JOB DESCRIPTION

CONSULTANT MAXILLOFACIAL SURGEON

Date: November 2011
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMARY OF POST</td>
<td>3</td>
</tr>
<tr>
<td>JOB SUMMARY</td>
<td>3</td>
</tr>
<tr>
<td>JOB PLAN</td>
<td>8</td>
</tr>
<tr>
<td>INFORMATION REGARDING THE TRUST</td>
<td>10</td>
</tr>
<tr>
<td>TERMS AND CONDITIONS OF SERVICE</td>
<td>18</td>
</tr>
<tr>
<td>PERSON SPECIFICATION</td>
<td>24</td>
</tr>
</tbody>
</table>
1. SUMMARY OF THE POST

This post is a new full time appointment in recognition of the increasing demand for Oral and Maxillofacial Surgery services locally. The sustained increase in demand for both general and specialist services has led to this appointment of a Consultant with a broad training in Oral and Maxillofacial Surgery who can complement and build on the existing interests within the Department.

The appointee will be one of five Maxillofacial Consultants based at Chase Farm Hospital providing a ‘hub and spoke’ service over two main Trust sites (Chase Farm and Barnet) with outreach clinics on two further sites (North Middlesex and Edgware). Please note that the base workplace within the Trust may be subject to change due to the changing nature of service provision and the developing Trust Clinical Strategy.

The Department currently covers all aspects of Oral and Maxillofacial Surgery and has developed sub-specialisation within the group to include Orthognathic, Thyroid surgery, Skin malignancy and Head and neck Oncology. Barnet and Chase Farm Trust is part of the UCL Partners Cancer Network and has an established reputation managing a considerable Head and Neck cancer workload. There is a busy trauma and elective workload in all areas of Oral and Maxillofacial Surgery and we have a comprehensive Orthognathic Surgery programme.

This appointment is a general post with an interest in Trauma and Skin malignancy work initially, which will include microvascular reconstruction. Planned retirement of senior colleagues who currently provide the Orthognathic service will lead to further expansion and the candidate will be involved in discussions to determine which aspects of the service they would like to develop long term. This approach recognises the advantages in allowing consultants to work to their strengths and change the emphasis of their practice during a long working career.

The successful candidate will be a capable surgeon with microvascular experience who is flexible and enthusiastic, possessing good communication skills and a positive attitude.

2. THIS POST

2.1 Introduction to Division and Directorates

The post is within the Head and Neck Division of the Surgical Directorate, comprising Maxillofacial surgery, ENT, orthodontics, restorative dentistry and audiology (Chase Farm and North Middlesex hospitals only). The Head of Dept is currently Mr Mike Gaukroger (Maxillofacial Surgeon) and Head and Neck business meetings are held approximately every three months. The Head of Dept attends the monthly Surgical Division meeting chaired by the Clinical Director for Surgery who sits on the Trust Executive Committee.
2.2 Outline of this Post

The rationalisation of the Head and Neck service which took place in June 2002 made the best use of resources and allowed us to meet junior doctors hours of work regulations without compromising training needs. Outpatient and day case surgery continues on all current sites with individual clinicians taking responsibility for a specific outreach service. The closer integration of consultant staff in a hub and spoke model encourages better communication and co-operative working and provides a better environment for training both SHOs and specialist registrars. The new appointee will have shared responsibility for supervising and training nine SHOs, seven Specialty Doctors and an SpR.

The local population served by the Maxillofacial service approaches 1 million and we currently receive over 14,000 new patient referrals per annum. The in-patient service is situated at Chase Farm where there is a Head and Neck ward and dedicated theatres with Day case operating taking place at Barnet and Edgware Hospitals at present with an opportunity for the Trust to develop day case operating at North Middlesex Hospital (currently out-patient consultation only). Each consultant has at least one clinic and an all-day operating session at Chase Farm with the majority of the out-patient clinics held at Barnet and Chase farm.

The Head and Neck Oncology Service at Chase Farm serves a population approaching one million and currently treats over 140 new cases of Head and Neck cancer per annum of which up to 20% require some form of micro vascular reconstruction. The appointee will form part of the head and neck microvascular emergency on call rota. All in-patient Head and Neck surgery, MDT meetings and combined clinics are conducted on the Chase Farm site where there is a dedicated ward and theatre.

