

MAIDSTONE & TUNBRIDGE WELLS NHS TRUST

CONSULTANT OCCUPATIONAL HEALTH PHYSICIAN

JOB DESCRIPTION

INTRODUCTION

This is an appointment to the Department of Occupational Health which provides a clinical service principally at Maidstone and Tunbridge Wells at Pembury. This is a new post which has arisen out of the increased demand for Occupational Health Services and a desire to expand and continually improve and develop the service provided. Working with the clinical team and Head of Service there will be opportunities to further develop the health and wellbeing agenda within the Trust. The new consultant will be the Clinical Lead for the service and have responsibilities for participating in and developing a Trust-wide service as well as expanding its external client contracts. The sessions of the post are split between the Maidstone and Tunbridge Wells hospitals.

MAIDSTONE & TUNBRIDGE WELLS NHS TRUST

The Trust was formed in April 2000 by the merger of the Mid Kent Healthcare Trust and the Kent & Sussex Weald NHS Trust. It provides general hospital services to a population of approximately 460,000 in West Kent and North East Sussex, and some specialist services to a considerably larger population. Its major hospitals are the Tunbridge Wells Hospital at Pembury and Maidstone Hospital. The Trust's Headquarters are at Maidstone Hospital. The Trust's Chairman is Mr Anthony Jones, the Chief Executive is Mr Glenn Douglas and the Medical Director is Dr Paul Sigston. The Chief Operating Officer is Ms Angela Gallagher. Occupational Health sits within the Corporate Division under Workforce. The Director for Workforce is Paul Bentley, the Deputy Director of Workforce is Richard Hayden and the Head of Occupational Health is Christian Lippiatt.

MAIDSTONE HOSPITAL

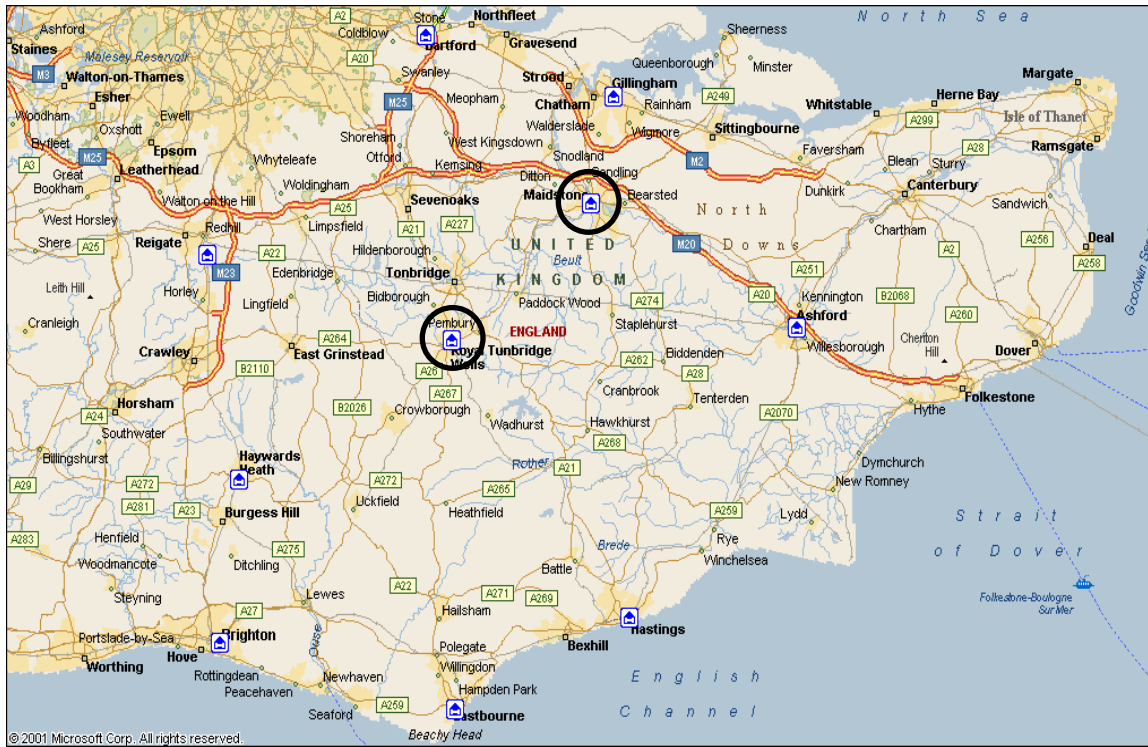
Maidstone Hospital is a modern 410 bed hospital situated at the western edge of Maidstone, two miles from junction 5 of the M20. It provides general hospital services to a catchment population of around 220,000. The Accident & Emergency Department has approximately 50,000 attendances per year. The hospital has a full range of diagnostic services, including multi-slice CT and MRI scanners. The Kent Cancer Centre is based at the Maidstone Hospital, with a second centre in Canterbury, also managed by the Trust. Acute medicine and elective in-patient surgery is provided on this site. This includes specialist upper GI, colorectal and gynae-oncology and urology. A state-of-the-art laparoscopic theatre was completed in 2010 and enabled the development of the Postgraduate Centre into a world-class laparoscopic training centre.

