Candidate information pack

Great healthcare from great people

Consultant in General Medicine, Diabetes & Endocrinology
William Harvey Hospital
344-MED1393ULW
Dear candidate,

Welcome to East Kent Hospitals University NHS Foundation Trust.

We are a pioneering Trust, on an exciting journey of healthcare transformation, with award-winning research and innovation, and a strong team ethos. We're looking for positive clinical leaders who want to help us deliver first-class patient care to a fascinating and complex population and be part of something special. We provide the full range of district general hospital services, and some regional specialities, including the country's best performing trauma unit and robotic surgery.

The William Harvey Hospital in Ashford, and Queen Elizabeth, The Queen Mother Hospital in Margate, are east Kent's district general hospitals, while Kent & Canterbury Hospital in Canterbury is a specialist services hub which provides adult medical care, inpatient renal, urology and vascular services. Our new hospital in Dover, the Buckland, and Royal Victoria Hospital, Folkestone, provide a variety of outpatient, diagnostic and minor injury services, alongside a range of services throughout the local area.

As you would expect from a large teaching Trust, we prize training doctors, nurses and other health professionals and work closely with local universities and King's College, University of London.

We are working closely with a nationally-renowned vanguard to drive pioneering local care, and have a clear clinically-led strategy to transform secondary care in east Kent from next year to deliver outstanding standards of care across all specialties. We support clinicians who see opportunities to make tertiary care available locally for our population, and we have a strong research ethic, being the highest recruiter to research studies in the county.

Our vision is ‘great healthcare from great people’, and we are proud of what we have achieved to date for our population and are excited about what’s to come.

If you would like to be part of this exciting journey, your rewarding work-life will be complemented by the advantages of living in the Garden of England, with a choice of rural, seaside and picturesque places to enjoy and live in, alongside the essentials like excellent schools and easy access to London – and Europe.

The Trust has strong links with the two local Universities and already has joint appointments with both Universities including Professorial appointments. Both Universities have submitted an exciting joint bid for the development of a Kent & Medway Medical School which if successful will see the development of the school begin by 2019. The Trust is happy to consider support for research, education and development of doctors within the Trust.

One of the largest acute trusts in England, we have a predicted turnover of £540 million for 2015/16. We serve a population of 759,000 people, employ 7,950 staff and have 1,100 beds across three main acute hospital sites. We achieved Foundation Trust status in 2009.

If you think this could be the start of something special, please apply as quickly as possible using the electronic application form on the NHS Jobs website, because we will close the advert for this job once we’ve received sufficient applications.

If you have a disability or long-term health problem, we are committed to offering reasonable adjustments throughout the recruitment process and employment. If you would like more information or support, please contact the Resourcing Team on 01227 866450 or resourcing@nhs.net, who will be happy to help.

Yours faithfully,

Matthew Kershaw, Chief Executive
Our vision, mission and values

Our vision is: “Great healthcare from great people”

Our vision is deliberately simple but sums up what we want to achieve for every patient every day.

Our mission is: “Together we care: improving health and lives”

Our mission statement explains why we exist – what East Kent Hospitals is here to do.

Our values are:

- People feel cared for as individuals
- People feel safe, reassured and involved
- People feel teamwork, trust and respect sit at the heart of everything we do
- People feel confident we are making a difference

Our values describe what’s important to us and what we want it to feel like to work and be treated here.

Our priorities are:

Patients
We want to enable all our patients (and clients who are not ill) to take control of all aspects of their healthcare by 2021.

People
We want to identify, recruit, educate and develop a talent pipeline of clinicians, healthcare professionals and broader teams of leaders, skilled at delivering integrated care and designing and implementing innovative solutions for performance improvement.

Provision
We want to clearly identify ‘what business we are in’, ‘what we want to be known for’ and ‘what our core services are’. We need to provide the right services and do it well.

Partnerships
We want to define and deliver sustainable services and patient pathways together with our health and social care partners, by 2021.

You can find out more about what we do on our website at www.ekhuft.nhs.uk and view our organisational structure charts here.
Job Description

THE URGENT CARE AND LONG TERM CONDITIONS DIVISION

<table>
<thead>
<tr>
<th>Divisional Director:</th>
<th>Mrs Lesley White</th>
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<tbody>
<tr>
<td>Divisional Medical Director:</td>
<td>Dr Jonathon Purday</td>
</tr>
<tr>
<td>Divisional Head of Nursing:</td>
<td>Ms Karina Greenan</td>
</tr>
<tr>
<td>General Manager D&amp;E:</td>
<td>Mrs Juliet Apps</td>
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</table>

The culture is one of passion for patient care and the Division is proud to treat each and every patient as we would care for a member of our family.

