

JOB DESCRIPTION & PERSON SPECIFICATION

(Incorporating general information about Guy's and St Thomas' NHS Foundation Trust)

For

CONSULTANT IN OCCUPATIONAL MEDICINE

(Full time post)

At Guy's & St Thomas' NHS Foundation Trust

(GSTT)

An introduction to the Appointment

JOB TITLE:	Consultant - Occupational Health, Safety and Wellbeing Service
GRADE:	Consultant
SALARY:	£105,504 - £139,882 per annum excl. London Zone
HOURS:	Full time, 10PA
ACCOUNTABLE TO:	Clinical Director
RESPONSIBLE TO:	Clinical Director

1. Guy's & St Thomas' NHS Foundation Trust Information

Guy's and St Thomas' is among the UK's busiest and most successful NHS foundation trusts. We provide a full range of hospital and community services for people in south London and as well as specialist care for patients from further afield including cancer, renal, orthopaedic, respiratory and cardiovascular services.

Guy's is home to the largest dental school in Europe and a £160 million Cancer Centre opened in 2016. As part of our commitment to provide care closer to home, in 2017 we also opened a cancer centre and a kidney treatment centre at Queen Mary's Hospital in Sidcup. St Thomas' has one of the largest critical care units in the UK and one of the busiest emergency departments in London. It is also home to Evelina London Children's Hospital.

Evelina London cares for local children in Lambeth and Southwark and provides specialist services across south east England including cardiac, renal and critical care services. We lead a number of specialist service networks aiming to ensure children are treated locally where possible, but have access to specialist expertise when they need it. Our community services include health visiting, school nursing and support for families of children with long-term conditions.

Our adult community services teams deliver care at the heart of the local communities we serve, working in partnership with GPs, local authorities and other healthcare and voluntary sector organisations. Working with our partners in Lambeth and Southwark, we are focusing on new ways of working to improve care for local patients.

In February 2021 the Royal Brompton and Harefield joined Guy's and St Thomas' NHS Foundation Trust, bringing together world-leading expertise in the care and research of heart and lung disease. Our merger provides a once in a generation opportunity to build a lasting, world-renowned heart and lung centre, providing the highest quality care for patients and conducting world-leading research.

We have a reputation for clinical excellence and high-quality teaching and research. We are part of King's Health Partners, one of eight accredited UK academic health sciences centres. In partnership with King's College London we have dedicated clinical research facilities including an MHRA accredited Phase I clinical trials unit.

Patients are at the heart of everything we do and we pride ourselves on ensuring the best possible patient experience as well as safe, high quality care. We are proud to have one of the lowest mortality rates in the NHS. Following a comprehensive Care Quality Commission (CQC) inspection in 2019 we maintained our overall rating of 'good'. Our adult community services achieved a rating of 'outstanding'.

The commitment of our 23,500 staff is key to our success. We are one of the largest local employers and we aim to develop and support all our staff so they are able to deliver high quality, safe and efficient care. The 2019 NHS staff survey results show that we have one of the most engaged and motivated workforces in the NHS. We know this has a positive impact on the care provided to our patients. Our total rewards programme, Showing we care about you (SWCAY) programme serves a highly diverse staff population as well as multiple workplaces by creating an environment where every employee is encouraged to prioritise their health and wellbeing.

We have one of the most ambitious capital investment programmes anywhere in the NHS.

Guy's and St Thomas' celebrates, respects and values the diversity of its staff and patients. We review our policies, procedures and practices to ensure that all employees, patients and carers are treated equitably according to their needs. We are actively committed to ensuring that no one who applies for a job, works or studies at the Trust or accesses our services is discriminated against on the grounds of race, ethnicity, nationality, disability, religion or belief, age, gender identity, gender reassignment, sexual orientation, pregnancy and maternity/paternity, or marital/civil partnership.

Applications are welcomed from applicants with a disability. We can make reasonable adjustments and offer support and advice in a variety of ways throughout the application process. Equality of opportunity is our policy.

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends

2. GSTT Organisational Values:

We are Caring, Ambitious, Inclusive. The post holder will:

- **Caring** – we put patients first
We provide patient and person-centred care. We care about others' needs and wellbeing. We listen. We are compassionate to ourselves and others. We reflect on our actions. We are respectful and welcoming.
- **Ambitious** – we innovate and strive for excellence
We innovate and strive for excellence. We act with integrity. We act on staff and patient feedback. We seek ways to improve the care and experience of others. We are efficient. We are committed to growth. We find new ways to deliver excellence.
- **Inclusive** – we respect each other and work collaboratively
We respect each other and work collaboratively. We act on diverse views. We put ourselves in 'others' shoes'. We are building an anti-racism organisation. We seek opportunities to collaborate. We show sensitivity towards diversity of culture.

3. Overview and Job purpose

The Occupational Health, Safety and Wellbeing Service (OHSWB) at Guy's and St Thomas' NHS Foundation Trust is appointing a full-time consultant to join our dynamic, enthusiastic and forward-thinking team. The OHSWB is currently involved in many exciting initiatives and are looking for an individual with appropriate skills to complement this team and help keep the service in the forefront of clinical and academic excellence.

