Job Description

1. Job Details

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Consultant Rheumatologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service:</td>
<td>Rheumatology</td>
</tr>
<tr>
<td>Department/Directorate:</td>
<td>Specialised Services / Medical Directorate</td>
</tr>
<tr>
<td>Reports to (Title):</td>
<td>Clinical Director of Specialised Services</td>
</tr>
<tr>
<td>Accountable to (Title):</td>
<td>Chief Executive &amp; Medical Director</td>
</tr>
<tr>
<td>Location/Site/Base:</td>
<td>Haywood Academic Rheumatology Centre and University Hospital North Midlands, Stoke-on-Trent</td>
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</tbody>
</table>

2. Job Purpose/Main Duties/Responsibilities

We are looking to appoint two new consultants to complement the existing rheumatology team, in order to meet the increased demand for our rheumatology and musculoskeletal services.

The posts offer significant opportunities to become a highly valued member of a dynamic, enthusiastic multidisciplinary team with an excellent reputation for delivering high quality clinical care, clinical research and undergraduate, postgraduate and multi-professional education.

These posts cover all aspects of adult rheumatology. The development of subspecialty clinical interests will be encouraged and dedicated sessions for education and clinical research are available, for suitably qualified and experienced candidates who wish to pursue such career interests.

3. Rheumatology Services

The appointees will be based at the Haywood Rheumatology Centre which was established in this community hospital setting in the 1970s and is located in an excellent new building which contains all the essential multidisciplinary departments, clinic suites, dedicated day unit and 10 bedded ward dedicated to rheumatology.

We provide the full spectrum of rheumatology services, including osteoporosis, fracture liaison and musculoskeletal interface services (MIS) for a population of approximately 500,000 people across North Staffordshire.
The innovative MIS enabled the local health economy to improve conversion rates for surgery from less than 30% to closer to 70%. Patient feedback is positive with 95% stating that they would recommend the service to friends or family.

We are fortunate in having excellent support from many highly specialised allied health professionals, 5 musculoskeletal radiologists and our own musculoskeletal ultrasound and bone densitometry teams.

We have an advanced computer network system that links in with the clinical IT systems of the University Hospital of the North Midlands (UHNM), including pathology, radiology and electronic letters. The in house Diamond IT system enables excellent communication amongst the rheumatology team and other clinical colleagues; it is also invaluable for the monitoring of DMARDS.

We maintain close collaboration (and honorary contracts) with the University Hospital of the North Midlands NHS Trust (UHNM) in order to provide specialised combined orthopaedic, medical and paediatric care for our patients with complex connective tissue disorders and multiple comorbidities.

We have very strong links and key roles with Keele University Undergraduate Medical school and also offer a wide variety of opportunities for teaching and training postgraduate doctors, nurses and allied health professionals locally, regionally and nationally.

We continue to build on our very strong track record for clinical, commercial and academic research and thrive due to our shared academic appointments with Keele University’s School of Medicine, Arthritis Research UK Primary Care Centre and Institute of Applied Clinical Science.

**The Department of Academic Rheumatology:**

**Clinical, Educational and Academic Roles:**

We welcome applications from candidates with a broad range of interests and skills and continue to strongly support clinical, subspecialist, research, educational, or managerial career development for new and established colleagues.

We have highlighted below, a number of exciting opportunities that are available currently, but these are neither exhaustive nor essential.

**Clinical:**

Haywood:
The appointees will be based at the highly acclaimed Haywood Academic Rheumatology Centre which was established in this community hospital setting in the 1970s and has an excellent new building which contains all the essential multidisciplinary departments, clinic suites, dedicated day unit and 10 bedded ward for rheumatology.

UHNM:
The appointee will maintain close collaboration (and an honorary contract) with the University Hospital of North Midlands NHS Trust (UHNM) in order to support our specialised combined orthopaedic, medical and paediatric services.

**Educational:**

Keele Undergraduate Education:
We have very strong links with Keele University School of Medicine. There will be opportunities for a suitably qualified potential post holder to take on a lead role for undergraduate education delivery within rheumatology and allied specialties. In addition, there are often advertised
opportunities for funded School sessions undertaking broader roles. (See Keele Undergraduate Education section below)

Research:

Clinical Academic Research:
We continue to build on our very strong track record for clinical, commercial and academic research and thrive due to our shared academic appointments within the Keele-Haywood Academic Rheumatology Group.
We are able to offer clinical academic sessions to a suitably qualified and interested candidate seeking a clinical academic career. (See Research section below)

Services and Facilities:

Working alongside our UHNM colleagues, we provide the full spectrum of rheumatology services, including complex connective tissue disease, paediatric and adolescent rheumatology, metabolic bone, fracture liaison and musculoskeletal interface services (MIS) for a population of approximately 500,000 people across North Staffordshire.

We reach out into community and acute sites across Staffordshire and using our in-house programme are able to identify rheumatology patients who are admitted to the acute site and thereby providing an in-reach service to UHNM for our mutual patients.

We are fortunate in having excellent support across these sites from many highly specialised allied health professionals, 5 UHNM musculoskeletal radiologists and our own musculoskeletal ultrasound and bone densitometry teams based at the Haywood.

We provide a basic rheumatology ultrasound service which is supported by Dr Hider, Dr Price, a Rheumatology Nurse Specialist, administrative staff on the Day-case Unit and with additional support from a consultant sonographer and our UHNM musculoskeletal radiology colleagues.

We have an advanced computer network system that links in with the clinical IT systems of UHNM, including pathology, radiology and electronic letters. The Haywood Diamond IT system enables excellent communication amongst the rheumatology team, with clinical colleagues in UHNM and is invaluable for the monitoring of DMARDS.

In addition to the rheumatology services described above, the Partnership Trust provides Musculoskeletal Services in North and South Staffordshire. Within these services, extended scope practitioners (ESPs) provide rapid assessment and management of non-surgical, non-inflammatory musculoskeletal conditions. Staff maintain strong links with GPSIs, orthopaedic colleagues and the Haywood rheumatologists, who support these ESPs.

For all staff, we offer a wide variety of opportunities for teaching and training postgraduate doctors, nurses and allied health professionals locally, regionally and nationally.

Rheumatology out of hours advice for Primary care and UHNM inpatients is provided by the consultant rheumatologists.

Staffing

The Haywood Academic Rheumatology Centre is supported by a full medical team across the senior / junior grades and a wealth of experienced allied health professionals.

