

# Recruitment information pack



**FAST FORWARD YOUR CAREER**

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD LEADING EXPERTS



**RESEARCH OPPORTUNITIES**

FAST MOVING, EXCITING ENVIRONMENT

EXPERIENCE LATEST TECHNOLOGIES AND THERAPIES



# IMPERIAL COLLEGE HEALTHCARE

## WHO WE ARE

Join Imperial College Healthcare and become part of a community of 12,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

### Imperial College Academic Health Science Centre (AHSC)

The Imperial College Academic Health Science Centre (AHSC) is a partnership between our Trust, Imperial College London, The Institute of Cancer Research (ICR), Royal Brompton & Harefield NHS Foundation Trust and The Royal Marsden NHS Foundation Trust. The partnership aims to improve the health and wellbeing of patients and populations by translating research discoveries into new therapies and techniques as rapidly as possible.

Our AHSC is focussed on preventing disease wherever possible, detecting and diagnosing diseases earlier, and developing targeted treatments for all diagnosed conditions. By working together as partners, we capitalise on the academic strengths of Imperial College London, combined with the clinical capabilities and critical mass of the NHS.

As an AHSC, all of our staff are actively encouraged to become involved with education and research alongside their clinical role. We review job plans every year and there is the potential to build in dedicated programmed activities (PAs) for education, training and research.

### Imperial College London

Imperial College London is one of the world's leading universities. The College's 17,000 students and 8,000 staff are expanding the frontiers of knowledge in science, medicine, engineering and business, and translating their discoveries into benefits for our society.

Founded in 1907, Imperial builds on a distinguished past – having pioneered penicillin, holography and fibre optics – to shape the future. Imperial researchers work across disciplines to improve health and wellbeing, understand the natural world, engineer novel solutions and lead the data revolution. This blend of academic excellence and its real-world application feeds

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into Imperial's exceptional learning environment, where students participate in research to push the limits of their degrees.

## OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

## OUR HOSPITALS

### Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

#### **Charing Cross Hospital, Hammersmith**

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

#### **Hammersmith Hospital, Acton**

Hammersmith Hospital is a specialist hospital renowned for its strong research connections and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

#### **Queen Charlotte's & Chelsea Hospital, Acton**

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

#### **St Mary's Hospital, Paddington**

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

#### **Western Eye, Marylebone**

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include: outpatients, inpatients, day case and emergency services.

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# WHY JOIN US?

## Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

## Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

## Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

## Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

## Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Make a Difference recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

## **Conduct research here**

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

## **Access brilliant benefits and enjoy a new social life**

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

# CHELSEA AND WESTMINSTER NHS FOUNDATION TRUST

## OUR HOSPITALS

Chelsea and Westminster Hospital NHS Foundation Trust provides services from two main hospitals, Chelsea and Westminster Hospital and West Middlesex University Hospital, and a number of clinics across London and the South-East.



We have nearly 6,000 members of staff that care for nearly one million people locally, regionally, nationally and internationally. Both hospitals provide full clinical services, including full maternity, emergency and children's, in addition to a range of community-based services across London, such as award-winning sexual health and HIV clinics.

We are one of the best performing FTs in London for A&E waiting times, and mortality rates are better than average.

### New Services

Since the Care Quality Commission last inspected our hospitals we have taken on responsibility for a range of new services. Our new services include:

- Cardiac catheter service and a paediatric assessment unit on the West Middlesex site
- Surgical assessment unit on the Chelsea site
- New sexual health clinic at 10 Hammersmith Broadway
- Virtual fracture clinics
- Learning disabilities passports

Plans are in place for a £20 million expansion to critical care facilities and refurbishment of the children's unit at West Middlesex, both in partnership with the Trust's dedicated charity CW+.

## OUR PRIORITIES

### Deliver high-quality patient-centred care

Patients, their friends, family and carers will be treated with unfailing kindness and respect by every member of staff in every department and their experience and quality of care will be second to none.