The post is to provide 1.0 whole time equivalent consultant (10 PA). There is potential to consider job share and part time working options. In addition to general clinical including commercial work, there is the opportunity for dedicated research time or to develop an educational pathway during the first 12 months of employment. The post holder will contribute to the clinical governance and will act as clinical and educational supervisors to Occupational Medicine trainees.

Applications are invited from suitably qualified occupational physicians to provide clinical services across a wide range of clients comprising NHS, higher education and other sectors.

OHSWB have been provided from both the Guy's and St Thomas' sites for nearly 40 years and more recently from Royal Brompton and Harefield Hospital sites as well. The present OH Service is one of the largest and most advanced in Britain, and the first NHS service to be SEQOHS- accredited. We provide services to the Trust, and to a number of other NHS and non-NHS institutions. We are committed to training nurses and doctors; there are presently four specialty registrars, and two nurses training in Occupational Health.

This post provides a unique opportunity to either become involved in OH research as the post holder could have 2 dedicated PAs (equivalent to one day) for research during the first 12 months of their employment. This will be supported by the Research team led by Professor Ira Madan. Subject to developing a successful research portfolio, an extension to the research PAs beyond the first 12 months will be considered.

Alternatively, the post holder may have 2 dedicated PAs (equivalent to one day) to plan, develop and implement an educational training programme to support visiting professionals in acquiring skills, knowledge and experience in occupational medicine.

OHSWB provides a full range of occupational health service. OHSWB lead the GSTT health and wellbeing programme.

The post holder may deliver part of their job plan remotely. The rest of activities are expected to be delivered at the Education Centre, York Road or at the customer's location.

Applicants must be able to work well within a multi-disciplinary team and possess strong communication skills to promote innovation, effect change, and communicate effectively with managers and employees. Experience of working in a large complex multi-disciplinary organisation would be an advantage.

Applicants must have full GMC registration, a licence to practise and be eligible for inclusion on the GMC's Specialist Register. Those trained in the UK should have evidence of higher specialist training leading to a Certificate of Completion of Training in Occupational Medicine, hold Membership or Fellowship of the Faculty of Occupational Medicine or a Certificate of Eligibility for Specialist Registration (CESR), or be within 6 months of achieving this. Non-UK applicants must demonstrate equivalent training.

4. Occupational Health, Safety and Wellbeing Service Information

The OHSWB provides a full range of occupational health, safety and wellbeing services to employees of NHS and non-NHS organisations in order to promote their health and protect them from risks arising from their work and working environment. Other services within the OHSWB are Health and Safety Services, Employee Assistance Programme, Showing We Care About you (SWCAY) programme and OH Research Team.

SWCAY is our award-winning total rewards programme. The SWCAY programme offers a wide range of benefits and support throughout the different stages of people's professional, personal and family lives.

GSTT has one of the largest NHS OH service in the UK (currently in excess of 100 staff). The OHSWB has been a member of the NHS Health at Work network. since its inception in 2011.

The OHSWB at GSTT is highly regarded in the professional field of Occupational Health for delivery of high quality OH services and for training and educating many of the most respected OH practitioners in the UK. The GSTT OHS team provide a full range of OH services including:

- Work health assessments
- Provision of OH advice in relation to impact of health on attendance, capability or conduct
- Provision of OH advice on preventative and rehabilitative measures
- Immunisation programmes, including vaccination and screening
- Advice on body fluid exposure incidents and post-incident management

- Health surveillance programmes, including respiratory, noise (audiometry), skin and ionising radiation programmes
- Health and Wellbeing programmes
- Workplace psychological support including occupational psychiatrist, psychotherapy, EAP
- Assessment of occupational health needs at an organisational level and advice on policy development and implementation
- Health & Safety and Manual Handling
- Overseas work and travel health advice
- OH Research (including clinical trials)
- Teaching and education
- Infection control including COVID related services pertinent to staff

OHSWB delivers services that are customer-friendly and tailored to the requirements of employer and employees. The OHSWB actively seek to improve service delivery by using technology.

The Service has a rich academic record in research and teaching. We are UK leaders in translational OH research and we have the unique advantage of being embedded within an OH department, whilst working closely with academic colleagues in King's College London and Imperial College. We have a small, but effective research team, led by a Professor in Occupational Medicine. Our research interests centre around preventing job loss in workers with long-term health conditions and the interaction between mental health and work. In addition, we are the London Centre of National Centre for Musculoskeletal Health and Work. We have long-standing collaborations with researchers, scientists and physicians from other specialties, who have an interest in work and health research) in the UK and abroad. We regularly host visiting researchers and provide medical student teaching and training in applied research practice.

The OHSWB undertakes medical and nursing post-graduate training in Occupational Health, and has a number of medical and nursing specialist training positions. We participate in occupational health teaching of undergraduate medical students of King's College London Medical School, and postgraduate students from various institutions.

