

**IMPERIAL COLLEGE HEALTHCARE NHS TRUST  
FACULTY OF MEDICINE, IMPERIAL COLLEGE LONDON  
JOB DESCRIPTION**

## **Locum Consultant in Neurology - Acute Neurology (10 PAs)**

**Title of Post:** Consultant in Neurology

**Main sites of activity:** Charing Cross Hospital and St Mary's Hospital

**Responsible to:** Dr John O'Dwyer, Head of Specialty, Neurology and

Dr Marius Venter, Clinical Director Stroke & Neurosciences

**Accountable to:** Professor Frances Bowen,

Divisional Director of Medicine and Integrated Care

### **Overview**

The Stroke & Neurosciences Directorate is seeking to appoint two locum consultant neurologists in acute neurology initially for 6 months to help expand our role in supporting the Emergency Department and Acute Medicine, a growing partnership, at Imperial College Healthcare NHS Trust (ICHNT).

### **Background**

ICHNT is one of the largest NHS trusts in the UK with an annual turnover in excess of £1.3 billion (2019), with over 305,000 emergency attendances (including AEC) in the last year. ICHNT's mission is to be a key partner in our local healthcare system and to drive health and healthcare innovation, delivering outstanding clinical care, education and research, with local, national and worldwide impact. The Trust's main objectives are:

1. To enable more patients to get the right care and support, in the right place at the right time (GIRFT 2019)
2. To expand and connect developments that enable better integration of care
3. To reduce unwarranted variation in care pathways
4. To develop strategic solutions to key challenges
5. To strengthen connections between our service developments and research
6. To achieve a measurable improvement in our organisational culture

The Association of British Neurologists published recommendations of the ABN Services & Quality Committee with respect to service reconfiguration post-COVID19. At ICHNT, we have already been running our neurology service as outlined in this paper. A focus on a hyperacute, reactive and embedded acute neurology consultant delivered approach has given clear benefits to patients, primary care, and secondary care. Previously hidden neurology input has become visible and tangible for patients with neurological disease, with earlier specialist input resulting in more focused and appropriate investigation, shorter lengths of stay and improved bed usage. Furthermore, provision of rapid access SDEC/acute neurology clinics assists admission avoidance. These new posts will strengthen our delivery of Acute Neurology, creating a leading and sustainable acute service both for crisis and non-crisis times, consolidating gains made since the instigation and promote further development.

The appointees (x2) will be part of a wider Acute Neurology team of 10 consultants while embedded within Acute Medicine and ED teams. Advice & Guidance, Same Day Emergency Care and Acute Neurology clinics, integrated in Acute Medicine and ED teams at the two emergency centres of the Trust are the key components of Acute Neurology at ICHNT. The consultant is supported by a dedicated Neurology SpR on each site as well as junior doctors from within Neurology, ED and Acute

Medicine. The oncall weekend consultant covers the whole Trust on-site (0900-1800) and non-resident otherwise.

### Overview of the Directorate of Stroke & Neurosciences

#### **The Neurosciences Service**

The West London Neurosciences Centre (WLNC) at ICHNT serves a population of approximately 2.2 million people living in the North West Thames Region and beyond. The Trust encompasses three main sites (Charing Cross, St. Mary's and Hammersmith Hospitals). The WLNC is based at Charing Cross Hospital. Acute Neurology is delivered at the two acute sites of St Mary's Hospital and Charing Cross Hospital. Neurology also has a presence at the Hammersmith Hospital, Western Eye Hospital and Queen Charlotte's Hospital. As the regional neuroscience centre, on-call support is provided to the other neurology centre at Chelsea & Westminster Hospital and other partner district general neurology centres in North West London (including West Middlesex University Hospital, Ealing Hospital, Central Middlesex Hospital, Northwick Park Hospital and Hillingdon Hospital).