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## Be the employer of choice

We will provide every member of staff with the support, information, facilities and environment they need to develop in their roles and careers. We will recruit and retain people we need to deliver high-quality services to our patients and other service users.

## Deliver better care at lower cost

We will look to continuously improve the quality of care and patient experience through the most efficient use of available resources.

## Our staff

Our staff survey results show that our Trust continues to have high levels of job satisfaction. Striving to improve this even further remains our priority of being an employer of choice. This means not only attracting staff, but keeping them through investment in learning and development, career progression and attention to work/life balance.

# OUR VALUES AND BEHAVIOURS

The Trust has launched its values to patients and members of the public to demonstrate the standard of care and experience they should expect from any of our services.

These values form the mnemonic PROUD:

**P**utting patients first

**R**esponsive to, and supportive of, patients and staff

**O**pen, welcoming and honest

**U**nfailingly kind, treating everyone with respect, compassion and dignity

**D**etermined to develop our skills and continuously improve the quality of care



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# JOB DESCRIPTION

Job title	Consultant in Rheumatology (substantive post, 10 PAs)
Director/ department	Rheumatology
Division	Division of Medicine & Integrated Care
Main site of activity	Charing Cross Hospital and Chelsea and Westminster Hospital
Responsible to	Dr Francesco Carlucci (Head of Specialty, Rheumatology, Imperial College Healthcare NHS Trust) Prof Margaret Callan (Head of Specialty, Rheumatology)
Accountable to	Prof Nick Oliver (Clinical Director, Specialist Medicine, Imperial College Healthcare NHS Trust) Dr Julian Collinson (Clinical Director, Emergency and Integrate Care, Chelsea and Westminster NHS Foundation Trust)
On call: call frequency and details of supplements	No option for GIM on call for Charing Cross Hospital Option for GIM on call by inclusion in Chelsea & Westminster Hospital GIM rota, involving 1 in 13 weekends on call

## 1. Background to the post

- We are seeking to appoint a full-time Rheumatology Consultant with appropriate clinical skills and expertise in Rheumatology to join the Rheumatology departments at Imperial College Healthcare NHS Trust and Chelsea and Westminster Hospital Foundation NHS Trust. The post will be based at Charing Cross Hospital and Chelsea and Westminster Hospital. The successful candidate will join two Rheumatology departments: the one at Imperial College Healthcare NHS Trust is constituted of a team of six NHS consultants, four academic consultants, one associate specialist, seven clinical nurse specialists, and Rheumatology specialist pharmacist. The Chelsea and Westminster Trust Rheumatology department is constituted of a team of eight NHS consultants, one associate specialist, one specialty doctor, nine clinical nurse specialists including a consultant nurse, with rheumatology specialist pharmacist and advanced physiotherapy practitioners supporting the service. This is a substantive full-time position, both Trusts embrace flexible working and applications are welcome from individuals who wish to work less than the full-time/flexibly.
- The post holder will provide first class patient care in general Rheumatology and will have a track record in quality improvement and/or service development activity. The successful candidate will join an existing clinical team with specialist interests that include

scleroderma, lupus, large vessel vasculitis, osteoporosis, hand osteoarthritis and early inflammatory arthritis. The post holder will be supported and encouraged to develop a service for these or other patient groups.

- The role includes delivery of a broad range of Rheumatology services including outpatient clinics (usually 12 patients per clinic, 1-2 new appointments and 10-11 follow up appointments), inpatient Rheumatology reviews (this varies, on average 1-2/day referrals from other teams and 2-3/day ambulatory care reviews, and includes inpatients under direct Rheumatology care and referrals from other specialties), participation in multidisciplinary team meetings, triage of outpatient referrals, and providing 'advice and guidance' to referrers. There is no GIM or out-of-hours commitment at Charing Cross Hospital, there is option for GIM by inclusion in Chelsea & Westminster Hospital GIM rota. The departments provide training for specialist trainees and has a history of collaborating in translational and bench research through close working relationships with Imperial College.
- They will specifically work within the Rheumatology team to deliver excellent clinical outcomes and demonstrate a commitment to contribute to education and, where appropriate, clinical research.

