



**Incorporating
St Mark's Hospital
Northwick Park Hospital
Central Middlesex Hospital
Ealing Hospital
Community Services in Brent, Ealing and Harrow**

DIVISION OF SURGERY

Job Description

Job Title:	Endoscopy Specialist (Clinical) Fellow
Division/Department:	Endoscopy - Surgery
Responsible to:	Clinical Lead for Endoscopy
Reporting to:	Chair of Gastroenterology
Band:	non banded
Hours:	Full Time
Contract:	Fixed Term
Location:	London North West University Healthcare NHS Trust
	Base – St. Mark's Hospital Endoscopy Sites – St Mark's/Central Middlesex Hospital, St Mark's/Northwick Park Hospital & Ealing Hospital

In order to meet the needs of the Trust's services you will be required to work at different locations to your normal place of work.



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1. INTRODUCTION

THE TRUST

London North West University Healthcare NHS Trust is one of the largest integrated care Trusts in the country bringing together hospital and community services across the boroughs of Brent, Harrow and Ealing. Our 9,000 staff, including 1,300 doctors and 4,000 nurses, serves a diverse population of approximately 850,000. The Trust was established in October 2014 following the merger of The North West London Hospitals NHS Trust and Ealing Hospital NHS Trust and has an annual budget of over £640 million.

This is a pivotal time for the Trust as we pursue a transformational programme of activity to improve the way healthcare is delivered across the acute and community settings in North West London. To evolve as an organisation, we must create an identity and culture that will support the ambitions we have for our services 'to provide excellent clinical care in the right setting by being compassionate, responsive and innovative.'

During this exciting period of opportunity and change, we have a clear plan to address our challenges and with the commitment of our teams we are making significant progress.

We continue to lead the way in a number of clinical services. Examples of excellence can be seen in our stroke service which is rated the best in the country and at St. Mark's Hospital, an internationally renowned specialist centre for digestive diseases. We are also a leading provider in undergraduate and postgraduate medical training and education.

Key locations

Our hospital services are provided across four acute sites. These are **St Mark's Hospital**, **Northwick Park Hospital**, **Central Middlesex Hospital** and Ealing Hospital.

Northwick Park Hospital was officially opened by Queen Elizabeth II 1970. It is home to the hyper-acute stroke unit, one of only eight such units in London. In December 2014 Northwick Park Hospital's £21m state-of-the art A&E department opened its doors and in January 2016 the new Acute Medical Unit opened providing a total of 63 new beds across the Crick, Darwin and Elgar wards. Medical research, both preclinical and clinical, has been a key feature



of the hospital site since the opening and in 1994 the Northwick Park Institute for Medical Research (NPIMR) was formed. By maintaining top-rate research facilities and providing excellence in surgical training, NPIMR ensures the highest standard of science for translation into clinical care.

St Mark's acute gastroenterology, outpatients and endoscopy services are located at Northwick Park, as well as the St Mark's Bowel Cancer Screening Service that delivers screening to the population of North West London.

Northwick Park Hospital also retains complementary and enhanced research activity in several regional specialist units such as the Kennedy-Galton Centre (Clinical Genetics), the Lister Unit (Infectious Diseases) and a Regional Rehabilitation Unit.

St Mark's Hospital was founded in 1835 and has developed an international reputation as a specialist postgraduate teaching hospital for patients with intestinal and colorectal disorders. St Mark's is developing a closer academic relationship with Imperial College, in line with the Trust's academic strategy. The hospital moved from the City Road in central London in 1995 to become an integral part of the Trust. St Mark's Specialist Gastroenterology and Colorectal services are delivered across both the Northwick Park and Central Middlesex sites, with the main elective hub now based at Central Middlesex.

Central Middlesex Hospital

Central Middlesex Hospital in Park Royal opened in 2006. The hospital provides specialist elective and outpatient services in a modern environment. The main hub of St Mark's Hospital relocated to Central Middlesex in 2022, although St Mark's gastroenterology and endoscopy services are split between the Northwick Park and Central Middlesex sites.

