

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack.

You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last year, and we continue to work hard to restore all our non-Covid services and to reduce waiting lists.

With a turnover of around £650 million, we provide services to over one million people from Queen Elizabeth Hospital in Woolwich, University Hospital Lewisham and a range of community settings in Lewisham. We also provide some services at Queen Mary's Hospital in Sidcup.

We are committed to supporting all our 7,000 staff as part of our drive to become a great place to work for everyone. As a result, we've reduced our vacancy rates from a high of 17.5% in 2018 to under 8.5% at the time of writing, and we're delighted that our staff retention is now in the top five in London.

In their most recent inspection (from February 2020), the Care Quality Commission (CQC) also found improvements across the organisation – giving us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain. Our community services are rated as "Outstanding", and we've got a strong foundation to build on as we continue to improve services for patients.

There is much to be proud of, and over the last year, our emergency performance has been among the strongest in London, despite our emergency departments being among the busiest in the capital. Queen Elizabeth Hospital in Woolwich regularly achieves the fastest ambulance turnaround times in London. The critical care unit at the hospital is one of the few in the country to meet the gold standard for consultant and junior doctor staffing.

University Hospital Lewisham has the largest stroke rehabilitation centre in the country, and the third largest specialist centre in the UK for treating blood conditions such as sickle cell. The hospital is one of the few in the country to offer opt-out HIV testing in the emergency department, ensuring that any patient who has a blood test is routinely screened for HIV.

We are a centre for the education and training of medical students and nurses, midwives and allied health professionals. We are pioneering new roles that will support the changing needs of our patients and are one of the largest employers of physician associates in the country.

I am very proud to work for Lewisham and Greenwich NHS Trust, and I hope that you are excited about the opportunity of joining us.

Ben Travis

Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

Message from Vanessa Purday, Chief Medical Officer

Thank you for your interest in working at Lewisham and Greenwich NHS Trust.

We are looking for exceptional medical leaders, who share our values, are inclusive and committed to driving improvements in everything we do.

I joined the Trust in June 2023 and am delighted to work for an organisation whose vision and values align with my own. Delivering high quality, compassionate care for patients has been the cornerstone of my career to date, a goal that is shared by the team at Lewisham and Greenwich.

We are looking for clinicians who will embed our values within the Trust and help us achieve our goal of making our Trust 'a great place to work'. We want colleagues who are willing to go the extra mile to make patients feel that they are at the centre of everything we do. If you have the commitment, professionalism and dedication to really make a difference then we want to hear from you.

We have a range of programmes to offer you that will support your professional growth and development as a clinician and a senior leader.

I am proud to work for Lewisham and Greenwich NHS Trust. I hope you are excited by the opportunities that this role presents and that you will be inspired to apply to join our team.