The OHSWB benefits from having a number of accredited OH Physicians with extensive experience of and practice in Occupational Medicine.

The Service has strong leadership, is highly committed to staff training and development, and has established robust clinical governance systems to ensure high quality service delivery. We were the first NHS Occupational Health Service to achieve national SEQOHS accreditation.

- *The Directorate's structure and staffing*

The occupational health service (organisational structure chart attached) consists of over 100 staff and includes nurses, doctors, administrators, health and wellbeing team, occupational psychology team, research team and health and safety (including the manual handling) team. The OHSWB is part of the Workforce Directorate however it is set up as Clinical Directorate and led by the Clinical Director. The leadership comprise the Interim Clinical Director and the Director of Nursing (Ms Helen Kay), with input from the Health and Safety Manager (Mr Steve Copping) and the Head of OH Staff Psychology (Dr Neil Rees) as necessary. The OHSWB Clinical Governance and Risk Management (OHCGRM) Committee oversees the clinical governance and operations of the service. Following the merger with Royal

Brompton and Harefield, the service is undergoing a strategic review in order to update the structure to ensure it maintains a high-quality service internally and externally.

Staff are allocated to areas of work or to various service contracts, to which the department provides service. A Senior Occupational Health Nurse leads each team, supported by the Matron and the leadership team. Each team works closely with its customers and client base to assess the occupational health needs of employees, allowing flexibility of service delivery.

The medical team comprises 12 Occupational Health Physicians, 7 of whom are accredited specialists in Occupational Medicine (Fellows or Member of the Faculty of Occupational Medicine). There are currently three Specialty Training Registrars undertake specialist training in Occupational Medicine. The medical team is supported by highly experienced regular locums included in the numbers above.

The nursing Team comprises just under 34 whole time equivalent nurses, 22 of whom are qualified to OH degree level, with 3 currently undergoing training. One OH Technicians work alongside the clinical team.

- *Details of departmental meetings, training sessions etc.*

The Service is highly committed to staff training and development. Staff have yearly appraisals and personal development plans, attend both internal and external training courses, and have access to training courses for qualifications such as the Advanced Diploma in Occupational Medicine for Specialist Registrars, degrees in Occupational Health Nursing, Certificate in Cognitive Behavioural Therapy, etc.

Monthly clinical multidisciplinary team meetings and workshops are organised, covering various topical subjects and involving internal and external expert speakers. OHCGRM meets every two months. The Commercial teams and the GSTT Core team meet with the Leadership and Matron on a rolling calendar.

5. Job Summary - Key Result Areas, Main Duties and Responsibilities

As an organisation, we are committed to developing our services in ways that best suit the needs of our patients. This includes asking certain groups of staff to work more flexibly so that we can offer services to patients and customers in the evenings and at weekends. We regard this flexibility as essential if we are to continue to provide first class patient care in the future. As a result, any offer of employment to a consultant post will be subject to you agreeing to work a new more flexible pattern of working in the future if required and in accordance with the provisions of the new Guy's and St Thomas' NHS Foundation Trust consultant contract.

This role has the potential to include:

1. A strong academic element with the opportunity for either 2 PA dedicated and fully funded by the Trust for research activities within the OH research team and the London Centre for Work and Health. The Trust commits to maintain the 2PA research for 12 months and after the first 12 months of employment provided the post holder, in conjunction with the OH research team, has secured funding for the time and the postholder has developed a strong research record. The post holder will be strongly supported by the OH research team and the London Centre for Work and Health which has a portfolio of studies and over £2.5 million of grant income.
2. 2 dedicated PAs to plan, develop and implement an educational training programme to support visiting professionals in acquiring skills, knowledge and experience in occupational medicine. The Trust commits to maintain the 2PA research and after the first 12 months of employment if the post holder can demonstrate income has been generated through the implementation of an educational training programme. The post holder will lead the educational component for undergraduate medical training.

3. The opportunity for dedicated clinical activity and clinical governance responsibilities to a specific commercial contract for 4 PAs

The post holder will have the opportunity to declare if they would like to pursue one of these options and declare which is their preferred choice.

There is also opportunity to directly support commercial occupational health provision.

The post-holder will be accountable to Ms Helen Kay, Interim Clinical Director, OHSWB.

Specific duties and responsibilities

- To provide a leading role in the delivery of occupational health surveillance including the identification of the need for medical examination of new employees, immunisations, screening for employees at special risk, statutory medical examinations and clinical assessments for fitness to work
- To provide advice to the management in cases where health is impacting on attendance, capability or conduct of staff members
- To provide advice regarding ill health retirement and work relatedness
- To work cooperatively with the service and with management to improve the standards of occupational health within the client group
- To advise where necessary on working and relevant environmental conditions so as to minimise the occurrence of occupational or work-related disease
- To help in the interpretation of intelligence e.g. sickness absence trends, as necessary
- To be familiar with and advise on, where appropriate, current and projected legislation related to occupational health and safety.
- To advise on ethical matters in relation to occupational health and safety and employment.
- To participate in the effective monitoring of occupational health services by means of audit programmes etc.
- To actively contribute to the service development plan
- To provide support to the nursing team
- To perform workplace assessments as and when required.
- To attend relevant meetings as necessary
- To participate in the teaching and training activities of the OHSWB
- To follow, as far as possible, recognised evidence-based practice
- To develop policy to local, regional and national level where appropriate
- To contribute to the further development of the OH research programme of work in the department