Ealing Hospital

Officially opened in 1979 Ealing Hospital is a busy district general hospital providing a range of clinical services including A&E, 24/7 urgent care centre, ENT and cardiology. The hospital predominantly provides secondary care to its local areas across Greenford, Hanwell, Northolt, Southall and West Ealing.



Organisational Values

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

Honesty - open and honest in everything we do

Equality – we value all people equally and treat them fairly whilst recognising their individuality

Accountability – we will provide excellent care and ensure the safety and wellbeing of all patients

Respect – we treat everybody the way we would like to be treated

Teamwork – we work together to make improvements, delivering consistent, high quality, safe care.



2. TRUST MANAGEMENT

The Trust Board

Executive Directors

Pippa Nightingale	Chief Executive Officer
James Walters	Chief Operating Officer
Lisa Knight	Chief Nurse
Dr Jon Baker	Chief Medical Director
Simon Crawford	Director of Strategy & Deputy Chief Executive
Mark Titcomb	Director of Estates and Facilities
Tracey Cornage	Director of Human Resources
Dawn Clift	Director of Corporate Affairs
Don Richards	Chief Finance Officer

Non-Executive Directors

Mathew Swindells	Chair in Common
Prof Desmond Johnston	Non-Executive Director
David Moss	Non-Executive Director
Dr Vineta Bhalla	Non-Executive Director
Neville Manuel	Non-Executive Director
Janet Rubin	Vice Chair/Non-Executive Director
Andrew Van Doorn	Non-Executive Director

Divisional Clinical Directors

Prof Siwan Thomas-Gibson	St Mark's Hospital
Dr Chris Nordstrom	Emergency and Ambulatory Care
Dr Vivian Sathianathan	Surgery
Dr Henry Penn	Medicine and Therapies
Dr Scott Rice	Division of Women's and Children's Services (Women's Clinical Director)



3. TRAINING AND EDUCATION

St Mark's Hospital & Academic Institute

St Mark's Academic Institute is the centre of education and research at St Mark's Hospital. The Academic Institute is part of the St Mark's Hospital Foundation (registered charity number 1140930), and is dedicated to research, education and dissemination of best practice in the field of bowel disease. There is an active postgraduate teaching programme that runs throughout the academic year. The Institute is affiliated with Imperial College and many St. Mark's doctors hold Imperial College professorial chairs and lectureships.

Northwick Park Hospital and Central Middlesex Hospital

The Trust houses a large Postgraduate Education Department with offices on all three sites and has Deanery-funded Postgraduate Educational Fellows. The Department oversees the training of approximately 514 doctors in postgraduate training and 200 educational and clinical supervisors. Pre-registration nurse training is provided by the Trust in conjunction with University of West London. 100 students benefit from the wide range of clinical experience which is available; both for qualification and registration. The Trust has established an extensive programme of post registration specialty based nurse training to enhance patient care and service delivery.

The main facilities available for running courses within the campus are based in the Medical Education Centre which is situated immediately above the John Squire Medical Library. The John Squire Medical Library is the North West reference library for the National Library Association, The Medical Education Centre houses the Postgraduate Education Office, 6 seminar rooms, and the Himsworth Hall which can be used when registrants total 100-300. In addition The Jonathan Levi Lecture Theatre is situated at the centre of the hospital. This lecture theatre is used for the weekly hospital Grand Rounds and can accommodate approximately 100 attendees.

Ealing Hospital

Ealing Hospital has close academic and service links with Imperial College Healthcare NHS Trust. These include Specialist Registrar rotations in medicine and surgery, which are coordinated through the London Deanery. Many consultants have joint appointments or academic sessions at Imperial.