Neurology has a close relationships with our ITUs (11W and 11N, St Mary's ITU and Hammersmith ITU), our neurosurgical service/major trauma service (11S and Major Trauma ward at St Mary's Hospital), HASU/Thrombectomy/Thrombolysis/Stroke service (9N, 9S), Neurorehabilitation (9W), Imperial Memory Unit & Neuropsychology (10W), Neurophysiology (3S and Cambridge Wing St Mary's Hospital), Neuroradiology/Interventional Neuroradiology, Neuropathology and Infectious Diseases.

#### **Neurology Department**

This tertiary referral centre operates on a 'hub and spoke' model with Consultant Neurologists providing local neurological services in the North West Thames Region. The department is very active academically, particular in the fields of Stroke, MS and neuro-inflammatory disease, cognitive neurology, traumatic brain injury, epilepsy, vestibular neurology and movement disorders.

#### **Work of the Department**

We provide expert neurological care through our inpatient and outpatient services to much of North West London. Our regional neuroscience beds are available to patients with complex neurological problems, and we also offer acute neurology care to patients as a local acute Trust.

There are 87 out-patient neurology clinics a week across the sites of which 64% are subspecialist. Several intervention clinics are held weekly including Botox (Movement Disorders and Chronic Migraine), GON block, and DBS troubleshooting/review. Subspecialist clinics include epilepsy, neuromuscular, multiple sclerosis, dementia, movement disorders, neuro-inflammation/autoimmune, disease modifying therapies, neuro-infectious disease, neuro-ophthalmology, neuro-otology, headache, and a daily rapid access TIA service at Charing Cross. Neurology, Neurophysiology and Neuroradiology services are mainly based at Charing Cross Hospital. Currently, Neurosurgery is predominantly based at St Mary's in its role as the major trauma and spinal injuries centre.

Inpatient Neurology services at Charing Cross are currently provided via the 13 general neurology beds, 19 neuro-rehabilitation beds, a video telemetry facility and a Neurosciences Treatment Unit for day cases (investigating and treating 70-80 patients per week).

The Neurology department at St Mary's site offers acute and outpatient services to the local population and is supported by Neurophysiology, Neuroradiology services and a busy ambulatory care unit.

**Clinical Staffing**

Name	Specialty	Trust
Dr John Philip O'Dwyer	Head of Specialty, Epilepsy and Acute Neurology	ICHNT
Dr Jane Pritchard	Peripheral Nerve and Acute Neurology	ICHNT
Dr Carolyn Gabriel	Peripheral Nerve and Acute Neurology	ICHNT
Dr Harri Jenkins	Stroke and Acute Neurology	ICHNT
Dr Gavin Charlesworth	Movement Disorders and Acute Neurology	ICHNT
Dr Richard Perry	Memory Service and Acute Neurology	ICHNT
Dr Alex Everitt	Epilepsy, HIV neurology and Acute Neurology	ICHNT
Prof Richard Nicholas	Multiple Sclerosis, Stroke and Acute Neurology	ICHNT
Dr Barry Seemungal	Vestibular Neurology and Acute Neurology	ICHNT
Dr Joanna Ball	General Neurology	ICHNT
Dr Omar Malik	Multiple Sclerosis	ICHNT
Dr Dheeraj Kalladka	Stroke and Headache	ICHNT
Prof Paul Matthews	Head of Department of Brain Sciences, Director UK Dementia Research Institute	Imperial College
Prof Paola Piccini	Head of Division of Neurology, Movement Disorders	Imperial College & ICHNT
Prof Simone Di Giovanni	Departmental Head of Neurosciences, Spinal Neurology	Imperial College & ICHNT
Prof Adolfo Bronstein	Clinical Neuro-otology	Imperial College & ICHNT
Prof David Sharp	Traumatic Brain Injury and Dementia	Imperial College & ICHNT
Prof Michael Johnson	Epilepsy and Genomic Medicine	Imperial College & ICHNT
Prof Paolo Muraro	Neuroimmunology and Immunotherapy	Imperial College & ICHNT
Dr Paresh Malhotra	Cognitive & Behavioural Neurology	Imperial College & ICHNT
Dr Peter Bain	Tremor and Movement Disorders	Imperial College & ICHNT
Prof Richard Festenstein	Molecular Medicine and Neurogenetics	Imperial College & ICHNT
Prof Praveen Anand	Clinical Neurology and Neuropathy	Imperial College & ICHNT
Dr Chris Butler	Cognitive & Behavioural Neurology	Imperial College
Dr John Janssen	Stroke/TIA	Chelsea & Westminster & ICHNT



