

# Hello, we are Barts Health

#TeamBartsHealth

[bartshealth.nhs.uk](http://bartshealth.nhs.uk)

## Recruitment information pack





**Our Vision** To be a high-performing group of NHS hospitals, renowned for excellence and innovation, providing safe and compassionate care to our patients in east London and beyond.

## WeCare about our ambition for excellence

Our WeCare values shape everything that we do, every single day. They are visible in every interaction we have with each other, our patients, their families and our partners.

WeCare about everything from the appointment letters our patients receive, to the state of our facilities when they walk through the door, to the care and compassion they receive when they are discharged. WeCare that the people who join our trust will hold the same values as we do, so our values are embedded within our recruitment and selection processes. WeCare that you feel valued working here, so our values also guide our training and development and performance and talent management. WeCare about working with suppliers that live and breathe our values too.

We have come a long way on our journey to delivering safe and compassionate care. By embracing these values as the way we behave around here, we will achieve our ambition for excellence.

	Value	Key behaviours
W	<b>WELCOMING</b> 	<ul style="list-style-type: none"> <li>Introduce yourself by saying "Hello, my name is ..."</li> <li>Smile and acknowledge the other person(s) presence</li> <li>Treat others as you would wish others to treat you</li> </ul> <ul style="list-style-type: none"> <li>Ensure the environment is safe and pleasant for our patients, our colleagues and our visitors</li> </ul>
E	<b>ENGAGING</b> 	<ul style="list-style-type: none"> <li>Get involved in making improvements and bring others with you</li> <li>Encourage feedback from patients and colleagues and respond to it</li> <li>Acknowledge efforts and successes; say thank you</li> </ul> <ul style="list-style-type: none"> <li>Use feedback to make improvements, and empower colleagues to do this without needing to seek permission</li> <li>Appreciate that this may be a new experience for patients and colleagues; help them to become comfortable</li> </ul>
C	<b>COLLABORATIVE</b> 	<ul style="list-style-type: none"> <li>Give time and energy to developing relationships within and outside own team</li> <li>Demonstrate pride in Team Barts Health</li> </ul> <ul style="list-style-type: none"> <li>Respect and utilise the expertise of colleagues</li> <li>Know your own and others' part in the plan</li> </ul>
A	<b>ACCOUNTABLE</b> 	<ul style="list-style-type: none"> <li>Always strive for the highest possible standard</li> <li>Fulfil all commitments made to colleagues, supervisors, patients and customers</li> <li>Take personal responsibility for tough decisions and see efforts through to completion</li> </ul> <ul style="list-style-type: none"> <li>Admit mistakes, misjudgements, or errors; immediately inform others when unable to meet a commitment; don't be afraid to speak up to do the right thing</li> <li>Do not pretend to have all the answers; actively seek out those who can help</li> </ul>
R	<b>RESPECTFUL</b> 	<ul style="list-style-type: none"> <li>Be helpful, courteous and patient</li> <li>Remain calm, measured and balanced in challenging situations</li> </ul> <ul style="list-style-type: none"> <li>Show sensitivity to others' needs and be aware of your own impact</li> <li>Encourage others to talk openly and share their concerns</li> </ul>
E	<b>EQUITABLE</b> 	<ul style="list-style-type: none"> <li>Value the perspectives and contributions of all and ensure that all backgrounds are respected</li> <li>Recognise that individuals may have different strengths and needs, and that different cultures may impact on how people think and behave. Be curious to find out</li> <li>Work to enact policies, procedures and processes fairly</li> </ul> <ul style="list-style-type: none"> <li>Be open to change and encourage open, honest conversation that helps foster an inclusive work and learning environment</li> <li>Remember that we all have conscious and unconscious bias; get to know what yours are, and work to mitigate them</li> </ul>



### 1. Job Particulars

<b>Job Title</b>	<b>Senior Orthopaedic Fellow in Foot &amp; Ankle Surgery</b>
<b>Reference Number</b>	
<b>Pay Band</b>	
<b>Location</b>	Based at Royal London Hospital and Newham University Hospital (BHOC) with non-resident on-call commitment at Newham University Hospital
<b>Reports to</b>	Mr L Parker, Consultant Orthopaedic Surgeon
<b>Responsible to</b>	Steve Millington, Clinical Lead

### 2. Job Purpose

This post is offered as a 6 month fixed term contract and is ideally suited to a career foot and ankle surgeon who has obtained or within 3 months of obtaining Specialist Registration (CCT). Prior experience of adult foot and ankle surgery at Specialist Registrar level is essential. You must hold full registration with the General Medical Council and have passed the FRCS (Tr. & Orth.) examination or equivalent.

The majority of elective foot and ankle surgery is performed at Barts Health Orthopaedic Centre (BHOC) and the fellowship will be based here with a 1 in 4 weekly complex foot and ankle trauma list at the Royal London Hospital. Ambulant planned foot and ankle trauma is also performed at BHOC on a weekly basis. The post will provide operative experience in arthroscopic ankle and hindfoot surgery, ankle arthroplasty, ankle and hindfoot fusion and osteotomy and forefoot procedures. A foot and ankle MDT meeting is held at the Royal London Hospital together with the Limb Reconstruction Unit and flexibility will be provided to participate in the operations of this department.

