Incorporating

Central Middlesex Hospital

Community Services in Brent, Ealing and Harrow

Ealing Hospital

Northwick Park Hospital

St. Mark’s Hospital

DIVISION OF MEDICINE SERVICES

JOB DESCRIPTION

Trust Junior Doctor in ELDERLY CARE MEDICINE

REF: REC

Contract: Full Time

Responsible to: Clinical Director, Elderly Care Services

Reporting to: Clinical Lead Elderly Care & Stroke

Base: London North West Healthcare NHS Trust

Tenure: Fixed term
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Chairman of the Trust</td>
<td>Mr Peter Worthington</td>
<td>0208 869 2017</td>
</tr>
<tr>
<td>Chief Executive</td>
<td>Dame Jacqueline Doherty</td>
<td>0208 869 2000</td>
</tr>
<tr>
<td>Acting Medical Director</td>
<td>Dr Charles Cayley</td>
<td>0208 869 2609</td>
</tr>
<tr>
<td>Director of the Northwick Park</td>
<td>Professor Shervanthi</td>
<td>0208 869 3284</td>
</tr>
<tr>
<td>Institute Of Medical Research (NPIMR)</td>
<td>Homer-Vanniasinkam</td>
<td></td>
</tr>
<tr>
<td>Director of Research, Development and Medical Education</td>
<td>Dr J. Pitkin</td>
<td>0208 869 3330</td>
</tr>
<tr>
<td>Director of Post-graduate Medical Education</td>
<td>Dr Roger Sharp</td>
<td>0208 869 2292</td>
</tr>
<tr>
<td>Clinical Director</td>
<td>Dr Nigel Stevens</td>
<td>0208 453 2558</td>
</tr>
<tr>
<td>Clinical Lead Stroke &amp; Elderly Medicine</td>
<td>Dr David Cohen</td>
<td>0208 869 2491</td>
</tr>
<tr>
<td>Divisional General Manager</td>
<td>Mr James Walters</td>
<td>0208 869 5342</td>
</tr>
<tr>
<td>Clinical Manager</td>
<td>Ms Sue Fenwick Elliott</td>
<td>0208 869 2496</td>
</tr>
<tr>
<td>Service Manager</td>
<td>Mr Joseph Mensah</td>
<td>0208 869 6783</td>
</tr>
</tbody>
</table>
London North West Healthcare NHS TRUST

Trust Junior Doctor in Elderly Medicine

FIXED TERM CONTRACT

CENTRAL MIDDLESEX

NORTHWICK PARK HOSPITAL

ELDERLY CARE & STROKE MEDICINE DIRECTORATE
THE TRUST

London North West Healthcare NHS Trust was created on 1 October 2014 following the merger of Ealing Hospitals NHS Trust and The North West London Hospitals NHS Trust. We are one of the largest integrated Trusts in the country linking hospital community services across Brent, Ealing and Harrow. We are also home to the renowned specialist centre for the treatment of the diseases of the bowel and gut. We have more than 8,000 staff serving a population of over 850,000 with a budget of more than £640 million a year.

Northwick Park Hospital was opened in 1969 combining a major District General Hospital and the MRC Clinical Research Centre. The links between clinical practice and clinical research have been close ever since, and although the MRC left in 1994, the hospital continues to attract high calibre medical and other staff. This has resulted in a sustained reputation for clinical excellence. The hospital became a Trust in April 1993. It took over the Clinical Research Centre Buildings in April 1994 and subsequently utilised them for the development of clinical services and to set up the Northwick Park Institute for Medical Research (NPIMR). The hospital retains complementary and enhanced research activity in several regional specialist units such as the Kennedy-Galton Centre (Clinical Genetics), the Lister Unit (Infectious Diseases) and a Regional Rehabilitation Unit.

St Mark’s Hospital moved from the City Road in Central London to become an integral part of the Northwick Park site in July 1995. St Mark’s was founded in 1835 and has developed an international reputation as a specialist postgraduate teaching hospital for patients with intestinal and colorectal disorders. St Mark’s is developing a closer academic relationship with Imperial College, in line with the Trust’s academic strategy.

Central Middlesex Hospital is the main provider of acute health services for the residents of the London Borough of Brent. Its services are used by a significant number of people from neighbouring authorities, in particular Ealing and Acton. A high percentage of the population of Brent are from a diversity of ethnic minority groups, leading to higher than average incidence of a variety of diseases, for example Coronary Heart Disease, Vascular Disease, Renal Disease and Diabetes. This presents the hospital with a varied and challenging caseload. Brent is also recognised as an area of high unemployment, poor housing and other social factors contributing to higher than average level of disease associated with a deprived community.