Dr Vanessa Purday
Chief Medical Officer

Our vision is



To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable

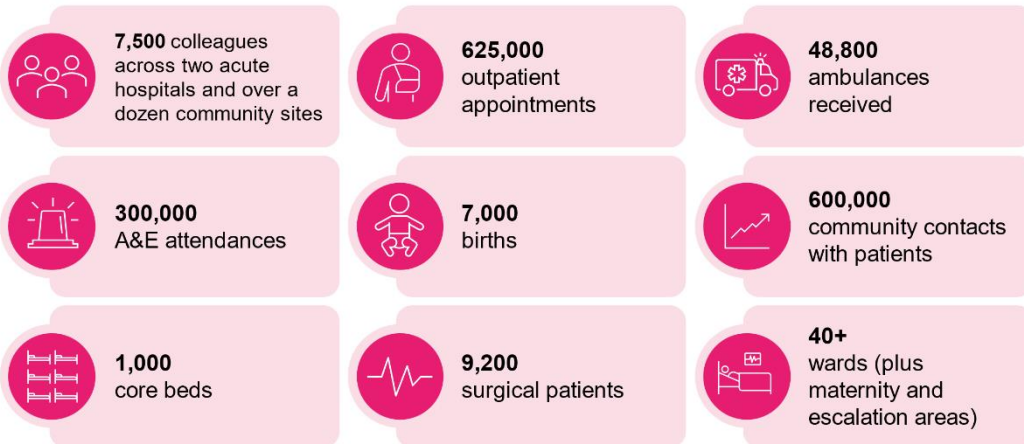


Listening
over always
knowing best



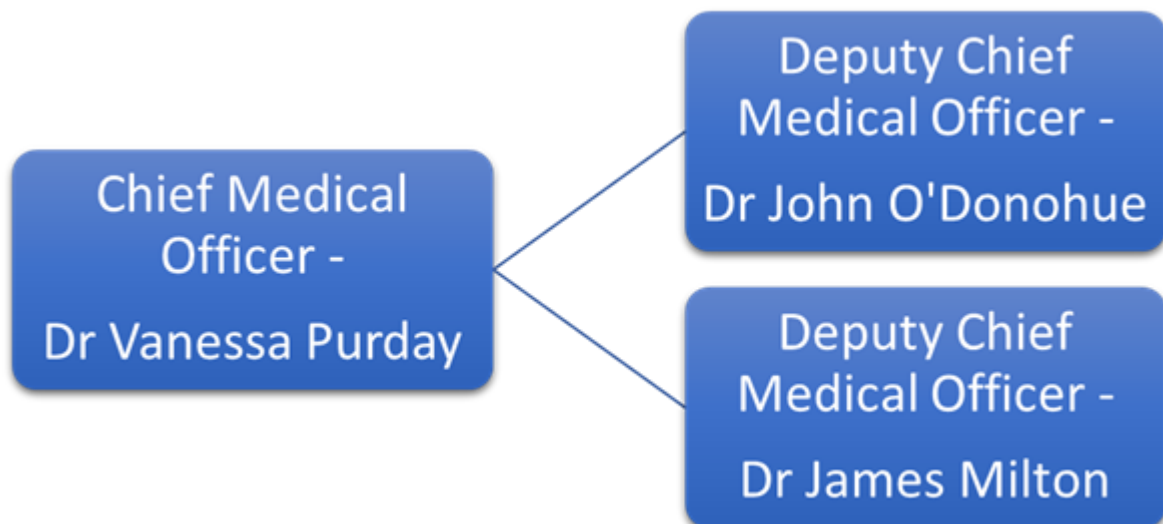
**Succeeding
together**
over achieving alone

LGT in numbers



To be **exceptional**

Deputy Chief Medical Officers



Consultant in Respiratory and General Medicine

UHL Medicine Division

Job Description

Full time – 10 Programmed Activities
2 posts

22/04/2024

Section 1. Summary of Post

We are looking to recruit a full time Respiratory and General Medicine Consultant. This posts is a newly created post, expanding the team on the University Hospital Lewisham (UHL) site to six consultants.

This post is aimed at maintaining and developing the respiratory service. The department currently provides services in Lung Cancer, COPD, Cystic Fibrosis, Interstitial Lung disease, Sarcoidosis, Pleural disease and TB, alongside General Respiratory clinics. While our preference is for a candidate with a special interest in joining our Lung Cancer team, we would be willing to accommodate candidates with other specialist interests to complement our current existing team.

Section 2. General details of the posts

Title:	Consultants in Respiratory and General medicine
Location:	University Hospital Lewisham
Post:	1.0 WTE substantive
Prime responsibility:	Provide high quality respiratory and general medical care
Accountable to:	Dr Vanessa Purday, Medical Director
Report to:	Divisional Medical Director UHL Medicine (Dr Belinda McCall) Clinical Director for Respiratory medicine (Dr Karnan Satkunam)
Works with:	Consultants and staff within the Respiratory Department LGT, including specialist nurses, respiratory junior team, clinical physiologists
Key tasks:	Provide a comprehensive high quality Respiratory and General Medicine service

Section 3. Personal Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ MBBS or equivalent. ▪ MRCP (UK) or equivalent 	<ul style="list-style-type: none"> ▪ Distinctions, scholarships, prizes ▪ Other degrees, e.g., BSc MSc, MD.
Registration	<ul style="list-style-type: none"> ▪ Full Registration with the GMC and hold a license to practice ▪ To be on the Specialist Register for Respiratory and General medicine or to be within 6 months of obtaining CCT on a UK training program at date of interview 	
Clinical Experience	<ul style="list-style-type: none"> ▪ Level of clinical experience and competence in the management of all aspects of respiratory & acute medicine ▪ Ability to offer expert clinical opinions on the full range of problems within the specialty. ▪ Experience of working in a multi-cultural environment. 	
Clinical Audit	<ul style="list-style-type: none"> ▪ Evidence of participation in clinical audit. ▪ Understanding of the principles of Clinical Governance and Clinical Risk 	<ul style="list-style-type: none"> ▪ Evidence of involvement in audits that have been used to significantly improve patient care.
Teaching Experience	<ul style="list-style-type: none"> ▪ Wide experience of, and strong commitment to, undergraduate and postgraduate teaching. ▪ Ability to teach clinical skills to medical and nursing staff and other disciplines 	<ul style="list-style-type: none"> ▪ Evidence of educational leadership roles. ▪ Curriculum design.
Management and Administrative Experience	<ul style="list-style-type: none"> ▪ Evidence of organisational ability and experience of NHS management tasks. 	<ul style="list-style-type: none"> ▪ Will have attended a National Health Service Management Course appropriate to consultant duties.