The medical team within Rheumatology at the Haywood comprises a mixture of full time and part-time clinicians and clinical academics. Some members of the Department have gone on to take on full time University leadership roles. The ethos of the Department is to encourage personal
development, be that in clinical practice, leadership and quality improvement, clinical research and/or education. The medical team includes:

- Dr Ajit Menon – Interim Clinical Director for Specialised Services.
- Dr Shouma Dutta – Lead for Rheumatology Services
- Dr Jon Packham – Lead for Spondyloarthritis and Paediatric Rheumatology; Associate Medical Director for Research; Honorary Senior Lecturer, Keele University
- Dr Erin Vermaak – Lead for Connective Tissue Disease
- Dr Ian Scott – Lead for Inpatient Rheumatology; Rheumatology Clinical Governance Lead; Honorary Senior Lecturer, Research Institute for Primary Care and Health Sciences, Keele University
- Dr Shyra Price – Inflammatory Arthritis and Musculoskeletal Ultrasound
- Professor Elaine Hay – Director of Research Institute for Primary Care and Health Sciences, Keele University
- Dr Edward Roddy – Reader in Rheumatology, Lead for Crystal Arthritis, Research Institute for Primary Care and Health Sciences, Keele University; Lead, Keel-Haywood Academic Rheumatology Group;
- Dr Sam Hider – Reader in Rheumatology, Research Institute for Primary Care and Health Sciences, Keele University; Lead for Early Arthritis
- Dr Zoe Paskins – Senior Lecturer in Rheumatology, Research Institute for Primary Care and Health Sciences, Keele University; Clinical Lead for Osteoporosis
- Dr Caitlyn Dowson – Deputy Director of Undergraduate Programmes, Keele University School of Medicine
- Professor Andrew Hassell - Head of Keele University School of Medicine

Junior Doctors include:

Two Specialty Trainees in Rheumatology - one pure Rheumatology based at the Haywood and one dual General Internal Medicine and Rheumatology based at The Haywood and the County Hospital, Stafford (part of UHNMT).

2 Specialty Doctors in Rheumatology (recruitment in progress for one)

PhD Research Fellow Registrar in Rheumatology

1 Core Medical Trainee (including academic)

1 Foundation Year 2 Trainee (including academic)

Allied Health Professionals

Kay Stevenson, Consultant Physiotherapist and Co-Lead Musculoskeletal Interface Services

3 Nurse Consultants and 3 Consultant Physiotherapists

1 Nurse Lecturer

6 Nurse Specialists

4 Nurses and 4 HCSW for Rheumatology Research

11 Extended scope physiotherapists
3 GPwSIs
Large team of rheumatology and musculoskeletal secretaries
2 Service managers
Hospitals manager
Matron
Patient Liaison Coordinator, WRVS volunteers and ARMA patients and carers

**Collaborative Clinics**

The department has developed a collaborative approach between colleagues for caring for patients with inflammatory joint disease. Clinic organisation is as follows:

- Disease specific follow-up clinics for rheumatoid arthritis, back pain, metabolic bone disease, connective tissue, spondyloarthropathies and gout
- Early inflammatory arthropathy clinic: research orientated
- Dedicated Research Clinics
- New patient clinics - each consultant individually
- Community clinics held in community hospitals, health centres and UHN M
- Combined clinics: hand, spine, hip, knee, foot, shoulder, renal, respiratory, endocrine and paediatric
- Musculoskeletal interface and back pain clinics – dynamic triage clinics for patients with non-inflammatory non-surgical musculoskeletal problems
- IMPACT – Specialised Chronic Pain Service
- Nurse led drug counselling, education and monitoring clinics

**Postgraduate Training and Education**

All members of the team are encouraged to have a role in training and education and the rheumatology department is involved with a variety of local, regional and national postgraduate teaching courses for physiotherapists and nurses.

There is a weekly programme of departmental clinical, educational, governance and research meetings with internal and external presentation in addition to the medical staff round at the University Hospital.

The team hosts the MRCP PACES exam annually and contributes to the local postgraduate teaching programme for MRCP.

Postgraduate education programmes for GPs and health care professionals and collaborative research projects are provided in conjunction with Keele University’s Arthritis Research UK Primary Care Centre

The programme for the monthly educational days for all Speciality trainees in the West Midlands region is organised by the team. A minimum of one of these days per annum is also delivered at the Haywood.

The unit is also actively associated with the BSR, Arthritis Research UK, the Midlands Rheumatology Society, National Osteoporosis Society and The King’s Fund.

Sarah Ryan, established and leads the only UK Masters in Rheumatology Nursing, based at Keele University, Cath Thwaites leads the Keele ASPIRE Certificate in rheumatology for nurses.
and Kay Stevenson designed and delivers a number of Keele Masters modules for musculoskeletal physiotherapists, nurses and doctors.

**Keele Undergraduate Education**

Professor Andrew Hassell is the Head of Keele University School of Medicine,

Dr Caitlyn Dowson has recently been appointed as the Deputy Director for Undergraduate Programmes at Keele Medical School. As a result, there would be an opportunity for a suitably experienced colleague to take on some of her previous educational roles which she performed as Lead for Musculoskeletal Teaching for the Keele Medical Students (across all sites and all years): Year 4 block lead (IMP2) including leading the delivery of rheumatology, orthopaedic and integrated medical teaching at the Haywood and UHNM, Co-Lead for Locomotor teaching in Year 2, and membership of the Health and Conduct Committee for the Keele Medical Students.

Dr Sam Hider is the Director of Postgraduate Research leads intercalated courses, studentships and Student Selected Components for Keele undergraduates

The multi-professional team contribute greatly to teaching Keele undergraduate medical students, trainee nurses and physiotherapists.

**The Keele-Haywood Academic Rheumatology Group**

The Keele-Haywood Academic Rheumatology Group (lead: Dr Edward Roddy) is a formal collaborative partnership between Keele University’s Faculty of Medicine and Health Sciences and clinical rheumatology at the Haywood. It oversees clinical and commercial rheumatology research undertaken at the Haywood and the rheumatology research activity of the Faculty’s Research Institutes.

