Incorporating
Central Middlesex Hospital
Community Services in Brent, Ealing and Harrow
Ealing Hospital
Northwick Park Hospital
St. Mark's Hospital

SPECIALIST MEDICINE DIVISION

337-REC8516
Trust Specialist Registrar in Emergency Medicine

Contract: Full Time
Programmed activities: 10 programmed activities
Responsible to: Lead Consultant ED
Reporting to: Lead Consultant ED
Base: Northwick Park Hospital
Tenure: 12 months renewable
KEY CONTACT NAMES

LONDON NORTH WEST HEALTHCARE NHS TRUST

Chairman of the Trust  Mr Peter Worthington  Tel: 0208 869 2017
Chief Executive  Jacqueline Docherty DBE  Tel: 0208 869 2005
Medical Director  Dr. Charles Cayley  Tel: 0208 869 2180
Director of the Northwick Park Institute of Medical research (NPIMR)  Professor Paul Sibbons  Tel: 0208 869 3284
Director of Research, Development and Medical Education  Dr J. Pitkin  Tel: 0208 869 3330
Director of Post-graduate Medical Education  Dr Roger Sharpe  Tel: 0208 869 2292

Clinical Director  Dr. Nigel Stephens  Tel: 0208 869 2886
Divisional General Manager  James Walters  Tel: 0208 869 2104
General Manager  Nitin Parmar  Tel: 0208 869 2079
Service Manager  Norrita Labastide  Tel: 0208 869 2699
Clinical Lead for ED  Dr. Miriam Harris/ Dr. Julie Bak  Tel: 0208 869 2028
JOB DESCRIPTION

Trust Specialist Registrar in ED

1. INTRODUCTION

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

Northwick Park Hospital

- There are some 600 beds on the Northwick Park site. Acute beds number 529, and the remainder are for care of the elderly and psychiatry. The latter are managed by Central and North West London Mental Health Trust.
- It is one of only eight hospitals in the capital to provide a ‘hyper acute’ stroke unit offering faster treatment to patients who suffer a stroke, including ‘clot-busting’ drugs 24/7.
- 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. The Maxio facial department provides care for the majority of North West London, Watford and parts of Buckinghamshire and Berkshire.
- It has a £2.6m newly refurbished radiology department which is home to some of the most high-tech imaging equipment available.
- Facilities for Maternity services have been redeveloped and rebuilt as part of the Maternity Consultation process. The Brent Birthing Centre (midwifery led) moved to the Northwick Park site in July 2008.
- 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. Moorfields Eye Hospital and Imperial Health respectively provide Ophthalmic and renal dialysis services.
- There is a large and expanding A&E department. The unit sees around 120,000 patients each year. Harrow Primary Care Trust manage urgent care centre on the site.
- There are 17 private beds available between the Charles Kingsley Suite and the Sainsbury Ward Wing with a full consultancy room service.

Central Middlesex Hospital

The hospital provides outreach services in physiotherapy, ophthalmology, urology, general surgery and gynaecology to a large number of GP practices. These services provide local access for patients who may have difficulties attending outpatient appointments at CMH and ensures a speedy and efficient service for patients and GPs. A full range of outpatient clinics is provided at Central Middlesex Hospital.

The hospital has particular experience in the care of patients with conditions aggravated by deprivation, specifically TB, diabetes and coronary heart disease and is a leader in the research and treatment of Sickle Cell disease.

There is a busy Accident & Emergency Department with inpatient services, day care and short stay services and the main diagnostic radiology, pathology and support services are also provided at CMH. Some radiology support services are also provided at Willesden and Wembley Hospitals.
It is now much more than a local hospital. It is a catalyst for the modernisation of the entire health system in Brent and Harrow. This initiative leads the way for implementation of the NHS Plan and forms part of the modernisation of the whole health system for Brent and Harrow. The systems at CMH have been dovetailed with those at the Trust’s other main site at Northwick Park and St Marks’ Hospital.

