

Mersey and West Lancashire Teaching Hospitals NHS Trust

Consultant Medical Microbiologist

This Post

Title	Consultant Medical Microbiologist
Site	Whiston Hospital
Type of post	Replacement
Accountable to	Divisional Medical Director
Reports to	Clinical Director Dr Mohammad Al-Jubouri

Job Summary

The posts are replacement, whole time, Consultant Medical Microbiologists employed by Mersey and West Lancashire Teaching Hospitals NHS Trust (MWL). We are looking for three enthusiastic, clinically focused Medical Microbiologists to join the Microbiology team of four Consultants.

The successful candidates will join a team of four WTE Consultants working cross site at all Trust sites. The posts shall be based at Whiston hospital. There are opportunities to build the clinical service through Antimicrobial Stewardship taking on the lead role with contributions towards Outpatient Parenteral Antimicrobial Therapy (OPAT) Service, Multi-Disciplinary Team meetings and additional ward presence.

If the person appointed elects to undertake a maximum part-time contract, they will be required to devote substantially the whole of their professional time to the duties of the post. Agile working will be considered.

Any candidate who is unable for personal reasons to work full-time will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with consultant colleagues. The post shall be subject to health clearance by health work and wellbeing department and DBS (Disclosure and Barring Service, formally CRB) checks.

Qualifications and experience

Candidates for the post must be registered medical practitioners and on the Full and Specialist Register and hold a current license to practice of the General Medical Council (GMC) or be eligible within six months of the date of the Advisory Appointments Committee (AAC). The appointee will also hold the FRCPath or show evidence of equivalent training and experience.

Applicants that are UK trained, must also be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview.

Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT.

Mersey and West Lancashire Teaching Hospitals NHS Trust

A £338 million (PFI) investment has re-built and modernised both Whiston and St Helens Hospitals, resulting in modern state of the art health care facilities for the treatment and care of patients. St Helens Hospital was completed in 2008 and Whiston Hospital in 2010. The hospitals include 887 inpatient beds with state-of-the-art CT and MRI facilities existing on both hospital sites. CT and MRI scanners at St Helens have also recently been upgraded including installation of a high field 3 Tesla MRI scanner. The DEXA scanner is also located at St Helens Hospital.

The Trust delivers acute hospital care, intermediate care, community, and primary care services to a population of over 600,000 people with a combined workforce of around 9000 dedicated and skilled staff from 17 locations including Whiston, Southport & Formby, St Helens, Ormskirk, and Newton hospitals.

The Trust provides regional services for burns, plastic surgery, and spinal injuries to more than 4 million people across Mersey and West Lancashire, Cheshire, the Isle of Man and North Wales.

As a Trust, our aim is to provide a high-quality service to all patients. We strive to meet the best standards for professional care whilst being sensitive and responsive to the needs of individual patients. Our valued workforce is recognised for their unique skills and talents with our teams of experts winning national awards on a regular basis.

Whiston Hospital

Whiston Hospital a busy teaching hospital which provides a comprehensive range of acute Medical and Surgical Services, Emergency Services, Maternity Services, Paediatrics and Medicine for Older People. The Regional Burns and Plastic Surgery Units are also based on this site. There is a Critical Care Unit consisting of ICU, HDU, CCU and an onsite Cardiac Catheter Laboratory. The stroke consultants deliver 24/7 thrombolysis to eligible patients presenting with acute stroke. There is a 30-bed Stroke Unit which accommodates both acute stroke patients and those with rehabilitation needs.

St Helens Hospital

St Helens Hospital is an Ambulatory Care Centre providing Intermediate Care and Day Surgery. Rheumatology, Dermatology and Diabetes services are based on this site and within easy reach of other acute specialties at Whiston Hospital.

Southport Hospital

Southport Hospital is a General Hospital that includes adults' accident and emergency services, intensive care, and a range of medical and surgical specialities. There is also an outpatients' service. The North West Regional Spinal Injuries Centre at Southport hospital provides specialist care for spinal patients from across the North West, North Wales, and the Isle of Man.