## 2. Job purpose

- Clinical services are delivered through three clinical Divisions at Imperial College Healthcare NHS Trust. These Divisions, Medicine and Integrated Care, Surgery & Cancer & Cardiovascular, and Women & Children and clinical support operate across three hospital sites in West London: Hammersmith Hospital, St Mary's Hospital and Charing Cross Hospital.
- The Division of Medicine and Integrated Care, which is currently led by Dr Frances Bowen, has approximately 1700 staff, based over these three sites and has an annual turnover of over £150m. The Division is committed to providing excellent, patient focussed healthcare.
- The Division sees approximately 250,000 A&E (including a major trauma centre) and 169,000 outpatient attendances per annum and provides a wide range of medical elective inpatient and day case pathways, including 3 Endoscopy units, Metabolic Day Unit, Liver Treatment Unit, Dermatology Day Treatment Unit and a range of services within HIV/Sexual Health.
- The Division has a number of integrated services with Primary Care partners including Urgent Care, COPD and TB. Currently the Division is the acute provider with the Integrated Care Pilot for Elderly Medicine and Diabetes. The Division of Medicine and Integrated Care is committed to the academic health sciences centre vision of delivering breakthroughs in research directly to our patients and stepping up to world-class clinical care and patient experience. We already have numerous examples of clinical excellence, delivered within a financially sound environment, complemented by a range of high-quality research activities, extensive teaching programmes and highly regarded training posts. Our challenge is to harness our talents, partnerships and new critical mass for the benefit of our patients and sustainability of our services.
- Clinical services are delivered by four Divisions at Chelsea and Westminster NHS Foundation Trust. These Divisions, Emergency & Integrated Care, Planned Care, Specialist Care and Clinical Support operate across both the Chelsea & Westminster Hospital site and the West Middlesex Hospital site.

- The Rheumatology service at Chelsea and Westminster sits within the Emergency and Integrated Care Division, currently led by Professor Kevin Shottliff. The Division comprises medical specialties, specifically cardiology, care of the elderly, diabetes, gastroenterology, haematology, hepatology, nephrology, neurology, oncology, palliative care, respiratory, rheumatology and stroke medicine.
- The Division provides a wide range of outpatient and inpatient services, within Outpatient Clinics, Emergency Department, Ambulatory Emergency Care/Same Day Emergency Care, Acute Assessment Unit and on the wards.

### 3.1 The work of the departments

- Rheumatology services at Imperial College Healthcare NHS Trust (ICHNT) are currently provided across three sites: Charing Cross Hospital (CXH), St Mary's Hospital (SMH) and Hammersmith Hospital (HH). The majority of services are delivered at the HH and SMH sites, with a smaller service at the CXH site. Rheumatology services at Chelsea and Westminster NHS Trust (CWFT) are delivered at both the West Middlesex (WM) and Chelsea and Westminster (CW) Hospital Sites.
- Community musculoskeletal services are currently provided by Healthshare (Central and West London) and Connect (Hammersmith & Fulham). The Healthshare service offers a community Rheumatology clinic, which ICHNT department contributes to regular consultant clinics. Community MSK services for the whole of North West London ICS are currently being re-tendered and new arrangements should be in place this year.
- ICHNT Rheumatology department: there is a dedicated early inflammatory arthritis (EIA) 'new patient' clinic at the Hammersmith Hospital (HH) and St Marys Hospital (SMH) site. Newly-diagnosed EIA patients enter a nurse-led pathway for six months where they are seen monthly for education, support and medicines titration, with patients discussed in a weekly MDT. We have a weekly Lupus Clinic within the Imperial Lupus Centre at the HH site providing integrated care to patients with combined Renal and Rheumatology expertise available on the same visit; a weekly Large Vessel Vasculitis Clinic at the HH site; and a monthly scleroderma clinic at the HH site, that operates in close association with our Pulmonary Hypertension and Interstitial Lung Disease services. Paediatric and Adolescent Rheumatology Clinics are provided predominately at the SMH site. We provide consultant time to run community Rheumatology clinics provided by Healthshare, and to a primary-care based MDT to support GPs to manage fibromyalgia and chronic pain in general practice.
- CWFT Rheumatology department: there are dedicated early inflammatory arthritis clinics at both sites, supported by clinical nurse specialists and a rheumatology pharmacist at the CW site. We also have specialist clinics for Axial Spondyloarthritis supported by an advanced physiotherapy practitioner, Connective Tissue Disease/Vasculitis, Osteoporosis and Onco-rheumatology. We work in collaboration with the oncologists at the Royal Marsden Hospital and Interstitial Lung Disease service at the Royal Brompton Hospital where appropriate. Rheumatology Clinical Nurse specialists at CW provide daily support clinics for patients with disease flares or concerns, to facilitate PIFU.
- ICHNT Rheumatology department: there is a same-day emergency care (SDEC) unit at the SMH and a Planned Investigation Unit (PIU) on the HH site. Rheumatology can arrange to see patients requiring urgent review at the SDEC unit at SMH or patients can attend the PIU at HH. Patients can be admitted under Rheumatology at the HH and SMH sites.