The Haywood Rheumatology Centre has an excellent local and national reputation for developing and supporting clinical CRN portfolio and commercial research in addition to research undertaken in partnership with Keele. The department has an enviable track record of clinical research including clinical trials, development of outcome measures and outcome studies in rheumatoid arthritis, spondyloarthropathies and osteoporosis. It actively participates in Arthritis Research UK collaborative trials and has several recent successful grant applications including NIHR programme, Arthritis Research UK project and National Ankylosing Spondylitis Society fellowship grants.

Links are well established and collaborative projects are ongoing with the Arthritis Research UK Epidemiological Research Unit at the University of Manchester and Academic Rheumatology at the University of Nottingham. Laboratory research at the Haywood Hospital is supported by the Research Institute of Science and Technology in Medicine at Keele, with a recent focus on epigenetic markers in inflammatory arthritis.

Professor Hay, Dr Packham, Dr Roddy, Dr Hider, Dr Paskins and Dr Scott have sessions in Keele’s Faculty of Medicine and Health Sciences. The internationally-renowned Research Institute for Primary Care and Health Sciences hosts the Arthritis Research UK Primary Care Centre of Excellence and has a large portfolio of clinical trials, observational and qualitative studies which aim to deliver high quality multidisciplinary research designed to improve the content, delivery and configuration of primary care for the benefit of patients with musculoskeletal conditions. The Faculty also houses the Keele Clinical Trials Unit which supports many of our clinical research studies.

4. Organisational Structure
The Haywood Academic Rheumatology Centre services and staff work collaboratively across Staffordshire. Staff have a variety of honorary and substantive contracts across several key organisations including the Staffordshire and Stoke on Trent Partnership Trust (SSOTP), University Hospital of North Midlands.

**The Partnership Trust (SSOTP)**

The Partnership Trust was established in September 2011 from the merger of the provider arms of the 3 Primary Care Trusts in Staffordshire and Stoke-on-Trent. In addition to the specialist rheumatology and rehabilitation services, it is responsible for providing community health care and adult social care services in Staffordshire and community health services in Stoke-on-Trent.

The Partnership Trust is the largest integrated health and social care community provider in England serving a population of 1.1 million people and employing in the region of 6,000 staff. It is located within the geographical boundaries of Staffordshire County Council and Stoke-on-Trent City Council and contains a number of urban centres including Stoke-on-Trent, Leek, Burton-upon-Trent, Cannock, Lichfield, Stafford, Tamworth and Wombourne, although the geographic area is largely rural.

The Partnership Trust Medical Directorate is led by the Medical Director Dr James Shipman and is organised into 4 Clinical Directorates, namely Specialised Services, Frail and Elderly, Lifestyle Services (including Sexual Health Medicine) and Dental Services. The Medical Director is also supported by an Associate Medical Director for Revalidation and Education and an Associate Medical Director for Research (Dr Jon Packham).

The successful applicant will work within the Clinical Directorate of Specialised Services. The Clinical Director of Specialised Services (CDSS) is Dr Ajit Menon and his role includes the areas of Rheumatology, Osteoporosis, Specialised Rehabilitation, Pain Services and Musculoskeletal Services across the whole Partnership Trust.

The Clinical Director is supported by the following Clinical Leads:

- Rheumatology – Dr Shouma Dutta
- Specialised Rehabilitation – Dr Alex Ball
- Pain Services – Dr Julie Ashworth
- Osteoporosis – Dr Zoe Paskins
- Musculoskeletal Services - Kay Stevenson

**Rehabilitation Services in The Partnership Trust**

**The North Staffordshire Rehabilitation Centre:**

The Rehabilitation Medicine team work closely with the rheumatology team at the Haywood. Rehabilitation Medicine provides specialist rehabilitation to adults with complex disability of neurological and musculoskeletal origin, as the tertiary centre for Staffordshire, Shropshire, much of Cheshire and North Wales. The inpatient service is delivered on Broadfield ward, which provides 23 beds for rehabilitation and assessment of patients with a variety of neurological disorders, including acquired brain injury, stroke, multiple sclerosis and spinal cord injury. Therapies departments, Orthotics, Amputee rehabilitation, Wheelchairs and Special Seating are all co-located at the Haywood site. Rehabilitation medicine colleagues also support the rheumatology MSK clinics and the junior doctors contribute to the shared on-call service out of hours. A further ten specialised rehabilitation beds are housed in the Acute Trauma and Rehabilitation Unit (ARTU) within the major trauma centre of Royal Stoke University Hospital, which opened in May 2016 as part of the expanding trauma rehabilitation service for the North
The rehabilitation medicine service is supported by a full medical team across the senior / junior grades. The consultants’ roles are summarised below:

Dr Alex Ball - Clinical Lead Specialised Rehabilitation
Dr Clive Bezzina - Consultant in Rehabilitation Medicine / Trauma Rehabilitation
Dr Rafat Saad – Clinical Lead for Stroke Rehabilitation
Dr R Singha - Associate Specialist in Rehabilitation Medicine
Dr A Singh – Locum Consultant in Rehabilitation Medicine
1 Specialty Doctor and 2 Specialty Trainees in Rehabilitation Medicine (rotational)
One Core Medical Trainee (CMT, rotational)

University Hospital of North Midlands (UHNM):

The rheumatology and rehabilitation consultants and junior doctors hold honorary contracts with the University Hospital and provide care to their patients including numerous combined clinics, trauma rehabilitation, ward reviews and an on-call service.

University Hospitals of North Midlands NHS Trust (UHNM) was created on 1 November 2014 following the integration of Stafford Hospital (part of the former Mid Staffordshire NHS Foundation Trust*) with the University Hospital of North Staffordshire. Serving around three million people across Staffordshire and North Wales, UHNM is one of the largest hospital trusts in the country. Its 10,000 strong workforce provides the full range of emergency treatment, planned operations and medical care from the two hospitals in Stafford and Stoke-on-Trent.

The creation of UHNM was accompanied by the renaming of the hospitals – Royal Stoke University Hospital (formerly City General Hospital) in Stoke-on-Trent and County Hospital (formerly Stafford Hospital) in Stafford. Both hospitals work together as equals to deliver patients the best care, treatment and health outcomes with better facilities, better access to specialist care, better staffing levels, diagnostics and follow-up care closer to patients’ homes.

UHNM’s specialised services include cancer diagnosis and treatment, cardiothoracic surgery, neurosurgery, renal and dialysis services, neonatal intensive care and paediatric intensive care. The Trust is also recognised for expertise in trauma, respiratory and hepatic conditions, spinal surgery, upper gastro-intestinal surgery, complex orthopaedic surgery and laparoscopic surgery.