The hospital includes 159 beds, three theatres, and seven main specialist teams and combines the following:

- A Major Assessment Unit
- An Acute and Critical Care Centre combining all the existing critical care services
- A Major Elective Surgery Service including ring-fenced theatres and beds
- Inpatient and Intermediate Care Services
- An Expert Consulting Centre providing specialist assessment and advice for outpatients and acting as local bases for specialist teams

**TRAINING AND EDUCATION**

**Training and education at NPH and CMH**

- The Trust is the largest Campus for Imperial College School of Medicine incorporating St Mark’s, Northwick Park and Central Middlesex. Paediatrics and Surgery are now fully integrated between CMH and NPMH. We take 192 WTE students per year. There was a large Undergraduate Department with 5 teaching fellows all of whom are pursuing higher qualifications in Medical Education. The Trust provides 3 of the Imperial College Campus Leads in Paediatrics, Emergency Medicine and Law and Ethics. The Trust is recognised to provide a high standard of teaching which is recognised by regular attainment of Imperial College Teaching Excellence Awards.
- The Trust houses a large Postgraduate Education Department and has Deanery-funded Postgraduate Educational Fellows. The Department supervises the training of approximately 145 doctors and runs a number of nationally recognised courses on site. The Trust has an active Simulation Faculty which supervises training of FY1 and FY2 doctors in resuscitation, intubation and there are courses for obstetric manoeuvres and post-partum complications.
- A new Academic Directorate links Postgraduate and Undergraduate Education with Research and Development. Representative at Board Level is via the Associate Medical Director and there is a Director of Medical Education appointed jointly between the Trust and the Regional Dean of Postgraduate Medicine of the University of London together with an Associate Director and an Assistant Director of Medical Education.
- 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.
- The main facilities available for running courses within the campus are based in the Medical Education Centre which is situated immediately above the John Squire Medical
Library. The John Squire Medical Library is the North West Thames reference library for the National Library Association 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.

RESEARCH

The Trust has excellent facilities and offer substantial opportunities for high quality research relevant to the NHS. The Trust hosts the Northwest Thames CLRN for the NIHR. The Trust has a large CLRN portfolio and is currently second in the North West Sector. The Trust has an active R + D Department with a manager, R + D account, Manager and Deputy Manager of R + D Clinical Research Governance, 6 research nurses and 3 R + D Pharmacists. There are close links to NRES which currently house 7 members of staff on site. These close links facilitate rapid advice regarding Ethics Committee submission. There are also close links with CLAHRC and the Trust currently have 3 CLAHRC Fellows and have just agreed a partly-funded post with CLAHRC for health service development. Own-account studies are encouraged and facilitated by Trust R&D Funding. Commercial studies are incorporate into the CLRN portfolio. There is weekly on-site representation from Imperial Innovations regarding advice for Intellectual Property and also start up for innovative designs and projects.

The Trust also hosts the Northwick Park Institute of Medical Research (NPIMR) which was established in 1995 and is financially independent of the Trust. There is however, close collaboration between the two organisations, with a sharing of clinical, research and support staff. Parexel also has a large Clinical Research Unit on site which is independent of the Trust but links with regular meetings to the R&D Department. It is able to undertake phase 1 and 2 trials.

THE POST:

The Trust Grade Registrar’s role in Emergency Medicine at Northwick Park Hospital has been developed to help meet the service demands of the Emergency Medicine Department (80,000 new attendances per annum) and to offer a training opportunity for young doctors who wish to pursue a career in Emergency Medicine and are therefore seeking a post at Registrar level.

The Trust Grade Registrar forms part of the ‘middle grade’ establishment. At Northwick Park ED there is an agreed budget for 23 middle grade doctors in total comprising of: 4 ‘specialty’ doctors; 3 Specialist Trainees (ST 4-6) who are part of the North West Thames rotation and 16 Trust Grade registrars.

All doctors who form part of the ‘middle grade’ establishment are on a common roster which is EWTD compliant and designed to achieve a good skill-mix when on shift.

Whilst the main duties of the Trust Grade Registrars are primarily providing clinical cover for the shop floor and support for the junior doctors, the developmental needs of the Trust Grade Registrars are catered for by the provision of a dedicated middle grade teaching programme.
and allocation of 3 ‘study days’ every 7 weeks. These days can be accrued in order to undertake courses if desired. The Trust Grade Registrars are also regularly ‘appraised’ with regard to their career wishes and are given every encouragement to apply for ST posts after a period of service within the Emergency Department. Recent employees have gained positions in training in the UK and have gained the MCEM examination.

It is expected that the successful applicant will have at least three years’ experience at SHO level or equivalent including substantial experience in Emergency Medicine in recognised posts.

Applicants should be in possession of a medical degree which is recognised within the UK and has full registration with the General Medical Council.