Central Middlesex Hospital is also home to the UK’s first purpose built Ambulatory Care and Diagnostic Centre (ACAD). This facility has state of the art operating and diagnostic equipment and is closely integrated with the Brent Emergency Care and Diagnostic Unit (BEDaD), which replaced the old hospital in 2006.
HEALTH CARE FACILITIES

CMH has a range of OPD specialities including departments of thoracic medicine, cardiology, rheumatology, dermatology, diabetes & endocrinology and gastroenterology. Surgical specialities include general surgery, urology, minimally invasive GI surgery, trauma and orthopaedics. Children’s Services cover a wide field including acute general paediatrics and community child health and child psychiatry. CMH is also a regional centre for sickle cell disease in children and adults.

Northwick Park Hospital (NPH)

There are some 880 beds on the Northwick park site. Acute beds number 610, and the remainder are for care of the elderly and psychiatry. The latter are managed by a separate Trust (the Harrow and Hillingdon Community Healthcare NHS Trust).

The Hospital has a full range of acute General hospital specialities including departments of thoracic medicine, cardiology, rheumatology, dermatology, diabetology, endocrinology and gastroenterology. Surgical specialities include general surgery, urology, vascular surgery, minimally invasive therapy, trauma and orthopaedics. Children’s Services cover a wide field including acute general paediatrics, a neonatal intensive care unit and community child health and child psychiatry. St Mark’s Hospital provides a comprehensive intestinal and coloproctology service.

Clinical facilities include the Regional Rehabilitation Unit, clinical genetics at the Kennedy-Galton Centre and a major Infectious Diseases Unit. Specialist units on the site include ENT and the British Olympic Medical Centre. Moorefield Eye Hospital and St Mary’s Hospital respectively provide Ophthalmic and renal dialysis services.

TRAINING AND EDUCATION

NPH is a designated University Hospitals of the University of London also linked to Imperial College School of Medicine. There are nearly 100 undergraduate medical students, primarily from the Imperial College School of Medicine at St Mary’s Hospital but also from UCL, who now benefit from the educational opportunities offered by the Trust.

The hospital is a designated University Hospital of the University of London also linked to Imperial College School of Medicine and St Mary’s Hospital. It has a training school on site for nurses and midwives.

Approximately one fifth of the bedside clinical teaching for Imperial College medical student clinical firms is undertaken at Central Middlesex Hospital. There is an active undergraduate teaching programme including an intensive two week introductory course for each new clinical intake which accommodates one third of the total intake at Central Middlesex. In addition there is a postgraduate programme with The Avery-Jones centre, a purpose-built postgraduate...
centre, and an excellent medical library. The postgraduate centre has an advanced video projection system.

Formal postgraduate education is provided to around 145 doctors in training. A wide range of postgraduate courses are available throughout the year.

A Director of Medical Education is appointed jointly between the Trust and the Regional Dean of Postgraduate Medicine of the University of London. Postgraduate training courses are provided for the major surgical and medical services.

Pre-registration nurse training is provided by the Trust in conjunction with Thames Valley University. 100 students benefit from the wide range of clinical experience which is available; both for qualification and registration.

The Trust has established an extensive programme of post registration speciality based nurse training to enhance patient care and service delivery.

At NPH postgraduate training facilities are based at the Medical Education Centre which is situated immediately above the John Squire Medical Library. The Medical Education Centre houses the Postgraduate Education Office, 6 seminar rooms, and a large hall (the Himsworth Hall) which can be used when registrants total 100-300. In addition a Lecture Theatre (The Jonathan Levi Lecture Theatre) is situated at the centre of the hospital. This Lecture theatre is used mainly for the weekly hospital Grand Rounds as well as for other meetings and can accommodate approximately 100 attendees.

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**RESEARCH**

Both hospitals have excellent facilities and offer substantial opportunities for high quality research relevant to the NHS.

The Northwick Park Institute of Medical Research (NPIMR) which was established in 1995 and is financially independent of the Trust. There is close collaboration between the two organisations, with a sharing of clinical, research and support staff.

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**THE POST – Trust Junior Doctor in Elderly Medicine**

**Department**

**Elderly Medicine**

This is a new post designed to support the new Care of the Elderly model at Central Middlesex Hospital. Trust Junior Doctor will work under the supervision of Dr Daniel McCrea, Dr Younatan
Beitverda, Dr Mahua Chaterjee (Consultant Geriatricians) and Dr Layth Ahmad (Locum Consultant) and will provide medical care for in-patients.