THE DIABETES AND ENDOCRINOLOGY DEPARTMENT

All consultants in this department have the opportunity to manage both diabetic patients and those with general endocrine problems. The local Clinical Biochemistry department provides an extensive endocrine assay service and assists with static and dynamic endocrine testing. Computerised tomography, CT and MRI, are readily available on site and radionuclide imaging is provided by the department of nuclear medicine. Radio-iodine treatment for thyrotoxicosis and thyroid cancers is also through the nuclear medicine department. A regular thyroid multidisciplinary meeting occurs on the Canterbury site.

A thyroid and parathyroid surgery service is provided by local ENT surgeons and contact is maintained with the neurosurgical department at Kings College Hospital for pituitary and other work. As part of the South East Endocrine network, tertiary referrals and the resulting feedback are in conjunction with Kings College Hospital.

There are Diabetes Day Centres on the William Harvey and QEQM sites and on each of the three main sites there is an inpatient specialist nurse. The “Think Glucose” programme is in place for supporting care of patients with diabetes on the wards and the trust takes part in the annual NADIA audit.

For the care of diabetic outpatients, close co-operation is maintained with community diabetes nurse specialists, dietitians and podiatrists employed by the Kent Community Health Trust. The standard of diabetes care in General Practice in East Kent is high and closer integration between primary care and specialist diabetes services, both hospital and community based, has been agreed in principle by local Care Commissioning groups. It is envisaged that an element of community diabetes care will be incorporated into the job plan of each of the five consultants within the hospital trust.

Joint diabetes clinics are held with colleagues in other specialties on each main site and at Buckland Hospital. These include antenatal, transitional and joint foot clinics. An integrated foot pathway working across the whole local health economy has been developed including general practitioners, practice nurses, community podiatrists, diabetologists, interventional radiologists, vascular and orthopaedic consultants, and is awaiting implementation.

Programmes for structured education of type 1 and type 2 diabetic patients have been in place for several years and meet national standards. An insulin pump service was established at the William Harvey site over ten years ago and meets
NICE criteria. There is rapidly increasing demand for this service currently with pressure for its expansion and spread to the other hospital sites. A business case for this is under consideration by the local CCG’s. The main nursing and dietetic input for the pump service and for the structured education programmes come from the community trust.

In Kent people with diabetes, their families and professional carers benefit greatly from the work of the Paul Carr Diabetes Charitable Trust. Inaugurated 26 years ago this has funded the building of 3 diabetes centres in Kent. The trust was responsible for starting and developing the Kent Diabetic Eye Screening Service before transferring it’s management to Medical Imaging, an independent provider. Based at the large, purpose-built diabetes centre at the William Harvey Hospital, this beacon service screens over 70,000 diabetes patients registered with general practitioners in Kent and East Sussex. Thirty-five staff use static and mobile retinal cameras, an electronic register and recall system and collaborate closely with ophthalmology departments in hospitals throughout the area. At the William Harvey Hospital the electronic images are accessible to diabetologists through a linked computer-based diabetes records system.

New consultants within the Trust have the opportunity to undergo programmes for induction and on-going mentoring by a consultant colleague.

<table>
<thead>
<tr>
<th>Staff</th>
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<tbody>
<tr>
<td><strong>Consultant Staff - WHH</strong></td>
</tr>
<tr>
<td>Dr Ahmed</td>
</tr>
<tr>
<td>Vacant</td>
</tr>
<tr>
<td><strong>Consultant Staff - KCH</strong></td>
</tr>
<tr>
<td>Dr Michael Flynn</td>
</tr>
<tr>
<td><strong>Consultant Staff - QEQM</strong></td>
</tr>
<tr>
<td>Dr Stonny Joseph (Acting Clinical Lead)</td>
</tr>
<tr>
<td>Dr Christopher McGettigan</td>
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<table>
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<tr>
<th>Non Consultant Staff</th>
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<tbody>
<tr>
<td><strong>WHH</strong></td>
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<tr>
<td>1 x Higher Specialty Trainee</td>
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<td>1 x F1</td>
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<tr>
<td>1 x F2</td>
</tr>
<tr>
<td>1 X GPST</td>
</tr>
<tr>
<td><strong>KCH</strong></td>
</tr>
</tbody>
</table>
1 x Higher Specialty Trainee
1 x F1
1 x GPST
1 x CT

