

## JOB DESCRIPTION

<b>POST:</b>	Consultant in Occupational Medicine
<b>LOCATION:</b>	Occupational Health Department Belfast Health & Social Care Trust
<b>REPORTS TO:</b>	Director of Human Resources and Organisational Development
<b>PROFESSIONALLY REPORTS TO:</b>	Clinical Director*
<b>RESPONSIBLE TO:</b>	The Chief Executive

## GENERAL INFORMATION

### **Belfast Health Care Trust**

The Belfast Trust delivers integrated health and social care to approximately 340,000 citizens in the greater Belfast area and provides the majority of regional specialist services for the population of Northern Ireland (1.8 million people). With an annual budget of almost £1.3bn and a workforce of over 20,000, we are also a Trust with teaching hospitals and have strong links with our local university partners providing high quality training for medical and other health care professionals across all disciplines.

### **Hospital Profiles**

**Royal Hospitals** is the largest hospital complex in Northern Ireland, comprising the Royal Victoria Hospital, the Royal Jubilee Maternity Hospital (RJMh), the Royal Belfast Hospital for Sick Children (RBHSC) and the School of Dentistry. In combination with its sister hospitals it provides virtually all tertiary referral services in Northern Ireland. The Royal Hospitals play a major role in clinical education, training and research, with most academic departments linked to the Queen's University of Belfast Medical School. The Royal Hospitals is a Level 1 Trauma Centre and supports the Northern Ireland Trauma Network and Northern Ireland Air-Ambulance Service.

**Belfast City Hospital** (BCH) is a major teaching hospital, most of which is housed within the Tower (opened in 1985). The Northern Ireland Cancer Centre opened on the campus in March 2006 providing for the development of an internationally recognised cancer centre. A strong strategic focus on molecular medicine, cancer and renal services has enabled the development of world leading research programmes and a leading Cancer Clinical Trials Unit linked with the ROI and the NCI Washington DC in a tripartite arrangement. There is a modern radiology department and substantial AHP Services (eg. Physiotherapy, Podiatry, occupational Therapy, Speech & Language Therapy, Nutrition & Dietetics, etc.) and a comprehensive range of pathology.

\*the current arrangement for professional reporting is to a Clinical Director, not in Occupational Medicine. These are interim arrangements

**Mater Hospital** is a university teaching hospital providing Acute and General Medicine, Cardiology, HPB Surgery, Gastroenterology (including ERCP and Spyglass), Obstetrics & Gynaecology and Psychiatry. There is a 24 hr A&E department and a six bedded Intensive Care Unit.

**Musgrave Park Hospital** is the Regional Orthopaedic Unit for Northern Ireland. The Musgrave Park Regional Orthopaedic Service is the largest in the British Isles with 48 consultant orthopaedic surgeons and staff. On site is the Queen's University of Belfast's Department of Orthopaedic Surgery which is the largest academic unit in Orthopaedics in the British Isles with an international reputation and an extensive research output.

All of the major laboratory services are also available including:

- Immunology
- Haematology (including Transfusion Services)
- Bacteriology
- Virology
- Pathology
- Immunopathology

A summary of the services across the different hospitals is provided in the table below:

<b>Site</b>	<b>General Services</b>	<b>Specialist Services</b>
<b>Royal Hospitals</b>	Emergency Department Acute & General Medicine Anaesthesia (including critical care) Pain Management	Paediatrics (RBHSC) Obstetrics & Gynaecology (Royal Jubilee Maternity Hospital) School of Dentistry  Regional services include: Regional Trauma Centre, neurosciences, medical and surgical cardiology, thoracic surgery, ophthalmology and specialised endocrinology and endocrine surgery, ENT, vascular surgery, hepatology
<b>Belfast City Hospital</b>	Acute & General Medicine Anaesthesia (including critical care) Pain Management	Adult Cystic Fibrosis Breast Services (including reconstructive surgery) Cardiology Cochlear Implant Service Gynaecology & Gynaecological Oncology Haematology Haemophilia Service Medical Genetics Medical Oncology Nephrology (including Renal Dialysis) Radiotherapy Respiratory Medicine Transplant Surgery Urology
<b>Mater Hospital</b>	Emergency Department	Obstetrics & Gynaecology Ophthalmology