Ealing Hospital is an Associated University Hospital of the University of London and has students from Imperial College School of Medicine on attachments in



medicine, surgery, pediatrics, obstetrics and gynecology, anesthetics, A&E and other departments. The value of medical training is well recognised and consultants devote appreciable time and effort to teaching junior staff and medical students.

There is an active Postgraduate Education department with many weekly meetings in the various specialties and a general weekly lunchtime Grand Round for medical staff from all departments. The postgraduate centre has undergone extensive improvements in recent years with a large lecture theatre, several seminar rooms and a well-equipped library and literature search facility. The postgraduate library is a multi-disciplinary facility providing state of the art information access on all medical issues, computer facilities with Internet access, and a clinical video library. Ealing Hospital also takes postgraduate students from the University of Buckingham and has several academic appointments at Professorial level in Medicine.

4. RESEARCH AND DEVELOPMENT

The creation of the new Trust has enhanced our R&D programme which is resulting in improvements in patient care. In 2015/16 over 70 consultants were active in research projects. . The Trust acts as host to the London (North West) CLRN as part of its research "HUB", sustaining research on a local and national basis. The Trust has an extensive research portfolio which is assessed against national guidelines: <http://www.guardian.co.uk/healthcare-network-nihr-clinical-research-zone/trust-research-activity-league-tables> making it a top performer in North West London.

The R&D Department is extremely active working at a local and national level supporting clinical research through extensive collaborations. The experienced team works on a wide range of studies including Cancer, Cardiology, Dementia, Gastroenterology, Infectious Disease, Medicines for Children, Rheumatology and Stroke . There are also strong links with the Pharmacy Department where we are a leader on pharmacy research training. R&D . The Trust plays great emphasis on supporting research, especially where it can demonstrate an impact on patient care. To support research we also have an agreement with Imperial Innovations Ltd. who are on site to help promote and grow new ideas through developing intellectual property.

St Mark's Academic Institute for Bowel Disease is built around six Centres of Research. Each of these Centres brings together a critical mass of researchers in areas in which St Mark's already excels, supported by the necessary



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equipment and training resources. This enables St Mark's Hospital to remain a world-leading institution in its field, continuing to attract the very best talent to learn, work and undertake research. There is an active research programme with over 15 research fellows based at St Mark's.

The Trust also hosts the NPIMR also have an independent unit of Parexel on site who are a major Clinical Research Organisation who carry out Phase I studies and attend joint meetings to promote clinical research.

The R&D Department is also in the process of expanding its clinical research facilities to take on more clinical trials and extend our links with industry. Thus making the Trust a vibrant place to undertake clinical research.



5. HEALTH CARE FACILITIES

Northwick Park Hospital

- There are some 600 beds on the Northwick Park site. Acute beds number 529, and the remainder are for care of the elderly and psychiatry. The latter are managed by Central and North West London Mental Health Trust.
- It is one of only eight hospitals in the capital to provide a 'hyper-acute' stroke unit offering faster treatment to patients who suffer a stroke, including 'clot-busting' drugs 24/7 and the stroke unit is rated as being the best in the country
- St Mark's acute gastroenterology, outpatients and endoscopy services are located at Northwick Park, as well as the St Mark's Bowel Cancer Screening Service that delivers screening to the population of North West London.
- The hospital offers a full range of acute general hospital specialities including departments of thoracic medicine, cardiology, rheumatology, dermatology, diabetology, endocrinology and gastroenterology. Surgical specialities include general surgery, urology, vascular surgery, minimally invasive therapy, trauma and orthopaedics. Children's Services cover a wide field including acute general paediatrics, a neonatal intensive care unit, community child health and child psychiatry. St Mark's Hospital provides a comprehensive intestinal and coloproctology service. The Maxio facial department provides care for the majority of North West London, Watford and parts of Buckinghamshire and Berkshire.
- It has a £2.6m newly refurbished radiology department which is home to some of the most high-tech imaging equipment available.
- Facilities for maternity services were recently modernized.
- Clinical facilities include the Regional Rehabilitation Unit, clinical genetics at the Kennedy-Galton Centre and a major Infectious Diseases Unit. Specialist units on the site include ENT and the British Olympic Medical Centre. Moorfields Eye Hospital and Imperial Health respectively provide Ophthalmic and renal dialysis services.
- The modern A&E department is one of the busiest units in London sees around 120,000 patients each year. Harrow CCG manage urgent care centre on the site.