- CWFT Rheumatology department: there is an ambulatory emergency care (AEC) unit at CW site where patients can be seen for urgent review. Patients requiring admission are brought in under the care of the medical teams, with input from Rheumatology consultants and SPRs as needed.
- We contribute to undergraduate and postgraduate teaching within Imperial College and to training and supervision of doctors within the two Trusts.
- ICHNT Rheumatology department: we contribute actively to research and have clinician investigators who lead fundamental and translational research programs, including clinical trials in lupus, rheumatoid arthritis and osteoarthritis. We are part of the NIHR Musculoskeletal Translational Research Collaboration. Imperial Biomedical Research Centre supports translational work in the department. There are opportunities for our consultants to hear about and get involved in research within the department in a number of ways.
- CWFT Rheumatology department; we contribute to clinical research, with clinicians taking PI roles in multicentre studies in rheumatoid arthritis and spondyloarthritis. There are opportunities for consultants to develop research interests and to apply for Trust funding of research PAs.

### 3.2 Service activity

- ICHNT Rheumatology department: the service cares for approximately 5,000 patients across our clinical sites. We offer around 60 new outpatient appointments each week. We provide a direct access clinical advice line for patients in difficulty to contact the service directly, and receive a call back within 3-5 working days. The advice line is a nurse-led service, monitored and supported by a clinical administrator, and typically receives around 1,000 calls a month. We offer a mixture of face to face and virtual outpatient appointments. The consultants and SPRs care and provide advice for ~80 inpatients/SDEC patients each month in addition to the outpatient activity. Consultant triage all incoming referrals and additionally provide 'advice and guidance' for GPs as needed via REGO.
- CWFT Rheumatology department; each week the service provides 38 medical and a similar number of nurse led clinics, as well as 2 rheumatology pharmacist and 2 advanced physiotherapy practitioner clinics. Activity is currently ~300 new patients and ~1200 follow up patients a month spread across the two sites. Most patients attend medical clinics for face to face appointments, but with opportunity for remote consultations where appropriate. The nurses provide urgent phone support clinics to facilitate PIFU arrangements for follow up. The consultants and SPRs provide advice for ~60 inpatients/AEC patients each month in addition to the outpatient activity. Consultant triage all incoming referrals and additionally provide 'advice and guidance' for GPs as needed via REGO.

### 3.3 Clinical staffing (to include key research/practice interests)

- ICHNT Rheumatology department. We have one full time NHS Consultant, two part-time NHS Consultants and one associate specialist based at the SMH site, two full time and one part-time NHS Consultants based at HH and CXH site. We have four honorary Consultants who hold academic appointments with Imperial College London. Names and titles are available on the Trust webpage. The medical team works alongside seven Rheumatology clinical nurse specialists, each of whom is 'linked' to one or more consultants to provide consistent relationships. We also have a nurse associate who works

alongside the nurses, in particular supporting the management of the clinical advice line for patients. Clinical care is supported by a Rheumatology specialist pharmacist. We have 4 Rheumatology SpR posts across the three sites and two ShO posts supporting the running of the service by reviewing outpatients, inpatients, answering GP and clinical nurse specialists' queries, and other direct clinical care activities.

