

THE LEEDS TEACHING HOSPITALS NHS TRUST

DEPARTMENT OF OCCUPATIONAL HEALTH AND WELLBEING – HUMAN RESOURCES

JOB DESCRIPTION

CONSULTANT IN OCCUPATIONAL MEDICINE

1. BACKGROUND

Leeds Teaching Hospitals is one of the largest teaching hospital trusts in Europe, with access to leading clinical expertise and medical technology. We care for people from all over the country as well as the 780,000 residents of Leeds itself. The Trust has a budget of £1.1 billion. Our 20,000 staff ensure that every year we see and treat over 1,500,000 people in our 2,000 beds or out-patient settings, comprising 100,000 day cases, 125,000 in-patients, 260,000 A&E visits and 1,050,000 out-patient appointments. We operate from 7 hospitals on 5 sites – all linked by the same vision, philosophy and culture to be the best for specialist and integrated care.

Our vision is based on The Leeds Way, which is a clear statement of who we are and what we believe, founded on values of working that were put forward by our own staff. Our values are to be:

- Patient-centred
- Fair
- Collaborative
- Accountable
- Empowered

We believe that by being true to these values, we will consistently achieve and continuously improve our results in relation to our goals, which are to be:

1. The best for patient safety, quality and experience
2. The best place to work
3. A centre of excellence for specialist services, education, research and innovation
4. Hospitals that offer seamless, integrated care
5. Financially sustainable

Leeds Teaching Hospitals NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Leeds Teaching Hospitals NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

2. OBJECTIVES OF THE POST

As part of our continued Health and Wellbeing offer to staff, we are looking to recruit a substantive OH Consultant. This is a full-time 10 PA appointment (or part-time) for a Consultant Occupational Physician who will work alongside our existing Consultant Occupational Physicians to provide clinical support, expertise and take the lead in key areas of our multi-disciplinary service to provide high standards of care. The post will support the service's portfolio of work and continue to raise the profile of the Occupational Health Service throughout the Trust and partner organisations

3. REQUIREMENTS OF THE POST

3.1 Service Delivery

General

The post holder will be a fully registered medical practitioner of consultant status, who is eligible for entry onto the GMC specialist register for Occupational Medicine. The Trust expects consultants to deliver clinical service as agreed with commissioners and other stakeholders. This will include:

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- meeting the objectives of the post (see above)
- continuously improving the quality and efficiency of personal and team practice
- working with other staff and teams to ensure that the various criteria for service delivery are met, such as
 - achieving the best clinical outcomes within the resources available
 - waiting times
 - infection control standards

Consultants in LTHT are line managed by their specialty Lead Clinician working in conjunction with a Business Manager. This specialty team is then managed alongside a number of other specialties in a Clinical Service (or Support) Unit (CSU) led by a Clinical Director as the responsible person and supported by a full time General Manager and a full time Head of Nursing.

The Occupational Health Consultant reports managerially to the Director of Human Resources and Organisational Development Jenny Lewis and professionally to Dr Dr Magnus Harrison, Chief Medical Officer.

Service specific

The Consultant Occupational Health Physician will work alongside the Occupational Health team as a specialist clinician for the service and be part of the senior management team including Head of Occupational Health Service, Senior Nurse, Service Transformation Manager and other Consultants. The team reports to Head of HR - Health and Wellbeing.

This post is to work alongside our existing substantive Consultants.

The role of consultant in Occupational Medicine will be expected to:

- Provide specialist Occupational Medicine advice to the clients and customers of the Occupational Health Service.
- Contribute to Specialist Multi-disciplinary team meetings
- Contribute to teaching and audit
- Participate in Clinical Governance.
- Provide Clinical Leadership in agreed areas of service delivery.
- Contribute to speciality training.
- Contribute to new service developments.
- Provide treatment, urgently when indicated, following certain occupational injuries/exposures to infection.
- Contribute to clinical leadership within the department.