The hospital is also home to TRUSTPLUS the dedicated private patient unit for St Mark's, Northwick Park and Central Middlesex Hospitals.



St Mark's Hospital

St Mark's Hospital is the only hospital in the world to specialise entirely in intestinal and colorectal medicine and is the UK's leading national and international referral centre for intestinal diseases, seeing both locally and nationally referred patients. As well as clinical services, St Mark's has many research interests and a very active programme of teaching and education. Specialist services provided at St Mark's Hospital include inflammatory bowel disease, intestinal failure & nutrition, functional bowel disease, family cancer clinics, polyposis and endoscopy. The Endoscopy Unit at St Mark's Hospital is internationally recognised as a world centre of excellence by the WEO, one of only 16 worldwide, providing a wide range of diagnostic and therapeutic endoscopic procedures.

Central Middlesex Hospital

The hospital provides outreach services in physiotherapy, ophthalmology, urology, general surgery and gynaecology to a large number of GP practices. These services provide local access for patients who may have difficulties attending outpatient appointments at CMH and ensures a speedy and efficient service for patients and GPs. A full range of outpatient clinics is also provided at the hospital.

Central Middlesex Hospital has particular experience in the care of patients with conditions aggravated by deprivation, specifically TB, diabetes and coronary heart disease and is a leader in the research and treatment of Sickle Cell disease.

The hospital houses the main hub of **St Mark's Hospital**, including the following specialist services:

- Elective Colorectal surgery
- Polyposis and Family Cancer
- Stoma care
- IBD
- Intestinal Rehabilitation Unit
- Endoscopy (2 room unit in ACAD and new 5 room unit in BCAD)
- GI radiology

Ealing Hospital

Ealing Hospital is a busy district general hospital providing acute services for patients in the west London area. The hospital provides a range of medical, surgical, maternity and child health services. It also provides 24/7 A&E and urgent care services.

The hospital provides

- 275 beds.



- The A&E department treats around 100,000 patients a year.
- We treat an ethnically diverse population. Over 40% of patients are from minority ethnic groups.
- An innovative haematology day unit, providing care in a home-like environment
- Orthopaedics – specialists in knee surgery and sports injuries
- General surgery – specialist in upper vascular, GI, colorectal and breast surgery
- One of the largest HIV/AIDS units in London
- A genito urinary medicine (GUM) clinic
- Hammersmith Hospitals Trust satellite renal dialysis unit
- Cardiac Catheterisation Laboratory
- MRI – Magnetic Resonance Imaging

Full details regarding the locations of different London North West University Healthcare NHS Trust sites can be found on the Trust's website www.lnwh.nhs.uk



6. THE APPLICATION PROCESS

Applicants are advised that they **must fully complete** the application form.

Applicants may wish to cut and paste elements of the C.V. into the application form. Alternatively, applicants may prefer to submit their C.V. **in addition** to a fully completed application form.

N.B. 1) Application forms that are not fully completed and/or state "see C.V." will not be accepted or considered.

N.B. 2) Applicants are advised to consider the person specification and submit in their additional information, evidence which demonstrates how they meet the listed requirements. The short listing process will be based on the evidence provided.