- CWFT Rheumatology department. We have two full time and one part time consultant at the CW site and two full time and two part time consultants at the WM site, with one cross-site consultant. The medical service also includes a part time Associate Specialist and full time specialty doctor at the CW site. Names and titles available on the Trust webpage. The medical team works alongside five rheumatology nurse specialists at the CW site, and four at the WM site, including a rheumatology nurse consultant. The services are supported by advanced physiotherapy practitioners and specialist pharmacy prescribers.

### Administrative Staff

ICHNT Rheumatology department. We have a team of four secretaries based across all three sites. They action clinic letters, deal with patient queries and chase appointments, results and letters. They support all Consultants and junior doctors. We also have two administrators who work alongside the Nurses and deal with High Cost Prescriptions, nursing appointments and shared care. Overseeing these staff members as well as day to day operations and performance we have a Service Support Manager and a Service Manager.

CWFT Rheumatology department: Administrative support is provided from PODS, with two staff dedicated to supporting rheumatology at the CW site. There is provision for support for the BSR NEIA audit and separate administrative support for completion of blueteq applications for high cost drugs.

### Managerial Staff

Designation	Name
Clinical Director Specialist Medicine Hammersmith Hospital	Prof Nick Oliver
Head of Specialty	Dr Francesco Carlucci
Lead Specialist Nurse	Antonia Greeves
Business Manager	Chantoy Spencer
General Manager Specialist Medicine Hammersmith Hospital	Nadja Yohannes
Lead Nurse Specialist Medicine Hammersmith Hospital	Julia Enebeta

Designation	Name
Clinical Director Emergency Integrated Care specialties including Rheumatology	Dr Julian Collinson
Head of Specialty (CW site)	Prof Margaret Callan
Nurse manager (CW site)	Maria Mercer
General Manager	James Wood
Deputy General Manager	Jack Hilton

### 3.4 Research activities

- ICHNT: The post-holder will be encouraged to take advantage of opportunities for research within the department in line with their clinical interests. There are a wide range of opportunities for research in a supportive and enjoyable environment within the various hospitals and we have strong academic departments within Trust and with Imperial College.
- CWFT: The Trust supports clinicians who wish to be involved in clinical research, with opportunities for provision of research PAs to support this.

### 3.5 Teaching activities

- ICHNT: there is a designated postgraduate centres at each of the three sites (SMH, HH, CXH), each managed by a dedicated site manager and team. These provide training a base for training within the trust - admin support, training rooms, simulation skills facilities, pastoral care and more. Teaching and education is integral to the activities of the department and we are committed to delivering education across professions and across levels. Departmental teaching is supported by a rheumatology teaching fellow. The post-holder will be expected to support regular clinical teaching for medical students and all grades of medical trainees; and will have the opportunity to contribute to post-graduate meetings in Rheumatology at both local and regional level.
- CWFT: there are designated undergraduate/postgraduate teaching centres and library teaching rooms to support provision of education for students, doctors and allied health professionals. Consultants at the CW site are expected to participate in both tutorial and clinic teaching for ICSM medical students. They are also expected to support teaching for junior doctors, GP trainees and at Grand Rounds as needed and to contribute to local and Regional rheumatology meetings.

## 4 Key stakeholders

- Clinical Nurse Specialists
- Musculoskeletal Radiologists
- Pharmacists
- Physiotherapists
- Hand therapists
- Management team
- Administrative staff

## 5 Key areas of responsibilities

- In our Departments, a multidisciplinary approach to the management of Rheumatological disease is regarded as a prerequisite for delivering high quality patient care. Medical Rheumatology staff work closely with Clinical Nurse Specialists, Musculoskeletal Radiologists, Pharmacists, Physiotherapists, Hand therapists, Management team and administrative staff to deliver timely and excellent care. There are regular MDT meetings e.g. with radiology colleagues, renal colleagues in the Lupus Centre and Vasculitis service. The multi-system nature of many Rheumatological disorders requires close working with colleagues in Renal Medicine, Respiratory Medicine, Cardiology and the Pulmonary Hypertension service.

