

East and North Hertfordshire NHS Trust

Spinal

Consultant Orthopaedic Surgeon

Job Description



East and North Hertfordshire NHS Trust

Queen Elizabeth II Hospital

Howlands, Welwyn Garden City, Hertfordshire, AL7 4HQ - Telephone: 01707 328111

Lister Hospital

Corey's Mill Lane, Stevenage, Hertfordshire, SG1 4AB - Telephone: 01438 314333

Hertford County Hospital

North Road, Hertford, Hertfordshire, SG14 1LP – Telephone: 01707 328111

R2R1019/ConsT&OSpinal/Nov13

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1.0 THE POST

This is a full time Consultant Orthopaedic Surgeon post. The department of Trauma and Orthopaedics is a busy unit providing services together with the QEII Hospital, to a population in excess of 500,000.

The post holder will be required to deliver, theatre lists, trauma lists elective and fracture clinics. The post holder will participate in the general trauma on-call rota.

The successful candidate will be expected to participate with an established spinal surgeon colleague in updating the pathway for patients with spinal problems via liaison with the CCG, primary care and local pain services in particular.

Complex elective and spinal services are provided at QEII Hospital from an elective Orthopaedic Unit comprising 54 inpatient and day care beds, twin operating theatres with laminar flow, a physiotherapy gym, plain film X ray department and administrative offices.

Trauma surgery is carried out at the Lister hospital in a laminar flow theatre and 30 inpatient beds are provided across two wards. There is also a dedicated day surgery unit.

Routine day, short-stay and in-patient elective surgery is undertaken at the new Lister Treatment Centre which opened in October 2011.

The trust is undergoing a major reconfiguration, "Our Changing Hospitals" and all acute services will be consolidate on the Lister site in late 2014.

2.0 EAST AND NORTH HERTFORDSHIRE NHS TRUST – BACKGROUND INFORMATION

The Trust was created on 1 April 2000 and its current executive team is:

Chief Executive	Nick Carver
Medical Director	Jane McCue
Director of Nursing	Angela Thompson
Director of Operations	John Watson
Director of Finance	Paul Traynor
Director of Strategic Development	Stephen Posey
Deputy Medical Director	Jon Baker
Director of Strategic Estates	Richard Harman
Director of Business Development	Sarah Brierley
Director of Workforce and Organisational Development	Tom Simons
Associate Director, Public Affairs	Peter Gibson
Company Secretary	Jude Archer

The Trust manages all acute general hospital services for the population of east and north Hertfordshire, as well as parts of Bedfordshire. It also provides regional renal dialysis, specialist urological and radiotherapy services – the latter is through the Mount Vernon Cancer Centre in Northwood, which is located on the Hertfordshire/Middlesex border. The Trust operates from four main hospital sites, as follows:

[Lister hospital, Stevenage](#) – this hospital, which was built in the 1970s, provides a wide range of emergency, inpatient and maternity services to the residents of Stevenage, north Hertfordshire, south Bedfordshire and, increasingly, parts of south Cambridgeshire. All main acute specialties are available through the Lister, which has some 550 beds. The Trust's headquarters is based here.

[The Queen Elizabeth II \(QEII\) hospital, Welwyn Garden City](#) – principally emergency medicine and planned surgical specialties are provided for the residents of east and south Hertfordshire through the QEII, which dates back to the 1960s and now has around 155 beds.

[Hertford County hospital, Hertford](#) – This is an ambulatory centre, with large volume outpatient and diagnostic services being provided through the hospital to the people of east Hertfordshire. It is housed in a new hospital building that was opened in late 2004.

[Mount Vernon Cancer Centre, Northwood, Middlesex](#) – On Hertfordshire's borders, the cancer centre is on the Mount Vernon hospital site (which is run by the [Hillingdon Hospitals NHS Foundation Trust](#)). The centre, which has been managed by the Trust since April 2005, provides specialist cancer services to patients from across Hertfordshire and Bedfordshire, as well as much of North-West London and parts of the Thames Valley. The centre has 65 beds.

Mental health services in Hertfordshire are provided by [Hertfordshire Partnership NHS Foundation Trust](#), with the Lister and QEII sites both having acute mental health units. A broad range of community services are provided through [Hertfordshire Community NHS Trust](#), which was formed in October 2010.

