education and managerial responsibilities. It should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and the objectives.

Provisional assessment of Programmed Activities in Job Plan

For a whole-time contract:

- Direct Clinical Care
  8.5 PAs on average per week
  *(Includes clinical activity, clinically related activity, predictable and unpredictable emergency work)*

- Supporting Professional Activities
  1.5 PAs on average per week
  *(Includes CPD, audit, teaching and research)*

General Information:
The Trust's Values

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values and behaviours at all times as follows:

Respecting Everyone
- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

Embracing Change
- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

Recognising Success
- We say thank you and recognise everyone’s contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

Working Together
- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

In line with the NHS Constitution, all healthcare providers, registered medical practitioners, nurses and other registered health professionals have a duty of openness, honesty and transparency (candour).

Transforming Care

Transforming Care challenges everyone at University Hospitals Bristol to play their part in supporting quality changes and improvements in their work place, building efficient care systems critical for our patients and their families, both today and in the future.

The Trust’s mission is to deliver clinical services, teaching and research of the highest quality. Our vision is to provide first class technical care, with humanity, compassion and sensitivity to the needs of each patient.
These are the core elements essential to Transforming Care. Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation.

**Equal Opportunities**
The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:
- Ensure their behaviour is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Trust’s values, including ‘Respecting Everyone’, as well as the Staff Conduct Policy and the Equal Opportunities policy

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

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

**Senior Management** is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

**Line Managers** are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

Everyone has a responsibility for contributing to the reduction of infections.

**University Hospitals NHS Foundation Trust is ‘Smoke Free’. Smoking or tobacco is not permitted on any of our hospitals sites.**
Safeguarding Children and Vulnerable Adults
University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance
Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust’s guidance on Raising Concerns about provision of patient care.

Information Governance
It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 1998.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System
- Maintain the confidentiality of their password / username and if in possession of a ‘Smartcard’ abiding by the terms and conditions of its use.

Workplace Health and Wellbeing
The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Job Description completed/reviewed by: Tim Overton, Clinical Director and Naomi Crouch, Clinical Lead for Gynaecology

Date: 17 November 2017
APPENDIX A

Consultant Job Planning Template

Consultant Gynaecologist with an interest in Minimal Access Surgery

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
<th>No of sessions in a year</th>
<th>DCC</th>
<th>SPA</th>
<th>TOTAL Annualised</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>DCC</td>
</tr>
<tr>
<td>Monday</td>
<td>8am-6pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9am-1pm</td>
<td>SPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8am-6pm</td>
<td>Operating theatre cross cover</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9am-1pm</td>
<td>Repro Med clinic</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>on-call (alt weeks)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9am-1pm</td>
<td>post-op ward round/clinical admin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>9am-1pm</td>
<td>post-op ward round/clinical admin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>8am-1pm</td>
<td>Weston Day Case</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2pm-5pm</td>
<td>Weston GOPD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>9am-1pm</td>
<td>general gynae clinic St Michael’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2pm-5pm</td>
<td>SPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>8am - 9am</td>
<td>consultant meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9am-1pm</td>
<td>endometriosis clinic 2/4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>special interest clinic 2/4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>endometriosis MDT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gynae M and M Lead</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td></td>
<td>ward round 9-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>off site on-call</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td></td>
<td>ward round 9-12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>off site on-call</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The timetable provides scheduling details of the clinically related activity components of the job plan, which occur at regular times in the week. Agreement should be reached between the appointee and their Head of Division with regard to the scheduling of all other activities.

**JOB PLAN GUIDANCE**
1. Predictable on-call work: where this work follows a regular pattern each week, this is identified within the weekly schedule when and where this takes place. Where such work does not follow a regular pattern, for example, due to the variability of the on-call rota, an average level of activity per week will be identified in the predictable activity box at the bottom of the form.

2. In the ‘work’ column, a description of the duty will be completed, e.g. outpatient clinic, ward round, operating list.

3. The ‘categorisation’ column defines whether the work is direct clinical care, supporting professional activity, additional NHS responsibility or external duty.

**Direct Clinical Care**: Work directly relating to the prevention, diagnosis or treatment of illness. This includes emergency duties (including emergency work carried out during or arising from on-call), operating sessions including pre-operative and post-operative care, ward rounds, outpatient activities, clinical diagnostic work, other patient treatment, public health duties, multi-disciplinary meeting about direct patient care and administration directly related to the above (including but not limited to referrals and notes). Please note particularly that administration relating to direct care is included here, as is travelling time relating to direct care. The allocation of these PAs in your job plan should be based upon an assessment of what is required for you to do your work.