Dr Nick Davies	Neuroinfectious Diseases	Chelsea & Westminster & ICHNT
Dr Angus Kennedy	Memory Service	Chelsea & Westminster & ICHNT
Dr Viki Singh-Curry	Neuroinflammation/Multiple Sclerosis	Chelsea & Westminster & ICHNT
Dr Helen Grote	General Neurology & Neurogenetics	Chelsea & Westminster & ICHNT
Dr Chris Carswell	Memory Service	Chelsea & Westminster & ICHNT
Dr Ronald Pearce	Movement Disorders/Botox	West Middlesex University Hospital & ICHNT
Dr Alidz Pambakian	Neuro-Ophthalmology	West Middlesex University Hospital & ICHNT
Dr Pooja Dassan	Neuro-Obstetrics	LNWUH/Ealing Hospital & ICHNT
Dr Samer Dahdaleh	Headache Neurology	LNWUH/Ealing Hospital & ICHNT
Dr Jenny Vaughan	General Neurology & Neurogenetics	LNWUH/Ealing Hospital & ICHNT
Dr Antonio Scalfari	Multiple Sclerosis	LNWUH/Northwick Park Hospital & ICHNT
Dr Sophie Molloy	Movement Disorders	LNWUH/Central Middlesex Hospital & ICHNT
Dr Charles Kaplan	General Neurology & Medical Education	LNWUH/Central Middlesex Hospital & ICHNT
Dr Stuart Viegas	Muscle Disease	Hillingdon Hospital & ICHNT
Dr Yen Foung Tai	Movement Disorders	Hillingdon Hospital & ICHNT
Dr Rebecca Redwood	Stroke/Training Programme Director (Sector)	Chelsea & Westminster & ICHNT
Dr Elizabeth Rounis	Stroke	West Middlesex University Hospital & ICHNT
Dr Jithin George	Stroke	Hillingdon Hospital & ICHNT
Prof Pankaj Sharma	General Neurology	St Peter's Hospital/ Royal Holloway University & ICHNT

#### Neurosciences Management Team

Name	Role	Site
Ms Heena Asher	General Manager, Stroke & Neurosciences Directorate	Charing Cross
Ms Katharine Brown	Deputy Divisional Director of Nursing, MIC, Stroke and Neurosciences	Charing Cross
Dr Marius Venter	Clinical Director, Stroke and Neurosciences	Charing Cross
Ms Saffiya Kerr	Business Manager, Neurology	Charing Cross
Dr John Philip O'Dwyer	Head of Specialty, Neurology	Charing Cross
Prof Dipankar Nandi	Head of Specialty, Neurosurgery	Charing Cross
Ms Eileen Collie	Lead Nurse, Neurosciences	Charing Cross

Dr Soma Banerjee	Head of Specialty, Stroke	Charing Cross
Dr Nofal Khalil	Head of Specialty, Clinical Neurophysiology	Charing Cross
Dr Brynmor Jones	Head of Specialty, Neuroradiology	ICHNT