	Acute & General Medicine Anaesthesia (including critical care) Pain Management	Cardiology HPB Surgery Psychiatry
<b>Musgrave Park Hospital</b>	Anaesthesia Pain Management	Regional Orthopaedic Unit Rheumatology Rehabilitation Regional Acquired Brain Injury Unit Care of the Elderly Unit

The Belfast HSC Trust also provides a range of social and community care services to the population of Belfast and beyond. In order to deliver these services in the best way the Trust has a devolved structure which is grouped into 11 Directorates. The Occupational Health Service forms part of the Human Resources and Organisational Development Directorate.

### **Occupational Health Service**

The Occupational Health Service is ISO and SEQOHS accredited. It comprises a multi-disciplinary team of doctors, nurses, clinical psychologists, occupational therapist, psychiatrist, physiotherapists and administrative staff operate the in-house service, based at McKinney House, Musgrave Park Hospital. The department has a suite of clinical and consulting rooms. It operates an EOPAS web based system. The Human Resource and Health & Safety teams are also based in McKinney House providing easy access and close working.

### **Service Information**

The Occupational Health Service provides a range of services to the Belfast Trust and a number of external contracts. The Service is a teaching and training unit.

Range of internal services provided:

- Fitness of work assessment on employees prior to placement and during employment
- Advice and consultancy on occupational health, health promotion and disability issues.
- The rehabilitation of injured or ill employees
- Vaccinations
- Environmental workplace assessments
- Health promotion
- Health surveillance
- The development of workplace related policies

#### Staffing Establishment:

▪ Consultants in Occupational Health Medicine	2.00wte
▪ Consultant Psychiatrist	0.10wte
▪ SAS Doctor(s)	1.20wte
▪ Hospital Practitioners	1 session per week
▪ Occupational Health Manager	1.00wte
▪ Lead Nurses	3.00wte
▪ Specialist Nurses	3.00wte
▪ Nursing Advisers	6.00wte
▪ Business Manager	1.00wte
▪ Administrative / Secretarial Support	11.70wte
▪ Senior Physiotherapists / Physiotherapists	6.00wte
▪ Consultant Clinical Psychologist	1.00wte
▪ Clinical Psychologists	1.40wte
▪ Occupational Therapist	1.00wte
Health Care Worker/ Technician	1.00wte

#### Research

To participate in Medical Research and development to inform evidence based practice.

#### Audit

To participate in audit and quality improvement initiatives.

#### **JOB SUMMARY / MAIN PURPOSE:**

This is a full-time 10 PA appointment (although consideration may be given for those wishing to work on a part-time basis) for a Consultant in Occupational Medicine. The Consultant will be primarily based at McKinney House, Musgrave Park Hospital providing occupational health specialised advice to the Belfast Trust and a number of external contracts. The Consultant will be responsible for the delivery of a high quality service, provide clinical governance, expertise and guidance to the Occupational Health multi-disciplinary team ensuring a high quality, evidence based, efficient, effective service is provided to the Belfast Trust employees and external contracts.

#### **MAIN DUTIES / RESPONSIBILITIES**

The post-holder will:

1. Provide clinical governance, leadership and support within the Occupational Health Department.
2. Provide effective clinical leadership and supervision to the Occupational Health medical team.