2.1.1 MANAGEMENT STRUCTURE

The Trust has five clinical divisions:

- surgery
- medicine
- women and children's services
- cancer services
- clinical support services

4.0 DUTIES OF THE POST & JOB PLAN

The exact allocation of Programmed Activities in terms of the timetable and commitments of the post will be agreed with the Clinical Director and Chief Executive or his/her representative following discussion within the directorate. The timetable will change after reconfiguration in 2014.

Provisional Timetable

	am	pm
MONDAY	Trauma List Lister wk 1 & 3 Theatre QEII (NOF List) wk 2 & 4	OPD Lister
TUESDAY	Fracture Clinic	Theatre QEII Wk 1 & 3
WEDNESDAY	Theatre Clinicentre (Injection List) wk 1 & 3 Theatre QE2 wk 2 and 4	Theatre QE2 wk 2 and 4
THURSDAY	OPD QEII	
FRIDAY		

8 PAs Direct Patient Care

2 SPAs

Each morning and afternoon session is 4 hrs

On call commitment is 1 in 5.

The appointee will have full secretarial support and will either share an office with one of his or her colleagues or have their own office.

The pattern of work may change in the future to meet changing needs and regular review meetings will take place in line with Consultant Contracts and Job Plan arrangements.

5.0 MANAGEMENT

The post holder is accountable to the Chief Executive and reports to the Clinical Director for Trauma and Orthopaedics.

The appointee will be a member of the Surgical Division and will be required to participate in the organisation, planning and implementation of speciality led plans and monthly Audit meetings.

6.0 TEACHING

The Department is recognised for BST training for junior staff. The appointee will be expected to participate in the teaching of the junior staff at all levels. Attendance and active involvement is expected at regular departmental meetings, morning trauma meetings, journal clubs, case conferences, and clinical governance and audit meetings.

The successful applicant would be expected to help train junior staff and assist the College Tutor in preparing them for postgraduate examinations. He/she is expected to continue professional development. To facilitate this appropriate expenses are allocated in the Directorate budget.

7.0 STUDY AND EDUCATION

Study Leave will be granted in accordance with Trust Terms and Conditions of Service recommendations.

The post holder will be required to follow a programme of continuing education in order to acquire a broadening of knowledge and skill, and a development of personal qualities necessary for the execution of professional and technical duties.

We will adhere to College recommendations for CPD. In this connection Professional and/or Study Leave will be granted for a maximum of thirty days (including off duty days falling within the period of leave) in any period of three years.

To assist in the process of annual assessment and re-validation, the appointee will be expected to maintain a personal folder documenting aspects of his/her own personal, professional development.

8.0 AUDIT

The department develops an annual audit programme to which the post holder will be expected to contribute. The Trust has a rolling half day each month dedicated to audit and clinical governance meetings. Elective work is suspended on these half days to allow as many staff as possible to contribute.

9.0 CLINICAL GOVERNANCE

The Board is responsible for approving the Trust strategy for clinical governance and for monitoring activities at both corporate and clinical team level. Individual clinical teams are ultimately responsible for the safe delivery of quality care locally and for reporting their activities and issues to the executive team during the quarterly review process.

To achieve this we need:

- Systems for implementing and reviewing best practice (e.g. Clinical audit, clinical incident reporting, clinical effectiveness)

- Information to measure what we are doing in order to make improvements and to learn from any errors. (e.g. Incidents, claims, complaints)
- Staff who are knowledgeable about the relevance of clinical governance to their practices
- Staff who are fit to practice (e.g. Undertaking mandatory training, annual appraisal with personal development plan)
- Involvement of users to inform our decisions and business planning processes
- A programme for quality improvement (e.g. Clinical governance development plan, clinical governance handbook, local action plans)
- Mechanisms for demonstrating the above in preparation for national inspections and routine reporting (e.g. Annual reports, quarterly review process, CHAI)
- Learning from good practices and sharing both within and outside the organisation.

10. RISK MANAGEMENT

The post holder will participate in the Directorate's Risk Management and Clinical Governance activities. This will include regular reviews of adverse incidents, complaints, clinical negligence claims and education of junior staff.

11. VISITS

Potential applicants are invited to visit the hospital by arrangement with Mr Nick de Roeck Clinical Director on 01438 781752

12. TERMS AND CONDITIONS OF SERVICE

This post is covered by the Trust's terms and conditions of service, which are currently those for hospital medical and dental staff (England and Wales) published by the Department of Health, consultants (England) 2003, as amended from time to time by local agreements. Employment in this post will be subject to the newly negotiated national consultant contract.