THE POST

THE DEPARTMENT(S)

The Endoscopy unit at St Marks Hospital is a world renowned state of the art facility for the practice and teaching of endoscopy. The service has approved JAG accreditation status at both the Northwick Park and Central Middlesex sites. There are 4 Trust Endoscopy units:

- St Mark's Endoscopy unit at Northwick Park – currently 6 procedure rooms, soon to be refurbished to 4 rooms.
- St Mark's Endoscopy unit at Central Middlesex (ACAD) – 2 procedure rooms
- St Mark's Endoscopy unit at Central Middlesex (BCAD) – 5 state of the art procedure rooms with AV teaching facilities.
- Ealing Hospital Endoscopy Unit – 2 rooms

Northwick Park has been the site for the St Mark's Bowel Cancer Screening Service for North West London since 2006, covering a population of 1.2 million. The London BCS hub is also situated at Northwick Park Hospital.

The Endoscopy Unit is a tertiary referral centre and specialises in complex diagnostic and therapeutic endoscopy, including large polypectomies (EMR, ESD and laparoscopic-endoscopic techniques), double balloon enteroscopy, video capsule endoscopy, endoscopic surveillance of high-risk groups and treatment of radiation proctopathy. The Unit has the UK's largest, single-centre surveillance programme for patients at increased risk of colorectal cancer. It was the first site in London to undertake Bowel Cancer Screening in 2006.

In 2003 the Unit was awarded National Training Centre status and in 2009 was designated a Centre Of Excellence by the World Endoscopy Organisation (WEO), the only centre in the UK at the time to receive such an accolade. There is a seminar and teaching room with audio-visual links to three endoscopy rooms in the BeCAD unit at St Mark's/Central Middlesex. An active teaching programme occurs throughout the year that includes JAG accredited training courses, colonoscopy up-skilling, small bowel courses, therapeutic endoscopy courses and an annual international Frontiers course.



MEDICAL STAFF OF LNW ENDOSCOPY SERVICE AT St. MARK'S, CENTRAL MIDDLESEX AND EALING HOSPITALS

Consultants

Name	Whole time Equivalent	Specialist Interests
<u>Dr G Amarasinghe</u>	<u>1</u>	Neurogastroenterology/nutrition
<u>Dr G Lipman</u>	<u>1</u>	Luminal (upper GI)/Endoscopy
<u>Dr K Monahan</u>	<u>1</u>	Endoscopy/Family cancer
<u>Dr M Naghibi</u>	<u>1</u>	Luminal/nutrition
<u>Prof B Saunders</u>	<u>1</u>	Endoscopy
<u>Dr A Akbar</u>	<u>1</u>	IBD/management
<u>Dr R Misra</u>	<u>1</u>	<u>IBD</u>
<u>Dr D Sherman</u>	<u>1</u>	<u>Liver/ERCP</u>
<u>Dr N Arebi</u>	<u>1</u>	<u>IBD</u>
<u>Dr S Donnelly</u>	<u>1</u>	<u>IRU</u>
<u>Dr S Gabe</u>	<u>1</u>	<u>IRU</u>
<u>Prof A Hart</u>	<u>1</u>	<u>IBD</u>
<u>Dr A Haycock</u>	<u>1</u>	<u>Endoscopy</u>
<u>Dr A Humphries</u>	<u>1</u>	<u>Endoscopy (Endoscopy Lead)</u>
<u>Dr N Kamperidis</u>	<u>1</u>	<u>IBD (GI Lead/Chair)</u>
<u>Dr A Sharif</u>	<u>1</u>	<u>Liver</u>
<u>Dr H Martin</u>	<u>1</u>	<u>Hepatobiliary</u>
<u>Dr J Shah</u>	<u>1</u>	<u>Hepatology</u>
<u>Prof S Thomas-Gibson</u>	<u>1</u>	<u>Endoscopy (DMD)</u>
<u>Dr A Wilson</u>	<u>1</u>	<u>Endoscopy</u>
<u>Dr A Latchford</u>	<u>1</u>	<u>Endoscopy/polyposis</u>
<u>Dr M Matharoo</u>	<u>1</u>	<u>IBD/Endoscopy (training lead)</u>
<u>Dr J Landy</u>	<u>1</u>	<u>Endoscopy</u>
<u>Dr F Laskaratos</u>	<u>1</u>	<u>Endoscopy</u>
<u>Dr A Ahmad</u>	<u>1</u>	<u>Luminal/Endoscopy</u>
<u>Dr I Khakoo</u>	<u>1</u>	<u>Luminal/Endoscopy (deputy training lead)</u>
<u>Dr J Alexander</u>	<u>0.5</u>	<u>IBD</u>