### **Acute Medicine and Emergency Department**

Name	Department	Site
Dr Sarah Brice	Clinical Director, Acute & Specialist Medicine	Charing Cross
Dr Horace Williams	Clinical Director, Acute & Specialist Medicine	St Mary's Hospital
Dr Ali Sanders	Clinical Director, Emergency Department	ICHNT
Dr Lucy Bingham	SDEC Lead, Emergency Department	ICHNT
Dr George Tharakan	Head of Specialty, Acute Medicine	ICHNT
Dr Chioma Ginigeme	Head of Specialty, Emergency Department	Charing Cross
Dr Asif Rahman	Head of Specialty, Emergency Department	St Mary's Hospital

There are 9 SpRs and 5 SHOs in Neurology based at Charing Cross Hospital. There are 4 SpRs at St Mary's and 2 SHOs. A resident SpR on the Charing Cross site covers night time stroke thrombolysis and neurology duties, with a separate SpR (non-resident) rota to cover all Imperial sites and Chelsea & Westminster Hospital for neurology.

### **Key Result Areas, Main Duties and Responsibilities:**

#### **Provide High Quality Clinical Care in accordance with Trust values - Kind, Collaborative, Expert and Aspirational**

- The post holder must be medically qualified and maintain GMC registration
- Develop and maintain the competencies required to carry out the duties required of the post
- Attend promptly at Direct Clinical Care Programmed Activities where assigned within ED, SDEC, Acute Medicine and Neurology
- Ensure patients are involved in decisions about their care and to respond to their views

#### **Relationship with other Directorates/Staff**

The post holder is expected to work in a professional and courteous manner with nursing, paramedical and clerical staff, and surgical and other medical colleagues, and the managerial staff. Multidisciplinary care is regarded as a prerequisite for excellence of patient care. Continuing education is important for all staff and the post holder is expected to contribute to this process.

We try to operate a collaborative and supportive “yes” culture. Individuals will be empowered to support and say yes, but must engage and escalate to say no. It is important colleagues do not repudiate or undermine the decisions without contacting those who made the original decisions them to understand their reasoning. Within the Trust as a principle if teams plan not to take advice

they have been given, there is an expectation that they will inform the team who gave the advice. This is to prevent harm through inaction.

Good communication is essential and where it is likely that decisions might be contentious an early step should be discussion between the involved consultants.

During the pandemic a Clinical Support Group has operated to assist when difficult decisions need to be made and this has worked well. How this can be continued is being evaluated.

As principles:

- We value all our colleagues and treat everyone with respect and we will promote a culture where all staff feel safe to speak up uninhibited by profession, status, or rank when there are threats to patient safety.
- On one hand staff at all levels must have a voice, and have regard for the all professional groups and grades in the configuration of policy and change, on the other all staff must be respectful, open minded and engage constructively.
- The Directorate must be a safe and positive environment for all staff, free from harassment, bullying, discrimination or undermining.
- The Directorate will not blame or vilify, we will do our best, be open, and learn, but we will expect high standards. When things go wrong, we will not jump to conclusions, we will establish the facts, ensure the immediate safety of those affected, escalate, investigate, and take proportionate effective action.

All staff are expected to complete the Trust “Active Bystander” and “Values and Behaviours training” within 6 months of appointment or by June 2021.

### **Research, Teaching and Training**

Imperial College as an Academic Health Sciences Centre was the first organisation of its kind in the UK, formally bringing together the delivery of clinical services, teaching and research. This integrated approach joining together ICHNT and Imperial College is a core part of the ongoing commitment of both institutions. Imperial College London is a global top ten university with a world-class reputation in science, engineering, business and medicine.

There is a large and diverse research programme within the academic division, of international standard, with particular strengths in the fields of movement disorders, dementia, multiple sclerosis, traumatic brain injury, functional imaging, epilepsy and vestibular neurology.

Excellent research opportunities are available throughout the Trust and with Imperial College. A number of funding opportunities are available from the Biomedical Research Centre, the Trust Research Committee and from NIHR. In addition there are opportunities for research funding from the Medical Research Council, BBSRC, the Wellcome Trust and other medical charities.

