

## Job description

<b>Position</b>	Ear, Nose and Throat Consultant
<b>Grade</b>	Consultant
<b>Location</b>	PAH (across partnering locations)
<b>Hours</b>	Full time
<b>Responsible to</b>	Clinical Director
<b>Accountable to</b>	Medical Director

### Our Organisation

The Princess Alexandra Hospital NHS Trust (PAHT) provides a full range of general acute, outpatient and diagnostic services at The Princess Alexandra Hospital in Harlow, the Herts and Essex Hospital in Bishop's Stortford, and St Margaret's Hospital in Epping.

We employ 3,500 staff and serve a local population of around 350,000 people living in west Essex and east Hertfordshire, centred on the M11 corridor and the towns of Harlow, Bishop's Stortford and Epping. Our extended catchment area incorporates a population of up to 500,000 and includes the areas of Hoddesdon, Cheshunt and Broxbourne in Hertfordshire.

### Our Values

The Princess Alexandra Promise to our patients as identified by our 3 values which will contribute to improving our patient experiences:

**Patient at heart** – Always holding the patient and their wellbeing at the centre of our thoughts and efforts

**Everyday excellence** – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both

**Creative collaboration** – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care

The Trust believes in investing in all our staff and rewarding high standards of care whilst building for excellence and in return we expect our staff to uphold the Trust values to the highest level.



## Job summary

We are looking for an ENT Surgeon who is able to provide a comprehensive general ENT service in a busy acute trust on the outskirts of London.

The successful candidate should ideally have adequate experience in general ENT and offer clinical skills/interests that will complement the needs of the department. They should be competent in all types of routine ENT surgery, including Otology, Rhinology, Paediatric ENT and Head and Neck cancer surgery. Skills in Rhinology and Paediatrics would be preferred.

The successful candidate should be able to work well together with the relevant ENT teams at Mid and South Essex Trust (Broomfield, Southend and Basildon), adapt clinical skills and exchange ideas and activities in order to promote patient safety and research. He or she should be able to provide cover throughout the wider geographic Essex area at times.

The on-call commitment is 1:12, due to the integration of Essex wide ENT Network Service (since August 2008); this is a Hub and Spoke model. Broomfield Hospital is the hub (Mid and South Essex Hospital NHS Trust) and 4 Spoke Hospitals (Harlow, Basildon & Thurrock, Southend and Colchester). Princess Alexandra Hospital is part of the network for elective inpatient cases and out of hours emergencies only and Colchester is part of the Network for cancer services only.

They will also participate in the Elective Surgical Hub currently starting at St. Albans for elective ENT operating.

## Duties and responsibilities

Successful candidates must be able to make independent decisions regarding patient treatment plans and be able to carry out independent theatre sessions on a broad range of ENT conditions. They must also be able to deal with difficult patients in an acute setting and manage patient's expectations according to their treatment plan.

Ours is a fast-developing department consisting of young, enthusiastic, highly motivated Consultants and brilliant hard-working Specialist Doctors. We have grown our services and will continue doing so in order to respond to the needs of the population and the current financial climate.

We have set up training programs for the juniors in the ENT and A+ E departments. We are looking for a very keen individual, with innovative ideas, willingness to work hard and participate in the creation of a dynamic department.



The ENT on-call provides integral support to the local community as well as dealing with all aspects of ENT trauma. The majority of the service and treatment is provided in the A and E setting to ambulatory patients.

The successful applicant will be part of the 1:12 on call rota which is based at Broomfield Hospital.

The post holder will provide

- Out of hours cover for new A&E attendances (Essex network area)
- Out of hours cover for ward patients (an average of 8 patients per week elective/emergency)
- Out of hours cover for elective patient's emergency attendances
- Effective clinical risk management for ENT activity in all aspect
- To provide an ENT service to both Children and Adults
- Perform major nasal surgery (FESS and SRP) and develop the Rhinology and Paediatric services.
- Supervise and teach a team of specialist doctors at registrar level and a team of GPVTS trainees at junior doctor level.
- Work with GPs to develop community services and guidelines, providing support, teaching and training.
- Act as Clinical Supervisor for our 3 GPVTS junior trainees.

The successful candidate will join the existing establishment in delivering a broad range of general ENT Services at Princess Alexandra Hospital NHS Trust, promoting day case surgery in keeping with the recommendations of the British Association of Day Surgery and the National Targets whilst at the same time supporting practitioners in primary care. The appointee will be expected to contribute to junior doctor training, participate in audit and research programs and take an active interest in the management of the specialty both at Princess Alexandra Hospital and Broomfield Hospital.

The post holder will be based at The Princess Alexandra Hospital in Harlow but will undertake outpatient sessions at St Margaret's Hospital in Epping (SMH) and Herts & Essex Hospital (HEH) in Bishops Stortford. It is likely that the venue of the outpatient



clinics could change as required by the Trust.