The hospital, which replaced the Southport General Infirmary and the Southport Promenade Hospital, opened in September 1988.

Ormskirk Hospital

Ormskirk Hospital is a General Hospital and provides women's and children's services, including accident and emergency services, surgery, and maternity care.

The hospital provides these services for patients living across West Lancashire, Southport, and Formby.

Our Achievements

Mersey and West Lancashire Teaching Hospitals NHS Trust is the only acute Trust in Cheshire and Merseyside, and one of the few in the entire country, to achieve the title of OUTSTANDING, rated by the Care Quality Commission.

Our Vision is to deliver 5 Star Patient Care:

- CARE that is evidence based, high quality and compassionate
- SAFETY that is of the highest standards
- COMMUNICATION that is open, inclusive, and respectful
- SYSTEMS that are efficient, patient centred and reliable
- PATHWAYS that are best practice and embedded, but also respect the individual needs of patients

Our achievements include:

- Trust rated Outstanding by CQC Inspection August 2018
- Top 100 places to work in the NHS (NHS Employers & Health Service Journal)
- Awarded National Preceptorship Accreditation (2023) for our Nursing & AHP Preceptorship Programme

Trust Board and Senior Leadership Team

Trust Board and Senior Leadership Team



Mersey and West Lancashire Teaching Hospitals NHS Trust is run by a Board that consists of Executive and Non-Executive Directors. The Trust delivers healthcare services at Whiston, Southport, St Helens, Ormskirk and Newton hospitals, and some community and primary care services. The Board sets the strategic direction for the Trust, maintains high standards, quality and performance and ensures that robust systems of corporate governance are in place. The Board's most important priority is to ensure that the services delivered to patients are safe and effective.



Non-Executive Directors



Life in Merseyside and West Lancashire

Merseyside, which includes the great city of Liverpool, is within easy reach of North Wales, the Lake District and the Peak District and provides an interesting mix of rural and urban life.

Liverpool is a vibrant, music city which has undergone a renaissance in recent years and has recently been named European City of Culture.

High quality schools are available in and around Merseyside and West Lancashire. The area has many sports facilities including championship golf courses, several sailing clubs and one of the finest windsurfing venues in Britain.

People from Merseyside and West Lancashire are renowned for their friendliness and quick-witted humour and the region sports two of the finest football teams in the Premier League.

The town of St Helens is renowned for its glassworks and rugby. The district has a population of around 340,000 and is of mixed residential, industrial, and rural character. It is situated on the edge of Merseyside, between the open countryside of Cheshire to the south and Lancashire to the north.

Southport is a seaside town and has a population of around 90,000. Southport lies on the Irish Sea Coast and is fringed to the north by the Ribble estuary. Town attractions include Southport Pier, the second longest seaside pleasure pier in the British Isles and Lord Street, an elegant tree-lined shopping street. Southport today is still one of the most popular seaside resorts in the UK and hosts various events including an annual air show on and over the beach, the largest independent flower show in the UK and the British Musical Fireworks Championship.

Ormskirk is an historic Market town surrounded by beautiful countryside, reserves, and wildlife. Ormskirk has quaint village streets, winning restaurants and farm shops and is also home to the award-winning Edgehill University.

Distance to Liverpool City Centre:

From Whiston Hospital – 13.3 miles
From St Helens Hospital – 15 miles
From Southport Hospital – 19.9 miles
From Ormskirk Hospital – 18.1 miles

Distance to Manchester City Centre:

From Whiston Hospital - 26.6 miles
From St Helens Hospital – 27.7 miles
From Southport Hospital – 42.4 miles
From Ormskirk Hospital – 35.4 miles

Department Facilities

Pathology Service

Our Pathology Service provides Pathology for Mersey and West Lancashire Teaching Hospitals (NHS) Trust as well as the surrounding community.