**QEQMH**
1 x Specialty Doctor
1 x Higher Specialty Trainee
1 x CT
1 x F1

**Consultant Neurosurgeon (Attends on KCH site twice yearly from King’s Hospital)**

**Consultant Obstetricians at WHH**
Dr Choy Li

**Consultant Vascular Surgeon at WHH**
Mr Robert Insall

**Consultant Paediatrician with interest in Diabetes**
Dr Neil Martin

**Consultant Paediatric Endocrinologist** (Visiting from Kings College Hospital):

**NURSING and other staff**

**Specialist Nurses**

- Emma Guy  
  Diabetes Inpatient Specialist Nurse (based at WHH)
- Jo Willey  
  Diabetes Inpatient Specialist Nurse (based at KCH)
- Sarah Gregory  
  Diabetes Inpatient Specialist Nurse (based at QEQM)

The Kent Community Health Care Trust employs Community Diabetes Nurse Specialists, Dieticians and Podiatrists:

**Duties of the post**

**Diabetes and Endocrinology:**
The successful candidate will be expected to support diabetes and endocrinology services at William Harvey Hospital. The appointee will work in collaboration with the other D+E physicians in the Trust to share facilities and provide continuity and high standards of care. Clinics will be held at William Harvey Hospital, Royal Victoria Hospital Folkestone, and Buckland Hospital, Dover. Diabetes Integrated Care is being adopted in East Kent. The duties of this post will therefore include supporting primary care to manage the large majority of diabetic patients not requiring specialist care. This will involve liaising with GP’s, taking part in education programmes for practice staff, responding to email requests from GP’s for clinical advice and working closely with community-based specialist nurses to manage caseload. The appointee will share junior staff. There are; 1 Specialist Registrar, 1 Foundation year 1 on a 4-month rotation, 1 Foundation year 2, Core Trainee 1st year. The junior doctor programmes are currently under review to ensure optimal training opportunities.
General internal medicine

The appointee will be expected to participate in the acute general medicine take currently 1 in 8 and to provide a high level of consultant input to the acute take, including CDU rounds in the afternoon, evening and post-take period. As part of the emergency medicine improvement agenda the appointee will be expected to be based in the CDU during on-call afternoons to ensure that rapid acute medical assessment occurs and will be freed from fixed commitments. During take the junior staffs are integrated with HCOOP. A commitment to General Medicine out patient referrals is expected. Over time the Ambulatory Service will also be developed, which will have implications for working patterns.

The Trust is working towards a 1 in 12 weekend system working with the Acute Physicians.

Other responsibilities include:

**Junior staff:** Recruitment, appointment and educational supervision including educational contracts, regular appraisal, organisation of study leave, annual leave and rotas

**Budget:** Co-operate with the Divisional Medical Director and Divisional Director on budget issues

**Communication:** This will include responsibility for and arrangement of:
- Communication and liaison with all other medical and service departments within the hospital including: General Management, Medical Records, and Social Work Department
- Communication with General Practitioners will include telephone discussion of problems and writing of letters about cases seen in the department
- Communication with other hospitals and special departments in other hospitals

**Teaching:** Junior doctors and medical students, nurses and other paramedical staff in the team in speciality and special interest

**Non-Emergency Work in Premium Time:** The Trust will require you, in line with service needs to undertake non emergency work during premium time.

The duties and responsibilities in this job description may need further discussion in the future to ensure that they continue to meet the needs of the service, future service developments and the post holder.
Board of Directors
- Chairman
- Chief Executive
- Director of HR and Corporate Services
- Director of Finance and Performance Management
- Chief Nurse and Director of Quality and Operations
- Medical Director
- Director of Strategic Development and Capital Planning

Clinical responsibility

Executive Structure

Operations/Clinical Structure

Urgent Care & Long Term Conditions Division
- Divisional Director
- Divisional Medical Director
- Divisional Head of Nursing
  - Departments:
    - General Medicine
    - ICU
    - Cardiology
    - Diabetes
    - Rheumatology
    - Neurology
    - Gastroenterology

Surgical Services Division
- Divisional Director
- Divisional Medical Director
- Divisional Head of Nursing
  - Departments:
    - Anesthesiology
    - Critical Care
    - Pain Services
    - General Surgery
    - Urology
    - Vascular & Interventional Radiology
    - Head & Neck
    - Trauma & Orthopedics