There is an established Orthognathic surgery service with a Full time Orthodontic consultant on each of the main sites conducting Surgical Joint clinics. We treat over 30 Orthognathic cases per annum divided between two surgeons and we have an excellent track record in this area. With impending retirements there may be an opportunity to join the surgical team for this kind of treatment and conduct Joint Orthognathic Clinics at one or more sites.

The trauma service covers North Middlesex Hospital in the South to Edgware Hospital in the North and all trauma surgery is transferred to Chase Farm for treatment with follow-up locally. There are over 100 treated fractures per annum and a busy junior doctor commitment in A&E. The Max Fac trauma service is shared with no individual consultant having overall responsibility. Access to emergency lists is limited with much of the trauma managed on elective lists and there are opportunities to develop the trauma service and move to a dedicated trauma list for complex cases. The incoming consultant would be expected to take on the lead role for treating complex trauma and steering any other developments in this area.

There are strong links with dermatology via joint clinical care and our participation in the weekly Skin MDT. Demand in this area is high and increasing and this is an area where an additional consultant has become necessary. The appointee will take a full part in diagnosis and management of skin malignancy with time allocated for the dermatology MDT and theatre sessions identified as skin lists to help us deal with the increasing demand for excision and reconstruction (including microvascular) of large skin cancers of the head and neck.
The department boasts five Max fac consultants (Includes this post) supported by one SpR and five WTE SAS doctors (seven Specialty doctors) six SHOs and three Trust Grade staff. The current 1 in four (moving to 1:5) consultant rota is covered by a second on call middle grade specialty doctor or SpR.

There is sufficient flexibility within the existing skill mix in the department to allow for changing specialty interests throughout a professional working lifetime.

**Medical / Dental staff:**

**Consultant Staff**

<table>
<thead>
<tr>
<th>Main Site</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>CF / BH</td>
<td>Mr Mike Gaukroger</td>
<td>Oral and Maxillofacial surgeon Full time</td>
</tr>
<tr>
<td>CF / BH / ECH</td>
<td>Mr Peter McDermott</td>
<td>Oral and Maxillofacial surgeon Full time</td>
</tr>
<tr>
<td>CF / BH</td>
<td>Mr Wayne Halfpenny</td>
<td>Oral and Maxillofacial surgeon Full time</td>
</tr>
<tr>
<td>CF / BH / N Middx</td>
<td>Mr Janavikulam Thiruchelvam</td>
<td>Oral and Maxillofacial surgeon Full time</td>
</tr>
<tr>
<td>CF / BH</td>
<td>This appointment</td>
<td>Oral and Maxillofacial surgeon Full time</td>
</tr>
<tr>
<td>CF</td>
<td>Mrs Zahra Sheriteh</td>
<td>Consultant orthodontist 8 PA</td>
</tr>
<tr>
<td>BH / ECH</td>
<td>Mrs Maren Gaukroger</td>
<td>Consultant orthodontist Full time</td>
</tr>
<tr>
<td>CF / EDH</td>
<td>Dr Ulpee Darbar</td>
<td>Consultant in Restorative Dentistry Part time</td>
</tr>
</tbody>
</table>

Key: BH (Barnet Hospital) CF (Chase Farm) ECH (Edgware Comm. Hospital) NMiddx. (Nth Middlesex Hospital) EDH (Eastman Dental Hospital)

The Consultants at Chase Farm are supported by two sessions of restorative dentistry on a fortnightly basis and maxillofacial junior staff comprising:

- 6 WTE Senior House Officers and 3 Trust Doctors in Oral and Maxillofacial surgery
- 1 SpR in Oral and Maxillofacial surgery
- 5 WTE (7 Doctors) Staff Grades in Oral and Maxillofacial surgery
- 6 sessions of clinical assistant support in orthodontics

**Nursing Staff:**

The nursing staff are part of the outpatient nursing establishment but are allocated permanently to oral surgery (covering all sites) as follows:

- 1 Senior DSA
- 9 WTE DSA
- 0.6 WTE Dental Hygienist (Oncology)
- 1 Senior Max fac / Orthodontic Technician
- 1 Orthodontic lab technician
Other staff groups:
The Maxillofacial and orthodontic laboratory at Chase Farm is staffed by a Senior Chief Maxfac technician and manages the orthognathic surgery laboratory work from all sites with some orthodontic work being outsourced.