3. Provide specialist occupational medicine advice to patients, managers and stakeholders of the Occupational Health Service.
4. Undertake occupational medicine assessments including fitness to work, ill health retirement decisions and injury benefit cases.
5. Provide specialist advice and teaching on occupational health and clinical issues to the Occupational Health multi-disciplinary team.
6. Provide clinical governance arrangements in the health surveillance programme.
7. Collaborate with key stakeholders including health & safety and undertake workplace assessments, provide advice to management, contribute to workplace risk assessment and control measures within the Trust, and to external contracts.
8. Develop, contribute to and review Occupational Health policies and Standard Operating Procedures requiring specialist medical input.
9. Achieve recognition as a trainer and participate in the specialist occupational medicine training programme in collaboration with NIMTIDA.
10. Provide clinical leadership in relation to quality improvement initiatives including SEQOHS and ISO 9001 accreditations.
11. Provide prompt treatment and advice following certain injuries/exposures such as post exposure prophylaxis.
12. Actively participate in the leadership on all aspects of governance and patient safety, to promote quality improvement and to grow and embed a culture of Collective Leadership within the Occupational Health Service and Trust.
13. Actively participate in clinical leadership on the alignment and commitment of developing a culture that delivers caring, compassionate, safe and continuously improving high quality health and social care.
14. Actively participate in developing an inspiring vision that is put into practice at every level within the service, identify clear, aligned objectives for the multidisciplinary teams, provide supportive enabling people management, develop high levels of staff engagement, support learning, innovation and quality improvement in the practice of all staff.
15. Actively engage within the service and foster a climate that respects diversity and individual contribution, values team-working, encourages innovation and creative thinking, and develops individuals to achieve their full potential.
16. Contribute to the development and delivery of the Occupational Health Department's business plan in collaboration with the Service Manager and other professional leads ensuring that it:
  - (a) delivers safe and effective person-centred care
  - (b) reviews and monitors activity and performance
  - (c) is aligned to corporate goals.

17. Actively participate in the development of key performance indicators for the service to ensure that effective performance management arrangements are in place.
18. Provide professional leadership and line management for medical staff, appraisal and supporting revalidation.
19. Delegate appropriate responsibility and authority to the level of staff within his/her control, consistent with effective decision making, while retaining overall responsibility and accountability for results.
20. Work with colleagues in other parts of the organisation and also regionally and nationally in the pursuit of the corporate agenda and model the Trust values.
21. Represent the Occupational Health Service at the relevant senior Trust governance meetings.
22. Participate in business continuity planning.
23. Maintain his/her own continuing professional development (CPD) in line with the Trust's Strategy on Clinical governance. Reimbursement of expenses for study and professional leave will be in line with nationally agreed terms and conditions of service.
24. Participate in the GMC Revalidation process, with Trust support. Revalidation is the process by which licensed doctors are required to demonstrate on a regular basis that they are up to date and fit to practise. Licensed doctors have to revalidate, usually every five years, by having regular appraisals with their employer that are based on core guidance for doctors "Good Medical Practice", and other related guidance defined by the GMC. To support this process, appraisal portfolios are designed to meet the GMC supporting information requirements, with evidence of and reflection on Continuing Professional Development, Quality Improvement Activity, Significant Events, Feedback from Colleagues, Feedback from Patients and Review of complaints and compliments. The Responsible Officer within the Trust is required to make a recommendation to the GMC regarding each medical consultant for whom the Belfast Trust is the designated body. This recommendation will inform the revalidation decision which will be made by the GMC.
25. Participate in the Trust's Annual Job Planning Process.

## **GENERAL RESPONSIBILITIES**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.

- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HSC Code of Conduct.

## **ADDITIONAL INFORMATION**

### **Terms & Conditions**

This appointment is subject to the Consultant Terms & Conditions of Service (Northern Ireland) 2004, and as amended.

### **Registration**

Required to maintain full and specialist registration (and hold a current licence to practise) with the General Medical Council.

### **Salary**

As per current Consultant salary scale in line with the Consultant Terms & Conditions of Service.