In the event of this post becoming substantive the post holder is expected to carry out and foster research activities in the department, by linking clinical activity with ongoing research, and developing new projects in collaboration with departmental colleagues.

- To collaborate with academic and clinical colleagues to enhance the Trust's translational research portfolio, at all times meeting the full requirements of Research Governance
- To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Head of Specialty/Clinical Director

- To act as educational supervisor and appraiser as delegated by Head of Specialty/Clinical Director to ensure external accreditation of training post
- The post-holder will be expected to contribute in clinical teaching for medical students and all grades of medical trainees, with particular focus on those within acute medicine/emergency department and neurology

An Honorary Academic Appointment with Imperial College Department of Brain Science (Division of Neurology) will be offered to formally acknowledge and facilitate these research and teaching activities.

### **Performance Management**

Work with medical, nursing and managerial colleagues to ensure high performance in the following areas:

- Clinical efficiency e.g. Advice & Guidance, Admission avoidance, P2 Acute Neurology turnover, LOS reductions
- Quality of outcomes e.g. diagnosis and treatment initiation, infection control targets, reducing re-admission rates
- Financial management e.g. identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively
- Operational efficiency e.g. SDEC diversion and admission avoidance, improvement of general and specialist neurology outpatient activity, rapid inpatient turnaround/reduced LOS, and demand management.

Issues of performance and conduct must be managed in line with Trust Policy – all policies are on the Intranet, and these must be referred to in advance of action if possible.

You must inform the Head of Specialty in any case where you suspect patients may be at risk or a colleague may be unfit to work.

### **Medical Staff Management**

- Consultants are responsible for the day to day management of their team. Where there are difficulties these should be resolved if possible and where appropriate a doctor's clinical supervisor informed
- Work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal
- Ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- Participate in the recruitment of junior medical staff as delegated by the Head of Specialty/Clinical Director/General Manager
- Join in team objective setting as part of the annual job planning cycle
- Be responsible for the annual appraisal of all doctors in training, Trust doctors and non-consultant grades as delegated by the Head of Specialty/Clinical Director/General Manager

### **Governance**

- The Directorate has a Safety lead who reports to a Divisional Quality and Safety Board. The Department of Neurology has a Consultant Safety lead who meets Neuroscience Lead Nurse regularly

- There is a Directorate Quality and Safety Board. The department holds Morbidity & Mortality meetings, and although the Medical Examiner system has changed things there will be a need for these to continue though the model and expectations will evolve
- There is a Trust Infection Prevention and Control board, which is informed a by a Divisional Equivalent
- Incidents are reported using the DATIX system. Incidents are graded and 72h reports are written by Consultants for review at a Medical Director's meeting, which is attended by the Directorate and Divisional Safety Leads
- Consultants are expected to attend all Departmental Governance, Quality Improvement, Management, and Audit meetings unless on annual leave, or on clinical service within Neurology and there is a clinical imperative
- An underlying principle is that we will avoid or minimise harm to patients
- All staff should adhere to the policies, guidelines, and standard operating procedures of the Directorate, or should escalate to senior colleagues where they believe significant derogation to be necessary
- All staff must have regard for the safety and wellbeing of colleagues, and may not put in place policies, procedures or practices which place any staff member at risk without the agreement of the Triumvirate
- All staff will role model to others with respect to infection control and best practices, keeping up-to-date on the latest guidance and adhering to it
- All staff will ensure that where the correct equipment is not available an incident report (DATIX) is completed
- In caring for patients with transmissible infectious disease, all staff must have regard for their own safety and the safety of colleagues and must comply with PPE requirements. All staff must report any shortages of equipment to shift leaders
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- To work closely with the Directorate, Patient and Public Involvement panels in relation to clinical and services developments as delegated by the Head of Specialty/Clinical Director
- Participate in ensuring NICE requirements are reviewed and implemented and monitored in the speciality areas
- To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis
- To keep fully informed about best practice in the speciality areas and ensure implications for practice changes are discussed with the Head of Specialty/Clinical Director