Admin time is incorporated within each clinic and additional admin time is offered on Monday pm.

Time travel is taken into consideration and expenses are reimbursed as per trust expense policy.

The post will serve to provide Consultant advice and treatment to a variety of patients including children for the surgical management of common, non-specialised, ENT problems at PAH.

The post holder is expected to ensure all post-operative patients have clearly documented instructions for safe and timely discharge.

The individual will need to demonstrate professional excellence and efficient delivery of care in view of the clinical caseload associated with the post.

There is a 1:12 on-call rota with Chelmsford whereby the successful applicants will be required to provide Emergency cover for the Essex ENT hub at Chelmsford (Broomfield) Hospital for a one week period. There is support from rotating middle grade surgeons and resident juniors at the hub.

## Supporting Resources

The Consultant will be provided with full secretarial and clerical support based in Harlow. Shared office facilities are available.

## Revalidation

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

## Mentoring

The Trust offers a mentorship scheme to all new consultants to provide support and guidance.

## Study Leave

Study leave is granted within a maximum of 30 days in any period of 3 years for professional purposes within the United Kingdom in accordance with national and local guidelines. The post holder is expected to meet the Continuing Professional Development requirements of the Royal College.



## Residence

Residence required within either 10 miles or 30 minutes by road from The Princess Alexandra Hospital, unless alternative arrangements are agreed with Trust Management. The post holder must have access to transport and a residence address must be maintained with a public telephone service.

## Policies and Procedures

All Staff under contract with The Princess Alexandra Hospital will be expected to comply with all local and national policies and procedures.

A standard full-time job plan will contain 10 programmed activities with a timetable value of four hours or in half units of two hours. Contractual and Consequential services include as Job Description Consultant appropriate; Direct Clinical Care including on-call work, Supporting Professional Activities, Additional NHS Responsibilities, External Duties and Travelling Time when working between sites as defined in schedule 12 of the Consultants Terms and Conditions.

Additional SPA time may be awarded for any subsequent activities undertaken. Evidence to support SPAs needs to be collated as part of the annual job planning.



## Job Plan Template (this may change according to department needs)

Day	Time	Location	Work	Categorisation	No. of PAs
Monday	09.00 – 13.00	PAH	Theatre	DCC	1.25
	13.30 – 18.30	PAH	Theatre	DCC	1.25
Tuesday	08.00 – 09.00	PAH	MDT OPA	DCC	0.25 1.0
	09.00 – 12.00				
	13.00 – 17.00	PAH	OPA	DCC	1.0
Wednesday	09.00 – 13.00	PAH	SPA	SPA	1.0
	13.00 – 17.00	PAH	Admin	DCC	1.0
Thursday	09.00 – 13.00	PAH	OPA	DCC	1.0
	13.30 – 17.30	PAH	OPA	DCC	1.0
Friday	13.00 – 18.00	OFF	SPA		0.5
	13.00 – 17.00	Off	Audit Lead	SPA/APA	1
Saturday					
Sunday					
Predictable emergency on-call work		ON CALL	1:12 ON CALL		1.00
Unpredictable emergency on-call work					0.00
TOTAL PAs					11.25
SUMMARY OF PROGRAMMED ACTIVITY					
Direct clinical care					8.75
Supporting programmed activities (SPAs) - additional responsibilities and external duties					2.5



## Person specification

<b>Position</b>	Consultant Ear, Nose and Throat
<b>Grade</b>	Consultant

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview. Essential: E Desirable: D

Trust values	
Patient at heart – Always holding the patient and their wellbeing at the centre of our thoughts and efforts	E
Everyday excellence – Sharing and celebrating our successes, being honest when we get it wrong, giving us the ability to learn from both	E
Creative collaboration – Knowing strength comes from diversity, we combine our experiences, skills and talents, working together to find new and better ways to care	E

Education and qualifications	
Registered with GMC On the specialist register	E
FRCS or equivalent FRCS (ORL-HNS)	E
Postgraduate training experience.	D
Undergraduate teaching experience	D

Experience	
Management Experience	E
Attendance and participation in Hospital Committee meetings	E
Audit	E
Research in areas of special interest	E
Training & development programme certificates	D
Able to assist and supervise specialist doctors at registrar level.	D
Peer review publications	D

Skills and knowledge	
General training within ENT with expertise in day case management. Experience in/exposure to Rhinology surgery.	E
Experience in general ENT surgery.	E



Experience in/exposure to advanced Rhinology.	E
Presentation skills Familiarity with network system arrangement	E
Computer literate	E
Understanding of 18 weeks and cancer targets	E
Holds a UK (or equivalent) driving license	E
Understanding of NHS strategy	E
Understanding of NHS	E
Commissioning arrangements Familiarity with Essex region and network arrangements.	D

### Personal qualities

Good leadership skills	E
Excellent communicator	E
Team Player	E
Working well in MDT Visionary	E
Thrives on challenges	E