Provide High Quality Care to Patients

- The post holder must be medically qualified and maintain GMC specialist registration, hold a licence to practice and participate in the annual Trust appraisal

- To develop and maintain the competencies required to carry out the duties required of the post
- To ensure prompt attendance at agreed Direct Clinical Care Programmed Activities
- To ensure clients are involved in decisions about their care and to respond to their views

Research, Teaching and Training

- To collaborate with academic and clinical colleagues to enhance the Trust's translational research portfolio, at all times adhering to research governance and ethical standards for good research practice
- To propose, develop and execute a OH-themed research project or make significant contribution to an existing research project
- To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director
- To act as clinical and / or educational supervisor for Specialty Training Registrars as agreed by the Clinical Director
- To maintain their status clinical and / or educational supervisor in accordance to the GMC and National School of Occupational Health requirements

Performance Management

- To work with medical, nursing and managerial colleagues to ensure high performance
- To be aware of clinical and operational performance indicator
- To emphasise quality of outcomes
- Be aware of financial management issues e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively e.g. ensuring accuracy of clinical data for the team

Medical Staff Management

- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas
- To participate in the recruitment and supervision of junior medical staff as and when required
- To participate in team objective setting as part of the annual job planning cycle

Governance

- To ensure NICE and other national requirements are reviewed, implemented and monitored in the speciality areas, where relevant
- To follow, as far as possible, recognised evidence-based practice
- To participate in the development of policies at local, regional and national level, where appropriate

- To review clinical outcomes in designated areas using external benchmarking data where appropriate; to identify and advise variances to the Clinical Director
- To work closely with the Service, in relation to service development as delegated by the Clinical Director
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis
- To keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the Clinical Director
- To role model good practice to all members of the multidisciplinary team
- To develop and execute a research project in adherence to ethical, regulatory and academic guidelines pertaining to good research practice.

Strategy and Business Planning

- To participate in the business planning and objective setting process for the directorate and Trust where appropriate at the request of the leadership
- To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Clinical Director
- To participate in OH Research team meetings and contribute to the strategic development of the OH research programme of work

Leadership and Team Working

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national or local initiatives
- To work collaboratively with all members of the multi-disciplinary team and Kings Health Partners as required
- To chair meetings as required
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
- To adhere to Trust/departmental guidelines on leave including reporting absence

6. Job Plan

The job plan is anticipated to contain 10 Programmed Activities per week on average to be carried out on Occupational Health Service/ the Education Center York Road or other location within London. This is an outline programme and the post holder will be expected to discuss and agree a detailed job plan including personal and professional objectives with the Clinical Director within 3 months of starting in post.

The job plan will be negotiated between the consultant and the Clinical Director at least annually. The initial job plan for this post is planned to be:

		Number of programmed activities
Programmed activities for direct clinical care:	Direct Clinical Care (including admin)	6. PAs
	Clinical governance responsibilities	0.5 PA
Supporting programmed activities:	Job Planning, appraisal, continuing professional development, mandatory training	1 PA
	Postgraduate training	0.5 PA
	Research OR Education & Training	2 PA
Total		10

Direct Clinical Care Activities

The Consultant will undertake Occupational Health clinical work 6 PAs per week.

The consultant will participate in policy development, audit, and other clinical governance activities 0.5 PAs per week

Supporting Programmed Activities

The consultant will undertake CPD, job planning/appraisal, mandatory training 1 PA per week

The consultant will undertake post graduate teaching 0.5 PA per week and 2 PA for research OR education and training dependent upon agreed job plan

Proposed timetable

Final agreement on the timetable and location of commitments will be agreed on taking up the post and then reviewed at least annually as part of the job planning process.

It may be possible to work remotely as part of the job plan and locations mentioned in the table below are indicative.

	Categorisation	Hospital/ location*	Start and finish	Freq.:	PAs / Week
Monday	DCC OH clinic	Occupational Health, Safety and Wellbeing Services (OHSWB)	09:00 – 13:00	1 X 1	1
	DCC OH clinic	OHSWB - Education Centre, RBH, HH or commercial sites	14:00 – 18:00	1 X 1	1
Tuesday	DCC OH Clinic	OHSWB - Education Centre, RBH, HH or commercial sites	09:00 – 13:00	1 X 1	1
	SPA Postgraduate training		14:00 – 16:00	1 X 1	0.5
	DCC Clinical Governance		16:00- 18:00	1 X 1	0.5