As a teaching hospital in partnership with Keele and Stafford Universities, UHNM has a patient-centred clinical research facility providing state-of-the-art research and training facilities for healthcare professionals. The Trust aims to become one of the UK’s top university teaching hospitals by 2025 and to establish a world-class reputation by 2030.

Medical School, Keele University

Keele School of Medicine is spread across various sites in Staffordshire and Shropshire. The three principal buildings are located at the University main campus and at the University Hospital of North Staffordshire (UHNS) campus three miles away. There is also a substantial Medical School presence at our associate teaching hospital at the Shrewsbury and Telford Hospitals NHS Trust in Shropshire, at North Staffordshire Combined Healthcare NHS Trust, and developing facilities at Mid Staffordshire NHS Foundation Trust, and at the South Staffordshire and Shropshire NHS Foundation Trust at both Stafford and Shrewsbury. All medical students can expect to spend varying periods of time at all of these sites during their five years on the course.
The Medical School building at Keele campus was opened in September 2003, and contains everything that one would expect in a modern purpose-built facility, including a large lecture theatre, seminar rooms, IT laboratory, an anatomy suite, multi-user laboratories, a resource room, student common room and refreshment area. In addition to this the university provides library and information services in the nearby Information Services building. At the University Hospital of North Staffordshire campus, there are two educational buildings - the Keele University Medical School (hospital campus) building, opened in 2003, and the Clinical Education Centre (CEC), opened in 2004. As well as the usual teaching rooms, the hospital campus provides clinical skills laboratories and a multi-professional Health Library. At the Royal Shrewsbury Hospital, an existing building has been extended in order to provide the Learning Centre. It contains seminar rooms, a clinical skills laboratory, a student common room/resource room, and an integrated Health Library. These facilities were opened in August 2008. New living accommodation for students opened in August 2009 at the Shrewsbury site. At Stafford, Mid Staffordshire NHS Foundation Trust has an excellent Postgraduate Medical Centre with a formal lecture theatre, several teaching rooms, and library facilities, which are all available to medical students. In addition, the development of another building on the site to add a common room, administrative office, teaching rooms, IT facilities and a skills laboratory, will enhance the existing facilities. Residential accommodation is also provided on site. The South Staffordshire and Shropshire Foundation Trust is also planning to develop dedicated space for Keele medical students at St George's Hospital site in Stafford. You can view short movies of life at Keele School of Medicine or take a virtual tour of the school on our website at: www.keele.ac.uk/depts/ms

Primary Care Centre, Keele University

As a world leader in Primary Care Research, the Research Institute for Primary Care and Health Sciences (iPCHS) at Keele University has a strong track record of excellence in primary care innovation and translation into practice. Our mission is to deliver high quality multidisciplinary research designed to improve the content, delivery and configuration of primary care for the benefit of patients with musculoskeletal conditions, mental health problems and comorbidities. Professor Elaine Hay, the UKs first Consultant in Community Rheumatology is Director of the Research Institute for Primary Care and Health Sciences. Dr Sam Hider will be taking on the role as Reader in Rheumatology in recognition of her contributions to research as Postgraduate Research Director in the Faculty of Medicine and Health Sciences and Dr Ed Roddy has been promoted to the position of Reader in Rheumatology for his outstanding track record and profile in clinical research. He will also take on the role of overall lead for academic rheumatology as Director of the Keele/Haywood Academic Rheumatology Group, making sure that the longstanding links between Keele and the rheumatology department at the Haywood continue to grow and flourish.

Keele University is renowned for its exciting approach to higher education and research, beautiful campus, strong community spirit and excellent student life. With a turnover in excess of £134 million, over 10,000 students and a total staff of approximately 2,000, the University provides high quality teaching across a wide range of academic and vocational subjects. Keele University promotes interdisciplinary and multi-disciplinary scholarship making a distinctive contribution to higher education by emphasising the strength of a broader educational programme. The University also has a strong research culture and world-leading research is undertaken in all...
Faculties.

Keele offers a truly international appeal with students from over 120 countries and has one of the largest student residential communities of any university in the UK. Keele University was ranked 1st in the National Student Survey and we continue to be a top ten University for graduate employment.

Keele is an attractive location for families. The University has the UK’s largest campus with 617 acres of landscaped parkland, fields, woodlands and lakes. Keele is located in rural Staffordshire near to the borders of the county with Shropshire and Cheshire. Being located at the heart of the UK, makes Keele easily accessible.

5. Key Responsibilities/Duties

GENERAL

The main duties will be the provision and leadership of a broad range of rheumatology services covering the triage, assessment and management of rheumatological inflammatory and musculoskeletal non inflammatory conditions for the population of North Staffordshire and borders.

These posts are suitable for individuals with comprehensive clinical experience of rheumatology and musculoskeletal medicine and strong team-working skills. We also welcome applications from individuals with keen interests in research, training, education and/or service development.

As permanent posts, candidates must be on the specialist register or be within 6 months of completion of training by the date of interview.

APPOINTMENT

The successful candidates will join and contribute to the leadership of the large multi-disciplinary team.

The appointment is on full time basis, but part-time may be considered. The post holders will be expected to work with some flexibility to meet the overall needs of the service within the Partnership Trust, UHNM and surrounds and the clinical, teaching and managerial work may take place at the other sites across Staffordshire.

There may be a potential for an increase in clinical sessions with service developments and clinical links within the Partnership Trust. The successful applicants will have the opportunity to shape the development of the department and its workload through future business plans.

In addition to providing clinical care themselves, the post holders will support, train, supervise, assess and mentor other clinical staff in the service, including West Midland rheumatology trainees and contribute to the musculoskeletal teaching for Keele University medical students.

Contribution to departmental audit, clinical governance and research is required.

The post holder will be responsible for keeping up to date with patient and non-patient related administration.

The post holders will have access to a computer, internet, the Partnership and UHNM Trust intranets, E-mail, Microsoft Office and the departmental network and will be provided with appropriate desk space and secretarial support in the large rheumatology office suite at the
Haywood. In keeping with the arrangements for current full time rheumatology consultants, the post holders will have an allocated desk in the rheumatology section of the large open plan office suite, close to their colleagues and the secretaries supporting them. Each consultant has dedicated senior personal assistant support. In addition, some clinic typing and administration is performed by a pool of rheumatology secretarial staff. The consultant body is also well supported by a senior personal assistant for research and education, and also a team of clinic coordinators, rota coordinators and managerial personal assistants.