Administrative staff:

• **Barnet**
The clinic preparation staff are part of the outpatient department. The secretarial staff are based in the department at Barnet and Edgware. The waiting list is managed centrally at Barnet and as part of the Day Surgery waiting list at Edgware.

• **Chase Farm**
The appointment clerks and medical secretaries are based in the Department of Oral and Maxillofacial surgery. The waiting list and admissions staff are part of the Head & Neck team in the central admissions and appointments office. The Head & Neck office manager manages all A&C staff.

Secretarial support for this post / office equipment:
Half time PA secretarial support, Admin and clerical service, designated office space and access to a computer is available to support this appointment.

### 2.2 Services/Facilities

**Hospitals:**

• **Barnet**

The purpose built department at Barnet was completed as part of the Phase 1b PFI development in 2002. The department has three chairs with a clinic preparation room and post-operative recovery area and work starts in Aug 2011 to increase to five the number of available surgeries to accommodate the increase in clinic demand. The SAS staff and SHOs provide follow-up and local anaesthetic operating lists each week.

Facilities include out-patient consultation and treatment clinics in Maxillofacial Surgery and Orthodontics with Orthognathic joint Clinics on a regular basis (Mr Gaukroger two clinics per month at BH).

Barnet also hosts Dermatology joint clinics and there are four adult and paediatric operating lists per week in the Day Surgery Unit at Barnet served by three consultants and the fourth has a list at Edgware.

• **Edgware**

Established Community Hospital with outpatient consultation and treatment clinics in Maxillofacial surgery and Orthodontics ( JT Orthognathic Clinic Mr McDermott one per month). Adult day stay operating one session per week.

• **Chase Farm**

Outpatient clinics are held in the modern department of Oral and Maxillofacial surgery within the Victorian clock tower building. This department, completed in 1994, has five surgeries
with a clinic preparation area and general recovery area. The department is immediately adjacent to a recently refurbished Department of Orthodontics and Restorative Dentistry. Joint Orthognathic clinics are held monthly (MG & PMcD).

- **North Middlesex**
  The outreach service at the North Middlesex Hospital currently provides new patient routine clinics with agreement to start an all day daystay operating list in the next few months. These lists will be supported by Specialty doctors but the new appointee will have responsibility for these lists shared with Mr Thiruchelvam.

**Ward Profiles:**
Inpatients are admitted to Wellington Ward (Male) or Toronto (Female) at Chase Farm. The wards are shared with ENT and Urology and have a mix of specialty head and neck trained and general nursing staff.

At Chase Farm there is a 23-hour ward (Canterbury) for day surgery and short stay patients. Children are admitted to Kingfisher (Paediatric ward).

Both Barnet and Edgware have modern day surgery facilities.

**Activity:**
The Department receives over 14,000 new patient referrals per annum and carries out approximately 7500 surgical procedures under local and General anaesthesia. In patient surgery is carried out at Chase farm in dedicated theatres and day surgery is undertaken at Barnet and Edgware (Plus North Middx in 2012).
### Duties of the Post:

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
<th>From – To</th>
<th>Direct Clinical Care (in hours)</th>
<th>Supporting Activity (in hours)</th>
<th>Location</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>WR (Teaching) OP Clinic Travel OP Clinic Pt Admin</td>
<td>8.00am - 9.00am 9.00am - 1.00pm 1.00pm - 1.30pm 1.30pm - 4.30pm 4.30pm - 5.00 pm</td>
<td>1.0 4.0 0.5 3.5 0.5</td>
<td>CF Wards OMFS Dept</td>
<td>OMFS Dept</td>
<td>CF</td>
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<td></td>
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<tr>
<td>Tuesday</td>
<td>Clinic Management Audit / CPD / Appraisal etc OP Travel Clinic</td>
<td>9.00am-10.00am 10.00am -1.00pm 1.00 – 1.30pm 1.30pm – 5.00pm</td>
<td>1.0 0.5 3.5</td>
<td>OMFS Dept OMFS</td>
<td>OMFS Dept</td>
<td>CF</td>
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<tr>
<td>Wednesday</td>
<td>DSU Theatre</td>
<td>8.30am – 1 pm</td>
<td>4.5</td>
<td>DSU</td>
<td></td>
<td>NM</td>
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<tr>
<td>Thursday</td>
<td>Skin MDT Main Theatre Post op W Round</td>
<td>9.00am – 10.00am 10.00am – 5.00pm 5.00pm – 5.30pm</td>
<td>1.0 7.0 0.5</td>
<td>Main Theatre Wards</td>
<td>CF</td>
<td>CF</td>
</tr>
<tr>
<td>Friday</td>
<td>Ward round SPA</td>
<td>8.00am—8.30am 8.30 am–13.30pm</td>
<td>0.5 5.0</td>
<td>Wards OMFS Dept</td>
<td></td>
<td>CF</td>
</tr>
<tr>
<td>Saturday</td>
<td>Post take Ward Round</td>
<td>See below in emergency work</td>
<td></td>
<td></td>
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<tr>
<td>Sunday</td>
<td>Post take Ward Round</td>
<td>See below in emergency work</td>
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<tr>
<td></td>
<td>Emergency Work – Predictable and Unpredictable = 4 hours = 1 PAs per week</td>
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</tr>
<tr>
<td>Sub Total</td>
<td></td>
<td></td>
<td>28</td>
<td>8.0 4 hours per week (Average) emergency</td>
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<tr>
<td>TOTAL PA's</td>
<td>10 PA's</td>
<td></td>
<td>7.00</td>
<td>2.00 1.0</td>
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### Timetable at a glance:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic CF</td>
<td>Trauma Management / Pt Admin</td>
<td>DSU N Middx</td>
<td>Skin MDT / Theatre CF</td>
<td>SPA</td>
</tr>
<tr>
<td>Clinic BH</td>
<td>Clinic N Middx</td>
<td></td>
<td>Theatre CF</td>
<td>SPA / SHO Training</td>
</tr>
</tbody>
</table>

You will participate in the on call rota as one of a team of five consultants in Oral and Maxillofacial Surgery and provide cover for colleague’s annual leave and study leave.

The on call supplement to be paid for a one in five rota with, typically, immediate return to site (category A) i.e. 5%
In addition to the above activities, current working patterns indicate that an average of 4 hours work per week is required to meet the demands of the emergency service. This currently allows an allocation of 1 PA for emergency duties. These weekday and on-call duties and the allocated PAs are agreed at the annual Job Plan Review.

3. CLINICAL GOVERNANCE

3.1 Consultant Induction

All newly appointed Consultants will be issued with an individual Induction Programme and it is mandatory for all aspects of the induction programme to be undertaken.

3.2 Appraisals

An Appraisal Process for Consultants and Non-Consultant Career Grades is established within the Trust. An integral part of this is in discussions around job plans and continuing professional development. As part of the Consultant Induction, training is offered for appraisees prior to the appraisal process. (Please also refer to Section 8, Terms and Conditions of Service).

3.3 Continuing Professional Development

The appointee will be expected to fulfil the Royal College of Surgeons recommendations for CME/CPD as a minimum. Study leave is available in accordance with Trust policy. There are Postgraduate Centres and well-equipped Libraries at Chase Farm and Barnet Hospitals. There are regular Grand Rounds and Audit meetings and a full programme of teaching for trainees. Medline research facilities are available at many computer terminals around the hospitals, as is access to the Oxford Text Book of Medicine and Surgery via a computer link to the library. The Director of Education is Dr. Tim Gluck and Mr. Dan Selo-Ojeme is the Postgraduate Clinical Tutor.

