Candidate information pack

Great healthcare from great people

Clinical Lead & Consultants in Emergency Medicine
William Harvey Hospital & QEQM Hospital
344-MED3270ULZ
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>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Divisional Director:</td>
<td>Lesley White</td>
</tr>
<tr>
<td>Divisional Medical Director:</td>
<td>Jonathan Purday</td>
</tr>
<tr>
<td>Divisional Head of Nursing:</td>
<td>Karina Greenan</td>
</tr>
<tr>
<td>General Manager Urgent Care</td>
<td>Vacant</td>
</tr>
<tr>
<td>Acting Clinical Lead for Emergency Medicine</td>
<td>Dr Wayne Kissoon</td>
</tr>
</tbody>
</table>

This is an exciting and opportune time to join the Trust as we are implementing a consultant and specialty doctor expansion programme, which will further support the emergency floor model of care and also recognises the increasing number of Emergency Department (ED) attendances annually. The Division has been funded for an establishment of 10 Emergency Medicine Consultants in the William Harvey Hospital (WHH) and also the Queen Elizabeth, the Queen Mother Hospital (QE).

A 14 doctor middle grade rota has also been developed, which will have junior and senior specialties doctors. This will provide a consistent level of cover across the seven days with improved handover and cover in the evenings and overnight.

The emergency care model will reinforce collaborative working between emergency and acute physicians. Pathways for all specialties are being reviewed and developed so that patients are able to flow through the ED.

The Trauma unit at WHH is one of the highest performing units in the UK (TARN data) and is part of the South East London, Kent and Medway (SELKaM) Trauma Network. Both the QEQM and WHH use the SELKaM Trauma Unit protocols and have newly refurbished Resuscitation Rooms which enable continuity for clinicians to work safely between sites.

WHH also provides the primary percutaneous coronary intervention (PCI) service for Kent and receives all the out-of-hospital-cardiac-arrests (OOHCA). It has excellent links with the helicopter emergency medical service (HEMS).

Urgent care services fall within the wider Urgent Care and Long Term Conditions Division which includes the medical specialties of emergency medicine, cardiology, gastroenterology, respiratory, endocrinology, rheumatology, neurology, stroke, falls and geriatric medicine services.

Urgent care services incorporates the Emergency Departments, Medical Assessment Units and Ambulatory Care Units. Each site has a dedicated ambulatory care unit with well established pathways and acute physician led hot emergency ambulatory care clinics.
THE EMERGENCY DEPARTMENT

There are two Emergency Departments (EDs); one at the William Harvey Hospital (WHH), Ashford and the other at the Queen Elizabeth the Queen Mother Hospital (QEQM), Margate, each offering a full 24 hour emergency service. The Emergency Care Centre (ECC) at the Kent and Canterbury Hospital, Canterbury, has a 24 hour nurse-led minor injuries unit and also receives acute medical emergencies and medical admissions 24 hours a day.

Our Emergency Departments provide innovative and fast paced integrated emergency care to a wide range of patients from East Kent. Now we're looking for three new consultants to join our team on a full or part-time basis. Take your place in our dynamic and friendly department, and you will take the lead in developing the service so we continue to deliver excellence. We're a forward-looking trust, so you’ll have the chance to collaborate with colleagues from specialist services. What’s more, you'll be encouraged to develop your own interests in line with the department’s requirements and the current range of activities.

We would like to invest in you and in our service by supporting you with:
- Flexible job planning
- Sessions for sub-speciality interests in other departments or Trusts (e.g. simulation, HEMS)
- Time and funding for MBA, MSc or other qualifications
- Time for internal and external research
- Time for internal and external teaching (especially ALS, APLS, ATLS)
- Supporting your individual clinical interests

If you are a dynamic and innovative consultant who can play your part in shaping our reputation for excellence in emergency medicine, we want you on our team.

The post holders will join our existing consultant body on either site, rotating between the William Harvey Hospital (WHH) and Queen Elizabeth, the Queen Mother Hospital (QEQM), with the expectation that staff will be integrated as one senior medical staffing team working across both sites. Our ethos is one team/two sites. Currently consultants are job planned to 12 PAs made up of 9 PAs direct clinical care (plus 1 PA Service Development) & 2 SPA. The clinical lead would have 1 PA for management.

If you are a passionate and inspirational leader who wishes to make a positive difference to our local population within East Kent we would like to hear from you. As clinical lead you would have the opportunity to lead and develop one of the busiest emergency departments in the country. The Trust is currently changing its acute medical model and the lead would be able to help reconfigure this service.