- The post holder will be 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.
- The Trusts support the requirements for Continuing Professional Development and education as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.
- **Provide high quality care to patients in Rheumatology**
  - The post holder must be medically qualified and maintain GMC specialist registration.
  - To develop and maintain the competencies required to carry out the duties required of the post.
  - To ensure prompt attendance at agreed direct clinical care programmed activities.
  - To ensure patients are involved in decisions about their care and to respond to their views.
- **Research, teaching and training**
  - Where possible 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. May include role as PI or associate PI in multicentre clinical trials or may involve independent clinical research for an individual with appropriate background. Time commitment expected approximately 2 hours/week.
  - To provide high quality teaching to medical undergraduates and members of other health care professions as required by clinical director. Usually tutorials for medical students, 1 hour every fortnight for six months/year, and occasional teaching for junior doctors, nurses and other AHPs, estimated at 1 hour every month.
  - To act as educational supervisor and appraiser as delegated by the divisional director/clinical director to ensure external accreditation of training post.
- **Performance management**
  - To work with medical, nursing and managerial colleagues to ensure high performance in the following areas:
    - Clinical efficiency e.g. LOS reductions, reducing cancelled operations and DNA rates.
    - Quality of outcomes e.g. 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 e.g. managing locum agency spend, monitoring and managing the drug budget to target, ensuring accuracy of clinical data for the team
    - Operational efficiency e.g. day-case rates, waiting list activity and demand management.
- **Medical staff management**
  - To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.
  - To 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

- To participate in the recruitment of junior medical staff as delegated by the divisional director or clinical director.
- To participate in team objective setting as part of the annual job planning cycle.
- To be responsible for the annual appraisal of all doctors in training, Trust doctors and non-consultant grades as delegated by the divisional director, clinical director or general manager.
- **Governance**
  - To review clinical outcomes in designated area using external benchmarking data where appropriate, to identify and advise variances to the divisional director or clinical director.
  - To 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 divisional director/clinical director
  - To 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 divisional director/clinical director
  - To role model good practice for infection control to all members of the multidisciplinary team.
- **Strategy and business planning**
  - To participate in the business planning and objective setting process for the directorate and Trust where appropriate.
  - To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the divisional director/clinical director.
- **Leadership and team working**
  - To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in national initiatives.
  - To work collaboratively with all members of the multi-disciplinary team and Imperial College London as required.
  - To chair regular meetings for the specialties.
  - To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.
  - To adhere to Trust/departmental guidelines on leave including reporting absence.

## 6 Research opportunities

- The post holder will be expected and supported to develop research initiatives, appropriate to previous experience and complementary to those programmes that exist within the wider research framework of the directorates and Trusts.
- Excellent research opportunities are available throughout the Trusts and with Imperial College London. 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.

- An honorary academic appointment with Imperial College Faculty of Medicine will be offered if research and/or teaching is undertaken.
- The Trusts support and have facilitated a large number of honorary academic appointments with Imperial College Faculty of Medicine. Opportunities should be discussed with the divisional director.

## 7 Teaching opportunities

- The post holder will be required to participate in the existing programme for the teaching of medical students. They will also be responsible for participating in all departmental teaching programmes e.g. for Rheumatology Specialist trainees.

## 8 Administrative duties

- Consultants are expected to maintain up-to-date portfolios for annual appraisal, CPD and revalidation, and undertake all administrative duties relevant to clinical role and other scheduled activities.
- The maximum amount of study leave time for consultants is 30 days in total over a 3-year period, across the two sites, and should be discussed with the Clinical Directors or Lead clinicians whose approval is necessary under all circumstances. Pro-rata for fixed term posts.
- Full-time Trust employee's allocation for CPD funding will be the maximum available (currently £400 per financial year but subject to change). CPD funding may be refused when the budget is exhausted. When funds are low, part-funding may be offered.