**Supporting Professional Activity**: Activities that underpin direct clinical care. This may include participation in training, medical education, continuing professional development, formal teaching, audit, job planning, appraisal, research, clinical management and local clinic governance activities. It includes keeping up to date with relevant medical journals and literature.

**Additional NHS Responsibilities**: Special responsibilities - not undertaken by the generality of consultants in the Trust, which are agreed between the consultant and the Trust and which cannot be absorbed within the time that would normally be set aside for supporting professional activities. These may include being a Medical Director, Director of Public Health, Deputy Medical Director or Lead Clinician, or acting as a Caldicott guardian, Clinical Audit Lead, Clinical Governance Lead, Undergraduate Dean, Postgraduate Dean, Clinical Tutor or regional Education Adviser. This is not an exhaustive list.

**External Duties**: Duties not included in any of the three foregoing definitions are not included within the definition of fee paying services or private professional services, but undertaken as part of the job plan by agreement between the consultant and Trust. There might include trade union duties, undertaking inspections for the Healthcare Commission, acting as an external member of an Advisory Appointments Committee, undertaking assessments for the National Clinical Assessment Authority, reasonable quantities of work for the Royal Colleges in the interests of the wider NHS, reasonable quantities of work for a government department, or specified work for the General Medical Council. This list of activities is not exhaustive.

4. The number of PAs allocated to each duty should be specified.
5. Private practice commitments should be identified broadly in terms of timing, location and type of work.

6. In addition to regular duties and commitments, some consultants have certain ad-hoc responsibilities. These would normally but not exclusively fall into the ‘additional NHS responsibilities’ or ‘external duties’ categories of work, for example member of an Advisory Appointments Committee or work for a Royal College.
## PERSON SPECIFICATION

**CONSULTANT GYNAECOLOGIST WITH AN INTEREST IN MINIMAL ACCESS SURGERY**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications &amp; Training</td>
<td>Full and specialist registration with the General Medical Council (GMC) or eligible for specialist registration within 6 months or Holder of Certificate of Completion of Training (CCT), or evidence of within six months of award of CCT or equivalent by date of interview MRCOG or appropriate specialist qualification ATSM in Advanced Laparoscopic Surgery for the Excision of Benign Disease, or equivalent</td>
<td>Higher degree (MD/PhD)</td>
</tr>
<tr>
<td>Experience</td>
<td>A thorough and broad training in obstetrics and gynaecology To have completed the RCOG basic and core log books or equivalent To be able to take responsibility for delivering the service without direct supervision Ability to offer expert clinical opinion in complex benign gynaecological cases Significant experience in treating women with endometriosis Ability to take full and independent care of gynaecological problems arising as emergencies</td>
<td>Broad range of IT skills Willingness to develop a special interest within the department complementary to other members of the team</td>
</tr>
</tbody>
</table>
| **Knowledge & Skills** | Up to date knowledge and experience of relevant specialty  
Knowledge of NHS priorities with reference to specialty |
|------------------------|-------------------------------------------------------------|
| **Clinical Governance & Audit** | Understanding of clinical governance and the individual responsibilities it implies  
Knowledge of the principles of clinical audit and evidence of participation  
Positive approach to evidence based practice  
Participation in continuing professional development (CPD) scheme and, where relevant, evidence of participation |
| **Research** | Publications in peer reviewed journals  
Ability to increase the research profile of the Unit |
| **Teaching & Training** | Experience in the organisation, delivery and assessment in undergraduate and postgraduate education |
| **Management & Leadership** | Ability to organise efficient and smooth running of a specialist service  
Ability to cope with and effectively organise the workload of a consultant  
Ability to practice independently as a consultant  
Ability to take on responsibility and show evidence of leadership  
Ability to work under pressure and cope with setbacks |
| | Ability to change/project manage  
Demonstration of knowledge of NHS management structures  
Management experience |
**Interpersonal, communication & team working skills**

- Ability to present ideas and visions effectively to an audience using a variety of methods and to respond to questions and queries
- Ability to work harmoniously and efficiently in a multidisciplinary team, to undertake and to delegate responsibility

**Any Other Personal Abilities & Aptitudes**

- Displays honesty, integrity and respects confidentiality

**Behaviours and Values**

- Demonstrates the four Trust values

**Other**

- Meets professional health requirements
- Willingness to travel to and work in other sites necessitated by the role

---

**Agreed by:** Tim Overton

**Date:** 17 November 2017