The current rota provides a 7 day working rota in the ED’s with extended working days up until 22:00 Monday to Friday with consultant cover at weekends.

A specialty doctor teaching and development programme has been developed to enable specialty doctors to progress to consultant posts via Article 14 which includes secondments to Intensive Care, Paediatrics and Acute medicine. All consultants are involved in this programme, providing mentorship, supervision and support.
In total approximately 220,000 patients are seen annually across the Division with a seasonal increase due to tourist influx, of up to approximately 270 patients per day in the summer months. There is an established service to enable the majority of minor injuries to be seen and treated by nurse practitioners.

This is a highly motivated and focused department, which prides itself on delivering the highest standards of safe patient care. Clinical governance is central to all that we do; ensuring that patient care, safety and quality are the highest priority.

**Staff**

**Consultant Staff**

- Dr W Kissoon (Interim Clinical Lead)
- Dr J Joy
- Dr S Gilani
- Dr J Couch
- Dr A Goel
- Dr R Howells
- Dr H Tabbakh
- Dr T Boon
- Dr A Mortimer

**Non-Consultant Staff**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Site</th>
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<tbody>
<tr>
<td>14 specialty doctors</td>
<td>QEQM</td>
</tr>
<tr>
<td>4 GPST trainees</td>
<td>QEQM</td>
</tr>
<tr>
<td>4 FY2 trainees</td>
<td>QEQM</td>
</tr>
<tr>
<td>14 specialty doctors</td>
<td>WHH</td>
</tr>
<tr>
<td>2 specialist registrars</td>
<td>WHH</td>
</tr>
<tr>
<td>Name</td>
<td>Role and Site</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Peter Orsman</td>
<td>Senior Matron - WHH</td>
</tr>
<tr>
<td>Mike Eve</td>
<td>Matron - WHH</td>
</tr>
<tr>
<td>Jenny Ray</td>
<td>Matron - WHH</td>
</tr>
<tr>
<td>Sharon Hatfield-Tugwell</td>
<td>Matron - QEQMH</td>
</tr>
<tr>
<td>Louise Harmes</td>
<td>Matron - QEQMH</td>
</tr>
<tr>
<td>Louise Hughes</td>
<td>Deputy General Manager – WHH</td>
</tr>
<tr>
<td>Melissa Blinston</td>
<td>Deputy General Manager - QEQMH</td>
</tr>
<tr>
<td>Dr Ibrahim Balogun</td>
<td>Site Clinical Lead – WHH</td>
</tr>
<tr>
<td>Dr Dennis Malamis</td>
<td>Site Clinical Lead - QEQMH</td>
</tr>
</tbody>
</table>

The secretarial work of the department is provided by a team of secretaries.

**Duties of the post**

To provide high quality consultant delivered care to patients including clinical leadership and supervision of junior medical staff, ensuring the highest standards of clinical care are provided to all patients attending the ED.

To be proactive in ensuring that all patients receive rapid assessment, treatment and clinical decision making, whilst ensuring that the Emergency Access Standards to deliver safe quality and performance are delivered and sustained.

Patient safety, dignity and care are the highest priority and at the centre of all that we do. Whilst on duty in the department the ED consultant will provide highly visible and focussed clinical leadership. Working in conjunction with the nurse in charge of the shift and the SpR/speciality doctor lead to ensure that there is effective and timely communication between the clinical team; timely intervention and safe care to maintain optimal patient flow.

When colleagues are absent alternative clinical duties may be arranged to provide appropriate cover.

To provide teaching and training at undergraduate and postgraduate level and supervise and train the junior and speciality doctors in emergency medicine and emergency nurse practitioners. To be proactive in the Division’s clinical governance agenda and take on leadership roles to support continuous learning and improvement, thereby abiding by the clinical and corporate governance policies of the Trust.

To liaise with clinicians and managers within and outside the department to address issues arising that affect the services.

To participate in relevant audit and quality assurance processes.
To communicate with local GPs.

To manage a team of medical staff.

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.

**On Call Arrangements:**
The current rota is on a 1:7 single site based rota, which will change as the new consultant posts are recruited to. Additional PA’s may be available to reflect extended working day and weekend working.

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.
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 Jonathan Purday the Divisional Medical Director on 01233 633331 ext 88284 or Dr Wayne Kissoon, Interim Emergency Department Clinical Lead on 01843 235030.