Central Middlesex A&E is closing in September 2014. Accordingly, there will be no direct admissions to Central Middlesex. A Consultant Geriatrician will review patients admitted to the Acute Assessment Unit at Northwick Park Hospital every day with a view to either discharging them from there, or repatriating them to Central Middlesex when it is clinically safe to do so. It is hoped that this will be as early as possible in their admission. In summary, Central Middlesex Hospital will provide a clinically attached bed base off the Northwick Park site.

90 beds on the Gladstone Suite will remain open to continue providing excellent care and rehabilitation for elderly patients. These patients will be transferred after one of the Consultant Geriatricians has completed a comprehensive geriatric assessment at Northwick Park and is satisfied that their needs can be safely met at Central Middlesex.

The acute hip fracture rehabilitation service based at Central Middlesex Gladstone 4 since October 2013 will continue in view of its positive start and impact on NPSM acute bed base. It is proposed to expand this rehabilitation model across the medical and surgical bed base at NPSM so that patients requiring complex geriatric and multidisciplinary management can be cared for in a dedicated environment.

The 10 Neuro rehabilitation beds will remain on Gladstone 1 to provide post-surgical care and management with sustained neurological input, and agreed support pathways.

There will be a joint Consultant rota across the sites and this will strengthen the training opportunities for junior doctors attached to these teams. A 24/7 geriatric medical rota with an on call Consultant is proposed to ensure that safety is maintained.

Training and education

The trust has a strong postgraduate faculty and post graduate managers at both sites to provide administrative and managerial support.

There are ongoing educational training such us X’ ray meetings, Journal Club, Quarterly Clinical governance as well as opportunities for Audits and Research.

The Team

Dr Charles Cayley Consultant Physician Care of the Elderly and Acting Medical Director
Dr Daniel McCrea Consultant Physician, Care of the Elderly, Training program Director FY1 (CMH)
Dr Younatan Beitverda Consultant Physician Care of the Elderly
Dr Mahua Chatterjee Consultant Physician Care of the Elderly
Dr Wing May Kong Consultant Physician Endocrinology and Diabetes, Associate Director Medical Education
Mr Sachin Trivedi Postgraduate Manager, Northwick Park Hospital
Mrs Irene Fernandez Postgraduate Manager, Central Middlesex Hospital
The post holder will be part of the 1:9 rota for CoE medicine at CMH. Within each 9 week period the post holder will do a weekend of nights and a set of weekday nights. In addition to these there are also posts available for a standard 08:30 – 17:00hrs.

Sample On call rota 24/7: (relevant to those with an on call commitment).

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Sample: Standard rota (08:30 – 17:00)

Ward based care, MDTs, supervised by consultant and appropriate middle grades.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
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<tr>
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<td>Ward Round</td>
<td>Ward Round</td>
<td>Ward Round</td>
<td>Ward Round</td>
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<tr>
<td>Noon</td>
<td>X’ ray meeting</td>
<td>Journal Club</td>
<td></td>
<td>Ground Round</td>
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<td>PM</td>
<td>MDT</td>
<td>Ward Base work</td>
<td>Ward Base work</td>
<td>MDT</td>
<td>Ward Base work</td>
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PERSON SPECIFICATION CT1/2

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<th>REQUIREMENTS</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>• Full GMC Registration</td>
<td>• Advanced Life Support</td>
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<tr>
<td></td>
<td>• Recognised medical qualification</td>
<td>• Training in General/Geriatric Medicine</td>
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<tr>
<td>Clinical experience</td>
<td>Clinical experience in the UK in a definitive post</td>
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<td></td>
<td>Ability to take day to day responsibility for clinical care of patients under consultant supervision</td>
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<td></td>
<td>Ability to take full and independent responsibility for the management of acute medical emergencies on the ward</td>
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<tr>
<td>Management</td>
<td>Evidence of understanding of the role of clinical management</td>
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<td></td>
<td>Ability to organise and prioritise workload effectively</td>
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<td></td>
<td>Experience of and ability to work with a multi-disciplinary team</td>
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<tr>
<td>Clinical effectiveness</td>
<td>Evidence of contribution to effective clinical audit and clinical risk management</td>
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<tr>
<td>Teaching and Training</td>
<td>Experience of teaching nurses, PAMs and medical students</td>
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<tr>
<td>Research</td>
<td>Understanding of the principles and applications of clinical research</td>
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<tr>
<td>Personal attributes</td>
<td>Energy, enthusiasm and the ability to work under pressure</td>
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<tr>
<td></td>
<td>An enquiring and critical approach to work</td>
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<td></td>
<td>Caring attitude to patients</td>
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<td></td>
<td>Ability to communicate effectively with colleagues, patients, relatives, GP’s, nurses, other staff and agencies</td>
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<tr>
<td></td>
<td>Evidence of understanding of and adherence to the principles of Good Medical Practice set out by the General Medical Council</td>
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</table>
**Information technology**

- Basic keyboard skills/knowledge of Microsoft packages

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**MAIN CONDITIONS OF SERVICE**

**STATEMENT OF PRINCIPLE**

The Trusts’ principal purpose is to provide for all the needs of patients in their care. The Trusts expect all its employees whatever their jobs to support and enhance patient care and overall service quality.