THE TUNBRIDGE WELLS HOSPITAL

The Tunbridge Wells Hospital is located in Pembury adjacent to the A21. After a three year building programme, Tunbridge Wells now has a superb new hospital. Costing £230 million, the Tunbridge Wells Hospital at Pembury welcomed its first patients in January 2011 when the Women & Children's department transferred from the old Pembury Hospital. The second phase saw the transfer of Kent & Sussex Hospital at Mount Ephraim to the new location in September 2011.

It is the first NHS hospital where all main wards are comprised entirely of single en suite bedrooms. These enable patients to have greater privacy, get a better night's sleep and reduce the chances of infection. Most rooms have plenty of natural daylight and views over the surrounding forest which further aid a good recovery.

Map



The Department

Occupational Health Services are run from both hospitals. The department is managed by a Head of Occupational Health with clinical leadership currently from Occupational Health Nurse Specialist Practitioners.

The Service provided by the department include full occupational services to the NHS Trust including:- policy/guideline development, management of inoculation/sharp injuries, case management, counselling, vaccination programs, health surveillance and health & wellbeing programs as well as providing services to external companies.

The department aims to proactively improve the health and wellbeing of Trust and client staff with an emphasis on psychological wellbeing and resilience. The post holder will contribute fully to these activities and a special interest to complement the department aims is desirable.

Consultant Medical Staffing

There are currently no Consultants employed within the department. This post will have;

Professional Accountability to:	Medical Director
Responsible to:	Director of Workforce

Other members of the team

There are currently no Senior or Junior Medical staff employed within the department.

Head of Department



Patient first, Respect, Innovation, Delivery, Excellence

Occupational Health Nurse Advisers
 Trainee Occupational Health Nurse
 Clinic Nurse
 Counsellors
 Administrative support

SUPPORT FACILITIES

The post-holder will have facilities such as internet, intranet and EPR access to support clinical, administrative, teaching, CPD and audit activities at both sides of the Trust. The appointee will be provided with appropriate secretarial support.

JOB DUTIES AND RESPONSIBILITIES

1. To provide a high standard of care to any client for whom you have clinical responsibility. This will include any clients referred to you and cared for by you personally or by members of your team and, in addition, any clients of other Occupational Health colleagues.
2. To provide a leading role in the delivery of all Occupational Health services including but not limited to health surveillance, health screening, assessing risk and advising on control measures, evaluation of absence from work due to sickness and advise on workplace interventions required
3. Identification of the occupational health needs of the Trust.
4. Provide clinical leadership to the team including continual development of clinical guidelines, frameworks and procedures in line with Health and Safety and other relevant legislation.
5. To promote the health and wellbeing of staff, taking a proactive role in developing this aspect of the service to support health improvement, staff performance and patient care and experience.
6. To participate in clinical and other service activities and developments with the aim of ensuring a high standard of client care across the Trust.
7. Ensure the SEQOHS standards are maintained and support the retention of accreditation.
8. To work in close co-operation with other medical, professional and managerial colleagues, both within and outside the specialty, to provide high quality health care to employees and external clients in addition to making a contribution to future thinking about the Trust's strategic direction.
9. To participate fully in and share leadership of the clinical governance of the specialty covering its Trust-wide activities. To attend clinical governance half-days as detailed in the Trust's Guide to Job Planning unless on agreed leave or while attending emergencies.
10. To participate actively in departmental audits, sharing co-ordination of audit activities within the department and implementation of change.
11. Participate in the teaching and clinical supervision of the Occupational Health Team.
12. To take an active responsibility for undergraduate and postgraduate teaching, training and supervision.