**Strategy and Business Planning**

- Participate in the business planning and objective setting process for the directorate and Trust where appropriate
- Represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Divisional Director/Clinical Director

**Leadership and Team Working**

- Demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national initiatives
- Work collaboratively with all members of the multi-disciplinary team and Imperial College as required
- Chair regular meetings for the specialties

- Resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
- Adhere to Trust/departmental guidelines on leave including reporting absence

**Administrative duties**

- Appointees must use the Trust patient record system (Cerner) to document in line with GMC good practice for doctors and contractual obligations
- The patient and other appropriate individuals will be communicated to using the dynamic documentation
- Patients will be given a clear diagnosis and treatment plan where possible while arranging diagnostics in line with 18 week pathway
- Consultants must perform actions required to manage outpatients in a timely manner using the RTT linked radio buttons and messaging
- Dictated letters will be signed off within 5 days
- Correspondence will be actioned in safe and timely fashion for patient care

## Job Plan

A formal job plan will be agreed between each appointee and Head of Specialty/Clinical Director/Divisional Director, on behalf of the Medical Director, this is not designed to be exhaustive. The post holder and Head of Specialty/Clinical Director will review the Job Plan regularly/annually in line with the provisions in Schedule 3 of the Terms and Conditions. Either may propose amendment of the job plan.

### Programmed Activities (PA's)

A total of 10 PAs

Clinical Activities 9 PAs per week (including clinical activity, clinically related activity, predictable and unpredictable emergency work)

#### Outline Job Plan

**In collaboration with Acute & Specialist Medicine (ASM) and ED partners, the Acute Neurology consultant on Acute weeks is:**

- Fully embedded within Acute Medicine and ED (agreed with ASM/ED)
- Managing patients admitted and dealing with hot referrals from ED Triage on agreed pathways via SDEC
- Supported by dedicated Neurology SpR and junior staff assigned from Acute medicine areas and in SDEC to assist with management
- Running daily Acute Neurology Clinics in SDEC (separate from ED triage redirection) for
  - GP urgent referrals (telephone acceptance by Neuro Reg/Consultant) and
  - eRS P2 referrals and
  - Single followup of pts already seen in the SDEC following investigations +/- treatment initiation

Day	Time	Location	Non-Acute weeks 1:2	Acute Neurology 1:2	DCC/SPA	PAs 10
Monday	09:00-13:00	CXH/SMH	Acute Neurology Clinic 1	<b>0800-1100 Ward Round with Acute Med 1100-1300 SDEC with SpR/SHO</b>	DCC	1
	13:30-17:30	CXH/SMH	(Alternate weeks half-day – not on Acute)	<b>1330-1430 Acute Neurology Clinic 1500-1700 SDEC referrals 1700-1800 Acute Med/ED referrals</b>	DCC	0.25
Tuesday	0900-13.00	CXH/SMH	Neurology Clinic 2	<b>0800-1100 Ward Round with Acute Med 1100-1300 SDEC with SpR/SHO</b>	DCC	1.0
	13.30-17.30	CXH/SMH	MDT/ward reviews	<b>1330-1430 Acute Neurology Clinic 1500-1700 SDEC referrals 1700-1800 Acute Med/ED referrals</b>	DCC	1.0