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

<table>
<thead>
<tr>
<th>Criteria Group</th>
<th>Essential</th>
<th>Desirable</th>
<th>Measurement/ Testing method</th>
</tr>
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<tbody>
<tr>
<td><strong>Experience</strong></td>
<td>- Wide and extensive experience in all aspects of Emergency Medicine</td>
<td></td>
<td>Application Form</td>
</tr>
</tbody>
</table>
| **Skills**     | - Full GMC Registration CCST Specialist Registration or will obtain within 6 months of interview date  
- Minimum of English Level 2 (GCSE grade C or equivalent), ILETS, or graduate of a UK Medical School  
- The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post  
- Leadership and Teaching | - Distinctions, scholarships, prizes  
Other degrees, e.g. BSc, MSc, MD  
At least three years in Higher Training in Emergency Medicine in the UK  
Instructor status in advanced life support course | Application Form and original certification evidence bought to interview |
| **Values and Commitments – People feel cared for as individuals** | - Welcoming and polite  
- Respect people and their dignity  
- Attentive and helpful  
- Respect others’ time  
- Speak up on behalf of those who can’t |           | Interview |
| **Values and Commitments – People feel safe, reassured and involved** | - Consistently safe  
- Vigilant about safety  
- Reassuringly professional  
- Listen and clearly communicate  
- Work as a team |           | Application Form Interview |
| **Values and Commitments – People feel confident we are making a difference** | - Delivers the best outcomes  
- Take responsibility  
- Be a leader  
- Appreciate good work  
- Always improving ourselves/services |           | Application Form Interview |
<p>| <strong>Other</strong>      | - Most roles require an on-call commitment and travel across sites. Candidates must be able |           | Application Form and evidence bought to interview |</p>
<table>
<thead>
<tr>
<th>to demonstrate the ability to travel effectively between sites</th>
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<tbody>
<tr>
<td>• Commitment to continuing medical education of self and others</td>
</tr>
<tr>
<td>• Upholds and models the Trust values</td>
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</table>

**Additional Terms and Conditions Summary**

<p>| Confidentiality | The Post holder must maintain the confidentiality of information about patients, staff and other health service business in |
| <strong>Data Protection</strong> | The postholder, 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. |
| <strong>Risk Management</strong> | 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. |
| <strong>Infection Control</strong> | 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). |
| <strong>Equal Opportunities</strong> | 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 a Policy for Equality and it is the responsibility of all staff to ensure that this is implemented. |
| <strong>Safeguarding Children</strong> | 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. |
| <strong>Safeguarding Adults</strong> | Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Safety</td>
<td>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.</td>
</tr>
<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

<table>
<thead>
<tr>
<th>Session</th>
<th>Description</th>
<th>Direct Clinical Care (DCC)</th>
<th>Supporting Professional Activities (SPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>OP  Travel</td>
<td>Pre/Post Op Assess CI Diag CI Work Total (hrs)</td>
</tr>
<tr>
<td>Wed 08:00 – 12:00</td>
<td>WR/PTWR/Ambulatory Care (4hrs)</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Wed 12:30 – 14:00</td>
<td>Admin (0.5 hrs)/ SPA (1 hr)</td>
<td></td>
<td></td>
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<tr>
<td>Wed 14:00 – 18:00</td>
<td>Diabetes Clinic</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Wed 18:00 – 18:30</td>
<td>Admin (0.5 hrs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs 08:00 – 12:00</td>
<td>WR/PTWR/Ambulatory Care (4hrs)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Thurs 12:30 – 14:00</td>
<td>Admin (1 hr)/SPA (0.5 hrs)</td>
<td></td>
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<tr>
<td>Thurs 14:00 – 18:30</td>
<td>SPA (4.5 hrs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 08:00 – 12:00</td>
<td>WR/PTWR/Ambulatory Care (4hrs)</td>
<td>4</td>
<td></td>
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<tr>
<td>Fri 12:30 – 14:00</td>
<td>Admin (1.5 hrs)</td>
<td></td>
<td></td>
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<tr>
<td>Fri 14:00 – 18:00</td>
<td>Endocrine Clinic</td>
<td>4</td>
<td></td>
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<tr>
<td>Fri 18:00 – 18:30</td>
<td>Admin (0.5 hrs)</td>
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<tr>
<td></td>
<td>Predictable on-call:</td>
<td>Total DCC hours (basic)</td>
<td>Predictable on-call:</td>
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<tr>
<td>Sat</td>
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<tr>
<td>Sun</td>
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</table>

TOTAL PA’s

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