Each year the laboratory performs over 6.5 million tests which are dealt with by medical, scientific, clerical and support staff in a range of departments:

- Haematology and Transfusion
- Biochemistry and Immunology
- Microbiology
- Cellular Pathology
- Phlebotomy (Blood Taking)
- Bereavement

The Trust's Pathology department is accredited to ISO15189: Please follow this link to access the [United Kingdom Accreditation Service \(UKAS\) website](#) and type the department's UKAS ID to access the schedule of accreditation for each of the department.

The UKAS ID codes are as follows Biochemistry and Immunology 8871, Cellular Pathology 8908, Haematology and Transfusion 8864 and Microbiology 8857.

Our Team

Clinical Director

Dr Mohammad Al-Jubouri (Consultant Chemical Pathology and Head of Department Clinical Biochemistry)

Pathology Service Manager: Kevin McLachlan

Biochemistry & Immunology Service Manager: Lesley Mather

Biochemistry & Immunology Operational Manager: Janet Turnbull

Haematology & Transfusion Service Manager: Judith Raine

Haematology Operational Manager: Stacy Burrows

Blood Transfusion Operational Manager: Julie Harrison

Microbiology Service Manager: Diane Martin Baez

Microbiology Operational Managers: Neil Rathbone and Paul McMullen

Cellular Pathology (Inc Mortuary Services) Service Manager: Janine Pennington

Cellular Pathology (Inc Mortuary Services) Operational Manager: Jane Winstanley

Point of Care Testing (POCT) & Phlebotomy Operational Manager: Sharon Roberts

Pathology Quality Manager: Rita Mistry

Pathology and Bereavement Office Manager: Julie Charnock

Pathology IT Coordinators: Alan Powell, Alasdair McGregor

Clinical Team:

Clinical Biochemistry

Consultant Chemical Pathologist and Head of Department/ Pathology Clinical Director

Dr Mohammad Al-Jubouri

Principle Clinical Biochemists

Jen Atherton

Lewis Green

Consultant Immunologist

Dr Anthony Rowbottam

Consultant Histopathologists:

Dr David Barker (Head of Department and HTA Designated Individual)

Dr Richard George Brice

Dr Katherine Brougham

Dr Charlotte Cox

Dr Hannah Davies

Dr Leigh Forsyth

Dr Noori Hasan

Dr Christopher Ligory

Dr Su Enn Low

Dr Paul Mansour

Dr Maria Pinto

Dr Carol Ross

Dr Naveen Sharma

Dr Martin Shaw

Dr James Stevenson

Dr Flavia Guzman (Speciality Doctor in Histopathology)

Consultant Microbiologists

Dr Madhur Vardhan

Dr Kalani Mortimer

Dr Katherine Gray

Dr Michael Fisher

Consultants Haematologists

Dr Dave Taylor (Clinical Lead, Blood Transfusion & Clinical Head of Department)

Dr Toby Nicholson

Dr Sally Evans

Dr Yassir Suliman

The Medical Microbiology Service

Consultants Based at Whiston Hospital:

Dr Madhur S Vardhan MBBS, MD, FRCPath

Consultant Medical Microbiologist & Clinical Lead of Microbiology Department

Dr Kalani Mortimer MBChir, MRCP, DTMH, FRCPath

Consultant Medical Microbiologist; Infection Prevention Doctor

Dr Michael Fisher MBChB MRCP FRCPath DipHIC

Consultant Medical Microbiologist; Antimicrobial Stewardship and OPAT Lead

Kerryanne Brown Clinical Scientist - HSST

Chloe Hylton Clinical Scientist – HSST

Vacant Consultant Post: 3WTE

Specialist Trainees (StRs): 3 WTE

Junior Clinical Fellow: 2 WTE

Specialty Doctor: 1 WTE

Consultants Based at Southport Hospital:

Dr Katherine Gray MBChB BSc MRCP FRCPath

Consultant Medical Microbiologist

Andrew Delaney Consultant Clinical Scientist

Speciality Doctor 1 WTE

Staffing: non-medical

Managerial Band 8B 1 WTE

Managerial Band 8A 2 WTE

Technical Band 7 5 WTE

Technical Band 6 16 WTE

Technical Band 5 5 WTE

Technical Band 4 12 WTE

Technical Band 3 16 WTE

Secretarial Band 4 1 WTE

Budget

The annual budget for Microbiology is approximately £6,550,000. The budget holder is Dr Madhur S Vardhan, Head of Microbiology Department.