3.4 Audit, Research & Effectiveness

The Trust has an audit co-ordinator, and there is an audit facilitator and a regular programme of audit activities within the Trust. The Head and Neck Group contributes to this and recent audits from the Maxillofacial Unit have included:

- Rapid access neck lump clinic
- Management of warfarinised patients undergoing exodontia
- Orthognathic surgery
- Restorative management of oncology patients

3.5 Teaching

Barnet and Chase Farm Hospitals NHS Trust is an Associated Teaching Hospital of the University of London and both sites have a regular commitment to the teaching of medical students from UCL/Royal Free Medical Schools.
Consultant staff are expected to act as clinical/educational supervisors for training grade doctors working with them. This includes day-to-day supervision and teaching as well as active participation in objective setting, appraisal and assessment of junior medical staff. Consultants are encouraged to participate in the range of courses for training grade doctors and for general practitioners, which are run in the Trust Postgraduate Centres.

4. ABOUT BARNET AND CHASE FARM HOSPITALS NHS TRUST

4.1 Introduction

Barnet and Chase Farm Hospitals NHS Trust is located in a very pleasant part of north central London, fringed by the green belt. There are excellent transport links (underground, road and rail) into central London, as well as easy access to the rest of the country via the nearby motorway system. Local housing and schools are good and the crime rate is low, with the population growing at one of the fastest rates in London.

We are a large acute Trust serving a population of some 500,000 people. The Trust came into being on 1st April 1999, replacing the former Chase Farm Hospitals NHS Trust and Wellhouse NHS Trust. The current Chief Executive, Mr Mark Easton was appointed in May 2011.

The Trust is committed to modernising its services to improve access and provide care that is patient-focused and responsive to individual needs. We have a stable and loyal workforce that largely lives locally, with low vacancy rates in most departments. The Trust works hard to provide care in the best possible environment.

The Trust is an excellent employer that values, supports and develops its staff. Our future is very bright, with a senior management team committed to modernising services, redeveloping our sites and making our hospitals even better places to work.

4.2 The Trust’s Hospitals

Chase Farm Hospital

Chase Farm Hospital is a district general hospital situated in north Enfield with 558 beds.

Some of the buildings at Chase Farm Hospital were built in the 19th century, and have been added to and updated over the years. A clinical block (The Highlands Wing) opened in early 1995 (part of a major programme of building works costing in excess of £16 million). A day surgery ward opened in July 2003. All our Medical wards are based in upgraded accommodation and Children’s Services are located, together with Maternity Services, in a purpose built building that dates from the 1970s. In addition a new Surgicentre was also created on site in 2005.

A range of Diagnostic and Outpatient Services, together with minor surgical procedures are undertaken at the Cheshunt Community Hospital, which opened in
1994. This scheme was possible through collaboration with Broxbourne Borough Council who bought the old hospital site and provided the new site.

The Chase Farm site is also the base for Barnet, Enfield and Haringey Mental Health NHS Trust that provides, for the three boroughs, Learning Disabilities and Mental Health Services.

**Barnet Hospital**

A £100 million redevelopment of Barnet Hospital has now been completed. The new buildings are managed through a Private Finance Initiative Scheme by a consortium of private companies known as *Metier*. Barnet now has a modern hospital of 459 beds with all Clinical Services accommodated in buildings of excellent standards and modern design. In addition, there are improved inter-relationships between hospital departments to minimise distances to be travelled by patients and staff. There is better access to the hospital site and improved car parking facilities.

A few miles west of Barnet Hospital, the Trust provides a range of outpatient, day case and maternity services at Edgware Community Hospital. Barnet Primary Care Trust manages this site and recently its ageing building stock has been replaced with modern facilities.

Patients at Barnet Hospital have access to intermediate care beds at Potters Bar Community Hospital to the north, and Finchley Memorial Hospital to the south. Outpatient clinics are also held on both of these sites by various specialities.

### 4.3. Clinical Services Strategy

- The Barnet Enfield and Haringey Clinical Strategy proposes changes to women’s and children’s services, urgent care and planned care across Barnet Hospital (BH), Chase Farm Hospital (CFH) and North Middlesex University Hospital (NMUH). The changes will ensure hospital facilities and clinical staff are based in the most appropriate places to offer the best possible care to people across the area we serve.

- This strategy is focused on delivering excellent patient care by reducing risks and improving access and outcomes and splits elective (planned treatment or surgery) and emergency care between our hospitals. More patients will be seen in the community and closer to home. At the same time our hospital care will be consultant led for longer hours each day which will continue to improve outcomes for our patients.