SAS, Trust and Junior Doctors

Grade	Whole time Equivalent
Registrar	8
SHO	6



Nurse Specialists

Ms Margaret Vance
Nurse Consultant in Gastroenterology

Ms Ripple Mann
Nurse Endoscopist

Ms Angeline Chai
Nurse Endoscopist

Ms Jayne Butcher
Nurse Endoscopist

Miss Belma Motes
Nurse Endoscopist

Ms Mary Rendle
Nurse Endoscopist

Ms Ana Buenaventura
Nurse Endoscopist

Ms Tracy Masiglat
Capsule Endoscopy Nurse Specialist

Ms Monika Rzeznikiewicz
Capsule Endoscopy Nurse Specialist

Ms Rochelle Racaza
Nurse Endoscopist

Mr Thiago Almeida
Nurse Endoscopist

DUTIES OF POST

This post would be ideal for an experienced gastroenterology trainee towards the end of their specialist training who wishes to increase their experience in routine and emergency endoscopy, as well as develop more advanced endoscopic techniques. The successful applicant would have scheduled training and service endoscopy lists and form part of the team providing emergency endoscopy.



Post holders will be expected to be able to perform diagnostic flexible sigmoidoscopy, colonoscopy and OGD independently and hold JAG accreditation (where applicable). The post holder would also become exposed to a wide range of advanced endoscopic techniques that are performed at St Marks, including surveillance of patients with inflammatory bowel disease, polyposis and hereditary cancers, advanced polypectomy, combined laparoscopic-endoscopic therapies, double balloon enteroscopy and video capsule endoscopy.

There are weekly educational meetings, Grand Rounds and a polyp meeting, that the post-holder would be expected to attend. In addition, the successful applicant would be expected to take part in the departmental audits and any small clinical projects that are running in endoscopy.

The post-holder may be called on to provide clinical assistance to an area outside endoscopy and cover NHS and private in-patients who have been admitted for endoscopic procedures. Participation in the on-call Gastroenterology/GI bleed rota is required. Applicants will be expected to work flexibly to help with the cover and back-filling of endoscopy lists, and there will be cross-site work performing endoscopy lists at Central Middlesex, Northwick Park and Ealing Hospitals.



Appendix A

JOB PLAN LONDON NORTH WEST UNIVERSITY HEALTHCARE NHS TRUST

DRAFT/EXAMPLE JOB PLAN FOR FULL-TIME POST

Completed by.....Clinical Lead..... Date.....01/1/2024.....

	MORNING	AFTERNOON
MONDAY	Vetting	Endoscopy
TUESDAY	Endoscopy	Floor cover (emergency endoscopy)
WEDNESDAY	Endoscopy	Admin
THURSDAY	Endoscopy (training list)	Floor cover (emergency endoscopy)
FRIDAY	St Mark's Grand Round Colorectal MDT Polyp Meeting	Floor cover (emergency endoscopy)

This is a provisional job plan and will be mutually agreed with the Clinical Lead for Endoscopy. On occasion and as patterns of service provision evolve and



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change, further rescheduling of clinical sessions may take place following negotiation with the Department of Endoscopy and the Clinical Director.



