



### Excellent

We go all-out for excellence and put delivering exceptional care at the heart of everything we do.

### Compassionate

We act with care and compassion toward ourselves, patients, colleagues and our communities.

### Respectful

We appreciate the value of each other and nurture positive relationships. We ensure all voices are heard and respected.

## GENERAL STATEMENTS

### General Statement: Specialty Doctor, Specialist Grade & Consultant

#### Mentoring

Candidates will be asked at interview about the level of mentoring they will require initially, to enable this to be put in place. As this is a new post in the unit it is expected that the level of support required will be higher initially. Current Senior Consultants within the unit as well as the Clinical Lead will be able to provide informal mentoring, but if a formal mentoring programme is required this can be arranged.

Specialists are encouraged to mentor junior staff and are encouraged to go on appropriate courses to facilitate this.

The trust is committed to ensuring the successful candidate is involved in development of this new role.

#### Management

The appointee will be expected to take part in day to day business management to ensure smooth running of services, and to contribute to service development, including review of Specialist Grade Doctor job plans where necessary from time to time. They may take on specific managerial roles within the department when appropriate.

#### Consultants Only - Appointment to the post

The appointment will be made by the Board on the recommendation of an Advisory Appointments Committee, constituted in terms of the Guidance on Advisory Appointments Committees. Any person suitably qualified and experienced who is unable for personal reasons to work full-time, will be eligible to be considered for the post for part-time hours.

The appointment is subject to Medical and Dental Terms and Conditions of Service for Consultants (England) 2003. It is subject to the National Health Service (Superannuation) Regulations. The conditions are exclusive of appeal rights to the Secretary of State (Section 190).

#### Policies & Procedures

You are required to comply with the Trusts Policies and Procedures.

#### Information Security and Confidentiality

- All person identifiable information must be held in the strictest confidence and must be disclosed only to authorised people in accordance with the 1997 Caldicott recommendations, 2018 Data Protection Act, ratified information sharing protocols and patient consent.

- Where there is any doubt, the post holder must seek advice from the Caldicott Guardian or deputy. A breach of confidentiality may result in disciplinary action being taken in accordance with the Trust's disciplinary procedure.
- It is the responsibility of the post holder to abide by all organisational policies and procedures, particularly those in the information security section of the policy folder.
- To meet the requirements of the GDPR under the 2018 Data Protection Act the post holder is responsible for the maintenance of up to date and timely data entry and to ensure that information processed is safeguarded, securely stored and safely disposed of.
- To maintain data quality, it is essential that clinical information extracts and reports are validated by the appropriate clinician prior to distribution.

### **Information Governance**

- All staff must be familiar with and comply with the contents of the Information Governance Handbook, available to all staff online on the TRUST Intranet.
- All staff are required to maintain confidentiality of patient and Trust's information as set out in the Trust's Confidentiality Policy, available to all staff online on the TRUST Intranet.
- All staff are required to read and comply with all policies that are issued relating to the electronic security of Trust's information, available to all staff online on the TRUST Intranet.
- All staff who create, access, transfer, modify sensitive Trust's records have a responsibility to be both accurate and timely and ensure that all the information that they record either on paper or electronically is complete.

### **Confidentiality**

- Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.
- All matters relating to patients' diagnosis and treatment, staff or the Financial or contractual position of the Trust are strictly confidential and under no circumstances is such information to be divulged or passed to any unauthorised person(s) under penalty of summary dismissal.
- All staff should take particular care relating to the electronic storage and transfer of confidential information. This should only be done in accordance with the Trust's Information Security Policy.

### **Equal Opportunities and Diversity**

The Trust has an absolute commitment to equal opportunities based on sound management practice, respect for the individual and legislative compliance. The post-holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy & the Race Equality Scheme.

### **Health and Safety & Risk management**

Employees must be aware of the responsibilities placed upon them under the Health and Safety Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.

Employees must wear personal protective equipment where provided.

All employees are expected to comply fully with the Trust and Departmental fire policies and procedures to meet their responsibilities in relation to fire safety. All staff are also expected to maintain safe infection control practices at all times.

All employees are responsible for reporting any accidents, untoward occurrence and potential hazards to their Head of Department even no injury or property damage has resulted.

### **Relocation Expenses**

Relocation expenses may be available subject to eligibility in line with the Trusts policy, available to all staff online on the TRUST Intranet.

### **Health Clearance**

The appointment is made subject to satisfactory fitness for practise. The candidate will therefore be required to complete a pre-employment health screening questionnaire and may/will subsequently be required to attend for health screening.

### **Revalidation**

The trust has the required arrangements in place, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process.