Other Attributes	<ul style="list-style-type: none"> ▪ Evidence of leadership. ▪ Organisational ability. ▪ Able to take responsibility and cope with stressful situations. ▪ Able to get on with other members of the multidisciplinary team. ▪ Credibility and integrity. ▪ A sympathetic approach to patients and relatives. ▪ Ability to establish good professional relationships with others. ▪ Ability to plan strategically, execute tasks and to exercise sound judgment when faced with conflicting pressures. ▪ Ability to engage in and lead change management. 	
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Section 4. Full details of the post

Job Plan

A formal job plan will be agreed between the appointee and the Clinical Lead, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Chief Executive and will be effective from the commencement date of the appointment. The job plan for the first three months will be based on the provisional timetable shown below.

The Job Plan will then be reviewed annually, following the Appraisal Meeting. The Job Plan will be a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant's professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and the objectives.

Provisional Programmed Activities in Job Plan

For a full-time contract:

Direct Clinical Care: 7.5* PA on average per week

(includes clinical activity, clinically related activity, predictable & unpredictable work)

The supporting programmed activities will include 1.5 PA for revalidation including participation in morbidity & mortality reviews, in the departmental clinical governance programme and in mandatory training. It is anticipated that a further 1 SPA will be allocated for teaching and training activities including educational supervision.

* including additional on call. 1.3 Clinical PA for predictable emergency on call work. This is based on 1 in 8 weekends on call, and 1 weekday evening/night on call every 4 weeks.

Sample Timetable for post

Provisional sample weekly timetable (timing of clinics/ward duties may be different).

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	Lung Cancer MDT (0.25PA) Ward round (0.75PA)	Board Round (0.25PA) Outpatient clinic (1PA) Lung Cancer PTL (0.25PA)	Board Round (0.25PA) SPA (0.75PA)	Ward round (0.75PA) Admin (0.25PA)	Board Round (0.25PA) Lung Cancer PTL (0.25PA)
PM	Lung Cancer Clinic (1PA)	Pleural Clinic (1 PA)	Admin (1PA)	Radiology Meeting (0.25PA) SPA (0.75PA)	SPA (0.75PA) Bronchoscopy (0.25PA)

DCC 7.5
SPA 2.5
Total 10

Weekend on call consultant cover (new post will take regular slot of either day or night consultant):

	Day Consultant	Night PTWR Consultant
Friday	Covers 9am - 9pm on site	Covers 8pm onwards from home
Saturday	Covers 9am - 9pm On site 12pm - 9pm	PTWR 8am On site 8am - 5pm Covers night from 8pm
Sunday	Covers 9am - 9pm On site 12pm - 9pm	PTWR 8am On site 8am - 5pm Covers night from 8pm

Clinic profiles usually approximate to 3-5 new and 6-8 follow ups but may vary subject to service requirements. Changes will be made by agreement between individuals and the Clinical Director.

The appointee must be prepared to adapt their pattern of working to fit the contractual obligations of the Trust with consideration given for time off in lieu.

Job plan will be reviewed annually and may be negotiated to meet service needs.