Appendix B

7. PERSON SPECIFICATION

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications	MRCP or equivalent MB BS or equivalent	MD, PhD or equivalent
Registration	Full GMC registration	
Knowledge and Expertise	Training in general Gastroenterology Wide experience of endoscopy Competent at diagnostic and basic therapeutic OGD and colonoscopy Knowledge of the National Bowel Cancer Screening Programme Up to date in acute medical and gastroenterology including: -Resuscitation -Management of GI Bleeds/ emergency endoscopy Acute gastroenterology	Evidence of understanding in Endoscopy GRS Some evidence of Research/Publications academic achievements Broad based presentations



	Computer skills Evidence of active participation up to date training methodology Evidence of supporting gastroenterology and medical audit	
Teaching	Experience of teaching and training undergraduates, postgraduates and junior medical staff Evidence of ongoing interest and achievement in research	MD or PhD
Management and Audit	Understanding the principles of clinical governance and its implications Leadership skills Ability to organise and prioritise workload effectively. Ability to organise research and work within research governance procedures Ability to plan strategically and to exercise sound judgements when faced with conflicting pressures. Ability to motivate and develop the multi-disciplinary team, balancing departmental and personal objectives. Understanding and experience of audit	Evidence of service audit, design or change management.
Research/publications	Knowledge of research methodology	Training in research methodology.



		Publications in peer review journals Presentations to learned societies.
Language	Are able to speak and write English to the appropriate standard necessary to fulfil the job requirements	
Personal skills	Energy and enthusiasm and the ability to work under pressure. An enquiring and critical approach to work. Caring attitude to patients. Ability to communicate effectively with colleagues, patients, relatives, GPs, nurses and other staff and agencies. Commitment to Continuing Medical Education and Professional Development. Finance; Knowledge of finance and budgets Patient Care: Commitment to deliver a high quality service with patient welfare at forefront of practice. Ability to work as part of a multidisciplinary team	



	Good organisational and interpersonal skills Insight into own limitations Flexibility Evidence of support as a team worker Evidence of willingness to cross-cover colleagues	
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8. MAIN CONDITIONS OF SERVICE

STATEMENT OF PRINCIPLE

The Trusts' principal purpose is to provide for all the needs of patients in their care. The Trusts expect all its employees whatever their jobs to support and enhance patient care and overall service quality.

The Trusts expect that each of the employees shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of the hospitals, in accordance with the Staff Charter. Individuals must at all times carry out their duties with due regard to the Trusts' Equal Opportunities Policy.

TERMS AND CONDITIONS OF SERVICE

The post is subject to the provisions of the New Endoscopy Clinical Fellows Contract Terms and Conditions of Service for Hospital Medical and Dental Staff, including any locally agreed terms and conditions which are relevant to the post. As these are developed the appointee will be notified and therein after, these will form part of the contract of employment. Details of these are available from the HR Department.

The appointee will be entitled to be a member of the NHS Pension Scheme. If he/she chooses to become or remain a member of the Scheme, remuneration will be subject to deductions of Superannuation contributions in accordance with the Scheme. Membership of the Scheme is automatic unless election is made at anytime in favour of provision under a Personal Pension Plan. After



opting out of the Scheme the employee would assume full responsibility for pension provision and compliance with the Social Security Act 1986.

SALARY

Remuneration will be in accordance with the NHS rates for doctors - MN37 grade

ON CALL

If you take part in an on call rota you should be eligible for an availability supplement to your basic salary. This will be paid as defined in schedule 16 of the Terms and Conditions of Service.

ANNUAL AND STUDY LEAVE

Annual leave entitlement is 25 working days plus two statutory days. This increases to 30 days plus two statutory days after reaching the third point of the pay scale.

So far as is practical, the Fellow appointed will be expected to share in the provision of cover for the annual and study leave of other Consultants/Fellows in the specialty.

SPECIAL TERMS

The Trust is prepared to negotiate with the appointee alternative Terms and Conditions of Service (eg. a limited term appointment) where this would result in a mutual benefit to both the Trust and the postholder.