**PRINCIPAL ELEMENTS OF THE POST AND KEY RESPONSIBILITIES WILL BE:-**

**SERVICE DELIVERY**

- In conjunction with colleagues, to provide a specialist Rheumatology and Musculoskeletal service to patients referred across Staffordshire
- To work with colleagues in implementing and providing pooled new referrals, specialist follow-up clinics to agreed criteria.
- To participate in across divisional working for patients with musculoskeletal disease.
- In conjunction with colleagues, to play a full part in the out-of-hours On-Call service for rheumatology.
- To provide cover for Consultant colleague in respect of periods of leave/abide by the Leave Policy.
- In conjunction with colleagues, to take part in medical audit and research as appropriate.
- In conjunction with colleagues, to ensure that the requirements of clinical governance are met.
- To ensure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary

**MANAGEMENT AND STRATEGIC DIRECTION**

- In conjunction with colleagues, to take a role in the management of the department.
- In conjunction with colleagues, to take responsibility for the best use of departmental staffing and other resources to ensure the maximum efficiency of the department.
- To observe the Partnership Trust’s agreed policies and procedures, in particular in relation to managing staff.
- In conjunction with colleagues, to develop and work within the Departmental strategy for service planning and provision.

**MULTIDISCIPLINARY AND MULTI-AGENCY TEAMWORKING**

- To work with colleagues in other professions within the Rheumatology field and to contribute a Consultant medical role to inter-disciplinary work.
- To work with UHNM Consultant colleagues, particularly those in Trauma & Orthopaedics, Respiratory, Renal, Endocrinology and Paediatrics.
- To develop the relationship between the Haywood Academic Rheumatology Centre and other health-related agencies

**JUNIOR MEDICAL STAFF AND MEDICAL STUDENTS**

- In conjunction with colleagues, to play a full part in the professional supervision and management of junior medical staff.
- In conjunction with colleagues, to take responsibility for and devote time to teaching, examination and accreditation duties as required for junior medical staff and undergraduate medical students.
**CONTINUING PROFESSIONAL DEVELOPMENT**

- In conjunction with colleagues, to make a full contribution to postgraduate and continuing medical education activity locally, regionally and nationally.

- The Partnership Trust recognises that priority must be given to the continued training and development of all staff if the changing needs and demands of providing quality healthcare are to be met. The Partnership Trust’s philosophy is underlined by the clear intention to develop and invest in the people we employ. The Partnership Trust supports the requirement for continuing medical education laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.

- Newly recruited Consultants will attend the mandatory Partnership Trust induction and be provided with a local induction within the Service. The Partnership Trust encourages new consultants to work with a mentor and will support consultants with this. The mentor can be from within or outside the Partnership Trust.

**APPRAISAL & REVALIDATION**

- Maintain appropriate records such that the General Medical Council will grant successful revalidation of fitness to practice at the appropriate time.

- All consultants are expected to participate in annual appraisal and to undertake a multisource feedback on a five yearly cycle.

**HEALTH AND SAFETY**

- The Partnership Trust recognises its duties under the Health and Safety at Work Act 1974 to ensure as far as it is reasonably practicable, the health, safety and welfare at work for all its employees. In addition the business of the Partnership Trust shall be conducted so as to ensure that patients’, their relatives, contractors, voluntary workers, visitors and members of the public having access to Partnership Trust premises and facilities are not exposed to risk to their health and safety.

- All medical and dental staff under contract to the Partnership Trust will be expected to comply with appropriate Partnership Trust Health and Safety policies.

- Attention is drawn to the duties placed on employees by the Health and Safety at Work Act:
  - To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
  - To co-operate with their employer as far as it is necessary to meet the requirements of the legislation.
  - Not to intentionally or recklessly interfere with or misuse anything provided in the interests of Health and Safety or welfare in pursuance of any of the relevant statutory provisions.

**WORK PROGRAMME**

Formal job plans will be agreed between the successful applicants, colleagues and Clinical Director prior to induction and will be effective following induction. The job plan will be reviewed annually.

The balance between Direct Clinical Care (DCC) Activities and Supporting Activities (SPA) will be
agreed through the job planning process. For a full time post it is anticipated that the programmed activities will be composed of 7.5 DCC (including on-call) and 2.5 SPA.

All rheumatology consultant job plans include SPAs for whole departmental MDT, governance, audit and service development meetings. The post holder will join consultant colleagues on the non-resident (non-general medicine) on-call rota for rheumatology providing advice and support relating to patients seen by our UHNM colleagues and Primary care clinicians. A category B supplement and 0.5 PAs are paid for these on-call commitments. The number of referral received from UHNM is around 10 per week. During daytime hours (9am to 5pm), the rheumatology on-call team consists of a junior doctor (F2, specialty doctor or specialty trainee) who is first on-call working across both the Haywood Hospital and UHNM sites and supported by a rheumatology consultant (second on-call).

The post holder will be required to work across the Haywood Hospital and Royal Stoke University Hospital (RSUH) sites and in the future, potentially other community hospital locations. The distance between most sites is less than 10 miles. Time for travel will be included within the job plans, as it is for current consultants, and reimbursement of reasonable travel expenses will be honoured to facilitate this in keeping with Trust policies. The time for travel to RSUH to see on-call referrals has been incorporated in to the on-call PA time. Consultant care for inpatients on the dedicated rheumatology ward will continue to be primarily delivered by existing rheumatology consultants and therefore additional inpatient sessions have not been included in the proposed job plan for these posts. Rheumatology clinic templates are typically 6 new patients or 12 follow up patients or a mixture of new and follow up patients but consideration will be given to the complexity of the clinics and supervisor and training responsibilities for individual clinics when deciding on final numbers.

