

Consultant in Occupational Medicine



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“Royal Berkshire Hospital are pleased to announce that following our CQC inspection we have been rated as ‘Good’ with inspectors reporting we have made significant improvements. The Trust’s overall rating has also improved to ‘Good’.

The Royal Berkshire Hospital

The Royal Berkshire Hospital achieved Foundation Trust status on 1st June 2006. It was the first Foundation Trust in the South Central Strategic Health Authority. The Trust has a successful track record of delivering high quality acute medical and surgical services for 500,000 patients across West Berkshire, an area extending from Newbury in the west to Henley-on-Thames in the east, and including Wokingham and parts of Hampshire to the south and parts of Oxfordshire to the north. The Trust is one of the largest general hospital Trusts in the country and is Reading’s biggest employer:

The hospital provides all those services normally associated with a very large District General Hospital. The hospital provides services on a single site for all the major specialities including Accident and Emergency, Trauma and Orthopaedics, Intensive Care, Gynaecology and Obstetrics, Genitourinary Medicine, Ophthalmology, ENT, Maxillo-Facial surgery, paediatrics (including a NICU), general medicine (including all major medical specialities including CCU, Renal Unit, ITU and gastroenterology), radiotherapy and oncology, and all the general surgical specialities.

The trust provides several services Berkshire-wide (eg Ophthalmology, renal). Following the principle of care closer to home, the Royal Berkshire NHS Foundation Trust offers services from many locations, including King Edward VII Hospital, Windsor, Windsor dialysis unit, West Berkshire Community Hospital, Royal Berkshire Bracknell Healthspace, Townlands Hospital Henley and there are visiting clinics in Wallingford and Wantage.

Trust Management

The Trust is under the leadership of Graham Sims, Chair, Steve McManus, Chief Executive and Janet Lippett, Chief Medical Officer. Successfully achieving Foundation Trust status was an important landmark for the Trust and recognised the commitment of its management team and clinicians to maintain the high quality of its service delivery.

The Trust has in place a Clinically Led structure placing the decision making responsibilities with Clinicians supported by management teams. As an organisation we do not stand still and our success is because of the strong clinical leadership and the 'can do' attitude of the staff. There are 3 Care Groups (Urgent, Planned and Networked Care) in addition to our Corporate directorates.

Our CARE values

Compassionate

- All our relationships are based on empathy, respect, integrity and dignity. In every interaction and communication, we treat our staff and patients with care and understanding.

Aspirational

- We strive to continuously improve, to be the very best that we can be – as individuals and as an organisation.

Resourceful

- Living within our means. Responding to the challenges of today and tomorrow in effective, efficient, innovative and optimistic ways.

Excellent

- We commit to excellence in everything that we do – placing patient and staff health, safety and wellbeing at our heart. We learn from mistakes and we do what we say we are going to do and hold ourselves and others to account for adhering to our values and the behaviours we expect.

The Speciality

The OH department is part of the Workforce and Organisational Development Directorate and reports managerially directly to the Chief People Officer. The OH Consultant Physician (OHP) reports professionally to the Chief Medical Officer whilst the OH Nurse Manager reports professionally to the Chief Nursing Officer.

The department is managed by an experienced OH nurse with specialist qualification in OH and supported by a multi-disciplinary team of nurses, physiotherapist, health and wellbeing lead and administration team.

The OH department delivers services mainly to our people at the Royal Berkshire NHS Foundation Trust in addition to a number of smaller external clients.

The Royal Berkshire NHS Foundation Trust believes that all staff should have the opportunity to access support through a high quality OH department for any health issues which are a result of work, could affect work or health, or their employment with the Trust.

The aim of the Occupational Health department is

- To promote and maintain the physical, mental and social wellbeing of staff
- To promote and encourage adherence to health and safety legislation
- To promote an advisory service which is independent, confidential and ethical

The Occupational Health department is responsible for delivering a full remit of OH services to the Trust helping to ensure that so far as is reasonably practicable the health of staff is not affected by their work and that their work is not affected by their health.