13. To assume responsibility, both personally and corporately for the management of junior medical staff within the OH Speciality. You are expected to be involved in their professional development, both clinical and personal as per guidance from the Deanery.
14. To ensure that all doctors in training for whom you have supervisory responsibilities undertake delegated clinical tasks that are within their level of competence and knowledge.
15. To ensure at all times that you comply with the General Medical Council's published guide "Good Medical Practice" including the Duties of a Doctor.
16. To take personal responsibility for risk management in your work and undertake to review practices and learn from mistakes.
17. To ensure that you respond promptly and efficiently to all complaints related to any client care you or your staff have been involved with, assisting the Trust's corporate responsibility to reply to complaints within a specified time frame and in conjunction with the Head of Department.
18. To undertake an annual appraisal leading to a personal development plan as outlined in the Trust Appraisal Policy. You must collect and maintain sufficient evidence to support the appraisal process and your GMC revalidation. The appraisal will inform the study leave and job planning processes.
19. To undertake an annual job plan review as outlined in the Trust Guide to Job Planning
20. You are required to take reasonable care for the health and safety of yourself and others who may be affected by what you do while at work.
21. Specialty out-clients clinics as appropriate for the post-holders special interests.
22. Involvement in the development of clinical management protocols shared with the community and other consultant colleagues.
23. Work in conjunction with the Head of Occupational Health to provide effective management, delivery and future development of the Occupational Health service.
24. Network with professional colleagues and bodies relating to Occupational Health to ensure awareness of current and up and coming initiatives and that best practice is instilled within the service to deliver a maximum cost benefit to the Trusts Occupational Health service.

JOB PLAN

This is a specimen plan reflecting proposed activities. Flexibility in these sessions is necessary depending on the changing demands on the service

	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
<i>AM</i>		<i>OH Clinic Tunbridge Wells Hospital</i>	<i>OH Clinic Telephonic (either site)</i>		<i>OH Clinic Maidstone Hospital</i>
<i>PM</i>		<i>OH Clinic Tunbridge Wells Hospital</i>	<i>Supporting Professional Activity</i>		<i>OH Clinic Maidstone Hospital</i>

There is no on-call commitment associated with this Post.

The post holder is required to reside at a distance that is compatible with the safe delivery of the service.

The post is expected to be 4-6PAs with 3-5 DPA and 1 SPA. It is anticipated that any new consultant to the trust will take on more managerial, educational and other responsibilities with time and hence it is anticipated that 2 PA will be developed on the job plan within two years of appointment. SPA time can be used for activities supporting professional development and the service which include teaching, audit, mandatory training and additional responsibilities such as a clinical lead role.

The job plan including the use of SPA time will be subject to annual review.

CLINICAL GOVERNANCE AND AUDIT

The Trust strongly supports clinical governance and risk management and expects all senior medical staff to contribute fully to these activities, and actively work towards and to maintain high quality clinical care. Full involvement of individual patients in decisions about their care is expected, as is the need to involve patients and the public in service change. Guidance and support is given to clinical directorates in the development of their programmes. There is an active clinical audit department, led by Dr Graham Russell (Deputy Medical Director and Consultant Histopathologist).

You are expected to take part in the processes for monitoring and improving the quality of care provided to patients, including risk management and clinical audit. Team and individual performance data are being developed and you are expected to review your practice accordingly. The commitment of all staff to clinical governance is assisted by a monthly compulsory Trust-wide half-day for structured clinical governance activities. Consultants are expected to attend and lead clinical governance activities during the half-days and you will be held accountable for this at your annual appraisal.

EDUCATION AND RESEARCH

You are expected to maintain a proactive interest in life-long learning and engage in continuing professional development. You are required to maintain your CME status as mandated by the Faculty of Occupational Medicine and maintain competence in your specialist fields of interest.

Postgraduate centres at the Maidstone Hospital and the Tunbridge Wells Hospital are under the leadership of the Director of Medical Education, Dr Garth Somerville, and the clinical tutors, Dr Chris Thom (Maidstone) and Dr Paul Reynolds (Tunbridge Wells). The SAS Clinical Tutor is Dr Elizabeth Hill. The centres provide excellent accommodation for a range of postgraduate activities. There are good medical libraries with Internet access.

Clinical research is encouraged. If you engage in clinical research you must follow Trust protocols and ensure that the research has had local ethical approval. There is an active Research and Development Committee.

JUNIOR STAFF TEACHING AND SUPERVISION

You are expected to contribute to the teaching and supervision of all training and career grade junior staff and undergraduate medical students within the department and also provide teaching to other professional groups within the Trust. You are expected to be involved in the professional development, both clinical and personal, of staff for whom you have responsibility. With consultant colleagues you are expected to assume responsibility, both personally and corporately, for the management of junior medical staff. You must ensure that all doctors in training for whom you have supervisory responsibilities undertake clinical tasks that are within their level of competence and knowledge. You will be expected to complete the KSS Deanery Certificate in Teaching and Certificate in Educational Supervision, or equivalent qualifications, within 18 months of taking up your post.

APPRAISAL

It is a contractual requirement that each consultant working within the Trust is appraised on an annual basis. Appraisal is a positive exercise designed to assist doctors in their educational and professional development and aims to improve and consolidate existing good practice. Sufficient evidence must be collected and maintained to support the appraisal process and your GMC revalidation. The appraisal system for consultants is as outlined in the NHS Advance Letters (AL(MD)6/00 and AL(MD)5/01, and as detailed in the Trust's Annual Appraisal Policy and Procedure (2008).