MEDICAL REPORT

This post is subject to satisfactory health assessment. If appointed, you will be required to bring the documentary evidence from either an occupational health department or a virology department, of satisfactory Hepatitis B status, to which this appointment is subject, because it involves undertaking exposure prone invasive procedures. Please note this is not just evidence of immunisation. In addition, written evidence should be brought of any tests of immunisation for Tuberculosis or Rubella. If you are recommended for appointment, satisfactory health clearance must be completed before the appointment can be confirmed.



If you do not have such clearance you will NOT BE PERMITTED TO START WORK on the proposed first day of duty.

DISCLOSURE AND BARRING SERVICE CHECKS

You will also be required to complete a Disclosure and Barring Check (DBS), and the clearance from the DBS must have been received, before commencing employment.

<https://www.gov.uk/disclosure-barring-service-check/overview>

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

REHABILITATION OF OFFENDERS ACT

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions including those which are 'spent'. Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal..

REGISTRATION

The person appointed will be required to be fully registered with the GMC and/or GDC.

MEDICAL INDEMNITY

The Trust is financially responsible for the negligent acts and omissions of Consultant medical and dental staff in the course of their Trust employment. If, however, any private practice, within a NHS hospital or any other private hospital is undertaken, the appointee will be personally responsible for subscribing to a recognised defence organisation. The Trust will not be responsible for category 2 (eg. reports for insurance) or 'Good Samaritan' Acts. Health Circular HC (89) 34 provides full details of 'Claims of Medical Negligence against NHS Hospital and Community Doctors and Dentists'.

The Department of Health advises practitioners to maintain defence body membership in order to ensure they are covered for any work which does not fall within the scope of NHS Indemnity.

PROSPECTS FOR CHANGE

The proposals set out in the White Paper "Equity and excellence: Liberating the NHS", are likely to impact on current working arrangements. The Trust will consult the members of staff concerned at the appropriate time, but meanwhile



wishes to draw the attention of applicants to the possibility of change in the future.

JOB PLANS AND WORK PROGRAMMES

The appointee will be subject to the provisions of Schedule 3 of the Terms and Conditions of service. These provisions entail the agreement (between a Endoscopy Fellow and the manager responsible for the management of the Fellow's contract) of a job plan (including work programme) for the performance of duties under the contract of employment. The job plan (including work programme) will be subject to review each year by the afore-mentioned parties.

PLACE OF WORK

The appointee may be required to work elsewhere within the Trust and/or at Community Resource Centres (hosted by other health agencies) within The London North West University Healthcare NHS Trust catchment area in accordance with the Trust's principal aim of flexible working by staff to enhance patient care and he/she will be fully consulted.

ACCESS TO HOSPITAL BASE

The successful candidate will be expected to live within easy access, normally not more than approximately 10 miles by road from the London North West University Healthcare NHS Trust Hospitals. The reimbursement of removal and associated expenses will be subject to the criteria laid down in the Trust's Conditions of Service. In the event of the Trust agreeing to reimburse interest charges on a Bridging Loan, reimbursement will normally be made in full up to a maximum period of six months. Reimbursement will not be continued beyond this period. The private residence must be maintained in contact with the public telephone service.

Assistance can be given with the cost of installation and rental charges.

NO SMOKING POLICY

It is the policy of the Trust to promote positive health. Smoking, therefore, is actively discouraged and is prohibited in the majority of the Hospital including offices.

SECURITY



In the interests of safety and security the appointee will be required to wear Hospital Staff Identification Badge at all times whilst at work.

GENERIC RESPONSIBILITIES

To comply with **all** Trust Policies and Procedures, which may be varied from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.

To comply with the Trust's Smoke-Free Policy

To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy
- Contact Occupational Health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. London North West University Healthcare NHS Trust is committed to protecting, safeguarding and promoting the welfare of children



Putting **patients**
at the **HEART**
of everything we do



NHS
London North West
Healthcare
NHS Trust

and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder

