

JOB DESCRIPTION

JOB TITLE:	Senior Clinical Fellow in Plastic Surgery	
DIVISION:	Network Services	
SALARY BAND:	MT04	
RESPONSIBLE TO:	Service Line Lead plastics	
ACCOUNTABLE TO:	Clinical Director Breast and Plastics	
HOURS PER WEEK:	40	
MANAGES:	Directly:	N/A
	Indirectly:	N/A
JOB SUMMARY:		
<p>This is a full-time (40 hours per week) post based at the Royal Free NHS Foundation Trust Plastic Surgery Department. The Plastic Surgery Department at the Royal Free is a busy and dynamic unit that provides care both for the local population in North Central London and to a much larger network around North London, and the Home Counties.</p> <p>In addition to the Royal Free Hospital, the trust manages plastic surgery services in the following locations: Mount Vernon Hospital Watford General Hospital St Albans City Hospital Barnet General Hospital Edgware Community Hospital</p> <p>Services are also provided at the following sites: Hillingdon Hospital Luton & Dunstable Hospital Whittington Hospital University College Hospital Heart Hospital Royal National Orthopaedic Hospital Harefield Hospital Northwick Park Hospital</p> <p>The service is configured such that inpatient work, day case work involving general anaesthetic and specialist outpatient services are generally delivered from the Royal Free Hospital. At each 'spoke' in the network there are a combination of general outpatient services, operating under local anaesthetic and in some cases clinical partnerships with consultants in other specialties for joint operating.</p>		

Currently there are eighteen plastic consultant surgeons totalling 157 programmed activities, including both part time and full time posts working across the hub and spoke sites. The department has a strong reputation for provision of care for patients in breast reconstruction, skin malignancy, hand surgery, facial palsy, sarcoma reconstruction, ear reconstruction and abdominal wall reconstruction. The unit offers support to a wide variety of specialties both within the Royal Free and across our wider network.

This post is advertised as a twelve month fixed term contract.

Date of the JD review:

MAIN DUTIES AND RESPONSIBILITIES

Royal Free London NHS Foundation Trust World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **Welcome** all of the time • Confident because we are clearly **communicating**
- **Respected** and cared for • **Reassured** that they are always in safe hands

About us

The Royal Free Hospital was founded in 1828 to provide free healthcare to those who could not afford medical treatment. The title 'Royal' was granted by Queen Victoria in 1837 in recognition of the hospital's work with cholera victims.

For many years, Royal Free Hospital was the only hospital in London to offer medical services to women. This began a close association with the London School of Medicine for Women, later renamed the Royal Free Hospital School of Medicine.

Royal Free Hospital moved to its present site in the mid-1970s, bringing together the old Royal Free Hospital in Gray's Inn Road with the Lawn Road, New End and Hampstead General hospitals.

In April 1991 the Royal Free Hampstead NHS Trust became one of the first NHS trusts established under the provisions of the NHS and Community Care Act 1990.

On 1 April 2012 the trust was authorised as a foundation trust, under the name Royal Free London NHS Foundation Trust.

In 2014, Barnet Hospital and Chase Farm Hospital joined our foundation trust, bringing further medical expertise and local care to the NHS services we provide.

Barnet Hospital first provided healthcare in an infirmary in the Barnet Union Workhouse in 1838. Chase Farm Hospital began as a home for pauper children in 1884.

The hospitals were important to medical treatment during both world wars. Between 1916-18, 6,000 wounded and sick soldiers were given medical care at Barnet Hospital, and during the Second World War, Chase Farm cared for wartime casualties under the emergency medical scheme. In 2004 Chase Farm made European history, by carrying out the first total hip replacement procedure with the patient leaving hospital in just 27 hours. At the time in the UK, the average length of stay following a total hip replacement was 11 days.

The Royal Free London NHS Foundation Trust runs three hospitals in London:

- Barnet Hospital
- Chase Farm Hospital
- Royal Free Hospital

Across our three London hospitals, our vision is clear: to deliver world class expertise and local care. We combine globally recognised clinical expertise with local and friendly hospital care to represent the NHS at its best.

Our mission is to be world class in terms of healthcare treatment, clinical research and teaching excellence. We aim to deliver and develop leading local healthcare in all three of our hospitals, to improve lives and help people thrive.

How the Royal Free will achieve its mission

We will achieve our mission by making sure that we have:

- **Excellent outcomes**, in our clinical treatment, research and teaching
- **Excellent experiences** for patients, staff and GPs
- **Excellent value**, by improving the efficiency and productivity of our services, and reducing costs
- **Full compliance**, meeting or exceeding all regulatory standards and outcomes we are set
- **A strong organisation**, investing effectively in our staff and infrastructure to make sure we are fit for future challenges

How the Royal Free measures its performance

In order to meet our aims, we want to ensure that our three London hospitals are in the top 10% of all healthcare providers for:

- quality of clinics and treatments
- medical research
- teaching and training new medical staff
- patient satisfaction and experience
- value for money

We set corporate objectives on an annual basis to help us achieve our mission.

The University College London Medical School

University College London is the largest of over 50 colleges and institutes which make up the federal University of London and is consistently rated as one of the U.K.'s premier academic institutions. The University College Medical School is a general medical school in the Faculty of Medicine of the University of London, formed on 1 August 1998 by the merger of the Royal Free Hospital School of Medicine and University College School of Medicine. A joint Department of Medicine, with around 400 staff, has existed between the two Schools since January 1994. The Department encompasses a broad range of basic and clinical research programmes and undertakes teaching of undergraduates and postgraduates.

Research

Research and development is a major component of the Royal Free London NHS Foundation Trust strategy and reflects the Trust's desire to maintain its position as one of the top ten trusts for R&D income in the UK. The research efforts of the Trust and Medical School are closely integrated and there are extensive facilities for both clinical and basis science research. Consultant staff are expected to participate in research according to their skills and speciality. An audit system for quality in R&D was introduced during 1998 and reflects an individual's commitment to this area. Applicants should prepare an outline of the research they would wish to undertake if appointed.

THE DEPARTMENT

The Department of Breast Surgery sits within the Network Services Division.

Mr Shadi Ghali is the service line lead for Plastic Surgery. Mr Stephen Hamilton is the clinical director of the Network Services division.

THE DEPARTMENT OF PLASTIC SURGERY

Service Configuration

A new clinical network has been established with the Royal Free Hospital as the hub of inpatient and complex care and a number of spokes around North London, and the Home Counties.

In addition to the Royal Free Hospital, the trust manages plastic surgery services in the following locations:

Mount Vernon Hospital
Watford General Hospital
St Albans City Hospital
Barnet Hospital
Edgware Community Hospital
Chase Farm Hospital

Services are also provided at the following sites:

Northwick Park Hospital
Hillingdon Hospital
Luton & Dunstable Hospital
Whittington Hospital
University College Hospital
Heart Hospital
Royal National Orthopaedic Hospital
Harefield Hospital

The service is configured such that inpatient work, day case work involving general anaesthetic and specialist outpatient services are generally delivered from the Royal Free Hospital. At each 'spoke' in the network there are a combination of general outpatient services, operating under local anaesthetic and in some cases clinical partnerships with consultants in other specialties for joint operating. Ongoing network developments including may allow development of further inpatient and outpatient services at hospitals within the sector.

Facilities at the Royal Free Hospital

Inpatient facilities for adults are on 5NorthA Ward and for children are on 6 North Ward (the paediatric surgical ward). A large number of patients are treated via the day surgery unit and the 23-hour stay facility. Operating is carried out in four dedicated theatres.

Clinics are centralised in one area used exclusively by the Plastic Surgery Department.

The trust also has hotel facilities which can be accessed for patients travelling long distances for elective care.

Elective Care

There is a wide range of reconstructive surgical services provided at the Royal Free Hospital and around our clinical network.

Breast cancer reconstruction

Head and neck cancer reconstruction and facial deformity correction

Skin malignancy, melanoma and sentinel lymph node sampling in concert with the Specialist Skin Cancer MDT held at the Royal Free Hospital.

Rheumatoid, Congenital and Dupuytren's hand disease

Limb sarcoma reconstruction

Ear reconstruction

Facial reanimation

Abdominal wall reconstruction

Chest wall reconstruction

Laser treatment

Reconstructive services are provided for a wide the full range of specialties including cardiothoracic surgery, general surgery, gynaecology, urology and neurosurgery

Non Elective Care

Most non-elective care is provided through the plastics trauma service which is organised through a semi-elective pathway. The plastics trauma service has a dedicated daily clinic and daily operating sessions. The department accepts referrals via any local A&E or Minor Injury Unit.

Around our network we also accept patients who require plastic surgery input. Surgery is provided locally with wound care advice from the CNS if required. When complex plastic surgery input is required, patients are transferred to the plastic surgery ward at the Royal Free Hospital.

MEDICAL STAFFING

The substantive consultant medical staffing in the department comprises the following:

Stephen Hamilton (Clinical Director)	Oncological reconstruction (Breast & Skin)	Royal Free Hospital & Chase Farm Hospital
Shadi Ghali (Clinical Lead)	Oncological reconstruction / Laser	St Albans City Hospital & Royal Free Hospital
Alex Woolard (Training lead)	Facial reanimation, lower limb reconstruction, sarcoma	Royal Free Hospital & Royal National Orthopaedic Hospital
Ash Mosahebi	Breast reconstruction	Royal Free Hospital, Mount Vernon Hospital & Watford General Hospital
Peter Butler	Scleroderma	Royal Free Hospital
Dariusz Nikkhah	Hand, Head and neck & breast reconstruction	Royal Free Hospital, Hillingdon Hospital & Watford Hospital
Yazan Al-Ajam	Skin cancer & general plastic surgery	Mount Vernon Hospital, Northwick Park, Royal Free Hospital
Shameem Haque	Skin cancer, breast reconstruction, sarcoma	Royal Free Hospital, Chase Farm Hospital & Royal National Orthopaedic Hospital
Naghmeh Naderi	Skin cancer, breast reconstruction & general plastic surgery	Royal Free Hospital & Chase Farm Hospital
Norbert Kang	Hand surgery & breast reconstruction	Royal Free Hospital & Luton and Dunstable Hospital

Mo Akhavani	Plastics Trauma, Breast Surgery & Hand surgery	Royal Free Hospital
Greg O'Toole	Ear reconstruction	Royal Free Hospital
Walid Sabbagh	Ear reconstruction	Royal Free Hospital
Nilesh Sojitra	Breast reconstruction	Royal Free Hospital & Luton and Dunstable Hospital
Neil Toft	Hand surgery & general plastic surgery	Mount Vernon Hospital & Royal Free Hospital
Simon Withey	Chest wall reconstruction & facial head and neck reconstruction	Royal Free Hospital
Ibby Younis	Skin cancer, breast reconstruction & general plastic surgery	University College, Mount Vernon and Royal Free Hospital
Allan Ponniah	Skin Cancer, craniofacial reconstruction, breast surgery	Royal Free Hospital, Watford General Hospital & Mount Vernon Hospital

All members of the consultant team participate equally in elective and emergency duties with an equitable allocation of duties and responsibilities.

Junior Staff

There are 21 specialist registrars (or equivalent), eight core trainees (or equivalent) and two Foundation Year 2 doctors in the department. The junior staff are managed in a firm structure. On call and resident out of hours working is rostered by the team as part of the Trust's Hospital at Night service.

Inpatient cover is managed by the Ward SpR and Ward SHO which is a shared weekly commitment. Weekly duties are carefully rostered by the Senior Registrar.

Out of hours care at consultant level is provided on a first on and second on consultant rota covering the network at a frequency of 1 in 7 with prospective cover. Duties include weekend operating on the plastics trauma lists when consultants are expected to be on site to coordinate the on call work alongside the junior staff.

Multi-Disciplinary Team

The department benefits from an expert nursing team which includes a Lead Nurse for Specialist Practice, two Clinical Nurse Specialists and a team of trained nurses providing nurse led care in the management of dressings, laser, tattooing and scar management.

The team also includes specialist therapists who provide hand therapy and post-operative assessment for hand trauma patients. The nurses and therapists work at the Royal Free Hospital and at Mount Vernon Hospital.

The team benefits from the involvement of three clinical psychologists who work as part of the multi-disciplinary team providing assessment and support for patients.

NATURE OF EMPLOYMENT AND HOURS OF WORK

This is a full time NHS appointment working 40hours per week. Any candidate who is unable for personal reasons to work full-time will be eligible to be considered for the post; appropriate modification of the job content should, however, be discussed and agreed with the Divisional Director in consultation with the Clinical Director and Consultant colleagues prior to accepting any appointment that might be offered.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

Clinical responsibilities:

- The postholder will undertake plastic surgery clinics and provide care for patients with a wide range of plastic surgical conditions.
- The post-holder will work at SpR level. He / she will be expected to undertake appropriate surgery and assist in the operating theatre, take part in ward rounds and assist in outpatient plastic clinics, as directed by the Consultants.
- The successful applicant will engage fully and proactively in clinical governance activities, including clinical audit, and the Trusts clinical governance systems.
- Support infection prevention & control and antimicrobial stewardship activities.
- Participate in laboratory and clinical audit.

INDICATIVE JOB PLAN AND TIMETABLE

An example weekly timetable is made up of the following activities:

	Time	Work
Monday	09:00 – 17:00	Outpatient duties / trauma clinic
Tuesday	08:00 – 19:00	Operating session
Wednesday	09:00 – 17:00	Outpatient duties/elective operating
Thursday	08:00 – 19:00	Operating session
Friday	08:00 – 16:00	Teaching Outpatient duties / admin

This job plan is indicative, subject to modification on a weekly basis.

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.

- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

CONFIDENTIALITY AND RECORDS MANAGEMENT

You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties, which will in many cases include accessing personal confidential data relating to patients and staff. You must treat all information in a discreet and confidential manner and if applicable to your role comply with your professional obligations and codes of practice relating to confidentiality (such as the GMC's Confidentiality Guidance).

Your obligation to respect the confidentiality of information you encounter during the course of your duties continues after your employment with the Trust has ceased.

Personal confidential data regarding patients and staff must not be disclosed either verbally or in writing to unauthorised persons. It is particularly important that you should ensure the authenticity of telephone enquiries.

Written paper records containing patient or staff personal confidential data must be kept securely at all times.

Electronic records containing patient or staff personal confidential data must always be encrypted to the required trust standard, this includes when personal confidential data is saved to portable devices or media such as USB memory sticks, tablets, smartphones, compact discs and external USB hard drives.

Unauthorised deliberate access to records without permission or good reason is not permitted. Staff must not share access controls, passwords or CRS smartcards under any circumstances.

Staff who make entries into in health records must ensure that notes are legible and attributable. Staff are encouraged to follow the generic medical record-keeping standards prepared by the Health Informatics Unit of the Royal College of Physicians.

You must not use social networking websites, or similar media to discuss any aspect of your employment or to give an opinion about patients, colleagues or the trust.

Staff must not use recording equipment (such as camera phones/cameras/video cameras) to take images whilst on Trust premises except with the explicit (written) consent of the individual(s) in the image. Under no circumstances may these images be posted/uploaded onto a social networking website or similar media.

All data held by the Trust must conform to the requirements of the Data Protection Act 1998 ("DPA). Under the DPA, patients and staff have a right of access to their records, but you should be aware that unauthorised disclosure of personal information (including such information that is recorded on computer) is unlawful. Further guidance is available from your manager.

If it is necessary to share Trust personal confidential data in order to effectively carry out your work, you must make sure that as far as is reasonable this information will be exchanged securely, on a strictly 'need to know' basis, using the minimum that is required and be used only for the purpose for which the information was given. If you are unsure about this, you should seek advice from your manager or the Trust's Caldicott Guardian.

You are responsible for ensuring that all information is stored, used, transported and accessed appropriately and that security levels are maintained at all times in accordance with the trust's Information Governance policies.

Any breaches of these conditions during your employment may result in disciplinary action and may be regarded as gross misconduct. Further, any unauthorised disclosures of personal information may be an offence under the Data Protection Act 1998, or may breach the common law duty of confidentiality and/or professional obligations. Any such breach may result in criminal proceedings being taken against you and/or a civil action for damages by the Trust or another affected party

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.

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 aims 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.

All staff 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).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

Smoke Free

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,