Wednesday	DCC OH clinic	OHSWB - Education Centre, RBH, HH or commercial sites	09:00 – 13:00	1 X 1	1
	SPA Education and training OR Research		14:00 – 18:00	1 X 1	1
Thursday	DCC OH clinic	OHSWB - Education Centre, RBH, HH or commercial sites	09:00 – 13:00	1 X 1	1
	SPA Education and training OR Research		14:00 – 18:00	1 X 1	1
Friday	DCC	OHSWB - Education Centre, RBH, HH or commercial sites	09:00 – 13:00	1 X 1	1
	SPA CPD, job planning etc.		14:00 – 18:00	1 X 1	1

On Call Rota

No on-call work required routinely

Regular meetings: the post holder will be expected to attend departmental meetings including MDT, Research team meetings, team meeting and actively participate in the OHCGRM as well as representing OHSWB at Trust committees and external meetings as agreed by the Clinical Director.

Administrative / Secretarial Support / Office Facilities

The post holder will be provided with adequate administrative support and office facilities. There is a shared pool of administrative staff which provide service to all OH clinicians including the post holder. The post holder will have access to open plan office for non-patient facing activities and dedicated clinic room for patient facing work.

The post holder will be expected to be based at the OHSWB, Education Centre site although working from all three Trust and/or Commercial sites as required. Opportunity to work remotely can also be considered.

7. General Information Relating to Terms and Conditions of Service

Main Conditions of Employment;

The Terms and Conditions applicable to this appointment are available on request.

Salary scale: As stated in the advert

London Weighting: As stated in the advert

ASPECT OF JOB	DETAILS
Additional Increments	Increments over and above the minimum of the salary scale will only be given for previous consultant level experience or where training has been lengthened by virtue of being in a flexible training scheme or because of undergoing dual qualification. Time spent doing a higher qualification or additional years spent doing clinical work, research or sub-speciality training does not count towards additional credit (see Schedule 13 of the Terms and Conditions).
Additional responsibilities	These are responsibilities undertaken within or without the Trust – and are specific to individual consultants, examples include undergraduate and postgraduate deans and Caldicott Guardian.

	Any additional NHS responsibilities, which are deemed appropriate, need to be agreed in advance with the clinical director and allocated as PA time for additional NHS responsibilities in the job plan. The timing and location of these activities should be included in the job plan.
Additional Programmed Activities (APAs)	<p>Consultants must offer the Trust any additional capacity they may have if they wish to undertake private professional services. The Trust may, but is not obliged to, offer the consultant the opportunity to carry out up to one Programmed Activity per week on top of the standard commitment set out in their contract of employment.</p> <p>APAs are a temporary addition to the substantive contract and they must be agreed annually. They are subject to change or withdrawal upon three months' notice given by either party. If a consultant fails to submit the job plan for annual review then any APAs previously agreed will not automatically be renewed, but will be subject to withdrawal and pay will automatically revert to the number of substantively agreed Pas as set out in the contract until the matter is resolved.</p>
Annual Leave	<p>Schedule 18 of the Terms and Conditions sets out the entitlement for annual leave as follows:</p> <p>Up to Seven years completed NHS service as a consultant – 32 days (based on a 7 day week)</p> <p>Seven or more years – 34 days (based on a 7 day week).</p>
Appraisal	The appraisal process is distinct though inter-linked with the job planning process, and needs to have been undertaken prior to the launch of the job planning process. Guidance on appraisal is available from the CMO's office (GSTT).
Clinical Excellence Awards	Consultants need to have fully participated in the appraisal and job planning process prior to applying for Clinical Excellence Awards.
Clinical Governance	It is a Trust requirement that clinical staff participate in 4 formal clinical governance sessions each year. 100% attendance is expected. Individual specialities may undertake additional governance sessions providing it does not impact on clinical activity.
Code of Conduct on Private Practice	<p>A consultant who wishes to undertake private practice must offer any additional capacity to the Trust for NHS work. Full time consultants who are currently working the equivalent of 11 or more Programmed Activities, and who have agreed with their clinical manager that the same level of activity should form part of their Job Plan, will not be expected to offer any additional NHS work.</p> <p>The provision of services for private patients should not prejudice the interest of NHS patients or disrupt NHS services. With the exception of the need to provide emergency care, agreed NHS commitments should take precedence over private work; and NHS facilities, staff and services may only be used for private practice with the prior agreement of the NHS employer.</p> <p>As part of the annual job planning process, consultants should include in their job plan, details of regular private practice commitments, including the timing, location and broad type of activity to facilitate effective planning of NHS work and out of hours cover.</p>
Confidentiality	The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the General Data Protection Regulation, Data Protection Act 2018, Access to Medical Reports Act 1988, duty of confidentiality under common law and ethical and professional requirements in relation to confidentiality and data