Workload

The laboratory receives approximately 720,000 specimens per annum, of which 22% are from General Practitioners. A breakdown of the workload is provided below:

Specimen type	Number of specimens per annum 1 st April 2022 – 31 st March 2023
Urine	121,698
Wound	645,482
Respiratory Culture	29,647
Faeces (Molecular Panel)	15,011
Blood Culture	23,747

MRSA Screens	204,645
Chlamydia GC NAAT	18,491
Mycology	3172
Serology	74,545

A significant amount of serology is tested on site with abnormal samples referred to Manchester Royal Infirmary. TB culture specimens are also referred to Manchester Royal Infirmary. Selected specialist investigations are sent to suitably accredited Reference Units maintained by the PHE and other organisations. Antibiotic assays are performed in Clinical Chemistry and Microbiology.

Equipment (major items)

BacT Alert blood culture system
 Biomerieux MALDI-TOF
 Vitek ID and sensitivity system
 VIDAS serology analyser
 Diasorin Liaison serology analyser
 Cepheid PCR
 Serosep Enteric/ Respiratory PCR
 Don Whitley anaerobic workstation x 2
 Don Whitley DG250 campylobacter cabinet
 3 Laboratory autoclaves (Getinge)
 Sysmex UF5000 for urine microscopy x 2
 Panther Fusion NAAT
 Biomerieux Previ Isola
 Biofire FilmArray PCR
 Sperminator – Andrology counts/motility
 Themofisher Indiko
 AStar
 Sensititre
 Oxford Biosystems Standard F

Information Technology

The laboratory uses the iSOFT Telepath laboratory information management system. All computers have internet access. The department receives electronic requests using Sunquest ICE and System C Careflow EPR. Baxter ICNet infection prevention and control surveillance and case management system is used cross site.

Accreditation & Quality Assurance

The laboratory is fully accredited by UKAS accreditation against ISO 15189. The department participates in all relevant EQA schemes (General Microbiology, Mycology, AAFB microscopy, Faecal Parasitology, Andrology, C.difficile, Chlamydia, H.pylori, Legionella, MRSA, Pneumococcal Urine Antigen and Serology). Internal quality assessment (IQA) is also

undertaken as well as a regular programmed cycle of audits. Mrs Rita Mistry is Quality Manager for the Pathology Directorate.

Clinical

The Microbiology Department provides a proactive, clinically orientated service with daily Intensive Care Unit ward rounds and individual patient reviews as well as providing specialist input into MDTs. A Consultant Microbiologist is always available to advise hospital staff and local general practitioners on diagnosis, treatment, and prevention of infection. The Microbiology Medical Staff also participate in antibiotic stewardship ward rounds jointly with the Antimicrobial Management Pharmacist.

There is a significant teaching workload, both within and outside the department. There are medical student tutorials, link nurse teaching, sessions on infection prevention and control for doctors, teaching of microbiology for junior doctors of other disciplines, in addition to occasional teaching for general practice. The department also has a training scheme for clinical scientists. There are currently nine clinical scientists in training with three on the higher clinical scientist training scheme. The laboratory operates a 24/7 shift system.

Infection Prevention & Control

Mrs Sue Redfern, Director of Nursing, Midwifery and Governance is the Trust's Director of Infection Prevention and Control.