The Trusts expect that each of the employees shall act in such a manner as to justify public trust and confidence and to uphold and enhance the good standing and reputation of the hospitals, in accordance with the Staff Charter. Individuals must at all times carry out their duties with due regard to the Trusts’ Equal Opportunities Policy.

**TERMS AND CONDITIONS OF SERVICE**

The post is subject to the provisions of the Terms and Conditions of Service for Hospital Medical and Dental Staff, including any locally agreed terms and conditions which are relevant to the post. As these are developed the appointee will be notified and therein after, these will form part of the contract of employment. Details of these are available from the HR Department.

The appointee will be entitled to be a member of the NHS Pension Scheme. If he/she chooses to become or remain a member of the Scheme, remuneration will be subject to deductions of Superannuation contributions in accordance with the Scheme. Membership of the Scheme is automatic unless election is made at any time in favour of provision under a Personal Pension Plan. After opting out of the Scheme the employee would assume full responsibility for pension provision and compliance with the Social Security Act 1986.

**SALARY**

Remuneration will be in accordance with the NHS rates for full time Specialty Registrar which is currently £30,002.00 to £39,693 in ten increments.

**ADDITIONAL PROGRAMMED ACTIVITIES**

Any additional PA’s will be payable at 1/10\(^{th}\) of your basic salary as defined in schedule 14 of the Terms and Conditions of Service.

**ON CALL**

If you take part in an on call rota you should be eligible for an availability supplement to your basic salary. This will be paid as defined in schedule 16 of the Terms and Conditions of Service.
RELOCATION EXPENSES

Relocation expenses may be available up to a maximum of £5,000, subject to eligibility. Agreement to payment of Relocation Expenses should be agreed before accepting the post. To obtain a copy of the Relocation Expenses Policy contact the HR Department.

ANNUAL AND STUDY LEAVE

The annual leave is 27 working days plus two statutory day holidays. Approval of annual and study leave is subject to the procedures set out within the individual departments and the Postgraduate Medical Centre.

So far as is practical, the Doctor appointed will be expected to share in the provision of cover for the annual and study leave of other Doctor’s in the specialty.

SPECIAL TERMS

The Trust is prepared to negotiate with the appointee alternative Terms and Conditions of Service (eg. a limited term appointment) where this would result in a mutual benefit to both the Trust and the post holder.

MEDICAL REPORT

This post is subject to satisfactory health assessment. If appointed, you will be required to bring the documentary evidence from either an occupational health department or a virology department, of satisfactory Hepatitis B status, to which this appointment is subject, because it involves undertaking exposure prone invasive procedures. Please note this is not just evidence of immunisation. In addition, written evidence should be brought of any tests of immunisation for Tuberculosis or Rubella. If you are recommended for appointment, satisfactory health clearance must be completed before the appointment can be confirmed. If you do not have such clearance you will NOT BE PERMITTED TO START WORK on the proposed first day of duty.

DISCLOSURE BARRING SERVICE

You will also be required to complete a Disclosure Barring Service (DBS) check, and the clearance from the DBS must have been received, before commencing employment.

REHABILITATION OF OFFENDERS ACT

The post is exempt from the provisions of the Rehabilitation of Offenders Act and applicants are not entitled to withhold information about convictions including those which are ‘spent’. Any information given will be confidential but failure to disclose such convictions could result in disciplinary action or dismissal.

PRIVATE PRACTICE

The successful applicant may undertake private practice in accordance with the Trust’s Private Practice Policy and Schedules 9 & 10 of Terms and Conditions of Service.
REGISTRATION

The person appointed will be required to be fully registered with the GMC and/or GDC.

MEDICAL INDEMNITY

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

PROSPECTS FOR CHANGE

The proposals set out in the White Paper “Equity and excellence: Liberating the NHS”, are likely to impact on current working arrangements. The Trust will consult the members of staff concerned at the appropriate time, but meanwhile wishes to draw the attention of applicants to the possibility of change in the future.