- The main changes are shown below:

  - **The Chase Farm A&E Department becomes an urgent care centre.** Emergency admissions are centralised to Barnet and North Middlesex Hospitals
  
  - **Inpatient children’s services (including neonates) at Chase Farm are centralised at Barnet and North Middlesex Hospitals and Paediatric Assessment Units are developed at Chase Farm and Barnet hospitals**
• Obstetrician based maternity services are moved from Chase Farm to Barnet and North Middlesex hospitals, and a Midwifery Led Birthing Unit is developed at CFH
• Development of Elective Diagnostic and Treatment Centre at CFH which consolidates elective Surgical Services and Minimal Access Surgery
• Outpatients, diagnostics and rehabilitation etc. will be maintained and developed at Chase Farm hospital.

The A&E department at CFH will become an Urgent Care Centre and blue light emergency activity will transfer in the autumn next year because of the need to build sufficient capacity at Barnet and North Middlesex Hospitals first.

Consultant led maternity services will not transfer until the autumn of 2013. Extra capacity is being built at Barnet and North Middlesex University Hospitals to cope with the extra deliveries.

All the changes are expected to be completed by 2014.

4.4 Management Structure

Management arrangements

The Directors:
Chief Executive Mark Easton
Medical Director Ian Mitchell
Director of Finance Tony Ollis
Director of Nursing Terina Riches
Director of Information Management & Technology Steve Huddleston
Director of Organisational Dev’t & Human Resources Raj Chana
Director of Communications Marcia McKnight
Director of Performance, Planning and Partnership Mary Joseet
Director of Operations – Planned Care Paul Hawkins
Director of Operations – Emergency Care Sarah Perry

Clinical Directors:

The 10 Clinical Directorates and their Clinical Directors are:

<table>
<thead>
<tr>
<th>Clinical Directorate</th>
<th>Clinical Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Medicine</td>
<td>Mr Turan Huseyin</td>
</tr>
<tr>
<td>Elderly Medicine &amp; Therapies</td>
<td>Dr David Levy</td>
</tr>
<tr>
<td>General Medicine</td>
<td>Dr Dean Creer</td>
</tr>
<tr>
<td>Specialty Medicine</td>
<td>Dr Bal Athwal</td>
</tr>
<tr>
<td>Surgery</td>
<td>Mr Dan Rossouw</td>
</tr>
<tr>
<td>Critical Care &amp; Anaesthetics</td>
<td>Dr Stephanie Watt</td>
</tr>
<tr>
<td>Imaging</td>
<td>Dr Fraser Ingham</td>
</tr>
<tr>
<td>Pathology</td>
<td>Dr Marilyn Treacy</td>
</tr>
<tr>
<td>Womens</td>
<td>Mr Adam Rodin</td>
</tr>
<tr>
<td>Childrens</td>
<td>Dr Simon Roth</td>
</tr>
</tbody>
</table>
Each directorate will be managed by a Clinical Director with a General Manager (Assistant Directors of Operations) and supported by teams including clinical, general, finance and human resources managers. The clinical Directorates are responsible for the management of all of their medical and other staff, for the delivery of performance targets and for achieving agreed financial objectives. The Directors of Operations have overall board level responsibility for the management of the clinical Directorates and for clinical performance management.

The Clinical Directors are all members of the Hospital Management Board, thus ensuring a strong clinical voice at the highest decision making level of the Trust.

5. TERMS AND CONDITIONS OF SERVICE

• The post is covered by the Terms and Conditions - Consultants (England) 2003 and the General Council's Conditions of Service. Barnet and Chase Farm Hospitals NHS Trust may, however, introduce future changes in standard terms and conditions of service after negotiation. All local policies and procedures apply.

• The Trust is committed to providing safe and effective care for patients. To ensure this, there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues. All medical staff practising in the Trust should ensure that they are familiar with the procedure and apply it.

• All Consultants have a continuing responsibility for the care of patients in their charge and for the proper functioning of their departments. They are required to undertake the administrative duties associated with the care of their patients and the running of their clinical departments. The Consultant will be expected to attend meetings of the appropriate DIRECTORATES as required.