### Direct Clinical Care (DCC)

<table>
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<th>Activity</th>
<th>PAs</th>
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<tr>
<td>Out-patient clinics (New and follow-up, general rheumatology, musculoskeletal, special interest, combined orthopaedic or medical)</td>
<td>4.5</td>
</tr>
<tr>
<td>Procedures, day case unit</td>
<td>0.5</td>
</tr>
<tr>
<td>Clinical pending (results review and action including telephone consultations)</td>
<td>1.25</td>
</tr>
<tr>
<td>Other clinical admin (MDT, triage, non face-to-face advice and guidance, complaints)</td>
<td>0.75</td>
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<tr>
<td>On-call (plus Category B supplement)</td>
<td>0.5</td>
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<tr>
<td><strong>TOTAL</strong></td>
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### Supporting Professional Activities (SPA)

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<th>Activity</th>
<th>Location</th>
<th>Programmed Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Development, Clinical Governance, Audit, Research</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>Teaching, Training, Appraisal, Revalidation</td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>Continuous Professional Development</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>2.5</strong></td>
</tr>
</tbody>
</table>

**Proposed Job Plan**

This is provided as an example. A final job plan will be agreed before the commencement date.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Location</th>
<th>Programmed Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday AM</td>
<td>RA follow-up clinic</td>
<td>Haywood</td>
</tr>
<tr>
<td>Monday PM</td>
<td>Clinical Admin / Triage</td>
<td>Haywood</td>
</tr>
<tr>
<td>Tuesday AM</td>
<td>MSK Clinic</td>
<td>Haywood</td>
</tr>
<tr>
<td>Tuesday PM</td>
<td>MDT</td>
<td>Haywood</td>
</tr>
<tr>
<td></td>
<td>Clinical Pending</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service development, Audit, Appraisal, Governance</td>
<td></td>
</tr>
<tr>
<td>Wednesday AM</td>
<td>General rheumatology clinic</td>
<td>Haywood</td>
</tr>
<tr>
<td>Wednesday PM</td>
<td>CPD</td>
<td>Haywood</td>
</tr>
<tr>
<td>Thursday AM</td>
<td>Special Interest clinic (alternate weeks)</td>
<td>Haywood</td>
</tr>
<tr>
<td></td>
<td>Research, audit (alternate weeks)</td>
<td></td>
</tr>
<tr>
<td>Thursday PM</td>
<td>Day Case Unit (alternate weeks)</td>
<td>Haywood</td>
</tr>
<tr>
<td></td>
<td>Teaching, Training, Appraisal, revalidation (alternate weeks)</td>
<td>Various Sites</td>
</tr>
<tr>
<td>Day</td>
<td>AM</td>
<td>Clinic</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Friday</td>
<td>AM</td>
<td>General Rheum / Teaching Haywood</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OR Connective Tissue Disease Haywood</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Haywood</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.0 DCC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Haywood</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7.5 DCC + 2.5 SPA = 10.0 PAs</td>
</tr>
</tbody>
</table>

**6. Terms and Conditions of Service**

The appointment will be made on Partnership Trust terms and conditions which presently reflect the terms and conditions of service for Consultants (England) 2003, as amended from time to time. The following is a summary of the main terms and conditions together with the benefits of joining The Partnership Trust.

**Medical Excellence:** The Partnership Trust is committed to providing safe and effective care for patients. To ensure this, there is an agreed procedure for medical staff that enables them to report quickly and confidentially, concerns about the conduct, performance or health of medical colleagues (Chief Medical Officer, December 1996). All medical staff, practising in the Partnership Trust, should ensure that they are familiar with the procedure.

**Salary:** The commencing salary and subsequent progression through the pay thresholds will be in accordance with schedule 14 of the terms and conditions of service for Consultants (England) 2003.

**Annual Leave:** Entitlement to 32 days per annum for whole time consultants, increasing to 34 days on completion of 7 years’ service as a Consultant. In addition there is entitlement to 8 Public/Bank Holidays. For consultants contracted to work less than 10 PAs per week, annual leave, including Public/Bank Holidays will be calculated pro rata. Consultants are expected to provide cover for colleagues for leave and other authorised absences from duty upon a mutually agreed basis.

**Work Life Balance:** The Partnership Trust is committed to ensuring that staff are able to achieve a balance between the demands of work and their domestic, personal and family circumstances. Special and compassionate leave is available through the Partnership Trust’s Work Life Balance policy.

**Sickness Absence:** The Trust has in place an Attendance Management Policy. Consultants that are absent from work due to sickness will be entitled to sick pay in accordance with Schedule 18 of the Terms and Conditions of Service.

**Relocation Expenses:** The post holder will be required to maintain his/her private residence in contact with the public telephone service and to reside within a distance of 40 minutes or within 25 miles by road from their base unless prior specific approval for a greater distance is given by the Trust. A removal expenses package may be payable to the successful candidate.

**Travelling Expenses:** The post holder must be able to undertake local travel to fulfil the duties of the post and must be able to fulfil on call responsibilities. Travelling, subsistence and other...
expenses incurred through work will be reimbursed in accordance with Schedule 21 of the Terms and Conditions of Service. Expenses do not form part of Consultant’s pay and are not pensionable.

**Training and Development:** The Partnership Trust is committed to continued training and development of all staff and to providing opportunities for continuous medical education and professional development for medical staff. Educational and Professional leave should be planned through a personal learning process supported by appraisal and a personal development plan. Each consultant will have access to funds within the medical educational and professional leave budget and there is an allowance of 30 days over a three year period to support CPD.

**Registration:** The Partnership Trust requires the Consultant to have and maintain a licence to practice with the General Medical Council and advises medical staff to continue membership of a Medical Defence Organisation or private insurance scheme.

**Notice Period:** The employment is subject to three months’ notice on either side, subject to the provisions of schedule 19 of the Terms and Conditions of Service for Consultants (England) 2003.

**Disclosure and Barring Clearance:** The successful candidate will be required to have satisfactory enhanced Disclosure and Barring Clearance.

**Rehabilitation of Offenders Act:** The 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 (Exceptions) Order Act 1974. Applicants are therefore not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be considered only in relation to an application for positions to which the Order applies. The appointment will also be subject to completion of a satisfactory health screen.