Applications will also be considered for candidates that are looking for flexible roles, as follows:

- Part time working contract in emergency medicine
- Evening/weekend working contract in emergency medicine
- Joint specialty roles for full time staff working a minimum of 50% in emergency medicine the remainder in another specialty (we currently have opportunities in elderly medicine, respiratory, acute medicine and other specialties)

MAIN DUTIES:

- **Clinical** - The successful candidate will be involved in all aspects of the care of patients in the Emergency Department (ED). He/she will have direct responsibility for the management of patients as well as providing advice to the junior doctors as required. A consultant is present on the shop floor between 8am to midnight (until 23.00 at the weekend). Outside these hours one of the middle grade doctors is designated to undertake the ‘lead role’ and works in close liaison with the nurse coordinator to ensure the department runs efficiently. A ‘care pathway’ has recently been introduced which facilitates more efficient processing of patients who are deemed not likely to require admission. As part of this a senior doctor (middle grade/consultant) provides Rapid Assessment and Triage (RAT) at the front end.

In addition to main shop-floor duties the successful candidate will also participate in the care of patients in the ED observation unit including patients in beds designated for the work up of low risk patients presenting with acute chest pain.

The wide range of clinical interfaces provides a stimulating and rewarding experience for the clinician with ample opportunity for training.

- **Timetable** - The contracted hours are as per EWTD. The appointee will be expected to work on a rostered basis covering the full 24 hour period. The leave pattern is determined by mutual agreement at six monthly intervals with integral internal cross
cover being provided by two of the Trust Grade Registrars. This has been found to produce an excellent level of smooth medical cover with minimum requirement for external locums and is well liked by all of the Trust Grade Registrars and Specialist Trainees.

- **Teaching:**

  The Emergency Department at Ealing Hospital is committed to teaching Imperial and American undergraduates as well as Doctors of all grades in the Department. There is also pan-hospital FY1 and FY2 teaching. Clinical attachment Doctors also attend the department.

  Middle grade staff within the department is expected to provide informal teaching/assistance to junior members of staff/students who are engaged in the care of patients.

  There is 1 hour teaching between 8.30 to 9.30 every Tuesday which is attended by the night and in coming daytime middle grade staff. This provides structured training and aims to cover the MCEM curriculum. In addition simulation sessions are held 2-3 times a week between 3-4 pm and are held in the ED departments’ own simulation room.

- **Study Leave:**

  Every middle grade doctor has 3 CPD days every seventh week as indicated on the roster. These days are set aside for audits and other CPD related work. Study leave is taken as part of the allocated CPD days but they may also be ‘banked’ enabling greater flexibility for attending courses. All middle grade doctors are expected to regularly meet with their educational supervisor to discuss what they have achieved on the CPD days.

- **Audit**

  The middle grade Emergency Medicine staff will be involved in audit work which includes the College of Emergency Medicine annual national audits.

- **Research**

  The Trust Grade Registrars will be encouraged to undertake a research project/publication whilst in the department. The department has a consultant body who are keen in developing this aspect of the service and will provide support to anyone wishing to pursue a research goal or higher qualification. Many of the current ED team are frequently presenting at national and international conferences.

- **Confidentiality**

  The post holder must maintain confidentiality of information about staff, patients and health service business and to be aware of the Data Protection Act (1984).
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 MN37 which is currently £30,002.00 - £47,175.00 in 9 increments.

ADDITIONAL PROGRAMMED ACTIVITIES

Any additional PA's will be payable at 1/10th 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 in Interview process prior accepting the post. To obtain a copy of the Relocation Expenses Policy contact the HR Department on 020 8869 2165.

ANNUAL AND STUDY LEAVE

The annual leave is 27 working days plus two statutory day holidays. Study leave consists of 30 days over a three year period. 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 postholder.

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.

CRIMINAL RECORDS BUREAU

You will also be required to complete a Criminal Records Bureau (CRB) check, and the clearance from the CRB 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 INDEMINITY

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 Centers (hosted by other health agencies) within London North West Healthcare 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, which 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. London North West Healthcare 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.

Arrangements to visit the hospital may be made direct with:

Dr Miriam Harris/ Miss Julie Bak - Lead Consultants in Emergency Medicine, London Northwest Healthcare Emergency Department

Miriam.Harris@nhs.net, Julie.Bak@nhs.net