The Infection Prevention & Control Team

Whiston, St Helens and Newton Community Hospital sites

Dr Kalani Mortimer	Consultant Microbiologist, Lead Infection Prevention Doctor
Dr Madhur Vardhan	Consultant Microbiologist
Dr Mike Fisher	Consultant Microbiologist
Claire Chalinor	Lead Nurse
Alice Cruz	Clinical Nurse Specialist, Infection Prevention
Rachel Clarke	Clinical Nurse Specialist, Infection Prevention
Maureen Kendrick	Clinical Nurse Specialist, Infection Prevention
Tracey Kelly	Infection Prevention Nurse
Joanna Pennington	Infection Prevention Nurse
Rachael Jackson	Audit and Surveillance Assistant Practitioner
Joy Davidson	Secretary

The Infection Prevention & Control Team – Southport and Ormskirk sites

Dr Katherine Gray	Consultant Microbiologist
Fionnula Browne	Consultant Nurse
Claire Oliver	Matron

Diane Pritchard	Clinical Nurse Specialist
Gareth Cummings	Clinical Nurse Specialist
Sanjumol Yohannan	Clinical Nurse Specialist
Lesley McGuinness	Support Worker
Kelly Sykes	Administrator

The Infection Prevention and Control Nursing Team are based at Southport however they are managerially accountable to the Director of Nursing Services at MWL. There is no separate budget for Infection Control.

Public Health responsibility for West Lancashire patients lies with Cumbria and Lancashire Health Protection Unit and for Southport and Formby patients with Cheshire and Merseyside Public Health Unit. The Public Health Consultants are Dr J Astbury and Dr T Palmer respectively. There is a close working relationship with both Consultants and local Health Protection Units.

Teaching and Training

The Microbiology department at Whiston is a training centre for Medical Microbiology on behalf of the Mersey Deanery and is approved by the Royal College of Pathologists for Specialty training (StR) training in Medical Microbiology. Currently, there are 3 Speciality Registrars, including one non-rotational post which feeds into the rotational scheme. The post-holder will be expected to share fully in the supervision and training of the StRs as clinical supervisor. The post of the educational supervisor is rotated every three to five years, as required. Consultants are also expected to contribute to the clinical training of the clinical scientists.

All Consultants are expected to share in the teaching of medical undergraduates. There is responsibility for other training sessions including trainee doctors in other specialities and other professional groups within the Trust e.g., nursing staff, and mandatory infection control training for Trust medical staff.

The department is also accredited for the training of Biomedical Scientists. All staff within the department participates in CPD, qualifications such as BSc and MSc are supported where appropriate.

The appointees will, together with the four other Consultant Microbiologist colleagues, be responsible for the provision of a comprehensive, efficient, and cost-effective Clinical Microbiology and Infection Prevention and Control Service to both the Trusts and other users of the service including Public Health England. Specialist Virology support is available from Consultant Medical Virologists who are based at Manchester Royal Infirmary Virology Department.

The post holders shall be expected to share responsibility for the following:

1. Day-to-day supervision of diagnostic methods and examination of specimens.
2. Authorisation and interpretation of results.
3. Liaison in a timely manner with clinical hospital staff, Medical Microbiologists, General Practitioners, Occupational Health, and Health Protection Consultants concerning the diagnosis and management of patients and control and prevention of infection, including provision of telephone advice.

4. Ensuring that records of infection, telephoned advice and infection control are kept as per departmental policy.
5. Involvement in policy and SOP preparation.
6. Responsibility for quality assurance performance within the department, including taking part in all relevant National External Quality Assurance schemes (NEQAS).
7. Responsibility for achieving and maintaining full accreditation with UKAS or an equivalent agency.
8. The person appointed will have such administrative or managerial duties as may be delegated by the Head of Department/Clinical Director e.g., to share in business planning, including the assessment and introduction of new methods, and forward planning for staff and equipment requirements.
9. Compliance with health and safety and security requirements and with agreed SOPs and investigational algorithms.
10. The post holder will be registered for and undertake Continuing Professional Development to at least the minimum requirement of the Royal College of Pathologists. Adequate financial support, paid study leave, and facilities will be made available for these activities.
11. Participation in clinical audit activity both locally and regionally.
12. The post holder will share in the teaching, induction training, mandatory training and professional development commitments of the Microbiology Department.
13. Participation in the Microbiology/Infection Control emergency out-of-hours service, which will be 1:6 with the appointment of these posts (pay band B). In addition to share the Saturday/Bank Holiday morning rota processing the routine workload from the Microbiology Laboratory.
14. Fulfil all the general conditions applying to employees of Mersey and West Lancashire Teaching Hospital NHS Trust, including observation of the Trust's policies and procedures and to follow standing orders and financial arrangements of the Trust. You must ensure that there are adequate arrangements for hospital and other staff to be able to contact you when necessary.