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 - achieving the best clinical outcomes within the resources available
 - waiting times
 - infection control standards

Consultants in LTHT are line managed by their specialty Lead Clinician working in conjunction with a Business Manager. This specialty team is then managed alongside a number of other specialties in a Clinical Service (or Support) Unit (CSU). In Occupational Health the service is led by a Head of HR (Health and wellbeing) as the responsible person who is supported by a full time Service Development Manager and a full time Nursing Lead.

The Head of HR and their team report operationally to the Director of HR and Organisational Development. The Head of HR will work closely with the Chief Operating Officer's team which includes two Medical Directors for Operations, Nurse Directors for Operations, Deputy Chief Operating Officer, Assistant Directors of Operations (ADOs) and a Performance Team, with each ADO aligned to specific CSUs.

Professionally, consultants report to Dr Magnus Harrison, Chief Medical Officer

3.2 Quality

The Trust has a programme of activities that are designed to help consultants improve the quality of the service they offer. This includes a range of activities shown below as examples – not all activities can be undertaken every year! Consultants are expected to routinely engage in relevant activities in their specialty that are focussed on quality improvement. This participation should be reflected at annual appraisal and job planning and will be discussed in specialties as part of clinical governance programmes and meetings.

Clinical Audit and standard setting

- Clinical audit projects
- Development and application of agreed clinical guidelines
- Ensuring compliance against relevant national specifications, e.g. NICE guidelines
- External Peer review and relevant national audits
- Implement improvements identified in GIRFT reviews

Clinical outcome review

- Mortality and morbidity reviews
- Structured Judgement Reviews
- Monitoring of outcomes reflected in routinely collected data
- Participation in clinical coding review and improvement

Improving patient safety

- Participation in Trust-wide programmes, including mandatory learning
- Respond to national patient safety alerts
- Implementation of local improvements, including actions from serious incident investigation reports, following clinical review
- Promptly record patient safety incidents on Datix and immediately escalate potential serious incidents to the CSU management team
- Ensure Duty of Candour requirements are met

Improving service effectiveness and efficiency

- Service or system improvement projects, including small scale change, lean or other recognised improvement methods
- Conducting or considering reviews of the evidence to plan better service delivery
- Where agreed, working with commissioners to match service delivery with requirements of relevant populations

Improving the patient experience

- Implementing service improvements based on individual or service feedback from patients or carers
- Raising the profile and impact of patient participation in decisions about their own care
- Involvement in understanding and improving the ethical basis of care provided, utilising where necessary the trust's clinical ethics committee

- Respond to complaints in a timely and open manner and ensure lessons are learned for future patient care

3.3 Research

The Trust's Research Strategy encourages all clinicians to participate in high quality, nationally recognised clinical research trials and other well-designed studies, with a particular emphasis on work supported by the National Institute for Health Research. The Trust has several major programmes in experimental medicine and applied health research, developed in partnership with the University of Leeds, which reflect strengths described in the Strategy and clinicians are encouraged to participate in these programmes.

The Trust also supports bespoke academic development and participation programmes linked to the Research Strategy, including academic mentoring, and embedding of clinicians within the major research programmes.

Sessional time required for any participation in research activity will be agreed on commencement and kept under review, but not all consultants will require such sessional time.

3.4 Teaching

The Trust is a Teaching Hospital and therefore considers the active participation of consultant and other medical staff in teaching and training to be part of our core activities. Not all consultants will have regular and substantial teaching commitments, but all will be involved in related activities from time to time, if only through informal opportunities, for example as part of service quality improvement (see above). It is therefore expected that all consultants will be familiar with the principles of effective teaching and will enable the service and colleagues to fulfil their obligations to learn and teach about effective care.

The remainder of this section concentrates on teaching and training for medical colleagues, but the Trust actively supports and encourages consultant medical staff to participate in and deliver teaching and training to any colleagues, within and outside of the Trust, where this is agreed as an appropriate time commitment.

Undergraduate medical teaching

The Trust actively promotes links with the University of Leeds, School of Medicine for teaching medical undergraduates and all consultant medical staff are required to participate to the level agreed within their service.

Where it is agreed by the Clinical Director that the postholder will be significantly involved in delivering undergraduate medical teaching, the following requirements have been agreed with School of Medicine, University of Leeds.