The OH department provide a full range of service to the Trust including

- Promoting the health, safety and wellbeing of Trust staff
- Pre-Employment Health assessment,
- Ensuring that all staff, new and existing, are offered the recommended immunisation programmes and blood screens appropriate to their role and have a system in place to notify staff when their immunisation / blood test are due
- Advice on sharps, needlestick and body fluid exposures and post incident management
- Health surveillance programmes i.e. respiratory, skin etc.
- Advice on fitness for work including, where required any adjustment to support staff stay in /return to work taking into consideration the Equality Act
- Working in partnership with relevant departments e.g. Human Resources, Risk Management, Infection Control and other colleagues
- Health and Wellbeing campaigns
- Advising the Trust on compliance with all legislative regulations relevant to OH.
- Infection control related to staff health including communicable and COVID-19 staff health advice

The Speciality Management and Team

Name	Job Title and Specialism (where relevant)
Don Fairley	Chief People Officer
Dwayne Gillane	Occupational Health Nurse Manager
Vacant Post	Consultant in Occupational Medicine (Clinical Lead)

The Speciality Clinical Team

Name	Job Title and Specialism (where relevant)
Dwayne Gillane	OH Nurse Manager, RN, MSc(OH), RSCPHN-OH
Claire Mennear	Senior OH Nurse Advisor RN, BSc(OH) RSCPHN-OH
Alice Joseph	OH Nurse Advisor, RN, BSc (OH), RSCPHN-OH
Cynthia Simba	OH Clinic Nurse, RN
Gerard Marsden	OH Clinic Nurse, RN
Thilaga Chandran	Advanced Specialist Physiotherapist in Occupational Health,
Matthew Green	Staff Health and Wellbeing Operational Lead
Debbie Horton	OH Administrator
Wendy Evans	OH Administration & Clerical
Harley Taylor	OH Receptionist

Immediate Responsibilities of the Appointee

This is a replacement 10 PA post for a Consultant in Occupational Medicine at the Royal Berkshire NHS Foundation Trust.

This is a key appointment to replace an existing post supporting the ongoing delivery of a comprehensive OH service to our people at Royal Berkshire NHS Foundation Trust. The post holder will be a fully registered medical practitioner of Consultant status, who is eligible for the entry onto the GMC specialist register for Occupational Medicine and holds membership of the Faculty of Occupational Medicine.

The aim of the Royal Berkshire NHS Foundation Trust, OH department is to become a leader in the field of OH management and the successful applicant must therefore have the pre-requisite procedural and leadership skills as well as team work, drive and ambition to succeed in achieving these goals.

The post holder will provide clinical leadership within the OH department and support the OH nurse manager in the overall management of the service. Administrative support will be provided.

The post holder will be instrumental in promoting the success of the OH department ensuring that clients receive a quality service based on the principles of clinical governance. The primary outcome will be the highest standards of OH are achieved and the post holder will maximise the use of resources and exploit development opportunities to their fullest potential.

In conjunction with the Specialist OH Nurses, the post holder will demonstrate specialist knowledge and expertise in OH as a clinician, educator, advisor and advocate. In addition the post holder will empower staff within the field and act as a change agent and role model, to ensure good working relationships.

The underlying aim and value of this role is to provide integrated staff centred care of a high quality that promotes the optimum level of health and well being for staff.

Although primarily based at Royal Berkshire Hospital site the post holder will be expected to visit the other Trust sites as required as well as carrying out home visit as the need arises.

Working flexibly to utilise video conferencing can also be considered for remote clinic locations

Clinical Care

The duties outlined below are not definitive and may be changed in accordance with the needs of the service. The post holder is required to hold a CCT or equivalent. As such the post holder should be trained in all aspects of the speciality.

The successful candidate will

- Provide a high standard of care to any client for whom you have clinical responsibility including any clients referred to you for advice or support
- Provide clinical leadership to the multi-disciplinary OH team
- Promotion of the highest clinical standards in the management of OH work
- Support the OH Nurse Manager to provide effective delivery and management of the service
- Provide expert advice on the process and content of health surveillance
- Support managers in fulfilling their statutory responsibilities in respect of OH and well-being
- Provide managers with advice on fitness for work, capability, disability, rehabilitation issues and issues relating to possible adjustments under the Equality Act 2010
- Provide expert advice on workplace exposures incidents i.e. communicable disease / blood borne virus exposure management ensuring the availability of prophylactic treatment for exposed
- Work with the wider multi-disciplinary teams to support pandemic planning and ongoing management of OH advice for the Trust, managers and our people

Management responsibilities

All medical staff are managerially accountable through their Departmental Clinical Director to the Care Group Director and to the Chief Medical Officer who has overall responsibility for the services. Consultants are key members of the Divisional team and are accountable and responsible for leading changes to service that will improve the patient experience.