## 9 Job plan

- A formal job plan will be agreed between the appointee and divisional director, on behalf of the medical Director, this is not designed to be exhaustive.
- The post holder and divisional director/ chief of service will review the job plan 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)

Allocation of commitments for consultant post, whole-time contract 10 PAs is as follows:

- Direct Clinical Care (DCC) = 8 PA (including clinical activity, clinically related activity, predictable and unpredictable emergency work): 4 PA at Charing Cross and 4 PA at Chelsea & Westminster
- Supporting Professional Activities (SPA) including CPD = 2 PA (1PA at Charing Cross and 1 PA at Chelsea & Westminster)

Responsibilities at **Charing Cross shown in red** and at Chelsea and Westminster shown in black.

<b>Monday</b> Charing Cross	<b>Tuesday</b> Charing Cross	<b>Wednesday</b> Chelsea & Westminster/ Charing Cross	<b>Thursday</b> Chelsea & Westminster	<b>Friday</b> Chelsea & Westminster
0830-0900 Radiology MDT (0.125 PA DCC)  0900-1300 Rheumatology clinic  1300-1330 Lunch time	0900-1300 Rheumatology clinic (1.0 DCC)  1300-1330 Lunch time	0900-1300 Rheumatology clinic (1.0 DCC)  1300-1330 Lunch time	0900-1100 Rheumatology clinic (0.5 PA DCC)  1100-1300 Audit/research/teaching (0.5 PA SPA)  1300-1330 Lunch time	0900-1030 Clinical administration work (letters, results) (0.375 PA DCC)  1030-1230 Referral management/ward referrals (0.5 PA DCC)  1230-1300 Lunch time
1330-1430 Rheumatology Firm meeting (0.25 PA DCC)	1330-1530 Referral management/ward referrals/ clinical administration work (0.5 PA DCC)	1330-1530 Rheumatology virtual clinic (0.5 PA DCC)	1330-1530 Grand Round / Rheumatology journal club/other CPD (0.5 PA SPA CPD)	1300-1330 Radiology MDT (0.125 PA DCC)
1430-1700 Referral management/ward referrals/clinical administration work (letters/results) (0.625 PA DCC)	1530-1730 Audit/research/teaching (0.5 PA SPA)	1530-1730 Other CPD (0.5 PA SPA CPD)	1530-1730 Clinical administrative work (letters, results) (0.5 DCC)	1330-1730 Rheumatology clinic (1.0 PA DCC)
<b>TOTAL SPA 0</b>	<b>TOTAL SPA 0.5</b>	<b>TOTAL SPA 0.5</b>	<b>TOTAL SPA 1</b>	<b>TOTAL SPA 0</b>
<b>TOTAL DCC 2</b>	<b>TOTAL DCC 1.5</b>	<b>TOTAL DCC 1 + TOTAL DCC 0.5</b>	<b>TOTAL DCC 1</b>	<b>TOTAL DCC 2</b>

### ***On call and ward commitment***

- ICHNT department: there is no out-of-hours on-call commitment. Cover for ward reviews is site-based on a weekly rotation by the consultants based at that site (frequency varies, maximum 1:3). Number of patients can be very variable, usually 1-2 inpatient review each day and 2-3 ambulatory care review each day.
- CWFT department: there is the option of participating in the GIM rota at CW site. This comprises 1 long weekend every 13 weeks. The consultant will be expected to provide advice for ward patients and emergency care referrals for one day of each week, usually 1-2 inpatient review and 2-3 ambulatory care review per day.

### **Regular meetings**

- ICHNT department: cross-site Rheumatology Clinical Firm Meeting (by Teams), every Monday 1:30-2:30pm, cross-site Rheumatology Senior Team Meeting (by Teams), monthly Wednesday 2-3pm, Radiology Meetings (by Teams), every Monday 8.30-9am and every Wednesday 12.30-1pm.
- CWFT department: Rheumatology CW site meeting every Thursday 1.45-2.30pm alternate weeks in person and by Teams. Radiology MDT on site every Friday 1-1.30pm. Grand round every Thursday 1.00-1.45pm.