### **Annual Leave**

Annual leave is in accordance with the terms and conditions of the new Consultant Contract. All leave (annual, study and professional) is subject to the needs of the Trust and must be approved in advance by the delegated Clinical Director.

### **Indemnity**

Employees are normally covered by the HPSS and Community Health Service Indemnity against claims for medical negligence. However, certain circumstances may not be covered by the Indemnity, especially where a separate fee is received. The Department of Health, Social Services & Public Safety (DHSS&PS) therefore advises that membership of a medical defence organisation is maintained.

### **Team Working**

The successful candidate will be expected to work together with members of the Occupational Health Service multi-disciplinary team.

Subject to the provisions of the Terms and Conditions of Service, the successful candidate is expected to observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters and to follow the standing orders and financial instructions of the Trust.

The successful candidate will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of his/her patients to be able to contact him/her when necessary.

**Mentoring**

The Belfast Trust supports schemes for mentoring of newly-appointed consultants and a mentoring programme will be offered to the successful candidate.

**Teaching and Research**

The successful candidate will be expected to be involved in the teaching of undergraduate medical students and the training of junior medical staff and to lead on and develop the research profile of the Service.

**Multiprofessional Audit and Continuing Medical Education**

The post-holder will be required to take part in the Directorate audit programme. They will also be required to undertake such continuing educational activities as are necessary for them to remain accredited by their Royal College.

**Consultant Appraisal and Revalidation**

Appointees are required to participate in Consultant Appraisal processes in accordance with DHSS&PS requirements and Revalidation processes with the GMC.

**Support and Office Facilities**

There will be adequately equipped office space including access to IT facilities.

**Quality**

Patient satisfaction must be at the forefront of the concern of each member of staff. Every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency.

**Type of Appointment**

The appointment shall be on a whole time basis, or part-time by agreement, based on the needs of the Service.

**Medical Examination**

Appointment to this post is subject to a satisfactory pre-placement health assessment with an independent Trust's Occupational Health Service.

**Pension**

Membership of the Health Services Superannuation Scheme is voluntary. There is reciprocity between the Northern Ireland scheme and that in mainland Britain.

**Private Practice**

All private professional services and fee paying services that are not part of the Contract of Employment must be undertaken in accordance with Schedules 9, 10 and 11 of the Contract of Terms & Conditions of Service (NI) 2004.

**Date on which Post is Available**

The appointee may take up post upon satisfactory completion of essential pre-employment checks.

**Visiting**

For further information regarding this post, or to arrange a visit, you are encouraged to informally contact: Caroline Parkes, Occupational Health Manager, [caroline.parkes@belfasttrust.hscni.net](mailto:caroline.parkes@belfasttrust.hscni.net)



## **Canvassing**

Canvassing will disqualify. Individual applicants nor other persons should canvass support for any application in respect of Consultant posts.

## **Removal Expenses**

If eligible a fixed relocation grant may be available to assist with essential removal expenses, as outlined in the Trust's *"Re-Location and Associated Expenses Policy"*. The amount must be agreed in advance of incurring expenditure.

## **Equality**

Employees of the Trust are required to comply with the Trust's Equality Scheme. A full copy of this scheme is available in the Human Resources Directorate, Employment Equality Team.

## **Ionising Radiation Regulations**

The Ionising Radiation (Medical Exposure) Regulations (2000) require that any person clinically or physically directing a procedure which involves exposure to radiation should have appropriate training. This can be provided locally as necessary.