The University of Leeds will award the honorary title of Honorary Senior Lecturer to the person appointed to the role in recognition of their willingness to participate in undergraduate teaching in support of these arrangements. The honorary title will be awarded for a probationary period of 5 years. Renewal of the Title for a further 5 years will be on evidence of meeting the full criteria.

This honorary title will entitle the consultant to privileges such as being a member of staff of the University, including the use of the Senior Common Room, the library (University and Medical and Dental) and inclusion on the circulation list for ceremonies, public lectures, concerts, etc.

Postgraduate medical teaching

As with undergraduate teaching, consultants are expected to contribute to overall programmes of postgraduate teaching in their service. Where there is a lead or significant role agreed as part of the consultant's job plan, the following expectations apply:

Consultants will be expected to act as a clinical supervisor for any or specified junior doctors working with them. All consultants must undergo clinical/educational supervisor training. Training is envisaged as needing renewal every 5 years.

Consultants may take up specific educational roles in the speciality which includes educational supervisor, college tutor, speciality educational lead and CSU educational lead. The 'core' 1.5 SPA includes 0.25 SPA for educational supervision of 2 trainees. Additional trainees then attract 0.25 SPA each. If the consultant is not an educational supervisor, then alternative activities (e.g. specialty audit lead etc.) should be substituted instead.

If consultants have a role in either under- or post-graduate medical education, the GMC expects that evidence of the quality of this education is presented at annual appraisals.

3.5 Continuing Professional Development (CPD)

In the discharge of their responsibilities, the consultant will be expected to maintain and update their skills and knowledge through appropriate continuing professional development.

The Trust fully supports the requirement for CPD by the relevant Royal College and the GMC. This essential component of a consultant's professional activities will be reviewed during the appraisal process. Time and financial support for these activities will be allowed in accordance with the Trust policy.

3.6 Leadership

All consultants are senior members of the Trust's staff and are therefore seen by colleagues as leaders. Consultants are expected to make allowance for this, given that the most powerful leadership influence they exert is the example they set.

In addition, the Trust places great emphasis on the role of doctors in leading service improvement and change, both in their normal daily role of delivering care and in relation to specific issues. It is expected that a consultant will lead on specific areas of priority for their service from time to time, as part of their consultant duties. Such departmental or specialty leadership roles would be agreed, for example, in respect of leading or co-ordinating:

- clinical governance
- quality improvement
- appraisal
- research
- teaching

The Trust supports these activities as part of the normal job plan commitments of any consultant.

On appointment, all consultants will be encouraged to participate in the activities established by the Trust to support doctors in their new role, such as the New Consultants' Network and a formal mentoring programme (see below).

4. **STANDARDS OF CONDUCT AND BEHAVIOUR**

All consultants are required to work to the standards set out by the General Medical Council in Good Medical Practice. This includes protecting patients when you believe that a doctor's or other colleague's conduct, performance or health is a threat to them. If, after establishing the facts, it is necessary, you must follow the Trust's procedures in this matter and inform your Clinical Director in the first instance.

5. **JOB PLAN AND WORKING ARRANGEMENTS**

The job plan review will take place annually, normally with the Lead Clinician / Clinical Director. Any job plan review may result in a revised prospective job plan where duties, responsibilities, accountability arrangements or objectives have changed or need to change significantly within the area.