	0900-1300	CXH/SMH	<i>Audit/Appraisal/Clinical Governance Clinical Support to Neuro in-pts</i>	<b>0800-1100 Ward Round with Acute Med 1100-1300 SDEC with SpR/SHO</b>	SPA DCC	0.5 0.5
Wednesday	13:30-17:30	CXH/SMH	Acute Neurology Clinic 3	<b>1330-1430 Acute Neurology Clinic 1500-1700 SDEC referrals 1700-1800 Acute Med/ED referrals</b>	DCC	1.0
	0900-13.00	CXH/SMH	Acute Neurology Clinic 4	<b>0800-1100 Ward Round with Acute Med 1100-1300 SDEC with SpR/SHO</b>	DCC	1.0
Thursday	13:30-17:30	CXH/SMH	(Alternate weeks half day – not on Acute)	<b>1330-1430 Acute Neurology Clinic 1500-1700 SDEC referrals 1700-1800 Acute Med/ED referrals</b>	DCC DCC	0.75 0.25
	08.00-12.00	CXH/SMH	Neuroradiology/MDT <i>Neurosciences Meetings</i>	<b>0800 Neuroradiology MDT 0900-1000 Ward Round in Acute Med 1000-1100 Neuroscience Grand Round 1100-1300 SDEC with SpR/SHO</b>	DCC SPA	0.5 0.5
Friday	13:00-17:00	CXH/SMH	Preweekend Ward Round and handovers Subsp. A&G/Triage of referrals	<b>1330-1430 Acute Neurology Clinic 1500-1700 SDEC referrals 1700-1800 Acute Med/ED referrals</b>	DCC DCC	0.5 0.5

### **Office Facilities**

The post holder will have office facilities and computer as appropriate. The Trust provides comprehensive Internet access and IT support.

### **PERSON SPECIFICATION**

Post: Consultant in Acute Neurology

Divisional Director of Medicine: Professor Frances Bowen

Chief of Service Stroke and Neurosciences: Dr Marius Venter

<b>Attributes/Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measurement</b>
Qualifications	MB BCh or MD  GMC registered Medical Practitioner with licence to practice	GMC specialist registration or within 6 months of being admitted to the GMC's specialist register	Application form
Higher qualifications	Royal College Membership or Equivalent	MD or PhD	Application form
Knowledge/Skills	Clinical expertise in Specialty/sub specialty  Broad experience in clinical neurology	Experience appropriate to acute neurology – GON blocks, Epilepsy experience etc	Application form Interview
IT Skills and computer literacy	Can type Familiar with Patient management systems	Cerner knowledge	Application form Interview
Leadership/ Management skills	Able to take responsibility, show leadership, make decisions, exert appropriate authority  Knowledge of NHS aims for Acute Neurology  Awareness of local performance metrics eg LoS, VTE compliance, RTT etc	Have proven skills in leading, motivating, developing and managing the performance of colleagues  Knowledge of finance/budgets at ICHNT	Application form Interview
Teaching & Training	Experience of teaching and training undergraduates/ postgraduates and junior medical staff	Teaching qualification/ Educational Supervisor Teacher awards	Application form Interview
Audit	Understanding of principles of clinical audit	Completed Audit cycle  QI Project completed	Application form Interview

	Audit participation		
Academic achievements including research/publications	Evidence of achievement appropriate to appointment at consultant level at ICHNT	Evidence of peer reviewed publications  Ongoing subspecialty academic work/projects	Application form Interview
Language	Able to speak and write English to the appropriate standard necessary to fulfil the job requirements	Any other language common used in London	Application form Interview
Interpersonal Skills	Excellent communication and ability to build rapport  Empathy, understanding, listening skills, patience  Able to work as part of a team  Flexible to cover colleagues absence at short notice  Can cope with setbacks or pressure	Able to change and adapt, respond  Persuade, negotiate	Interview
Probity	Honesty, integrity, appreciation of ethical dilemmas  Dedication to service in consultant role with attendance, time keeping, appearance, personal admin etc  Must be able to demonstrate and model the key Trust values		Interview Application form
Physical requirements	Occupational health clearance for the role specified		Occupational health Interview

### **MAIN CONDITIONS OF SERVICE FOR MEDICAL STAFF**

The post holder will be indemnified by the Trust for all NHS work undertaken as part of his/her contract of employment.