### 3. Key Working Relationships

<b>Internal</b>
<b>Mr Lee Parker</b> (Adult Foot and Ankle)
<b>Mr Francesc Malagelada</b> (Adult Foot and Ankle)
<b>Mr Nima Heidari</b> (Adult Limb Reconstruction/Foot & Ankle)
<b>Mr Alex Vris</b> (Adult Limb Reconstruction/Foot & Ankle)



#### 4. Main duties, responsibilities and results areas

The Senior Fellow will work initially under close supervision both in outpatients and in theatres but a significant level of independent operating is anticipated. The fellow and Specialist Registrars will lead in the planning and coordination of operating lists including the preparation of patients for theatre and the organisation of appropriate specialist equipment. Most work will be on a planned/elective basis however the rolling post-CCT fellow on-call (1/6) based at Newham University Hospital demands experience in general orthopaedic trauma management in addition to foot and ankle. The candidate would be expected to offer occasional assistance and cross-cover in unforeseen sickness absences etc.

The department has an undergraduate and post-graduate teaching commitment and the Fellow is expected to participate in the organised teaching schedule as well as research and audit.

#### Job Plan

A timetable of weekly clinical commitments and supporting activities will be agreed with the successful applicant.

Weekend planned operating may be agreed as part of the fixed sessions within the job plan. The successful candidate must be willing to be flexible and may be expected to utilise inpatient operating lists when the opportunity to do so arises.

Day	Time	Location	Description of work
Monday	08:00 – 17:30	BHOC	Operating List
Tuesday	08:00 – 08:30	BHOC	MDT Trauma Meeting
	08:30 – 09:30	BHOC	Post Take Ward Round
	09:30 – 12.30	BHOC	Elective clinic
	13:30 – 14:30	RLH	Complex Foot & Ankle MDT
	14:30 – 20:00	RLH	¼ Trauma List / ¾ Teaching
Wednesday	08:00 – 17:30	RLH	Elective Operating List
Thursday	08:00 – 09:00	RLH	MDT Trauma meeting
	09:00 – 17:00	RLH	½ Clinic ½ Foot & Ankle Trauma list
Friday	08:00 - 1730	BHOC	¼ Elective Operating List
Saturday	08:00 – 17:00	BHOC	Elective foot & ankle list schedule TBD
Predictable emergency On-call work	1 in 6 on call	NUH	



### **Clinical Governance**

The appointee will be required to participate in all clinical governance activities related to the Department of Trauma & Orthopaedics. This will include contributing to:

- clinical audit
- clinical risk activities
- clinical incident reporting
- responding to complaints within the Trust's expected timescale
- participating in the development of the involvement of users in planning and monitoring access to and standards of the service

The post-holder will assist with the safeguarding of high standards of care by participating in the creation of an environment in which excellence in clinical care will flourish.

### **Continuing Professional Development and Continuing Medical Education**

The post holder will be expected to construct a personal development plan which will be reviewed periodically. The development plan will take account of general and specialist requirements for professional development issued by the relevant colleges and the Trust. The post holder will be supported by appropriate study leave allocations, financial support and the Trusts' appraisals schemes for staff.

### **Study and Training**

The Trust is committed to sustaining and advancing the provision of medical, dental, nursing and other professional education and to the delivery of high quality postgraduate and undergraduate training.

The post-holder will be expected to participate fully in the postgraduate education of orthopaedic trainees. This will involve specific timetables and regular teaching commitments agreed with the Lead Clinician and supervised by the Unit Training Director and Educational Supervisors. There is a fixed commitment to the Tuesday afternoon academic programme.

Study Leave is available according to the national terms and conditions of service.

### **Critical Incident Reporting**

The post holder is expected to be responsible for ensuring that critical incidents and 'near misses' are appropriately reported in the Trusts' risk management systems. Incidents are currently processed through an electronic reporting system which the post holder is expected to learn.

### **Complaints Handling**

The post holder is expected to share responsibility for handling patient and user complaints about clinical services and to work with the Trusts' complaints department in ensuring timely responses to complaints.

### **Equal Opportunities**



The post-holder must at all times carry out responsibilities and duties with due regard to the Trust's equal opportunities policy.

### **Health and Safety**

The post holder is expected to undertake the appropriate management responsibilities, and be aware of individual responsibilities in accordance with the Trust's Health and Safety policy and report as necessary, any untoward accident, incident or potentially hazardous environment. The post holder will promote and implement the Health and Safety Policy. The Trust operates a No Smoking Policy.