Respiratory Medicine Department at Lewisham & Greenwich NHS Trust

Respiratory Medical Staff at UHL site:

Consultants

Dr Lucy Baker	Consultant in Respiratory and General Medicine Lead for TB, TB and HIV, and Adult Cystic Fibrosis
Dr Thomas Simpson	Consultant in Respiratory and General Medicine Lead for Interstitial Lung Disease and Sarcoidosis
Dr Rumina Mirza	Consultant in Respiratory and General Medicine Lead for COPD and Ventilation
Dr Kah Ling Liew	Consultant in Respiratory and General Medicine Lead for Lung Cancer
Dr Sajeev Ranmuthu	Consultant in Respiratory and General Medicine Lead for pleural
Dr Dan Smith	Consultant Clinical Oncologist, GSTT
Dr Spyros Gennatas	Consultant Medical Oncologist, GSTT
Ms Carol Tan	Consultant Thoracic Surgeon, GSTT

Junior staff

2 SpRs, 1 IMT3, 2 CMTs, 2 FY1 and 2 Trust grade doctors, 1 PA

Lung Cancer CNS - 1

Respiratory CNS team – 5 nurses and 1 physiotherapist covering inpatients and community respiratory clinics

Senior Clinical Physiologist - 2

TB CNS - 3, team secretary and one support worker

Respiratory Medicine, UHL

There are 34 respiratory beds, including 5 for acute non-invasive ventilation outside of critical care, and daily reviews of newly admitted respiratory patients on the inpatient wards. We provide reviews to the acute medical unit and other wards. The successful candidate will share responsibility for these respiratory patients.

Lung Oncology – there is a weekly lung cancer MDT with a dedicated thoracic surgeon, clinical oncologist, a medical oncologist from Guy's and St Thomas' Foundation Trust. The MDT is followed by the Lung Cancer clinic. The MDT has a pathologist and radiologist present including other core members. Some chemotherapy is given on site, some at GSTT depending on availability.

Tuberculosis - there are around 60 cases of TB per year. There is an excellent TB nurse screening and follow-up service. The TB service runs a monthly MDT. There is a large immigrant population with many complex cases including HIV co-infection, requiring close collaboration with the Department of Genito-Urinary Medicine. There is an active LTBI screening programme. There are 3 full time TB CNS equivalents, secretary and support worker.

Respiratory Laboratory - there is a fully functioning lung function laboratory. This is staffed by a Senior Clinical Physiologist/Manager, Senior Clinical Physiologist, Respiratory Nurse and Lab Secretary/Administrator. The laboratory provides full Lung Function Testing on 800 in-patients, outpatients and GP referrals per annum.

Cystic Fibrosis, Interstitial Lung Disease and Sarcoidosis – we run specialist services for these conditions, with appropriate MDT support for each condition. We liaise closely with colleagues at Tertiary referral centres where necessary and our patients have access to the full range of evidence-based care and new clinical trials.

COPD – our respiratory CNS team provide inpatient and community COPD care, alongside an oxygen service.

Interventional Respiratory – we run 2 bronchoscopy lists a week at UHL. There are 2 EBUS sessions a week at QEH, Woolwich (our sister site). We run pleural clinics at UHL for diagnosis imaging and taps. For more complex pleural intervention there are 2 pleural clinics at QEH, Woolwich offering indwelling pleural catheters, pleural biopsies and aspirations which is supported by 2 Pleural Interventional Nurses and an administrator. A medical thoracoscopy service has recently been started.

Regular radiology meetings are held, with excellent support provided by the radiology department for imaging and intervention.

Respiratory physicians aim to provide the highest quality service to the local population. An active involvement in planning and service development will be an essential component of the post.

The post holder will be expected to have an area of specialist interest to complement existing services.

The University Hospital Lewisham Respiratory Department has an active research programme that has resulted in numerous publications and presentations, particularly in ILD and Cystic Fibrosis. Applicants should ideally have had experience of and published, clinical research and demonstrate a commitment to pursuing this once appointed.

Under the supervision of consultants, junior doctors on the respiratory firms are expected to actively participate in high quality audit and present their data at national and international meetings. Junior doctors are encouraged to participate in research projects and publish case reports. The approach of the current consultants results in many of the junior doctors on the firm achieving at least once publication in a peer-reviewed journal or presentation at a regional or national meeting.