The post holder is encouraged to take out adequate defence cover as appropriate to cover him/her for any work that does not fall within the scope of the indemnity scheme (contract of employment).

Salary scale: £82,096 - £110,638 per annum

London Weighting: as per advert

Trust arrangements for adherence to the EU Working Time Directive are in place.

### **Clinical Governance and Risk Management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Talking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

#### **Information Quality Assurance**

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

### **Freedom of Information**

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Management of a Violent Crime**

The Trust has adopted a security policy in order

- to help protect patients, visitors and staff
- to safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

### **Pension Scheme**

Membership of the NHS Pension Scheme is available to all employees over the age of 16.

Membership is subject to the regulations of the NHS Pension Scheme, which is administered by the NHS Pensions Agency. Employees who subsequently wish to terminate their membership must complete an opting out form - details of which will be supplied upon you making a request to the Trust's Pensions Manager, based in payroll. A contracting-out certificate under the Pension Schemes Act 1993 is in force for this employment and, subject to the rules of the Scheme, if you join the

Scheme your employment will be contracted-out of the State Earnings Related Pension Scheme (SERPS).

#### **Annual Leave**

(calculated according to PAs/sessions and pro rata based on contract)

Schedule 18 of the Terms and Conditions sets out the entitlement for annual leave as follows:

Number of years of completed service as a consultant

Up to seven years	Seven or more years
32 days	34 days

#### **Health and Safety at Work**

- a) It is the duty of every employee while at work not to intentionally or recklessly interfere with anything provided in the interest of health and safety, including anything provided in pursuance of statutory provision.
- b) It is the duty of everyone while at work to take reasonable care of the Health and Safety of themselves and other persons who may be affected by acts or omissions at work.
- c) It is the duty of every employee while at work to co-operate with the employer in ensuring that all statutory and other requirements are complied with.

#### **Statutory Medical Examination**

All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

#### **Professional Registration/Licence to Practice**

Staff undertaking work which requires professional/state registration/licence are responsible for ensuring that they are so registered/licensed and that they comply with any Codes of Conduct applicable to that profession. Proof of registration/licence to practice must be produced on appointment and, if renewable, proof of renewal must also be produced.

#### **Disclosure and Barring Service**

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### **Equal Opportunities**

The Trust believes that all employees have the right to be treated with dignity and respect. Failure to comply with or adhere to the Trust's Equal Opportunities Policy will be treated as misconduct under the Trust's Disciplinary Policy and Procedure

The Trust requires that in return you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

#### **Fitness to Practice**

Prior to making an appointment to a post, the Trust needs to establish if applicants for such positions have ever been disqualified from the practice of a profession or required to practice subject to specified limitations following fitness to practice proceedings by a regulatory body in the UK or in another country, and whether they are currently the subject of any investigation or

proceedings by anybody having regulatory functions in relation to health/social care professionals, including such a regulatory body in another country.

#### **Car Parking and Public Transport**

There are pay and display and permit holders only car parks at all hospital sites. Information on transport links is available at <http://www.imp..nhs.uk/maps/map.htm>

#### **Security**

Employees are required to wear security badges at all times

#### **Variation**

The job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time after consultation with the post holder.

#### **Professional Association/Trade Union Membership**

It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

#### **Work Visa/ Permits/Leave to Remain**

If you are a non-resident of the United Kingdom or European Economic Union, any appointment offered will be subject to the Resident Labour Market test (RLMT). The Trust is unable to employ or continue to employ you if you do not obtain or maintain a valid Right to Work (leave to remain).

#### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

#### **Confidentiality**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

#### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.

In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

### **Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

### **NHS Constitution**

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all.

The above is a brief summary; you are encouraged to access the full document at:  
[www.nhs.uk/constitution](http://www.nhs.uk/constitution)

### **Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

*Clinical staff* – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

*Non clinical staff and sub-contracted staff* – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

### **No Smoking**

The Trust operates a non-smoking policy.