	<p>protection. All employees of Guy's and St Thomas NHS Foundation Trust must not, without prior permission disclose any information regarding patients or staff. In circumstances where it is known that a member of staff has communicated to an unauthorised person those staff will be liable to dismissal. Moreover, the General Data Protection Regulation, Data Protection Act 2018, also renders an individual liable for prosecution in the event of unauthorised disclosure of information.</p>
Conflict of Interests	<p>You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.</p> <p>In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.</p>
Disclosure and Barring Service	<p>Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. All doctors who are offered employment will be subject to an enhanced disclosure check by the Criminal Records Bureau before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Criminal Records Bureau and Disclosure websites at www.direct.gov.uk</p>
Direct Clinical Care (DCC)	<p>All contracts must be predominantly DCCs and all Programmed Activities (including SPAs) must be evidenced and agreed.</p> <p>DCC activity is work directly relating to the prevention, diagnosis, treatment of illness and rehabilitation and includes;</p> <ul style="list-style-type: none"> ○ Emergency duties ○ Frontline clinical work ○ Outpatient activities ○ Clinical diagnostic work ○ Other patient treatment ○ Public health duties ○ MDT meetings about direct patient care ○ Administration directly related to these activities above <p>All of this detail needs to be included in the weekly timetable and must include start and end times for each activity.</p>
External duties	<p>Some consultants undertake additional duties for organisations which are associated with the NHS but not formally part of it. Some examples include;</p> <ul style="list-style-type: none"> ○ College work and examinations ○ National representation on committees and teaching ○ HEE London and South East ○ Trade union activities ○ External lectures

	<p>External duties need to fulfil the following criteria;</p> <ul style="list-style-type: none"> ○ Demonstrable benefit to the individual, the Trust or the wider NHS ○ Agreed in advance ○ No loss of service delivery within the specialty/department unless replacement of this loss is agreed ○ Part of appraisal and regular review, with number of days and activities undertaken recorded ○ External duties will not normally count towards the assessment of additional PAs particularly where they replace required Trust clinical work <p>It is important that before consultants enters into any new external commitments which would impact on their job plan, that they secure the agreement of their Clinical Director to assess the impact on the service and colleagues.</p>
Fee paying services	<p>The approach defining how to handle fee paying services is covered in the section on Private Practice and set out in the terms and conditions of the consultant contract (Schedules 9, 10 and 11). It is important for consultants to identify whether they should remit any fee paid to them to the Trust, or whether they may keep the fee. As a general rule, if it is payment for activity carried out in Trust paid time, then the fee should be given to the Trust. (See <i>Policy on PP for GSTT</i>)</p> <p>The job plan must include all private practice sessions undertaken in the Trust or elsewhere with times and locations, even if in another hospital and even if “out of hours”.</p>
Freedom of Information	<p>The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity</p>
Health and safety	<p>The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.</p>
Infection Control	<p>It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policies including those that apply to their duties, (such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps) in relation to the prevention of the spread of health care associated infection (HCAI's) and the wearing of uniforms. They must attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing HCAs.</p> <p>Clinical staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.</p>
Information Governance	<p>All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and</p>

	<p>procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.</p>
Information Quality Assurance	<p>As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.</p>
Management of Violent Crime	<p>The Trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property.</p>
Meal/Rest Breaks	<p>As a matter of good practice, as well as statutory obligations, work activities should be designed, as far as practical, to allow for meal breaks to be taken. The Trust policy is that these should be planned around a minimum of 30 minutes additional to a 6 – 8 hour working day and an hour additional to an 8 – 12 hour working day.</p> <p>The national Contract does not provide for these breaks to be paid, nor is there the funding in the system for discretionary payment.</p> <p>However, there will be times when activities are unavoidably scheduled in a way that precludes a consultant taking a break, and that activity can then count as working time. It is important, both in terms of equity of treatment and overall affordability, that we are as consistent as possible in our approach.</p>
Medical Examinations	<p>All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.</p>
Normal and premium working time	<p>Premium time is outside the period 7am to 7pm Monday to Friday, and any time on a Saturday or Sunday, or public holiday</p> <p>For any work scheduled during premium time there will be a reduction in the timetabled value of the PA itself (or another) to 3 hours.</p> <p>Scheduled PA work during premium time will be a reduction in the timetable value of the PA itself (or another) to 3 hours</p>
No smoking	<p>The Trust operates a non-smoking policy.</p>
On-call arrangements (including Emergency Work arising from on call)	<p>Category of on-call duties:</p> <p>Predictable on-call: predictable emergency work – this is emergency work that takes place at regular and predictable times, often as a consequence of a period of on-call work (e.g. post take ward rounds) Calculation of PA's will take account of the frequency of the on call pattern.</p> <p>Unpredictable on-call: Unpredictable emergency work arising from out of hours duties. This is work done whilst on call and associated directly with the consultants on-call duties e.g. recall to hospital to operate on an emergency basis. This should be averaged from the diary cards and annualised to a maximum of 2 PA, taking into account the frequency of the on-call commitment.</p> <p>Category A on-call supplement</p> <p>This applies where the consultant is typically required to return immediately to site when called or has to undertake intervention with a similar level of complexity to those that would normally be carried out on site, such as telemedicine or complex telephone conversations.</p>