Professional

The appointee will be expected to participate in the Trust's system of governance and audit. The appointee is also expected to be registered for Continuing Professional Development (CPD) with the Royal College of Pathologists and to fulfil requirements for annual certification and appropriate revalidation. Time, facilities, and financial support for study leave and CPD will be made available as required. A personal development plan must be agreed annually with the Clinical Director of Pathology.

Research

Opportunities are available for research and development, both within Microbiology and in collaboration with clinical colleagues in approved research projects. All projects must be fully funded in advance, either by external sources or via the NHS R&D funding schemes. Ethical approval may also need to be obtained before proceeding.

Administration

The appointee will act as custodian of data under the Data Protection Act, and custodian of stored samples. The post holder will be a member of the Trust Medical Advisory Committee (attended by all Trust Consultants).

Appraisal Arrangements

The successful candidate will be required to participate fully in the Trust's Appraisal Scheme and appropriate time and facilities will be made available for these activities. All Consultant staff is appraised on a yearly basis using the Trust's standardised appraisal folder. Where it is not possible to agree a job plan, the Consultant and Clinical Director may refer outstanding issues to the Medical Director.

Office Accommodation and other facilities

The successful candidate will be provided with suitable, individual office accommodation with telephone and adequate secretarial support. A personal computer, linked to the Laboratory and Trust networks, with internet access will be provided.

Arrangements for annual and study leave

Annual and study leave are approved by the Clinical Director. Cover for annual and study leave is made by mutual agreement between the Consultant Microbiologists.

Provisional Job Plan

A formal job plan will be agreed between the appointee, the existing Consultant Microbiologists, and the Clinical Director, within 3 months after the commencement date of the appointment. This will be agreed by the Chief Executive. The job plan will be reviewed annually and will be a prospective agreement that sets out the Consultant duties, responsibilities, and objectives for the coming year. It will cover all aspects of the Consultant's professional practice including clinical work, teaching, research, education, and managerial responsibilities. Duties are performed flexibly to meet the needs and demands of the service. An example week is given to give an indication of fixed commitments.

Typical weekly job plan

The Job Plan will comprise 10 programmed activities (PA) and one for on call. The on-call payments are Band A supplement.

7.5 PA will be direct clinical care and 2.5 Pa will be supporting PA (SPA)

The timetable below is an indicative plan. The final plan will be agreed with the post holder within 3 months of taking up the post.

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00am					
9.30am					
10.00am					
10.30am					

11.00am					
11.30am					
12 MD					
12.30pm					
1pm					
1.30pm					
2pm					
2.30pm					
3.00pm					
3.30pm					
4.00pm					
4.30pm					
5.00pm					

10 PAs= 40 hours = 80 blocks

	Off duty	
	DCC (30 hours)	
	SPA (10 hours)	

In the event of an inability to agree a job plan either at appointment or upon annual review, or in the event of issues arising from the appraisal process, negotiation will be with the clinical lead and pathology clinical director.

SUMMARY OF PROGRAMMED ACTIVITY	Number
Supporting professional activities	2.5
Direct clinical care (including unpredictable on-call)	7.5 + 1 for on call
Other NHS responsibilities	0
External duties	0
Total programmed activities	11 (including on call)

Category A on call:

Currently 1 in 6 on call or less when fully staffed with experienced trainees.

Depending on the demands of the service, as with the flexible work patterns of most Medical Microbiologists, sometimes a greater or lesser proportion of time may be spent between infection control and clinical microbiology.

Further information/visiting arrangements

In the first instance, all potential candidates for the post are invited to contact Consultant Microbiologists Dr Madhur Vardhan, Department of Medical Microbiology, Whiston Hospital, Mersey and West Lancashire Teaching Hospitals NHS Trust, Warrington Road, Prescot, L35 5DR.