• All Consultants are expected to assume responsibility, both singly and corporately, for the management of junior medical staff. In particular, they are expected to be responsible for approving and monitoring junior staff rotas and junior staff locum arrangements, where appropriate. They are also expected to concern themselves with the professional development, both clinical and personal, of their trainees.

• All Consultants are required to participate in the Trust’s annual appraisal and job plan review process. Job Plans will list all NHS duties of the Consultant, the number of programmed activities and agreed supporting resources. Job Plans may be changed with the agreement of the Trust.

• All newly appointed whole-time Consultants will be appointed for 10 PAs in the first instance. Within approx. 3 months of commencement a job plan will be agreed and signed off. If the agreed job plan exceeds 10 PAs then any additional payments will be made and backdated to the date the additional work was agreed.

• The salary for Consultant staff is set out in Schedule 13 of the Terms and Conditions – Consultants (England) 2003. Your basic salary will increase
when you receive pay thresholds in accordance with the Terms and Conditions. However, you will not receive pay thresholds automatically but it is expected that you will progress through the thresholds and will do so if the criteria in Schedule 15 of Terms and Conditions are met.

- If you are required to be on-call you will be paid an appropriate supplement in addition to your basic salary.

- With regards to Superannuation this post is subject to the National Health Service Regulations.

- Where you intend to undertake private professional services other than such work carried out under the terms of this contract, whether for the NHS, for the Independent sector or for another party, the provisions in Schedule 6 of the Terms and Conditions apply.

- Reference should be made to the “Code of Conduct for Private Practice” which sets out standards of best practice governing the relationship between NHS work, private practice and fee paying sessions.

- Candidates unable, for personal reasons, to work whole-time are invited to apply and will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis in consultation with Consultant colleagues and the Clinical Management Group Chairman.

- All applicants to any post within the Trust are required to declare any involvement, either directly or indirectly, with any firm, company or organisation which has a contract with the Trust. Failure to do so may result in an application being rejected or if it is discovered, after appointment that such information has been withheld, then this may lead to dismissal.

- The Consultant will be required to live within 10 miles by road (or 30 minutes travelling distance) of the main hospital base. Reimbursement of removal and associated expenses will be subject to agreement and in line with the Trust’s Removal Expenses Policy.

- A satisfactory medical examination is a condition of employment for medical and dental staff in the NHS. Therefore, the successful candidate may be required to undergo such an examination.

- The appointee will be expected to provide cover for annual and study leave of his/her consultant colleagues.

- A copy of the Terms and Conditions – Consultants (England) 2003 is obtainable from: www.doh.gov.uk/consultantframework

**Rehabilitation of Offenders**

Because of the nature of the work of this post, it is exempt from the Section 4(2) of the Rehabilitation of Offenders Act (1974) by virtue of the Rehabilitation of
Offenders Act (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 the Trust. Any information given will be completely confidential and will be considered only in relation to application for positions to which the order applies.

Criminal Records Bureau

Posts are offered subject to clearance from the Criminal Records Bureau.

Annual Leave

Annual leave is given in accordance with the Terms and Conditions of Service and the Trust Policy relating to Medical and Dental Staff. Whole-time Consultants are entitled to six weeks and two days’ leave a year (32 working days). Annual leave for part-time staff is pro rata this whole time amount.

Consultants with 7 completed years of service will be entitled to 6 weeks 4 days’ annual leave (34 working days).

Consultants are expected to plan their annual leave well in advance so that their absence is not detrimental to the service. They should give no less than 6 weeks’ notice of intention to take leave.

Study Leave

Study leave is given in accordance with the Terms and Conditions of Service relating to Medical and Dental Staff. Consultants are currently entitled to assistance with expenses associated with approved study leave. It is the current policy of the Trust to assist consultants with reasonable fees and expenses associated with approved continuing medical education (currently up to approx. £500 per annum). Consultants are expected to plan Study Leave in advance so that their absence is not detrimental to the service.

Confidentiality

You are required to maintain confidentiality of any information concerning patients which you have access to or may be given in the course of your work.