### **Registration**

The appointed candidate will be required to be fully registered with the General Medical Council and hold a licence to practice

### **Rehabilitation of Offenders Act**

Because of the nature of the work of this post, it is exempt from the provision 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 provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Basildon and Thurrock University Hospital. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

### **Terms and Conditions of Service**

The appointment is subject to Medical and Dental Terms and Conditions of Service for Specialist Grade Doctors (England) 2021.

Applicants must have full registration with the General Medical Council.

#### **Consultants only**

- Must be eligible for entry on the General Medical Council Speciality Register within 6 months of interview.

- Holder of Certificate of Completion of Training (CCT), or within six months of award of CCT or equivalent by date of interview.

### **Terms and Conditions of Service - Starting Salaries**

**Specialty Doctor** - The starting salary for new Specialty Doctors is based on the Medical and Dental Terms and Conditions of Service for Specialty Doctors (England) 2021 Contract.

**Specialist Grade** - The starting salary for new Specialist Grade Doctors is based on the Medical and Dental Terms and Conditions of Service for Specialist Grade Doctors (England) 2021.

**Consultant** - The starting salary for new Consultants is based on the Consultant (2003 Contract).

### **Annual and Study Leave**

The Trust leave year runs from 1st April to 31st March. No detriment to the doctor will arise from any leave year adjustment.

Approval of annual and study leave is subject to the procedures set out within the individual departments and the Postgraduate Medical Centre for study leave.

Post holders are required to follow the Trust annual leave policy and procedure for approval.

Study leave is available as provided for under the Terms and Conditions of Service and Hospital Medical and Dental Staff. Study leave consists of 30 days over a three-year period commencing from date of employment. Currently Specialist Grade Doctors are allowed up to £1000 per financial year (1st April – 31st March) in line with the Trusts Study Leave Guidelines for Specialist Grade Doctors, Consultants and Specialty Doctors.

#### **Specialty Doctor**

- The annual leave entitlement is 27 working days per annum.
- Doctors who have completed a minimum of two years' service in the specialty doctor grade and/or in equivalent grades or who had an entitlement to six weeks' annual leave a year or more in their immediately previous appointments shall be entitled to annual leave at 32 days per annum.
- Doctors who have completed a minimum of seven years' service in the specialty doctor grade and/or in equivalent grades shall receive an additional day of annual leave and shall be entitled to annual leave at the rate of 33 days per annum.
- All Specialty Doctors are expected to take advantage of study leave to maintain and develop their clinical skills to comply with CME requirements.
- So far as is practical, the Specialty Doctor appointed will be expected to share in the provision of cover for the annual and study leave of other Specialty Doctors in the specialty.

#### **Specialist Grade**

- Doctors upon first appointment to the Specialist grade shall be entitled to annual leave at the rate of six weeks and two days a year.

- Doctors who have completed a minimum of seven years' service in the Specialist or Specialty Doctor grade and/or equivalent grades shall receive an additional day of annual leave and shall be entitled to annual leave at the rate of six weeks and three days a year.
- All Specialist Grade Doctors are expected to take advantage of study leave to maintain and develop their clinical skills to comply with CME requirements.
- So far as is practical, the Specialist Grade Doctor appointed will be expected to share in the provision of cover for the annual and study leave of other Specialist Grade Doctors and Consultants in the specialty.

### **Consultants**

- Consultant annual leave is 30 working days plus two statutory day holidays which rises to 34 days with more than 7 years' service as an NHS Consultant.
- All consultants are expected to take advantage of study leave to maintain and develop their clinical skills to comply with CME requirements.
- So far as is practical, the Consultant appointed will be expected to share in the provision of cover for the annual and study leave of other Consultants in the specialty.

### **Termination of Contract**

Termination of the appointment is subject to three months' notice on either side.

### **Private Practice**

The successful applicant may undertake private practice in accordance with the Schedules 10 of the Terms and Conditions of Service. However, where such practice might conflict directly with the Trust's interests, the Appointee must bring this to the attention of the Medical Director.

### **Medical Indemnity**

The Trust is financially responsible for the negligent acts and omissions of Specialist Grade Doctors medical and dental staff in the course of their Trust employment. If, however, any private practice, within a NHS hospital or any other 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 (e.g., 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.

### **Location**

You will be based at Basildon\*, Broomfield\* or Southend\* Hospital, or at one of MSE's Satellite Sites - Britannia Park, Braintree Community Hospital, or Orsett Hospital. You will generally be expected to undertake your normal duties at the principal place of work, however, in the course of your duties you may also be required to work at any of the sites within the Mid and South Essex NHS Foundation Trust areas as well as other NHS sites as part of the delivery of the service.

It is desirable for the appointee to have their own transport.

**No Smoking Policy**

It is the policy of the Trust to promote positive health. Smoking, therefore, is prohibited in all buildings and the grounds of the hospital.

**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.