Respiratory Medical Staff at QEH

Consultants

Dr Karnan Satkunam	Clinical Lead for Respiratory Medicine Interest in Sleep, Ventilation, COPD and lung cancer
Dr Shafick Gareeboo	Consultant in Respiratory and General Medicine Lead for lung cancer
Dr Paramita Palchaudhuri	Consultant in Respiratory and General Medicine Lead for tuberculosis
Dr Nirav Shah	Consultant in Respiratory and General Medicine Interest in pleural and intervention
Dr Sasikumar Sivanantham	Consultant in Respiratory and General Medicine Lead for pleural and intervention
+ 3 new posts which have been successfully recruited to start in 2024	

Lewisham Medicine and Community Medicine Division

Lewisham Medicine and Community (LMC) is one of 5 clinical divisions within the Trust. It encompasses the Emergency, Acute Medicine, Geriatric Medicine, Respiratory, Cardiology, Diabetes and Endocrinology, Dermatology, Rheumatology, Nephrology and Neurology departments on the UHL site. Within the division, LMC has 317 beds including a 46 bed Acute Medicine Unit (AMU), 20 bedded Acute Frailty Unit, 4 General Medical wards, 52 bedded Stroke unit and 4 Medicine for Older Adults wards.

i) Other specialist medical services

There are specialist outpatient and inpatient services in Respiratory Medicine, Cardiology, Diabetes, Endocrinology, Gastroenterology, Clinical Haematology and Rheumatology. In addition, Dermatology, Neurology, Nephrology, Palliative Care, and HIV all run outpatient clinics within the Trust.

ii) Junior Medical Staff

The department supports trainees at all levels of training F1s, F2s, CMT and GPVTS trainees. There are 4 higher specialist training posts in Geriatric Medicine and one in Acute Medicine. The ST3+ trainees all participate in the medical/frailty on-call rota. On the QEH site, the Division has approximately 70 junior doctors of F1 to CMT level covering the medical wards, including approximately 15 Clinical Fellow Posts. There are approximately 19 ST3+ or Senior Clinical Fellow posts within the medical departments. The Division also has 9 Physicians Assistants.

We train medical students from King's and Physician Associate students from St George's Hospital.

Section 5. Responsibilities of the post

a. Clinical Responsibilities

The support and further development of the initiatives within the Department of Respiratory Medicine (as described above).

- To respond to inpatient and outpatient referrals from other specialties
- To provide prompt advice for General Practitioners
- To participate in educational and audit meetings
- To meet CPD and revalidation requirements
- To provide cover for consultant colleagues during periods of leave
- To support the Hospital's Clinical Governance Strategy
- To contribute to all other aspects of the Directorate and trust affairs

b. Medical Education & Teaching

- Contribute to the weekly programme of educational activities, including foundation year and core medical training teaching programmes.
- Volunteer as an educational supervisor for doctors in training.
- Provide teaching and training to undergraduates and medical students both on the ward and in the outpatient department.

c. Clinical Audit and Clinical Governance

- Take an active role in audit and governance projects to further the development of diabetes service.
- Participate in the department's monthly governance meetings which provide the opportunity to share audits, journals, latest evidence, serious incident reviews, morbidity and mortality reviews and other similar activities.

d. Continuing Professional Development

- Participate in continuing professional development at local and national level
- Implement audit and research findings as appropriate in clinical practice
- Prepare and participate in an annual appraisal in accordance with Trust policy
- A willingness to undertake additional professional responsibilities at local, regional or national levels

e. Policy, Planning and Management

- Support the Trust to deliver quality patient care
- Contribute to the development of clinical and organisational protocols and guidelines
- Assist in the development of the Annual Service Plan for the Directorate and Division and participate in the strategic planning of the service
- Comply with all Trust policies
- To lead or participate in the development of improved workflow through the Radiology Department, ensuring better patient experience and increased efficiency. This is a specimen plan reflecting proposed activities. Flexibility in these sessions is necessary depending on the changing demands on the service.

Section 6. General Information about the Trust

Trust Profile

Lewisham and Greenwich NHS Trust is a community focused provider of local and acute care, providing high quality services to over one million people living across the London boroughs of Lewisham, Greenwich and Bexley.

With a turnover of around £700 million, we provide services at Queen Elizabeth Hospital in Woolwich, University Hospital Lewisham and a range of community settings in Lewisham. We also provide some services at Queen Mary's Hospital in Sidcup.

The Trust has 7,000 staff and, in 2020, won a London NHS Parliamentary Award in recognition of a wide range of initiatives to make the organisation a great place to work. The Trust was also a finalist in the 2021 Health Service Journal Awards for this programme, which has succeeded in reducing vacancy rates from a high of 17.5% in 2018 to 8.1% in March 2021. In addition, the Trust's staff retention is now in the top five in London, with 89% of staff staying at the organisation, against a median of 81% for peer organisations.