### **Infection Prevention and Control Roles and Responsibilities**

- To adhere to Trust policy and infection control principles and standards to minimise patient risk and ensure high quality patient care. Undertake appropriate training and practice to ensure you (and your teams) have the right skills and are competent.
- Responsibility for keeping the environment clutter free, clean and raising issues of concern in the interest of staff and patient safety.
- Ensure high cleaning standards to prevent infection and increase patient's confidence
- With others, support and develop good IPC practices consistent with national guidance and the Trust's Strategy
- Advise and support the Director of Infection Control and Prevention (DIPC), Deputy DIPC and infection control team in achieving their objectives and fulfilling their responsibilities
- Advise and support CAG Infection Control leads



## **Salary and Conditions of Service**

### **GENERAL TERMS AND CONDITIONS**

This job description is intended to provide an outline of the duties of the post, which will inevitably change with the development of services. The arrangement of duties will be reviewed in discussion with the supervising Consultant his/her nominees as part of the job planning process.

**Annual Leave entitlement is 3 weeks. The appointment is pensionable unless you choose to opt out of the National Health Service Pension Scheme.**

### ***Basic Pay and Pay Thresholds for Consultants***

Due to the nature of the work in this post, it is exempt from the provision of section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975).

Applicants are therefore not entitled to withhold information about convictions, including those which, for other purposes are “spent”, under the provisions of the Act, and are required to disclose convictions including those pending, to the Trust. Failure to disclose such information may result in dismissal or disciplinary action.

The successful candidate will normally be required to live within 30 minutes travelling time of the Trust.

The successful candidate will also receive a London Weighting Allowance aligned to the Royal London Hospital.

Annual Leave and Study Leave should be booked via the Clinical Lead, whilst also ensuring other affected parties are advised. A minimum of six weeks’ notice must be provided, to allow alternative arrangements or the cancellation of clinical commitments. Annual leave should be requested via the Clinical Lead and Medical Staffing Coordinator.



### **General Requirements / Information**

Short listed candidates will be required to complete a Health Statement and the Trust may require the successful candidate to pass a medical examination as a condition of appointment. All employees who perform “exposure prone procedures” should be immunised against hepatitis B. Antibody response should be checked on a regular basis. Failure to comply with regulations relating to hepatitis B may result in an employee being suspended from duty.

Because of the nature of the work of this post it is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act, 1974 (Exemption Order, 1975). Applicants are, therefore, not entitled to withhold information about convictions including those which for other purposes are “spent” under the provision of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust.

The post holder must at all times carry out his/her duties with due regard to the Trusts’ Equal Opportunities Policies. The Trust operates a No Smoking Policy.

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receives appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust will aim to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political



affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).

### ***Radiation / Ionizing Protection***

Under the Ionizing Radiation Regulation Act, (1988) the Trust is required to maintain a register of all persons in its employment who, as part of their clinical duties, are required to clinically or physically direct a medical examination or procedure involving the use of ionizing radiation. Such persons must demonstrate to the Trust that they have received "Core of Knowledge" training in the safe use of ionising radiation, before their name can be entered on the register. Because the Trust has an obligation to ensure compliance with these training requirements, any person who fails to register with the Trust having received proper notification to do so, and who subsequently clinically or physically performs an examination or procedure using ionizing radiation, can be prosecuted under these regulations. It will be an essential requirement for the successful candidate to be in possession of an IRMER (Ionising Radiations Medical Exposures Regulations) 2000 Certificate. Following the Ionising Radiation (Medical Exposure) Regulation Act, (2000) the post holder would act as a referrer. In addition, if the post holder is taking responsibility for, and is involved in physically administering a radioactive substance for the purpose of patient therapy, they will assume the roles of practitioner and operator. Schedule 2 of the regulations requires the post holder to be adequately trained and have the necessary experience. As a guide the regulations state:

*"a registered medical practitioner acting as practitioner under these Regulations, wishing to take responsibility for a range of nuclear medicine procedures, would require approximately one year's experience and additional theoretical training of approximately one week."*

Evidence of experience is required to meet these requirements.

The above replaces the requirements of the 1988 Ionising Radiation Regulation.



## About Barts Health

Our group of hospitals provide a huge range of clinical services to people in east London and beyond.

We operate from four major hospital sites (The Royal London, St Bartholomew's, Whipps Cross and Newham) and a number of community locations, including Mile End hospital. Around 2.5 million people living in east London look to our services to provide them with the healthcare they need.

The Royal London in Whitechapel is a major teaching hospital providing local and specialist services in state-of-the-art facilities. Whipps Cross in Leytonstone is a large general hospital with a range of local services. Newham in Plaistow is a busy district hospital with innovative facilities such as its orthopaedic centre. Mile End hospital is a shared facility in Mile End for a range of inpatient, rehabilitation, mental health and community services. And St Bartholomew's in the City, London's oldest hospital, is a regional and national centre of excellence for cardiac and cancer care.

As well as district general hospital facilities for three London boroughs, Tower Hamlets, Waltham Forest and Newham, we have the largest cardiovascular centre in the UK, the second largest cancer centre in London, an internationally-renowned trauma team, and the home of the London Air Ambulance. The Royal London also houses one of the largest children's hospitals in the UK, a major dental hospital, and leading stroke and renal units.

We're also proud to be part of UCLPartners, Europe's largest and strongest academic health science partnership. The objective of UCLPartners is to translate cutting edge research and innovation into measurable health gain for patients and populations through partnership across settings and sectors, and through excellence in education.