5.1 Proposed Job Plan

Day	Time	Location	Work	Categorisation	No. of PA's
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Monday	08.30-12.30 1-5	SJUH	Appraisal CPD Job Planning Support to Nursing Staff Admin tasks/admin clinical queries, telephone consults/tasks/clinical email/BBV follow up Audit prep Supervision/support to Junior Dr/Agency Dr	SPA SPA/DCC	1 0.5 SPA 0.5 DCC
Tuesday	08.30-12.30 1-5	SJUH/WFH	Clinic Prep Clinic 2x60 min appts 2x30mins reviews/self- referrals Support to Nursing Staff Admin tasks/admin clinical queries, telephone consults/tasks/clinical email/BBV follow up Audit prep Supervision/support to Junior Dr/Agency Dr	DCC DCC	1 1
Wednesday	08.30-12.30 1-5	SJUH/WFH	Senior team Meeting/Case Discussion/Clinical Governance Clinical Work Clinic Prep Clinic 3x 60 appts Supervisionagency/junior Drs Audit meeting once per month	DCC DCC	1 1
Thursday	08.30-12.30 1-5	SJUH	Clinic Prep Clinic 4x45 min appts (2new, 2 review) Preparing/Teaching/Tutorial Mandatory Training/Review of Policies/Guidelines	DCC DCC	1 1
Friday	08.30-12.30 1-5	SJUH	Clinic Prep Clinic 3x60 min appts Client related emails clinical tasks Case Conference Workplace visits Ill health retirement paperwork Manager queries	DCC DCC	1 1
Saturday					
Sunday					
Additional agreed activity to be worked flexibly					
Predictable emergency on- call work					
Unpredictable emergency on- call work					
TOTAL PA'S					
Programmed Activity				Number	
Direct clinical care (including unpredictable on-call)				8.5	
Supporting professional activities				1.5 (max)	
Other NHS responsibilities					
External Duties					
TOTAL PROGRAMMED ACTIVITIES				10	

5.2 Accountability

See section 3, above. The postholder is managerially accountable for the use of resources to their Clinical Director and professionally accountable to the Chief Medical Officer through Clinical Directors. This may be amended in the light of the Trust's management arrangements.

5.3 Mentoring

The Trust's new consultant mentoring programme aims to:

- provide structured support for new consultants joining the Trust
- support the development of a culture of lifelong learning

The mentoring programme feeds into the Trust's systems and processes for appraisal. New consultants will be allocated a mentor when they join the organisation.

5.4 Consultant Appraisal and Medical Revalidation

All consultants should maintain their specialist registration with the GMC and comply with the standards expected by their Royal College (or equivalent) so that they are professionally 'in good standing'. Annual appraisal is a key activity underpinning revalidation for medical staff and is also a contractual requirement for all LTHT medical and dental consultant staff.

The Trust attaches considerable importance to this approach, which is intended to be of benefit to individual consultants and to support the highest possible standards in the delivery of healthcare and services. All consultants are therefore expected to undertake regular appraisal as decided by the Clinical Director of the service.

5.5 Leave Arrangements

All leave should be applied for in accordance with the Trust's Leave Policy, normally giving eight weeks' notice of any leave, other than in exceptional circumstances.

5.6 Training

During your employment, you agree to undergo whatever training the Trust deems necessary. This may include, but is not limited to, induction training, professional development, and safe working practices. Funding of such training will be in accordance with the Trust's Staff Development Policy, of which mandatory training is required.

5.7 Infection Control

All consultants must always comply with the Leeds Teaching Hospitals NHS Trust Infection Control policies, by practising Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

5.8 Secretarial Support

As part of the resource commitments to enable the postholder to fulfil their job plan, the appointee will have access to such secretarial assistance as is required.

5.9 Health & Safety

The Trust has a responsibility to provide a safe working environment for all staff. As an employee/supervisor/manager you are responsible for your own safety and that of others. This will require you to comply with the Trust arrangements for Health & Safety and Risk Management, by following agreed safe working procedures, and reporting incidents using the Trust Incident Reporting system. As a supervisor/manager, you will be responsible for ensuring your teamwork in a safe manner and are competent to do so.

5.10 Equality & Diversity

The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

The Trust's Equality and Diversity Policy ensures that barriers to employment for disadvantaged groups are identified and removed, and that no person is treated less favourably on the grounds of

their race, ethnic group, religion, impairment, age, gender, sexual orientation, or mental health status. Reasonable adjustments will be made for disabled applicants and post holders where required.

5.11 Smoking Policy

The Leeds Teaching Hospitals NHS Trust recognises the serious hazards to health caused by smoking and has adopted a strict no smoking policy. Under the terms of our policy, staff, visitors, and patients will not be permitted to smoke at any time or in any part of Trust property, whether inside or outside the hospital buildings.

5.12 Rehabilitation of Offenders Act & DBS Check

This post involves access to patients during the normal course of duties and is therefore subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. As such you must reveal any information which you may have concerning convictions which would otherwise be considered as 'spent.'