Job plans and on call are agreed on appointment with the clinical director, medical director and director of human resources. These are subject to review annually.

13. SALARY

Consultant pay scale is that applicable to the new consultant contract.

14. PENSION

NHS contributory pension scheme.

15. LOCATION

The consultant appointment will be required to live within 10 miles or 30 minutes of (Base) Hospital.

16. RELOCATION PACKAGE

Will be agreed in accordance with the Trust's policy.

17. TERMS

The post holder will be subject to locally agreed disciplinary and grievance procedures.

Candidates unable for personal reasons to work full time are invited to apply and the appropriate modification of the job content will be discussed on a personal basis.

18. ADDITIONAL INCOME RESTRICTIONS (MEDICALLY QUALIFIED STAFF)

Employment in this post will be subject to the new consultant contract.

19. DUTIES

The successful candidate will be expected to participate in a rota with the other consultants to provide emergency cover at all times.

The consultant appointed will have a continuing responsibility for the care of patients in his/her charge and for the proper functioning of his/her department. He/she will also undertake the administrative duties associated with the care of his/her patients and the running of the directorate/department.

20. MEDICAL

The appointment is subject to satisfactory health clearance.

21. PROTECTION OF CHILDREN AND SAFEGUARDING

In accordance with *Working together to safeguard children* and in view of the substantial access to children, applicants are required when applying for this post to disclose any record of convictions, bind over orders or cautions against the applicant. This should be included as an appendix to accompany their applications. Employees must at all times have regard to the need to safeguard and promote the welfare of children in line with the provision of the Children's Act 2004.

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

22. MAINTAINING MEDICAL EXCELLENCE

The Trust is committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues

(Chief Medical Officer, December 1996). All medical staff practising in the Trust, should ensure that they are familiar with the procedure and apply it in those circumstances where they consider it necessary to do so.

23. HEALTH AND SAFETY

The post holder is required to take reasonable care of his/her own health and safety and that of other people who may be affected by his/her acts or omissions at work and to ensure the statutory regulations, policies, codes of practice and department safety rules are adhered to. The appointee is also advised to acquaint himself/herself with the local Health and Safety representative.

The Trust has a no smoking policy, a copy of which may be obtained from the deputy director of human resources.

24. INFECTION CONTROL

Take individual responsibility to ensure working practice is safe.

25. CONFIDENTIALITY

Attention is drawn to the confidential aspects of this job and your personal responsibility and liability under the Data Protection Act 1998. Matters of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

26. PERSONAL PROPERTY

No liability will be accepted for loss or damage to personal property on official premises by burglary, fire, and theft or otherwise. Practitioners are accordingly advised to provide their own insurance cover.

27. EQUAL OPPORTUNITIES STATEMENT

The Trust believes that discriminatory practice against employees or potential employees is unacceptable. The Equal Opportunities Policy is intended to ensure that no job applicant or employee suffers direct or indirect discrimination with the Trust. The Trust also believes that sexual and racial harassment is unacceptable and is committed to ensuring such behaviour is eliminated. The Trust will act to support its staff in situations where clients' or visitors' behaviour towards them is contrary to the spirit of this policy. Legislation gives legal force to this policy statement.

28. REVIEW

These guidelines are provided to assist in the performance of the contract, but are not a firm condition of the contract. This job description will be reviewed as necessary to meet the needs of the service, in consultation with the postholder.

29. PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications Higher Qualifications	Registered with GMC	Postgraduate thesis Five years supervised training in an appropriate SpR or equivalent training programme
Knowledge Clinical Expertise in Speciality/Sub-specialty	Clinical training and experience equivalent to that required for gaining UK CCT in Orthopaedic Surgery Ability to take full and independent responsibility for clinical care of patients Demonstrable experience in spinal surgery	Undertaken a Fellowship in Spinal Surgery
Training Expected Management/Audit	Audit Experience. Management skills including a willingness and ability to work with others to achieve shared goals.	Formal training in management and administration.
Academic Achievements Research/Publications	Participated in research and published papers and original work in peer reviewed journals.	Experience in Organising Educational activities
Personal Skills	Be able to actively listen and communicate effectively. Be able to work within a multi-professional and multi-disciplinary framework. Possess organisational and management abilities including the ability to prioritise workload and deal with conflicting demands. Assertiveness. Ability to work under pressure.	