Clinical Support Services Division
- Divisional Director
- National Medical Director
- National Nurse Adviser
  - Departments:
    - Laboratory Medicine
    - Laboratory Hematology
    - Radiology
    - Nuclear Medicine
    - Clinical Immunology
    - Renal
    - Dermatology
    - Women's Health
    - Children's Health

Specialist Services Division
- Divisional Director
- Divisional Medical Director
- Divisional Head of Nursing
  - Departments:
    - Cancer
    - Oncology
    - Hematology
    - Clinical Haematology
    - Renal
    - Dermatology
    - Women's Health
    - Children's Health

Associate Medical Director - Deputy Responsible Officer
Associate Medical Director - Patient Safety
Associate Medical Director - IT & Technology
Associate Medical Director - Medical Education
Associate Medical Director - Research & Development
Associate Medical Director - Drugs & Therapeutics
Associate Medical Director - Organ Donation
Patient Safety, Clinical Governance, Education and Training

The Trust is fully committed to improving patient safety and experience. Consultants are expected to comply with GMC guidance and all Clinical Risk Management processes. They must audit their own clinical outcomes, report clinical incidents, alert the trust to risk, participate in annual appraisal and work to foster good team relationships.

It is expected that the appointee will plan a programme of personal development and continuing medical education and through the appraisal process ensure that adequate training is undertaken both to maintain their skills, knowledge and expertise and to ensure revalidation. There is extensive local support and the Trust provides reasonable costs for formal study leave.

An annual review of the job plan will take place between the Divisional Medical Director/Clinical Lead and the Consultant in accordance with the arrangements in the new contract. This will include discussions regarding the needs of the service, with agreement of objectives for clinical standards, goals and workload.

Each of the three main hospital sites has a well-equipped multi-disciplinary Education Centre, including internet facilities and a library. Each runs full programmes of educational meetings. The Trust is designated as an Associate University Provider NHS Trust for undergraduate education. Doctors in Training are recruited to the Trust from London medical schools on matching schemes.

All Consultants have responsibilities for teaching doctors, students and non-medical healthcare professionals, and should ensure they use the time allowed in their working week for duties of teaching and supervision. New Consultants are required to enrol on the Deanery Certificate of Teaching programme within the first 12 months of appointment. All Consultants should include some element of educational development within their personal development plan, using at least one half day per year of their external study leave to this end.

Research and Innovation

The Trust wishes to “make a difference to the experience and outcomes of health care to the people of Kent, the NHS and internationally through Research, Enquiry and Innovation” and we have an ambitious strategy to deliver this vision from 2016 to 2020. You can read more about our approach to research on our website.

We are one of the most research-active acute Trusts in the Kent, Surrey and Sussex region, with over 120 NIHR CRN Portfolio studies open to recruitment across more than 20 specialty areas, with at least 15 new industry funded/sponsored studies opening each year. All newly appointed Consultants are encouraged to take on the role of Principal Investigator and considerable training and support is available.

Trust clinicians are also actively supported in developing their own research ideas and participate in local, regional & international academic collaborations. We have been awarded research funding (£100k to £2m) by NIHR (RfPB and HTA), MRC, Pfizer and other major funding bodies in recent years. The Trust also has internal
funding schemes to assist researchers, including those without previous experience, to gain pump-priming monies for individual projects, or to support individual sessional research time.

We have a strategic alliance with University of Kent’s KentHealth, and have active collaborations between the Trust and all our local universities (UoK, Canterbury Christ Church University (CCCU) and Medway School of Pharmacy) as well as many other UK and international partners. A number of staff hold joint University-Trust appointments, including Centre for Health Services Studies at UoK, and the England Centre for Practice Development at CCCU with its expertise in sustainable transformation and development.

The Trust wishes to increase the number of joint appointments, and applicants who have commensurate research experience are invited to contact Dr Tim Doulton, Director of Research and Innovation.

Infection Control

In accordance with the Health Act (2006) all staff are expected to comply with National and local Infection Control policies and procedures, and any other related infection prevention policies or procedures. In addition, all staff whose normal duties are directly or indirectly concerned with patient care should ensure they have received annual mandatory training (including hand hygiene). It is expected that all Consultants will lead by example in this area which receives maximum attention.