	<p>Category B on-call supplement</p> <p>This applied where the consultant can typically respond by giving telephone advice and or by returning to work later</p> <p>Level of supplement</p> <p>The level of supplement depends upon the frequency of the rota: High (1-4): A=8%; B=3% Medium (5-8): A=5%; B=2% Low (9 or more): A=3%; B=1%</p>
Pension	<p>Membership of the NHS Pension Scheme is available to all employees over the age of 16. Membership is subject to the regulations of the NHS Pension Scheme, which is administered by the NHS Pensions Agency. Employees not wishing to join the Scheme or who subsequently wish to terminate their membership must complete an option out form – details of which will be supplied upon you making a request to the Trust's Pensions Manager, based in Payroll. A contracting-out certificate under the Pensions Schemes Act 1993 is in force for this employment and, subject to the rules of the Scheme, if you join the Scheme your employment will be contracted-out of the State Earnings Related Pension Scheme (SERPS).</p>
Personal objectives	<p>Personal objectives should be specific, measurable, achievable, agreed, relevant, timed and tracked. Objectives are expected to include delivery of activity levels and quality standards, the introduction of new ways of working, and performance within budgetary limits</p> <p>These should be kept under review throughout the year and assessed as part of the appraisal process.</p>
Professional Association/Trade Union Membership	<p>It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.</p>
Professional Registration/Licence to Practice	<p>Staff undertaking work which requires professional/state registration/licence are responsible for ensuring that they are so registered/licensed and that they comply with any Codes of Conduct application to that profession. Proof of registration/licence to practice must be produced on appointment and if renewable, proof of renewal must also be produced.</p>
Professional and study leave	<p>Consultants can apply for professional and study leave over a three year period up to 30 days (on average 10 days per year). Statutory and Mandatory training must be taken within the leave allocation.</p> <p>This should be identified in advance and specified in the job plan and reflected in the personal objectives.</p>
Programmed activities (PAs)	<p>A full-time consultant is contracted is for 10 PAs – and anything above this is on a temporary basis. Each job plan should assume that it will be for 10 PAs – and anything else is by exception</p> <p>The Trust will not offer more than 12 Pas in total i.e.</p> <ul style="list-style-type: none"> • Programmed activities less than 11 = basic contract of 10 PAs • Programmed activities of 11 and above but less than 12 = basic contract + 1 APA • Programmed activities of 12 and above = basic contract + 2 PAs

	A PA is for a 4 hour session – anything taking less time is counted as pro rata (i.e. 3 hours = 0.75 of a PA)
Research and development	Any research undertaken by a consultant needs to be approved as part of the Trust's specific R&D policy as well as the job planning process itself. Research-related activity will be agreed as specific Programmed Activities in order to ensure that it is substantive research and the costs and funding are properly identified. Research needs to distinguish between grant application, supervision, actual R&D and committee work. R&D-related activity and outcomes need to feature in objective-setting (and appraisals).
Safeguarding children and vulnerable adults	Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to the role.
Supporting Professional Activities (SPAs)	<p>The Clinical Director should identify and quantify SPA activity that is proportionate to the size of the department and its objectives.</p> <p>A full time consultant will have a maximum allocation of 1 PA to cover such responsibilities including CPD, audit, job planning, revalidation and appraisal.</p> <p><i>SPA time can be made of:</i></p> <ul style="list-style-type: none"> ○ <i>Training, medical education and formal teaching</i> ○ <i>Continuous professional development</i> ○ <i>Audit</i> ○ <i>Clinical governance</i> ○ <i>Job planning</i> ○ <i>Appraisal and revalidation</i> ○ <i>Research</i> ○ <i>Recruitment</i> <p><i>SPA activity needs to be of benefit to both the consultant and the Trust, be specified, scheduled and on-site (off-site by exception) with clear outputs and reflected in the personal objectives.</i></p>
Sustainability	It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.
Teaching commitments	<p>Consultants are expected to participate in education as part of their employment – teaching done in clinic, theatre and on the ward is part of DCC activity and not awarded separate PA allocation although it can be recognised that this might affect the volume of clinical activity undertaken</p> <p>As a guide, a maximum of 0.5 PA per consultant should be allocated to under graduate teaching. Additional education and training commitments; an educational supervisor will attract 0.25 Programmed Activities a week per trainee (capped at 4 trainees/1PA).</p>
Team-based job planning	<p>This can be used either to launch job planning to establish a framework within which the individual job plans are then agreed or throughout the process. The consultant work to be delivered is quantified and a team approach is taken to agreeing and delivering the activity with agreement, for example on the typical length and frequency of ward rounds, patient related administration, MDT or department meeting attendance. In all cases, individual job plans need to be agreed and signed off</p> <p>Directorates/departments are expected to agree the number, frequency, timing and nature of clinical activities.</p>
Working from Home	The Trust expects consultants to conduct their work activity from their normal place of work and to be available to participate in the everyday activities of their department and the hospital. By exception, work can be