Personal Conduct

All staff within the Trust are expected to treat other members of hospital staff with courtesy and respect. The Trust’s rules and policies including the disciplinary procedure apply to all staff without exception. The attention of consultant medical staff is drawn to the GMC document “The Duties of the Doctor”. The Trust will take this into account when considering the conduct of medical staff in relation to any incident.

INFECTION CONTROL

All staff must ensure that they are fully compliant with the Trust’s Infection Control policies and procedures, which includes attendance at Mandatory Training.
In addition to any responsibilities specified within your job description, it is
Your duty to:

Take all reasonable care to minimise the likelihood of healthcare-associated
infections occurring to patients, visitors and staff (including yourself) as a
consequence of actions and / or omissions at work.

Co-operate with your employer in ensuring that all statutory and other
requirements are complied with – in particular, compliance with the Health Act
2006: Code of Practice for the prevention and control of healthcare-associated
infections

Health & Safety Policy

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

Security

It is the responsibility of all employees to work within the security policies and
procedures of the Barnet and Chase Farm Hospitals NHS Trust to protect the
patients, staff and visitors and the property of the Trust. This duty applies to the
specific work area of the individual and the Hospital in general. All staff are
required to wear official identification badges.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or
use information held on a computer or word processor you should do it in a fair
and lawful way. You should hold data only for the specific registered purpose and
not use or disclose it in any way incompatible with such a purpose and ought to
disclose data only to authorised persons or organisations as instructed. Breaches
of confidence in relation to data will result in disciplinary action.

Smoke-Free Policy

Barnet & Chase Farm Hospitals NHS Trust has a smoke-free policy. Smoking will
not be permitted on any of the Trust's premises (including the grounds that those
premises are sited on) or in any Trust owned vehicle.

Applicants should be aware that it might not be possible to smoke throughout
working hours.

Equal Opportunities

It is the aim of the Trust to ensure that no job applicant or employee receives less
than favourable treatment on grounds of sex, race, colour, nationality or national
origins and is not placed at a disadvantage by conditions or requirements that
cannot be shown to be justifiable. To this end the Trust has an equal opportunities
policy and it is for each employee to contribute to its success.
Method of Payment

Payment of salary is made into bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There are no facilities for any other form of payment.

Whistleblowing Statement

Barnet and Chase Farm Hospitals NHS Trust is has a clear commitment that staff concerns will be taken seriously, and investigated. The Trust's Whistleblowing Policy supports the Public Disclosure Act 1998 and gives an unequivocal guarantee that staff who raise concerns responsibly and reasonably will be protected against victimisation. The policy makes clear arrangements in place for staff with opportunities to discuss their concerns. Please access the policy from the Trust's intranet or the Human Resources department.

Prospects of Change

The Barnet and Chase Farm Hospitals NHS Trust is currently reviewing the organisation of its services. This is likely to result in the centralisation of some specialist inpatient services on one site or the other with the retention of outpatients and day surgery on both site. This may result in changes to the working arrangements for individual consultant staff. The Trust wishes to draw the attention of applicants to the potential of change in the future. Trust staff will be consulted about specific proposals as it affects them and the Trust as a whole.

Visits to the Trust

Informal visits from intending applicants are welcomed. Candidates are invited to contact, in the first instance:

Mr Mike Gaukroger – Consultant Maxillofacial Surgeon (Head of Dept OMFS and Orthodontics)
Tel: 0208 3751764 Email: michael.gaukroger@nhs.net

Mr Peter McDermott – Consultant Maxillofacial Surgeon
Tel: 0208 3751925 Email: peter.mcdermott@nhs.net

Mr Wayne Halfpenny – Consultant Maxillofacial Surgeon/Head and neck Cancer Lead
Tel: 0208 3751764 Email: wayne.halfpenny@nhs.net

Janavikulam Thiruchelvam - Consultant Maxillofacial Surgeon
Tel: 02083751925 Email: janavikulam.thiruchelvam@nhs.net

Mr Ian Mitchell – Medical Director
Tel: 0208 3752449 Email: ian.mitchell@nhs.net

Mr Mark Easton – Chief Executive
Tel: 0208 3751028 Email: Mark.Easton@nhs.net
## Qualifications

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### General Experience

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### Research / Teaching experience

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### Personal Attributes

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