Summary Terms and Conditions of Appointment

The post will be appointed to under the Terms and Conditions of Service for Hospital Medical and Dental Staff as amended from time to time. The post-holder is required to be fully registered with the General Medical Council and on the Specialist Register or eligible for inclusion on the Specialist Register within six months of the date of interview.

The appointee will be required to reside not more than 30 minutes away from their main base, unless specific approval is given by the Chief Executive and Medical Director. The post-holder's private residence shall be maintained in contact with the public telephone service.

The passing of a medical examination is a condition of employment. Every Consultant must adhere to the Trust policies and procedures including documentation of all activity both in outpatients and theatre.

Any Consultant, who for personal reasons is unable to work full-time will be eligible to be considered for this post; if such a person is appointed modification of the job content will be discussed on a personal basis in consultation with the Divisional Medical Director.

Salary

The Consultant salary scale is currently £76,761 rising to £103,490 per annum (pro rata where applicable).
Annual leave

The annual leave entitlement is six weeks and two days and applications are subject to approval by the Divisional Medical Director. A minimum of eight weeks’ notice of leave arrangements is requested so that adequate cover arrangements can be made. Annual leave entitlements increased for consultants with seven or more years of completed service with effect from 1 April 2005 by an additional 2 days.

Study leave

Study leave is available according to local agreements. All clinical staff are required to give eight weeks’ notice.

Removal Expenses

Where a practitioner intends to claim reimbursement of removal or associated expenses, it is important that he/she first obtains a copy of the Trust's policy on removal expenses and should discuss the proposals with the Resourcing department prior to taking up duty.

Visiting Arrangements

Further details and information may be obtained by contacting Dr Stonny Joseph Acting Clinical Lead or Juliet Apps (General Manager)

Candidates who are shortlisted for interview will be expected to attend a site visit as part of the selection process. Details on how this can be arranged will be sent to you with your invitation to interview.
### Person Specification

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<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
<th>Assessment Method</th>
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<tbody>
<tr>
<td>Experience</td>
<td>• Experience in Endocrinology, diabetes and general medicine</td>
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<td>Application Form</td>
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<tr>
<td>Qualifications</td>
<td>• Full GMC Registration</td>
<td>• Specialty Specific qualifications</td>
<td>Application Form and evidence bought to interview</td>
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<tr>
<td>Qualifications</td>
<td>• CCST Specialist Registration or will obtain within 6 months of interview date</td>
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<tr>
<td>Qualifications</td>
<td>• Minimum of English Level 2 (GCSE grade C or equivalent), ILETS, or graduate of a UK Medical School</td>
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<td>Values and Commitments – People feel</td>
<td>• Welcoming and polite</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Respect people and their dignity</td>
<td></td>
<td>Interview</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Attentive and helpful</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Respect others’ time</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Speak up on behalf of those who can’t</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Consistently safe</td>
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<td>Application Form</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Vigilant about safety</td>
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<td>Interview</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Reassuringly professional</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Listen and clearly communicate</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Work as a team</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Delivers the best outcomes</td>
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<td>Application Form</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Take responsibility</td>
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<td>Interview</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Be a leader</td>
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<td>Values and Commitments – People feel</td>
<td>• Appreciate good work</td>
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<tr>
<td>Values and Commitments – People feel</td>
<td>• Always improving our selves/services</td>
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<tr>
<td>Other</td>
<td>• Most roles require an on-call commitment and travel across sites. Candidates must be able to</td>
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<td>Application Form and evidence bought to interview</td>
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<tr>
<td>Other</td>
<td>demonstrate the ability to travel effectively between sites</td>
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<td>Other</td>
<td>• To be aware of and adhere to the Trust Vision, Mission and Values</td>
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<td>Confidentiality</td>
<td>The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.</td>
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<td>Data Protection</td>
<td>The post-holder, for the purposes of the Data Protection Act 1998, consents to the processing of all or any personal data including sensitive personal data as defined under the Data Protection Act 1998 (in manual, electronic or any other form) relevant to their employment, by the Trust and/or any public body or any other third party as nominated by the Trust for the purposes of audit and bound by a duty of confidentiality.</td>
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<tr>
<td>Risk Management</td>
<td>The post holder will ensure compliance with the Trust’s risk management policies and procedures. These describe the Trust’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.</td>
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<tr>
<td>Infection Control</td>
<td>In accordance with the Health Act (2006) all staff are expected to comply with National and local Infection Control policies and procedures and any other related infection prevention policies or procedures. In addition all staff who’s normal duties are directly or indirectly concerned with patient care should ensure they have received annual mandatory training (including hand hygiene).</td>
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<tr>
<td>Equal Opportunities</td>
<td>The post holder will treat all colleagues, service users and members of the public with respect and dignity regardless of their gender, age, race, colour, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, real or suspected HIV/AIDS status, criminal background and Trade Union status. The Trust has Policy for Equality and it is the responsibility of all staff to ensure that this is implemented.</td>
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<tr>
<td>Safeguarding Children</td>
<td>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 concerns for the safety and welfare of children and young people are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Safeguarding Children procedures and the Trust’s supplementary Safeguarding Children Policy 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 Safeguarding Children training and updates at the competency level appropriate to the work you do and in accordance with the Trust's Safeguarding Children Strategy.</td>
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<tr>
<td>Safeguarding Adults</td>
<td>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</td>
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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.