An offer of appointment to this post would be subject to the express condition that the Leeds Teaching Hospitals Trust receives a Disclosure and Barring Services (DBS) Disclosure which will check the existence and the content of any criminal disclosure received. The Trust has the right to withdraw an offer or employment if not satisfied of a candidate's suitability for this position by reason of criminal record or antecedents, especially in cases where no declaration of criminal proceedings has been made on a candidate's application form or Criminal Declaration Form. The Trust reserves the right to determine this issue at its sole discretion. If you are successful in being short listed for this position you will be asked to complete a criminal disclosure form to be handed to a representative at interview. Furthermore, if appointed to this post you will be asked to complete a 'DBS Disclosure Application Form' which will be submitted to the DBS.

Leeds Teaching Hospitals NHS Trust has a Policy Statement on the Recruitment of Ex-offenders which is available on request.

5.13 Respect for Patient Confidentiality

As set out in GMC guidance (*Good Medical Practice*, paragraphs 20, 50, 69 and 73) the jobholder should always respect patient confidentiality and not divulge patient information unless sanctioned by the requirements of the role.

5.14 Patient and Public Involvement

The Trust has a statutory duty to involve patients and public in evaluating and planning services. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback.

6. TERMS AND CONDITIONS OF EMPLOYMENT

6.1 Conditions of employment are determined by the Leeds Teaching Hospitals Trust in accordance with the Terms & Conditions – Consultants (England) 2003, as amended from time to time in the light of national or local collective agreements.

6.2 The postholder, as a practitioner with continuing responsibility for the care of patients must be able to respond promptly to emergency calls from the Hospital.

6.3 A consultant is required to reside within a distance of 30 minutes or 10 miles by road from their principal place of work unless an employing organisation agrees that they may reside at a greater distance.

6.4 A consultant must be contactable by telephone in their contracted work time.

6.5 The consultant must ensure that there are clear and effective arrangements so that the employing organisation can contact him or her immediately at any time during a period when he or she is on call.

6.6 The postholder should note, however, that where the Trust agrees that the postholder may live further than ten miles from the hospital, the Trust will only reimburse travelling expenses up to a maximum of twenty miles return, in accordance with Trust Terms and Conditions of Service.

6.7 Assistance with relocation to the Leeds area may be provided to the successful candidate. A copy of the Trust's Relocation Policy is available on request.

6.8 The normal NHS requirements for indemnity of medical and dental staff in cases of medical

- negligence apply.
- 6.9 Subject to the provisions of the Terms and Conditions of Service, the appointee is expected to observe the Trust's policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the Leeds Teaching Hospitals NHS Trust. Where the postholder is responsible for managing employees of the Trust, they will be expected to follow the local and national employment and personnel policies and procedures.
- 6.10 The Trust is reconfiguring services and your base hospital may change during your employment, if and when your department transfers base, following consultation.

7. CONTRACT

The post is available on a full or part time basis or as a job share.

8. ENQUIRIES

Prospective applicants are encouraged to visit the Departments and are invited to contact any of the following persons:

Jo Buck, Deputy Director of HR with responsibility for Occupational Health and Wellbeing on Jo.buck@nhs.net or 0772 9834636

CSU Human Resources

Our aim is to have engaged and empowered staff, who take a person-centred approach to leading others to improve the experience of our people. This in turn improves outcomes for our patients.

Occupational Health and Wellbeing Department

LTHT has a strong commitment to the Health and Wellbeing of our employees. Occupational Health and Wellbeing encompasses both the Occupation Health team and the Health and Wellbeing team we have a comprehensive health and wellbeing offer that is proactive in supporting staff wellbeing. This includes financial advice and support and mental health support including access to Mental Health First Aid training.

The Occupational Health Team supporting our existing Consultants includes nurses in bands 5 and 7, Senior nurse, Occupational Therapist, sessional psychiatrist plus psychology support comprising of an EAP service access to onsite and external Counsellors and Psychologists providing assessment and treatment. The clinical team is supported by a team of secretarial and administrative staff. There is also access to an onsite well-established staff physiotherapy service]