**FURTHER INFORMATION AND VISITING ARRANGEMENTS**

Candidates are actively encouraged to discuss local services, responsibilities and/or arrange an informal visit by contacting Dr Shouma Dutta, Clinical Lead for Rheumatology on 01782 673711 or Shouma.dutta@sstop.nhs.uk or Dr Ajit Menon, Clinical Director Specialised Services on 01782 673726 or Ajit.menon@sstop.nhs.uk or Sandra Boulton-Irish (PA) Tel: 01782 673660 Sandra.Boulton-Irish2@sstop.nhs.uk

The other consultant rheumatologists are also happy to respond informally to applicants seeking additional information regarding the department and their contact emails will be provided on request by medical staffing or Sandra Boulton-Irish. Further information can also be found at www.haywoodrheumatology.org.uk (but please note the site is awaiting further updates)
**PARTNERSHIP TRUST GENERAL RESPONSIBILITIES**

You will be expected in your day to day activities to behave in a way that is clearly aligned to the Partnership Trust values of:

- We put quality first
- We focus on people
- We take responsibility

As a consequence you should appraise yourself of the expected behaviours as outlined below:

<table>
<thead>
<tr>
<th>Quality First</th>
<th>What you will see:</th>
<th>What you won’t see:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• We will seek feedback from users to check how we are doing</td>
<td>• We will not compromise standards</td>
</tr>
<tr>
<td></td>
<td>• We will look for innovative ways to do things</td>
<td>• We will not be complacent or apathetic</td>
</tr>
<tr>
<td></td>
<td>• We will be efficient with our resources</td>
<td>• We won’t moan without doing something about it</td>
</tr>
<tr>
<td></td>
<td>• We will be open and honest and act with integrity</td>
<td>• We will not decline opportunities to reflect and learn</td>
</tr>
<tr>
<td></td>
<td>• We will reflect on our practice and evaluate how well we are working</td>
<td>• We will not settle if more can be done</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Focus on People</th>
<th>What you will see:</th>
<th>What you won’t see:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• We will be friendly, approachable and professional</td>
<td>We will not be impatient</td>
</tr>
<tr>
<td></td>
<td>• We will take time to listen to your needs and find what is important to you</td>
<td>We will not ignore you or talk over you</td>
</tr>
<tr>
<td></td>
<td>• We will explain what is happening in ways you can understand i.e. no jargon!</td>
<td>We will not be unhelpful or dismissive</td>
</tr>
<tr>
<td></td>
<td>• We will work with you to help you find the support you need</td>
<td>We will not be disrespectful</td>
</tr>
<tr>
<td></td>
<td>• We will treat everyone equally</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Take Responsibility</th>
<th>What you will see:</th>
<th>What you won’t see:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• We will explain clearly what we can and cannot do</td>
<td>• We will not refuse to help</td>
</tr>
<tr>
<td></td>
<td>• We will do what we say we are going to do</td>
<td>• We will not ignore questions</td>
</tr>
<tr>
<td></td>
<td>• We will keep you informed at every stage</td>
<td>• We will not leave you with uncertainty or nowhere to turn</td>
</tr>
<tr>
<td></td>
<td>• We will empower you and help you remain independent</td>
<td>• We will not disempower you</td>
</tr>
<tr>
<td></td>
<td>• We will encourage you to reach your full potential</td>
<td></td>
</tr>
</tbody>
</table>
Appraisal
You will actively participate in the annual appraisal process which sets personal objectives and provides a personal development plan to identify individual training and development needs. This is in addition to a requirement to attend all identified statutory/mandatory training.

Customer Service Excellence
You will demonstrate a commitment to provide customer focussed services and to continuously enhance the customer experience.

Raising Concerns
The Partnership Trust is committed to encourage a culture where it is safe and acceptable to raise concerns about poor or unacceptable practice and misconduct. All employees have a responsibility in line with the NHS Constitution, their professional code of practice (where applicable) and the values of the Partnership Trust to report genuine concerns when they are encountered.

Information Governance and Confidentiality
You may, during the course of your employment, receive and come into contact with information about the Trust, its service users, employees, contractors, and stakeholders much of which will be considered to be confidential.
You are required to maintain an appropriate standard of confidentiality. Any disclosures of confidential information made unlawfully outside the proper course of your responsibilities will be treated as a serious matter and dealt with under the Partnership Trust's Disciplinary Procedure, the outcome of which may lead to formal disciplinary action, including dismissal. Upon leaving the organisation all information that you have obtained should be returned to your line manager. Your duty of confidentiality to the Partnership Trust, its service users, employees, contractors, and stakeholders shall remain after leaving employment with the Partnership Trust.
You must comply with all information rights legislation including the Data Protection Act 1998 and shall protect the personal data of your respective staff, clients and patients. In order to ensure information is handled appropriately and in line with the law you must follow all Partnership Trust policies, procedures and guidance in relation to information security, records management and information quality. You have a duty to maintain awareness of information governance requirements and, as part of this, are required to undertake information governance training. Failure to comply with these requirements may be treated as a serious matter and dealt with under the Partnership Trust’s Disciplinary Procedure, the outcome of which may lead to formal disciplinary action, including dismissal.

IM&T
As part of your role you may be expected to use various computer equipment and IT systems. If you are unable to use any aspect of IT, which you are required to use for your role, it is your responsibility to seek appropriate advice and support.

Data Quality
It is the responsibility of all staff whose jobs requires them to record information in the Partnership Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

Research Governance
The Partnership Trust manages all research in accordance with the requirements of Research Governance Framework. As an employee/contractor of the Partnership Trust you must comply with all reporting requirements, systems, duties and actions put in place by the Partnership Trust to deliver research governance.
**Professional/Managerial Codes of Practice**
You are expected to abide by the relevant codes of practice of the registering body for your profession and the NHS Code of Conduct for managers, if appropriate.

**Policies**
You will be required to abide by all policies of the Partnership Trust.

**Risk Management**
Patient, client and staff safety is paramount. You will promote a just and open culture to reporting of incidents and adverse events. In accordance with the Risk Management Strategy, you will participate, whenever required, with the risk management process. You will support line managers by attending mandatory and statutory training, completing incident/accident forms for every adverse event or near miss that occurs, report all defects and complaints, and communicate any dangerous situation of individuals potentially at risk.

You will promote a risk management culture within your working environment and ensuring participation and involvement of all staff, in line with the Partnership Trust’s risk management strategy and policies.

You will identify potential risks that may impact on the Partnership Trusts ability to achieve its objectives, including details of risk likelihood, severity and impact, and record these details in the appropriate system and on the Partnership Trust Risk register.

**Health and Safety at Work**
Health & Safety is the responsibility of all staff and you are required to take due care at work, report any accidents or untoward occurrences and comply with the Partnership Trust Health & Safety Policy in order that it can fulfil its Health and Safety responsibilities.