JOB PLANS AND WORK PROGRAMMES

The appointee will be subject to the provisions of Schedule 3 of the Terms and Conditions of service. These provisions entail the agreement (between a Doctor and the manager responsible for the management of the Doctor’s contract) of a job plan (including work programme) for the performance of duties under the contract of employment. The job plan (including work programme) will be subject to review each year by the afore-mentioned parties.

PLACE OF WORK

The appointee may be required to work elsewhere within the Trust and/or at Community Resource Centres (hosted by other health agencies) within The North West London Hospitals NHS Trust catchment area in accordance with the Trust’s principal aim of flexible working by staff to enhance patient care and he/she will be fully consulted.

ACCESS TO HOSPITAL BASE

The successful candidate will be expected to live within easy access, normally not more than approximately 10 miles by road from the North West London Hospitals. The reimbursement of removal and associated expenses will be subject to the criteria laid down in the Trust’s Conditions of Service. In the event of the Trust agreeing to reimburse interest charges on a Bridging Loan, reimbursement will normally be made in full up to a maximum period of six months. Reimbursement will not be continued beyond this period. The private residence must be maintained in contact with the public telephone service.
Assistance can be given with the cost of installation and rental charges.

**NO SMOKING POLICY**

It is the policy of the Trust to promote positive health. Smoking, therefore, is actively discouraged and is prohibited in the majority of the Hospital including offices.

**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.

**GENERIC RESPONSIBILITIES**

To comply with all Trust Policies and Procedures, this may be varied from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.

To work in accordance with the Trust’s policies to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust’s policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with trust policies.

To comply with the Trust’s Smoke-Free Policy

To adhere to the Trust’s Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations
- Attend infection control training provided by the Trust as set out in the infection control policy
- Contact Occupational Health in the event that an infection transmissible to patients is contracted

To work in accordance with the Trust’s policies on safeguarding children and vulnerable adults. Northwest London Hospitals NHS Trust is committed to protecting, safeguarding and promoting
the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.

**Conditions of Service**

The post is subject to the terms and conditions of service as agreed by the Medical and Dental Staffs Whitley Council insofar as they apply to whole-time ST appointments.

The salary scale (April 2003) for these posts are £30,022 - £39,693 per annum plus £2,162 per annum London Weighting allowance for non-residents and £479 per annum for residents. Previous substantive service at Senior House Officer/CT1/2 or equivalent grades may be counted for incremental purposes.

**Annual Leave**

Junior staff will be issued with an annual leave form on joining. All leave must be notified to the General Managers Office.

The leave form should be filled in by the doctor when he/she wishes to book annual or study leave and should be taken to the Consultant to authorise. Junior staffs who work for more than one Consultant must obtain signatures from all consultants. Six weeks’ notice is to be given to the Consultant. On each occasion the leave form should be sent to the Directorate Office for the details to be noted.

A minimum of two weeks annual leave must be taken in each rotation leg if the post involves a rotation. The determination of when holiday and study leave is taken will be agreed with the Head of Department or a Consultant within the Department charged with this task.

**Induction**

An intensive induction programme during the first week is organised by the Avery Jones Postgraduate Centre. Attendance is mandatory, including training in cardiopulmonary resuscitation (CPR), manual handling and PathNet (Pathology results service).

**Arrangements with regard to medical negligence**

The Employing Authority no longer requires practitioners under the terms of their contract to be fully subscribed members of a recognised professional defence organisation. However, 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 Crown Indemnity. Medical Defence subscriptions will continue to be allowed under income tax rules.
Where junior medical staff is involved in the care of private patients in NHS hospitals, they do so as part of their contract with the Health Authority and will therefore be covered by the Health Authority Scheme.

Other Facilities

Car parking is available on site. Wheel clamps are in use on site. It is therefore advisable to obtain a car park permit (for which there is an annual charge) on arrival.

Harlesden station (Bakerloo Line) is approximately 400 metres from the hospital. The journey to Central London (Baker Street) takes about 20 minutes. North Acton Station (Central Line) and Park Royal (Piccadilly Line) are a brisk 20 minute walk from the hospital.

Accommodation

Residence for these posts is not compulsory.

At the moment some residential accommodation is located on site at Northwick Park Hospital managed by a Housing Association, whilst a complete rebuild is undertaken.

The current accommodation is classified as follows:

- Single Officers - Bedsitting room
- Married Officers - Two-bedroomed flat
- Married Officer with children - Two or three bedroomed terraced house.

There is a waiting list for any form of accommodation. Requests should be made as soon as possible.

Vaccination and Immunisation

It is a compulsory condition of this post that the successful doctor is vaccinated for Tuberculosis and Hepatitis B. Vaccination or boosters can be carried out by the Occupational Health Department.