### **10 Administrative/secretarial support:**

Administrative support shared between all senior members of the Department is available on all Trust sites.

### **11 Office facilities**

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

### **12 Mentoring**

All new consultants will be offered a consultant mentor from within their specialty.

## **PERSON SPECIFICATION**

<b>Job title</b>	<b>Directorate/ department</b>	<b>Division director</b>	<b>Clinical director</b>
Consultant in Rheumatology	Rheumatology	ICHNT: Prof Frances Bowen- CWFT: Prof Kevin Shotliff	ICHNT: Prof Nick Oliver CWFT: Dr Julian Collinson

<b>Criteria relevant to the role</b>	<b>Essential</b>	<b>Desirable</b>
Education/ qualifications	On GMC's register with a Licence to Practice or eligible to apply for GMC registration and a Licence to Practice  On GMC's Specialist Register or within six months of being admitted to the register by the date of the	

Higher qualifications	<p>interviews or eligible for specialist registration</p> <p>Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT</p> <p>Appropriate Royal College Membership</p>	MD, PhD, MSc or equivalent
<p>Knowledge/skills</p> <p>Clinical expertise in Specialty/sub specialty</p>	<p>Experience in General Rheumatology</p> <p>IT Skills and computer literacy</p>	<p>Experience in sub-specialist rheumatology e.g. Giant Cell Arteritis, Myositis, Early or complex inflammatory arthritis, osteoporosis</p> <p>Experience of Quality Improvement and service development activity</p>
Leadership/management skills	<p>Able to take responsibility, show leadership, make decisions, exert appropriate authority</p> <p>Have proven skills in leading, motivating, developing and managing the performance of colleagues.</p>	<p>Knowledge of finance/budgets</p> <p>Management of staff</p>
Teaching and training	Experience of teaching and training undergraduates/postgraduates and junior medical staff	
Audit	Understanding of principles of clinical audit	
Academic achievements including research/publications	Evidence of achievement appropriate to appointment at consultant level at Imperial College Healthcare NHS Trust and Chelsea and Westminster Foundation NHS Trust	
Language	Able to speak and write English to the appropriate standard necessary to fulfil the job requirements	

Interpersonal skills	<p>Excellent written and spoken communications, ability to build rapport, work with others, persuade and negotiate</p> <p>Empathy, understanding, listening skills, patience, social skills appropriate to different types of client</p> <p>Able to change and adapt, respond to changing circumstances and to cope with setbacks or pressure</p> <p>Able to work as part of a team</p>	
Probity	<p>Honesty, integrity, appreciation of ethical dilemmas.</p> <p>Must be able to demonstrate and model the key Trust values of kind, expert, collaborative and aspirational</p>	
Physical requirements	Occupational health clearance for the role specified	

## 13 Additional information

### 1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law while following recognised codes of practice and Trust policies on health and safety.

### 2. Medical examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

### 3. Equal opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### 4. 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 specific duties relating to their role.

### 5. Disclosure & Barring Service/safeguarding children and vulnerable adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. [Find out more about the Disclosure & Barring Service](#). 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 specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

## **6. Professional registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any codes of conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

## **7. Work visa/ permits/Leave to remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

## **8. Conflict of interests**

You may not, without the consent of the Trust, engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust while you are employed by this Trust. 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. 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 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.

## **9. 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, staff should ensure that they apply alcohol gel to their hands and 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.

**Flu vaccination** – All patient-facing staff are required to have the flu vaccination on an annual basis, provided free of charge by the Trust. Staff 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.

#### **10. No smoking**

The Trust operates a smoke free policy.

#### **11. Professional association/trade union membership**

The Trust is committed to working in partnership with trades unions and actively encourages staff to join any trade union of their choice, subject to any rules for membership that the Trade Union may apply.