<table>
<thead>
<tr>
<th>Health &amp; Safety</th>
<th>All staff must be aware of the responsibilities placed on them by the Health &amp; Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional and NHS Codes of Conduct</td>
<td>You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS staff’.</td>
</tr>
<tr>
<td>Financial Management and Control of Resources</td>
<td>All staff are responsible for the security and the property of the Trust, avoiding loss or damage, and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust’s ‘Policy Relating to the Financial Management and Control of Resources’.</td>
</tr>
<tr>
<td>Mandatory Training</td>
<td>All staff are required to attend mandatory training as designated by the Trust.</td>
</tr>
<tr>
<td>No Smoking</td>
<td>East Kent Hospitals University NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.</td>
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</table>

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.
PROPOSED JOB PLAN

Please see attached job plan. The plan is open to negotiation following a period of induction and thereafter will be reviewed on annual basis within the job planning cycle. The 10 PAs contract will include both direct clinical care (DCC) and supporting activity (SPA). Extra PAs may be available to applicants for personal or professional reasons to work more than 40 hours per week.

<table>
<thead>
<tr>
<th>Work Timetable</th>
<th>Direct Clinical Care (DCC)</th>
<th>Supporting Professional Activities (SPA)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Description</td>
<td>OP</td>
</tr>
<tr>
<td>Mon am</td>
<td>Post-take ward round (1 in 4) 4rs</td>
<td>1</td>
</tr>
<tr>
<td>Mon pm</td>
<td>Outpatients BHD Diabetic foot clinic WHH (3rd Monday each month)</td>
<td>3 hr</td>
</tr>
<tr>
<td>Tues am</td>
<td>Ward Round (4 in 4) 2hrs</td>
<td>2</td>
</tr>
<tr>
<td>Tues pm</td>
<td>Admin MDM Outpatients BHD (4 in 4) 3hrs</td>
<td>3 hr</td>
</tr>
<tr>
<td>Wed am</td>
<td>Board Round (4 in 4) 30 min</td>
<td>0.5</td>
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<tr>
<td>Wed pm</td>
<td>Admin MDM CDU (1 in 2) 4hrs</td>
<td>2hrs</td>
</tr>
<tr>
<td>Thurs am</td>
<td>Post-take WR (1 in 3) 4hrs</td>
<td>2hrs</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Total DCC Hours</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Thurs pm</td>
<td>Admin MDM OP Deal/Community</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>3 hr 1 hr travel</td>
<td></td>
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<tr>
<td>Fri am</td>
<td>Ward Round (4 in 4)</td>
<td>2</td>
</tr>
<tr>
<td>Fri pm</td>
<td>Admin MDM OP WHH (7 in 8) 4 hrs CDN (1 in 8) 4 hrs</td>
<td>3.5</td>
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<tr>
<td></td>
<td>0.5 0.5</td>
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<tr>
<td>Sat</td>
<td></td>
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<tr>
<td>Sun</td>
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<td></td>
<td></td>
<td>30.65</td>
</tr>
</tbody>
</table>

**Predictable on-call:**
- 1 hr 30 mins

**Unpredictable on-call:**
- 15 mins

**TOTAL PA's**: 10

**Please note:** All job plans for new consultant appointments must total 10 Programmed Activities maximum including predictable and unpredictable on-call.

*SQA time* – The successful candidate will be able to negotiate which areas they wish to concentrate on for their SPA time, but it is envisaged the areas will surround :: CPD including Mandatory Training, Audit and Service Development, Educational Supervisor for Junior Doctors, formal teaching including preparation of lectures, education with CCGs, local clinical governance, ie investigation clinical incidents.