1. Provide clinical leadership to the OH team
2. Articulate the Trust vision, mission and strategic goals with particular emphasis on OH
3. Actively contribute to and influence the formulation of the Trust's OH strategic and operational business plan
4. Work in conjunction with the OH Nurse Manager to analyse the needs of the OH department and assist with the design and development of a structure and infrastructure to support excellence in service delivery
5. Actively contribute to and influence the formulation of strategic management of employee health, safety and wellbeing issues to enable the provision of a safer, healthier environment for employees, patients and visitors
6. Ensure that Health and Safety legislation is interpreted into clear, effective, cost effective policy
7. Contribute to the design and development of OH services ensuring that OH services and

- products are benchmarked and continuously improved to enhance their value to the Trust
8. Champion employee health and well being
 9. Develop clinical guidelines and frameworks for OH service delivery
 10. Review OH intervention and outcomes
 11. Participate in health promotion and health education activities ensuring it is appropriate to the needs of the organisation and our people to whom it is provided
 12. Support that the OH department in achieving and sustaining accreditation standards under Safe Effective Quality Occupational Health Service (SEQOHS)
 13. To work in close co-operation with other medical, professional and managerial colleagues, both within and outside the Trust, 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
 14. Participation in regular audit activities of clinical activity and effectiveness that aid improvement and extension to OH service, including regular participation in the Thames Valley Association of NHS Occupational Health Physicians (ANHOPS) audit and governance group and others as required.
 15. Active participation in both departmental and Trust matters concerning clinical governance and audit
 16. In conjunction with the OH nurse manager, review the existing policies, procedures including written instructions, and patient group directives on a regular basis ensuring they are both in date and in line with current guidance and legislation.
 17. Ensure a robust system is in place for the safe and effect management of drugs and medicines/vaccines within the OH department

Personal & Professional Accountability

1. Ensure that all national professional requirements – training, confidentiality, conduct and ethics are adhered to
2. Active participation in continuing professional development for self and others
3. Ensure that professional and organisational accountability is met
4. Ensure adherence to all Trust policies and procedures
5. Participate in the teaching and professional supervision of the OH team

Provisional Job Plan

This is a whole time post with a minimum of 10 Programmed activities. The balance between Direct Clinical Care and Supporting Professional Activities will be agreed with the post holder in the final job plan. The SPA allocation is 1.5 for personal CME, audit and revalidation requirements including departmental meetings. Additional SPAs may be allocated for specific agreed objectives for the trust subject to the agreement of the Chief Medical Officer/Chief People Officer.

All Job Plans are reviewed at least annually, in this case with the Chief Medical Officer and Chief People Officer .

Indicative Job Plan – subject to change and negotiation

Day	Time	Location	Work	Categorisation	Number of Programmed Activities
Monday	08.30 – 12.30	RBH	Planned Clinic	DCC	1
	13.00 - 17.00	RBH	Planned Clinic	DCC	1
Tuesday	08.30 – 12.30	RBH	Planned Clinic	DCC	1
	13.00 – 15.00	RBH	Clinical Case discussions	DCC (non-client)	0.5
	15.00 – 17.00	RBH	Clinical management, clinical governance clinical supervision, clinical policy writing, committees	SPA	0.5
Wednesday	08.30 – 12.30	RBH	Planned Clinic	DCC	1
	13:00 – 17:00	RBH	Planned Clinic	DCC	1
Thursday	08.30 – 12:30	RBH	Clinical management, clinical governance clinical supervision, clinical policy writing, committees	SPA	1
	13.00 – 17.00	RBH	Planned Clinic	DCC	1
Friday	08.30 – 12:30	RBH	Planned Clinic	DCC	1
	12:30 – 17:00	RBH	Planned Clinic	DCC	1
Summary of programmed activity					
Direct clinical care					8.5
Supporting professional activities					1.5
Total weekly programmed activities					10.0

Start Date: It is anticipated that the successful candidate will take up their appointment at the earliest opportunity.