## **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that "Cleanliness matters is everyone's responsibility, not just the cleaners" Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff. This includes:

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO '5 moments');
- Using the correct '7 step' hand hygiene technique;
- Being 'bare below the elbows' when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;

- Ensuring all medical devices (equipment) are decontaminated appropriately ie., cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

### **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

**Clause:** *This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.*

February 2020

## **JOB SPECIFICATION**

**POST:** Consultant in Occupational Medicine

**LOCATION:** Belfast Health and Social Trust

### **ESSENTIAL CRITERIA:**

- Full registration with the General Medical Council with a Licence to Practise (must have both at time of appointment).
- MFOM / FFOM (or equivalent).
- Entry on the GMC Specialist Register in Occupational Medicine via CCT (proposed CCT date must be within six months of interview date) or CESR/ CESR(CP) or European Community Rights.
- Must be able to demonstrate a high level of clinical expertise and competence in Occupational Medicine.
- Experience of participation in regular clinical audit.
- All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues.
- Must have access to a means of transport to facilitate movement between sites.
- Eligibility to work in the UK as per UKBA Immigration Regulations.

### **DESIRABLE CRITERIA:**

- Experience in training undergraduate medical students and postgraduate doctors.
- Understanding of current issues in the NHS.
- Evidence of the ability to carry out medical research.
- Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role.

The competencies required are detailed in the NHS Medical Leadership Competency Framework (MLCF) available at:

[Medical-Leadership-Competency-Framework](#)

Particular attention will be given to the following:

### **Leadership Domains**

**Demonstrating Personal Qualities Working with Others**

**Managing Services**

**Improving Services**

**Setting Direction**

### **NOTE:**

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative. You will also be required, if shortlisted for interview, to produce your registrable qualifications.

If successful you will be required to produce documentary evidence that you are legally

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role:

What does this mean?	What does this look like in practice?
 <p><b>Working together</b></p> <p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none"><li>• I work with others and value everyone's contribution</li><li>• I treat people with respect and dignity</li><li>• I work as part of a team looking for opportunities to support and help people in both my own and other teams</li><li>• I actively engage people on issues that affect them</li><li>• I look for feedback and examples of good practice, aiming to improve where possible.</li></ul>
 <p><b>Excellence</b></p> <p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high quality, compassionate care and support.</p>	<ul style="list-style-type: none"><li>• I put the people I care for and support at the centre of all I do to make a difference</li><li>• I take responsibility for my decisions and actions</li><li>• I commit to best practice and sharing learning, while continually learning and developing</li><li>• I try to improve by asking 'could we do this better?'</li></ul>
 <p><b>Openness &amp; Honesty</b></p> <p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none"><li>• I am open and honest in order to develop trusting relationships</li><li>• I ask someone to help when needed</li><li>• I speak up if I have concerns</li><li>• I challenge inappropriate or unacceptable behaviour and practice.</li></ul>
 <p><b>Compassion</b></p> <p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none"><li>• I am sensitive to the different needs and feelings of others and treat people with kindness</li><li>• I learn from others by listening carefully to them</li><li>• I look after my own health and wellbeing so that I can care and support others.</li></ul>

This is a suggested provisional job plan, which will be revised around three months from the starting date in discussion with the successful candidate.

The following table outlines regular weekly commitments. It does not include external duties unless timetabled in SPAs.

<b>Day</b>	<b>Time</b>	<b>Work Activity</b>	<b>Location</b>	<b>PAS: DCC</b>	<b>PAS: SPA</b>	<b>Comments</b>
Monday	0900-1300	DCC- clinic and associated*	Belfast Trust MPH	1		
	1330-1700	SPA	Belfast Trust MPH		1	
Tuesday	0900-1300	DCC- clinic and associated*	Belfast Trust MPH	1		
	1330-1700	Other DCC patient related admin/mgt	Belfast Trust MPH	1		
Wednesday	0900-1300	DCC- clinic and associated*	Belfast Trust MPH	1		
	1330-1700	Other DCC patient related admin/mgt	Belfast Trust MPH	1		
Thursday	0900-1300	DCC- clinic and associated*	QUB	1		
	1330-1700	Other DCC patient related admin/mgt	QUB	1		
Friday	0900-1300	DCC- clinic and associated*	Belfast Trust MPH	1		
	1330-1700	SPA	Belfast Trust MPH		1	