Our hospitals provide a wide range of inpatient and outpatient services, as well as emergency and planned care. Over the last year, our emergency performance has been among the strongest in London, despite our emergency departments being among the busiest in the capital.

Queen Elizabeth Hospital in Woolwich regularly achieves the fastest ambulance turnaround times in London. The critical care unit at the hospital is one of the few in the country to meet the gold standard for consultant and junior doctor staffing.

University Hospital Lewisham has the largest stroke rehabilitation centre in the country, and the third largest specialist centre in the UK for treating blood conditions such as sickle cell. The hospital is one of the few in the country to offer opt-out HIV testing in the emergency department, ensuring that any patient who has a blood test is routinely screened for HIV.

The Trust's community services for children and adults in Lewisham are rated "Outstanding" by the Care Quality Commission.

The Trust is a centre for the education and training of medical students enrolled with King's College London's GKT School of Medical Education. We are a training centre for nurses, midwives and allied health professionals. We are pioneering new roles that will support the changing needs of our patients and are one of the largest employers of physician associates in the country.

We are committed to working with our partners to deliver the best outcomes for our local communities. This means playing an active role in the South East London Integrated Care System (ICS), and in formal partnerships including the South East London Acute Provider Collaborative, provider partnerships with our local mental health trusts and borough-based boards of the ICS in Bexley, Greenwich and Lewisham.

Management Structure

Lewisham and Greenwich NHS Trust has five clinical divisions, each led by a Divisional Medical Director who is a practicing healthcare professional. These divisions are:

- Women's, Children's, and Sexual Health
- QEH Medicine
- UHL Medicine and Community
- Surgery & Cancer, incorporating Anaesthetics & Critical Care
- Allied Clinical Services

This structure helps us to draw upon the knowledge of experienced healthcare professionals in the community and hospitals, who work closely together. Our focus is on providing the best services where they are needed – be it a hospital, community health clinic, or in a patient's own home.

Medical Services

The Trust provides the full range of acute general hospital services: medical, surgical and emergency services for the local community. We also provide a range of specialist surgical services: ear, nose & throat, vascular and paediatric day care surgery, and services for patients with cystic fibrosis.

As well as hospital services, Lewisham and Greenwich NHS Trust has over 700 staff members in the community, providing and supporting a range of adults' and children's services.

University Hospital Lewisham has 500 beds including a well-equipped 14-bed Critical Care Unit providing level 3 and level 2 care, a 5-bed Cardiac Care Unit and a 46-bed Medical Admissions Unit with 8 monitored beds providing level 1 care. The hospital has 11 operating theatres of which 2 are dedicated paediatric theatres and one is a dedicated obstetric theatre.

Queen Elizabeth Hospital currently houses over 520 beds, including an 18-bed Critical Care Unit, 7 main operating theatres, 2 day theatres and state-of-the art imaging and laboratory facilities.

Academic Activities and Research

The Trust has a well-developed partnership with Kings Health Partners (KHP), an Academic Health Science Centre (AHSC) for South East London and works closely with them in the delivery of local clinical services, research, education and training activities. The Trust is part of the London (South) Comprehensive Local Research Network and of the South London Academic Health Science Network (AHSN). The Trust plays a part in the well-established clinical networks, predominantly for specialist services, including Cancer, Cardiac, Stroke, Maternity and Neonatal services, across South East London. Participating in these networks provides access for local people to tertiary centres for high quality specialist care whilst ensuring patients are able to receive much of their care closer to home

New Consultant Support and Mentoring:

The Trust is keen to offer support and mentoring for new consultants. There is a formal New Consultant Programme with regular meetings held throughout the year, and mentoring from established consultant colleagues is available and encouraged

Section 7. General Conditions of Appointment

Terms & Conditions of Service: In September 2003 a national contract for NHS Consultant Medical Staff was agreed between the Department of Health and the BMA. All appointments are offered on these Terms & Conditions of Service (full details of these are available from the Medical Personnel department).

Occupational Health: All appointments are subject to Occupational Health clearance and will only be confirmed when this has been given. The successful applicant will be required to complete a health statement and the Trust may require an appointee to pass a medical examination as a condition of appointment.

Disclosure and Barring Service (DBS): It is NHS policy that all new staff with patient contact require a satisfactory report from the DBS. The Trust must check the criminal background of all employees. Candidates must provide information on applications relating to any criminal convictions they have had, even if they are 'spent' for other purposes. Posts in hospitals are exempt from the provisions on Section 4 (2) of the Rehabilitation of Offenders Act 1974. Any information provided will be kept strictly confidential.