The Appointee

The trust is committed to ongoing training and support of consultants, There is a structured two year programme of induction and leadership development. Every consultant appointed is offered a choice of mentors and expected to meet with them on a regular basis.

The appointee will have an overriding duty of care to patients and is expected to comply fully with best practice standards. The appointee will be expected to adhere to local policies and procedures and to take note of the standing orders and financial instructions of the Trust. In particular, where the Consultant manages employees of the Trust, they will be expected to observe and apply the Human Resources policies and procedures of the Trust.

Continuing Professional Development and Continuing Medical Education

The appointee will be expected to participate in personal appraisals annually and will also be expected to actively take part in a CPD program. Under the direction of the lead clinical, the postholder will also take part in continuing medical education activities, in line with requirements of the appropriate Royal College guidelines to maintain standards of performance.

The responsible officer for the post is currently the Chief Medical Officer and there is a revalidation officer to provide administrative support and advice for medical staff maintaining their credentials for revalidation.

Clinical Governance and Audit

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes as required within GMC Good Medical Practice (GMP) and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the Data Protection Act.

The post holder will ensure NICE and other national requirements are reviewed, implemented and monitored in the speciality areas, where relevant and follow as far as possible, recognised evidence based practice

Conflict of Interest

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

Health and Safety at Work Act

The Trust has designated the prevention and control of Health & Safety as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to: -

1. Provide leadership on Health & Safety risk issues across the organisation.
2. Be aware of and follow all Trust Health & Safety guidelines and procedures relevant to their work.
3. Participate in mandatory training updates.

4. Challenge colleagues who are not complying with Trust Health & Safety procedures and report to line manager.

Infection Control Responsibilities

The Trust has designated the prevention and control of infection and the full implementation of the Health Act (2006) as a core component in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

1. Provide clinical leadership which instils a culture of zero tolerance on HCAI (healthcare associated infection) across the organisation.
2. Following consistently high standards of infection control practice, especially with reference to hand decontamination, adherence to dress/uniform code and for clinical staff, aseptic technique.
3. Being aware of and follow all Trust infection control guidelines and procedures relevant to their work.
4. Participating in annual mandatory training updates.
5. Challenging colleagues who are not complying with Trust Infection Control guides and procedures and report to line manager.
6. Review compliance with national policy to ensure high reliability in reducing HCAI's and ensure results are used to inform action e.g. audit of antibiotic use to amend prescribing practice.

Safeguarding Children and Adults

The Royal Berkshire NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:

1. Attending mandatory training on Safeguarding Children and Adults.
2. Being familiar with the individual and Trust requirements under relevant legislation.
3. Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
4. Reporting any concerns to the appropriate manager or authority.

Private Practice

All consultants should adhere to the national Code of Conduct for Private Practice. A declaration of all internal and external Private Practice should be disclosed as part of the annual job plan review.

Any private practice commitments must not prejudice the basic service requirements contained in the job plan. Private practice cannot be undertaken until an 11th PA has been offered to the trust.

Relocation Expenses

Assistance may be given to newly appointed Consultants with part of the cost of their removal expenses, providing (generally) this is their first appointment in the National Health Service and also that the removal is necessary to comply with the Royal Berkshire NHS Foundation Trust requirements concerning the place of residence.

Residential Criteria

A Consultant is required to reside within 30 mins or 10 miles by road from their principal place of work unless agreed otherwise with the Chief Medical Officer.

Service Commitment

The Royal Berkshire NHS Foundation Trust expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times and to adhere to our Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.

Teaching, Research

The Trust has an excellent reputation for education, as measured by its PMETB report and regular responses from trainees and medical students. It has a recently upgraded medical library and an active clinical librarian service, a clinical skills unit and a state of the art simulation centre opened in 2009.