You should be aware of current health and safety policies of the Partnership Trust and attend all mandatory health and safety training. You will maintain a safe working environment for patients, clients, visitors and employees. You must not willingly endanger yourself or others whilst at work and safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

You will comply with regular Health & Safety inspections with the Health and Safety Manager to ensure compliance with all current legislation. You must co-operate with those in authority and others in meeting the statutory requirements and in following policies and procedures. You are reminded that in accordance with the Health and Safety at Work Act 1974 you have a duty to take reasonable care to avoid injury to yourself and to others affected by your work activities.

**Infection Prevention and Control**
In accordance with the Health and Social Care Act 2010, you will actively participate in the prevention and control within the capacity of your role and act as a role model to all staff. The Act requires you to attend Infection Prevention and Control training on induction, regular updates as required in the Partnership Trust Training needs analysis policy and to take responsibility for the practical application of the training in the course of your work. Infection prevention and control must be included in any personal development plan or appraisal.

**Safeguarding of Children & Young People**
The Partnership Trust is committed to the Safeguarding of Children and Young People and has signed up to the Safeguarding Children Board Policy & Procedures to which you must be familiar with and adhere to. It is your responsibility to attend mandatory training with regard to child protection as per the Partnership Trust’s Policy and Guidance.
Safeguarding Vulnerable Adults
It is the responsibility of all employees to safeguard vulnerable adults and to attend mandatory training. You must adhere to the Partnership Trust’s Adult safeguarding policies and also Staffordshire & Stoke on Trent Interagency Adult Protection Procedures.

Alcohol & Drugs
Even small amounts of alcohol can impair work performance and affect the ability to deal with patients/clients and the public in a proper and acceptable manner. Consumption of alcohol during work hours is not permitted, neither is attending work already under the influence of alcohol or other substances.

Smoke Free Environment
All employees are required as a condition of their employment to be non-smoking whilst on duty. During any unpaid breaks in duty, such as the formal lunch break or a split shift, staff will be free to smoke but only provided the following conditions are observed:

- Smoking takes place away from the Partnership Trust premises, grounds and immediate environment; it is not acceptable for staff to congregate in groups to smoke out Partnership Trust premises and smoking will not be tolerated at entrances/exits to the Partnership Trust sites. Smoking “breaks” are not permitted under any circumstances i.e. smokers will not receive additional breaks to allow them to smoke.
- Any members of staff smoking in any location must not be identifiable as NHS employees. Employees wishing to smoke should ensure their uniforms are fully covered in all seasons.
- Smokers must give sufficient time for smoke smells/smells of tobacco to dissipate before returning to direct patient care.
- Staff who wish to quit smoking will be supported and encouraged to seek advice and assistance in doing so in order to comply with the requirements of this policy.

Counter Fraud
You are expected to comply with Partnership Trust counter fraud policies and procedures and to note the obligation, where appropriate, to inform and seek advice from the Local Counter Fraud Specialist.

Employees are expected to act in accordance with the standards laid down by their Professional Organisations and statutory standards where applicable and are expected to:

Ensure that the interest of patients/clients remains paramount at all times.
Be impartial and honest in the conduct of their official business.
Use the public funds entrusted to them to the best advantage of the service, always ensuring value for money.

- Ensure that they do not abuse their official position for personal gain or to benefit their family or friends.
- Ensure that they do not seek to advantage or further private business or other interest, in the course of their official duties.
- Comply with all aspects of this policy and other Partnership Trust policies
- Consult with their line Manager if in any doubt.

Corporate Communications and Engagement
All staff, as part of their role and everyday duties, have a part to play in supporting the delivery of communications and engagement, whether it is through effecting good communications internally, delivering key messages externally, engaging with partners and the public or helping to gather good news.
Effective communications and engagement is not a separate task or discrete process carried out by a particular team, but a business imperative and the responsibility of every employee – as such it will form part of the appraisal process for all members of staff. The Partnership Trust will provide appropriate support to enable employees to develop a confident knowledge base of the organisation and proactively undertake communications and engagement on services and Partnership Trust priorities.

**Security**
You have a responsibility to ensure the preservation of NHS property and resources and will take all reasonable steps to ensure your own personal security and that of colleagues and patients/clients.

The duties outlined in the job description are not intended to be exhaustive lists. The duties and responsibilities may be amended following consultation with you. All job descriptions will be reviewed annually as part of the annual appraisal process.
### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications Required/Desirable</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>HOW ASSESSED (eg Application Form, Interview Test, Reference etc)</th>
</tr>
</thead>
</table>
| **Qualifications Required/Desirable :** | • Full GMC Registration  
• GMC Licence to Practice  
• Medical Qualification  
• MRCP or equivalent  
• CCT/CESR for Rheumatology  
• Eligible for CCT/CESR within 6 months of the interview date | • PhD, MSc, MD or other higher degree | Application form  
Sight of original documentation on interview day |
| **Training required/desirable :** | • Clinical expertise in speciality:  
• Appropriate training as defined by the Royal College of Physicians  
• Completion of a recognised registrar training programme, or equivalent, in Rheumatology +/- GIM  
• Evidence of relevant CPD  
• Evidence based practice | • Membership of relevant specialist associations  
• GCP trained for research | Application form and interview |
<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Knowledge</th>
<th>Skills &amp; Competences</th>
</tr>
</thead>
</table>
| - Considerable clinical experience in all areas of rheumatology  
- Experience leading teams in rheumatology  
- Experience in teaching  
- Experience in multi-disciplinary research | - Working knowledge of Public Health issues in the wider community  
- Knowledge and evidence of medical audit  
- Knowledge of key clinical governance issues | - Ability to lead, and work effectively in a multidisciplinary team  
- Demonstrate good clinical judgement and logical thinking  
- Ability to perform a wide range of joint and soft tissue injections  
- Ability to interpret bone density scans  
- Ability to perform other rheumatological diagnostic or interventional procedures, as desirable  
- Contribution to clinical research in rheumatology  
- Ability to appraise research critically  
- Demonstrate commitment to life-long learning  
- Able to promote rheumatology as a medical specialty  
- Computer literacy and IT skills | - Evidence of medical management and service development  
- Experience of close working relationship with orthopaedic surgeons and medical specialists  
- Experience of NHS (or equivalent) working within and across healthcare boundaries  
- Experience of appraising / assessing others  
- Peer reviewed publications | - Developing a specialist interest within a rheumatology subspecialty and/or in research | - Application form and interview |

Completed by: **NAME:** ___________________________ **DATE:** ___________________________

Approved by: **NAME:** ___________________________ **DATE:** ___________________________