LEAVE MANAGEMENT

You must co-ordinate your leave arrangements with those of your colleagues to provide a clinically safe environment. In respect of clinical cancellations etc this means giving at least six weeks' notice of intended annual and study leave. The Clinical Director or the deputy Clinical Director must agree all leave. Leave should be booked with Division management and taken in accordance with Trust Policy. The Trust supports study leave with expenses for CME activities and within agreed financial limits. Leave management within the specialty should ensure adequate and safe cross cover arrangements with colleagues. Special professional leave can only be taken with the prior permission of the clinical director and with due notice and cover arrangements.

INFECTION CONTROL

As an employee of the Trust you are required to be familiar with, and comply with, Trust policies for infection control and hand-hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct contact with patients this will include compliance with Trust clinical procedures and protocols, including the uniform and dress code ("bare below the elbows"), the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

Trust Consultants in their position as clinical leaders are expected to lead on infection control within their clinical areas and to set an example for other Trust employees and the public.

TRUST POLICIES AND MANDATORY TRAINING

All Trust employees should be familiar with and comply with Trust policies. These are available on the Trust intranet. Consultant staff are required to remain up-to-date with statutory and mandatory training. The Director of Medical Education and the Head of Learning & Development will provide information and organise training much of which can be completed online.

SAFEGUARDING CHILDREN

Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

SAFEGUARDING ADULTS

Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

TRUST MEDICAL MANAGEMENT

As a senior member of staff, you will be expected to contribute to the management of the Trust. The main operational decision-making body of the Trust is the Division Operations Committee which meets monthly, chaired by the Chief Operating Officer. The Divisional Directors are members of this committee and actively contribute to the Trust's management. The Medical Staff Committee, a meeting of all Trust consultants and associate specialists, is held monthly and provides a forum for discussion of a wide range of work related matters.

I.T. SKILLS

The Trust uses Microsoft Office and NHS.net and uses email as a means of cascading important information and for internal communication. It is expected that consultant staff should have basic IT skills and be familiar with the use of emails, Outlook, Word, Excel and Powerpoint.

NOTICE PERIOD



You are entitled to 3 months notice and have to provide the Trust with 3 months notice of any termination of contract.

PERSONAL SPECIFICATION – CONSULTANT OCCUPATIONAL HEALTH PHYSICIAN

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <input type="checkbox"/> MB BS (or equivalent) <input type="checkbox"/> Registered with GMC <input type="checkbox"/> Possession or within 6 months of CCT <input type="checkbox"/> MFOM <input type="checkbox"/> Evidence of CPD 	<ul style="list-style-type: none"> <input type="checkbox"/> Distinctions, scholarships, prizes <input type="checkbox"/> Other degrees, e.g. BSc, MSc MD
Audit	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the principles of audit 	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in audit projects
Research	<ul style="list-style-type: none"> <input type="checkbox"/> An understanding of general principles, scientific method and interpretation of literature 	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of personal research projects and their presentation <input type="checkbox"/> Publications in peer-reviewed journals
Motivation	<ul style="list-style-type: none"> <input type="checkbox"/> Punctuality, reliability, enthusiasm <input type="checkbox"/> Initiative <input type="checkbox"/> Common sense 	<ul style="list-style-type: none"> <input type="checkbox"/> Ability and drive to motivate team members to continually improve service delivery
Personal skills	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of leadership <input type="checkbox"/> Organisational ability <input type="checkbox"/> Able to take responsibility and cope with stressful situations <input type="checkbox"/> Able to get on with other members of the multi disciplinary team <input type="checkbox"/> Credibility and integrity <input type="checkbox"/> A sympathetic approach to clients <input type="checkbox"/> Ability to establish good professional relationships with others 	<ul style="list-style-type: none"> <input type="checkbox"/> Critical and enquiring approach to knowledge acquisition <input type="checkbox"/> To have undertaken a postgraduate communication skills course
Management	<ul style="list-style-type: none"> <input type="checkbox"/> Evidence of organisational ability 	<ul style="list-style-type: none"> <input type="checkbox"/> Attended a National Health Service Management Course appropriate to Consultant duties.
Other Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Clear, concise and well presented CV. <input type="checkbox"/> An interest in teaching and education <input type="checkbox"/> Clearly formulated career goals <input type="checkbox"/> Satisfactory occupational health clearance <input type="checkbox"/> Basic IT skills for the use of email, and Microsoft Office 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience in the training or development of trainees in medicine <input type="checkbox"/> Outside interests <input type="checkbox"/> Intermediate or advanced IT skills