There is an expectation that all consultants will participate in trainee education and training as required. The Trust accommodates medical students from Oxford Deanery, attracts high calibre trainees, and has a good exam success record.

The post holder is expected to

- Participate in the teaching, and clinical supervision of the OH team including clinical and educational supervision as required
- Participate in Trust wide teaching and training programmes with which the service collaborates e.g. induction of new staff
- Participate, if time allows, in research relevant to OH, developing and leading research projects where appropriate to further service and individual interest

Visits to the Hospital

For informal discussions about this post please contact:

- Dwayne Gillane, Occupational Health Nurse Manager
Tel: 0118 322 7634, e-mail Dwayne.gillane@royalberkshire.nhs.uk
- Don Fairley, Chief People Officer
Tel: 0118 322 7230 Email: don.fairley@royalberkshire.nhs.uk
- Dr Janet Lippett, Chief Medical Officer,
Tel: 0118 322 7445 Email: janet.lippett@royalberkshire.nhs.uk

How to apply

Please apply on line at www.jobs.nhs.uk and search for job reference number **193-CON118COR** to complete an online application form.

For queries regarding the application process please contact the Medical Workforce Team via email Medical.Workforce@royalberkshire.nhs.uk

Person Specification

	Essential Criteria	Desirable Criteria	Where evaluated
Professional Qualifications	<p>Full registration with the GMC/eligible for registration with a current licence to practice</p> <p>CCT holder or within 6 months of CCT in Occupational Medicine at interview date</p> <p>MFOM or FFOM</p>	<p>Higher degree e.g. PhD/ MD submitted/awarded</p>	<p>App Form GMC</p>
Clinical Experience & Skills	<p>Evidence of experience in NHS Occupational Medicine or equivalent healthcare services (Non-NHS organisations)</p> <p>Evidence of ability to make expert clinical decisions / provide an opinion on a range of Occupational Health problems including complex mental health and new government guidance on staff health</p> <p>Experience running case conferences</p> <p>Excellent leadership skills</p> <p>Knowledge of NHS policy and delivery of national performance targets</p> <p>Effective administrative and time management skills</p> <p>Evidence of significant contribution to successful teamwork</p> <p>Excellent written and verbal communication skills</p> <p>Ability to manage competing demands in a busy acute NHS Trust environment and cope and manage own emotions under pressure</p>	<p>Evidence of experience in Occupational Medicine in both NHS (or equivalent healthcare) and Non-NHS organisations</p> <p>Evidence of previous experience in psychiatry and excellent psychological skills</p> <p>Experience of SEQOHS processes</p> <p>Subspecialty training by post CCT fellowship</p>	<p>APP Form Ref/ Assess</p>

Audit Management & IT	<p>Ability to work within clinical governance guidelines.</p> <p>Undertake audits and present data as required.</p> <p>Good IT skills including competent in use of Microsoft office applications</p> <p>Ability to utilise an OH software to support audit of own and team practice and department performance</p>	<p>Evidence of clinical leadership role demonstrating accountability for quality of care, financial controls and efficient management of workforce</p> <p>Evidence of having changed practice as a result of audit</p> <p>Evidence of having revisited the audit to assess improvement</p> <p>ICT qualification</p>	<p>APP Form Ref/ Assess</p>
Research. Teaching skill & experience	<p>Evidence of providing good teaching and supervision to trainees to the level of GMC accredited educational supervision level.</p> <p>Evidence of research in the field of Occupational Health.</p> <p>Evidence of collaborative working with other OH clinicians.</p>	<p>Educational qualification</p> <p>Track record of publications in peer reviewed journals</p>	<p>APP Form Ref/ Assess</p>
Personal Qualities	<p>Ability to communicate with clarity and intelligently in written and spoken English. Willingness to take responsibility, and exert appropriate authority.</p> <p>Excellent team working Skills, and able to work within MDT</p> <p>Accountability; ability to take responsibility, lead, make decisions and exert appropriate authority.</p> <p>Interpersonal Skills; ability to see staff as people, ability to empathize and work co-operatively with others.</p> <p>Must be able to demonstrate Trust CARE values in action</p>	<p>Full UK driving licence</p>	<p>Ref/ Assess</p>