Salary: The basic salary for a whole time consultant reflects a commitment of ten programmed activities per week. Appointment will be offered at the appropriate pay threshold point on the NHS Consultant's scale. Part-time consultants will be paid pro-rata, based on the agreed number of weekly Programmed Activities in the consultant's Job Plan. A London Weighting Allowance is payable.

Superannuation: The post is superannuable unless you opt out of the scheme or are ineligible to join and your remuneration will be subject to deduction of superannuation contributions in accordance with the National Health Service Superannuation Scheme.

Annual Leave:

Number of years of completed service as a consultant	
Up to seven years	Seven or more years
32 days *	34 days*

*Inclusive of 2 statutory days; pro rata for part time staff

Both annual leave and study leave require notice of six weeks to be given in advance, and are subject to the service needs and the Clinical Director's approval, which shall not be unreasonably withheld. Departmental leave arrangements and the weekly rota are accessible via a web-based e-rostering system. Annualised job plans will apply to these posts.

Study Leave: There is a 10 day study leave allowance per annum. Funding for study leave is available on application.

Residency: The post holder will be required to live within 10 miles by road from their on-call base hospital or within 30 minutes travelling time from the hospital. Medical Personnel can supply the Trust's Relocation Policy

Responsibilities: The list of duties given is not an exhaustive list and the post holder may be asked to undertake other duties in line with this grade of post as may be required by the Clinical Director from time to time.

Annual Appraisal: All Consultants in the Trust have an annual appraisal which incorporates CPD and other requirements for successful revalidation, conducted in line with the GMC's Good Medical Practice.

Job Plan review: All consultants in the department have an annual review of their job plan with the Clinical Director, and any changes are mutually agreed and implemented with three months' notice unless otherwise agreed.

Office Space, Secretarial and Managerial Support:

Consultants are provided with shared office space on both sites and there is shared secretarial and administrative support. There is also a service manager for the department, who reports to the Divisional General Manager.

General Information:

Review of this job description: This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality: The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements: All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration:

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management: All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee: Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control: All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations: All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or

other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding: All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

Location, Housing and Transport

There is a wide variety of housing available in the South-East London and North Kent areas, and many of the consultant staff live in nearby Blackheath, Bromley, Beckenham or Greenwich where there are good state and public schools as well as a wide variety of leisure facilities and shopping centres.

University Hospital Lewisham

Most of the hospital wards overlook the Ravensbourne River and Ladywell Park with lawn tennis courts and a recreation area. The hospital is located on Lewisham High Street and is very well served by local public transport: bus, rail and DLR. Ladywell station is only five minutes' walk from the hospital through Ladywell Park and provides a convenient quarter hourly train service. Ladywell Station is on the railway line between Hayes in Kent and London Bridge / Charing Cross in Central London. Lewisham Station is 10 minutes walking distance or a short bus ride from Lewisham Hospital. Trains from Victoria, Cannon Street and London Bridge Stations run through Lewisham Station to all areas of Kent. The DLR terminates at Lewisham Station.

Queen Elizabeth Hospital

The hospital is located on Stadium Road on the edge of Woolwich Common and is well served by public transport on bus and rail. Charlton, Woolwich Dockyard, and Woolwich Arsenal stations are only a short bus ride away from the hospital. All stations are a short train journey from London Bridge and other central termini.

A free shuttle bus for staff runs six times a day between UHL and QEH.

Furthermore, a cycle-to-work salary sacrifice scheme is actively promoted by the Trust.

Section 8. Application and Visiting Information

Applications

Applications for the post should be submitted in the form of the completed on-line application form on NHS Jobs. If you are applying via Trac, please ensure you email a copy of your up-to-date CV to adetoun.Adebisi@nhs.net

If you are not on the specialist register, please can you ensure you enclose latest evidence / confirmation that you will be on the specialist register or have a CCT within 6 months of the interview date. Please note that this is required for the shortlisting panel.

Contacts:

Medical Recruitment Department
Email: adetoun.Adebisi@nhs.net
Telephone: 020 3192 6196

Further information and to arrange a site visit:

Dr Karnan Satkunam, Consultant and Clinical Director for Respiratory Medicine
Email: karnan.satkunam@nhs.net
Telephone: 0208 836 4093