Dr Katherine Gray, Department of Medical Microbiology, Mersey and West Lancashire Teaching Hospitals NHS Trust, Southport and Ormskirk NHS Trust, Town Lane, Kew, Southport, PR8 6PN.

All applicants are invited and encouraged to visit the Trust prior to short-listing or interview.

Contact details:

Consultant Microbiologists:

Dr Madhur Vardhan	0151 430 1836	madhur.vardhan@sthk.nhs.uk
Dr Kalani Mortimer	0151 430 1622	kalani.mortimer@sthk.nhs.uk
Dr Katherine Gray	01704 704715	katherine.gray@sthk.nhs.uk
Dr Michael Fisher	0151 430 1834	michael.fisher@sthk.nhs.uk

Microbiology Service Lead

Diane Martin Baez	0151 290 4140	diane.martinbaez@sthk.nhs.uk
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Chief Executive

Ms A Marr	0151 430 1644
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Medical Director

Consultant Medical Microbiologist
February 2024

Dr Peter Williams 0151 430 1134

Director of Nursing and Director of Infection Prevention and Control

Mrs S Redfern 0151 430 1175

Clinical Director of Pathology

Dr Mohammad Al-Jubouri 0151 430 1833.

General Duties of All Employees

- To observe the provisions of and adhere to all Trust policies and procedures.
- To actively participate in the annual performance review to identify personal development needs
- To attend Trust Statutory and Mandatory training sessions as required and any other training courses relevant to the post.
- To fully comply with the relevant sections of the Health and Safety at Work Act. They must also understand and implement Mersey and West Lancashire Hospitals NHS Hospitals Trust "Statement of Policy on Health and Safety at Work" and the Trust corporate "Health and Safety Policies and Procedures". You are required to follow all applicable rules and procedures relating to Health and Safety at Work and to take all responsible precautions to avoid actions.
- To be aware of the confidential aspects of the post. To keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively. Breaches of confidentiality will result in disciplinary action that may involve dismissal. You must maintain the confidentiality of information about service user staff and organisational business in accordance with the General Data Protection Regulation 2018 (GDPR) and Caldicott principles.
- The post holder should also be aware that, regardless of any action taken by the employing authority, breaches of confidentiality could result in civil action for damages.
- All staff will be treated with respect by management, colleagues, patients and visitors and equally staff will treat management, colleagues, patients and visitors with the same level of respect. Staff will be supported to challenge any discriminatory behaviour that may be based on differences in race, disability, language, culture, religion, sexuality, age, and gender or employment status.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore who come into contact with children, young people and vulnerable adults have a responsibility to ensure they are trained and competent to be alert to potential indicators of abuse or neglect, and know how to act on their concerns in line with the policies and procedures of Mersey and West Lancashire Teaching Hospital NHS Trust.
- To ensure that when creating, managing and sharing information records it is done in an appropriate way, subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines. All employees are responsible for implementing and maintaining data quality, ensuring that records are legible and attributable and that the record keeping is contemporaneous.

- In accordance with the Health and Social Care Act 2008, the post holder will actively participate in the prevention and control of infection within the capacity of their role. The Act requires the post holder to attend infection prevention and control training on induction and at regular updates and to take responsibility for the practical application of the training in the course of their work. Infection prevention and control must be included in any personal development plan and/or appraisal.
- To adhere to relevant Code of Practice of Professional body (if appropriate)
- The post holder must be flexible in the duties performed and it is expected that similar duties, not specifically listed above, will be carried out as required and may be cross site.
- The duties contained in this job description are not intended to be exhaustive. The duties and responsibilities of this post are likely to evolve in line with the Trust's continued organisational development.
- To adhere to the NHS Constitution and its principles and values. You must be aware of your Duty of Candour which means that you must be open and honest during your employment and if you see something wrong, you must raise it. You must read the NHS Constitution in full and can download this from the Trusts intranet site or the www.gov.uk website. Hard copies are available from the HR Department on request.
- The Trust is a non-smoking site. Failure to follow this rule could lead to disciplinary action.