	<p>undertaken from home. This is a matter of agreement between the individual consultant and their clinical director. Where home working is undertaken, it must be done on the basis that:</p> <ul style="list-style-type: none"> • Time spent regularly working from home is clearly documented in the job plan • The department is aware that a colleague will be working from home and the views of colleagues will be taken into account • Whilst working from home, the member of staff is available for normal contact from the hospital • The appropriate facilities are available at home for the work to be undertaken • The arrangement is discretionary and subject to the needs of the service, and may therefore be reviewed and changed • The work output may be reviewed at the annual job planning meeting <p>In addition, consultants should be aware that the Trust has a number of policies that support staff in helping to maintain a good work/home life balance.</p>
<p>Working from Home</p>	<p>The Trust expects consultants to conduct their work activity from their normal place of work and to be available to participate in the everyday activities of the department and the hospital. By exception, work can be undertaken from home. This is a matter of agreement between the individual consultant and their clinical director. Where home working is undertaken, it must be done on the basis that:</p> <ul style="list-style-type: none"> • Time spent regularly working from home is clearly documented in the job plan • The department is aware that a colleague will be working from home and the views of colleagues will be taken into account • Whilst working from home, the member of staff is available for normal contact from the hospital • The appropriate facilities are available at home for the work to be undertaken • The arrangement is discretionary and subject to the needs of the service, and may therefore be reviewed and changed • The work output may be reviewed at the annual job planning meeting <p>In addition, consultants should be aware that the Trust has a number of policies that support staff in helping to maintain a good work/home life balance.</p>
<p>Workload and productivity indicators</p>	<p>It is expected that on average, a consultant will work for 42 weeks over the year net of annual and professional leave</p> <p>For each PA, regular, relevant activity and workload indicators need to be established, such as the average number of patients to be seen in the clinic, numbers of operations, beds numbers to be covered on a ward round, minimum number of radiological films expected to be reported.</p> <p>These specific activity levels need to make the necessary contribution so that the Trust delivers on its service obligations. General Managers will be able to assist in producing relevant activity data.</p> <p>Productivity indicators should also be used – such as the new: follow up outpatient ratio and number of patients per operating list. Each specialty will set the target numbers in advance of the job planning process commencing as part of their capacity plan. Delivery on target will be assessed as part of the appraisal process.</p>

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

	Essential Criteria	Desirable Criteria	Where evaluated
Professional Qualifications	<p>Eligible for full UK GMC registration and a Licence to Practise</p> <p>On GMC Specialist Register for occupational medicine or within six months of attaining CCT</p> <p>NB: Non UK trained doctors must be on the GMC Specialist Register in Occupational Medicine by date of interview</p>	<p>MFOM</p> <p>FFOM</p>	<p>APP Form</p> <p>GMC</p> <p>CV</p>
Clinical Experience	<p>Comprehensive clinical experience in occupational medicine</p>	<p>Previous NHS experience</p>	<p>APP Form</p> <p>Ref/ Int</p>
Clinical Skills	<p>Outstanding clinical skills, with a track record of making decisions in complex occupational health cases</p>	<p>In depth skills in infection control, public health and mental health</p>	<p>APP Form</p> <p>Ref/ Int</p>
Audit Management & IT	<p>Must have recent experience of undertaking and participating in clinical audit and policy writing</p>	<p>Leading an audit</p> <p>Participation in a national audit</p>	<p>APP Form</p> <p>Ref/ Int</p>
Research, Teaching skill & experience	<p>Understanding of the principles and applications of clinical research</p> <p>Understanding of the principles of teaching</p>	<p>Evidence of original research</p> <p>Experience of supervision of StR</p> <p>Experience of teaching undergraduate students</p>	<p>APP Form</p> <p>Ref/ Int</p>
Leadership / Management skills	<p>Communication; Excellent written and verbal communication skills. Must be able to communicate clearly with all levels of managers</p> <p>Accountability; Must be able to demonstrate ability to make decisions and give clear advice to individuals and managers. Ability and initiative to develop role</p> <p>Interpersonal Skills; Must be able to work effectively as part of a multidisciplinary team. Must be able to work flexibly as required including remotely and at customer's location</p>	<p>Staff Management; Experience of performance management, developing and motivating staff</p>	<p>Ref/Int</p>
Personal qualities:	<p>Excellent inter-personal and communications skills</p>		<p>APP Form</p> <p>Ref/ Int</p>

	<p>High level of work organisation, self-motivation, drive for performance and improvement, and flexibility in approach and attitude</p> <p>Strong sense of commitment to openness, honesty and integrity in undertaking the role</p> <p>Commitment to and consistent demonstration of recognised high impact leadership behaviours</p> <p>Must be able to work flexibly as required including remotely and at customer's location</p>		
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***Evaluation Key: APP Form [Application Form] Ref [References] Int [Interview]**

This role profile is not intended to be an exhaustive list of duties and responsibilities and is indicative of the range and depth of responsibility only. It may be reviewed and amended periodically in conjunction with the post holder. The area of responsibility of this general management role is subject to change depending on the needs of the Trust and this will be reviewed in conjunction with the post holder.