This document specifically refers to the Royal Brompton and Harefield NHS Foundation Trust (RBHFT). Details regarding the postholder’s attendance at the Evelina Childrens Hospital are available in a separate document.

This National Training Post in Congenital Heart Surgery is a new training opportunity for individuals in possession of a current NTN in Cardiothoracic Surgery. The post is a rotation between the Royal Brompton and The Evelina Childrens Hospital and aims to prepare the postholder for a career as a Congenital Heart Surgeon in the UK.
The Royal Brompton & Harefield NHS Foundation Trust

1.0 A System of Care

Royal Brompton & Harefield NHS Trust is an internationally renowned centre for heart and lung services. Our brand identity is strong and clear: delivering the best clinical care and the best research for patients with heart and lung disease.

Heart and Lung diseases are the world’s biggest killers and our experts care for patients who come from across the UK and overseas, not only from our local areas.

Our integrated approach to caring for patients from the womb, through childhood, adolescence and into adulthood and old age has been replicated around the world and has gained the Trust an international reputation as a leader in heart and lung diagnosis, treatment, and research.

Research programmes play a vital role at both our hospitals. This because the most talented medical experts are rarely content with using tried and tested methods to treat their patients. The opportunity to influence the course of modern medicine by developing new treatments is a prospect that attracts them to specialist centres, where research opportunities are a fundamental part of delivering patient care. As well as travelling internationally to lecture and share their knowledge, our clinicians hold prominent positions on influential boards, committees, institutions and professional associations.

Our closest academic partners are the National Heart and Lung Institute in the Faculty of Medicine Imperial College London and the Harefield Heart Science Centre. Through our clinical research studies we also have active collaborations with hospital and universities across the UK, most notably with Liverpool Heart and Chest Hospital in the Joint Institute for Cardiovascular Medicine and Science. This partnership also reflects the Trust’s desire to develop partnerships outside its usual geographical boundaries.

Over the years our experts have been responsible for several major medical breakthroughs – discovering the genetic mutations responsible for the heart condition dilated cardiomyopathy, founding the largest centre for the development of new treatments for cystic fibrosis in Europe and pioneering heart surgery for newborn infants.

Our hospitals do not operate in a vacuum; fully integrated networks of care exist with partner organisations and many of our clinicians have joint appointments with neighbouring trusts.

Our experts promote the principle of ‘shared care’ through an expanding system of consultant-delivered outreach clinics, at which they see patients at over 30 hospitals across the South East, covering Essex, Sussex, Surrey, Hertfordshire , and Middlesex. This system allows patients to benefit from specialist expertise in their local environment, with inpatient care at our hospitals as needed.
**Trust mission, values and approach.**

The Trust’s mission is to be the UK’s leading specialist centre for heart and lung disease. We will achieve this mission through a strategy of focused growth in aspects of heart and lung treatment, such as congenital heart disease, arrhythmia, heart failure and advanced lung diseases.

**Our Approach**

- The continual development of leading edge services through clinical refinement and research
- The effective and efficient delivery of core specialist treatment
- The transition of appropriate routine services to other centres to release capacity for new interventions

Remaining an autonomous specialist organisation is central to preserving and building our strong clinical and organisational record. However we are equally convinced of the importance of effective partnerships particularly with major academic bodies to ensure a continuing pipeline of innovations to develop future treatments.

**Our Values**

At the core of any organisation are its values; belief systems that are reflected in thought and behaviour.

We have three core patient-facing values and four others that support them.

Our three core values are:

**We Care**

We believe our patients deserve the best possible specialist treatment for their heart and lung condition in a clean, safe place.

**We respect**

We believe that patients should be treated with respect, dignity and courtesy and they should be well informed and involved in decisions about their care.

**We are inclusive**

We believe in making sure that our specialist services can be used by everyone who needs them, and we will act on any comments and suggestions that can help us improve the care we offer.

And the following values support us in achieving them:
We believe in our staff
We believe our staff should feel valued and proud of their work and know that we will attract and keep the best people by understanding and supporting them.

We are responsible

We believe in being open about where our money goes, and in making our hospitals environmentally sustainable.

We discover

We believe it is our duty to find and develop new treatments for heart and lung disease, both for today’s patients and for future generations.

We share our knowledge

We believe in sharing what we know through teaching, so that what we learn can help patients everywhere.

1.2 Range of Services

The Trust provides first-rate clinical services and exceptional research output.

We have an outstanding research and development pedigree; with over 500 active research projects across 10 R&D programmes. Every one of these programmes has been consistently given the top rating by the NHS R&D Directorate. Table 5 illustrates the inter-relationship between our R&D activity and clinical services.

Several of our clinical services have been formally designated as national services by the Department of Health: Heart and Lung transplantation, Ventricular Assist Devices (LVAD), Pulmonary Hypertension and Primary Ciliary Dyskinesia.

<table>
<thead>
<tr>
<th>Research Programmes</th>
<th>Clinical Services</th>
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<tbody>
<tr>
<td>Congenital Heart Disease</td>
<td>&lt;=&gt; Adult Congenital Heart Disease</td>
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<td>&lt;=&gt; Pulmonary Hypertension</td>
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<td>&lt;=&gt; Paediatric Respiratory</td>
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<td>&lt;=&gt; Paediatric Congenital Heart Disease</td>
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<td>&lt;=&gt; Foetal medicine</td>
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<td>&lt;=&gt; Primary Ciliary Dyskinesia</td>
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<td>Chronic Coronary Heart Disease and Atheroma</td>
<td>&lt;=&gt; Acquired Heart Disease</td>
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<td>Failing Heart</td>
<td>&lt;=&gt; Heart Failure</td>
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<td></td>
<td>&lt;=&gt; Heart &amp; Lung Transplant</td>
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<tr>
<td>Critical Care</td>
<td>&lt;=&gt; Critical Care relating to Heart and Lung</td>
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<tr>
<td>Chronic Respiratory Failure</td>
<td>&lt;=&gt; Chronic Obstructive Pulmonary Disease</td>
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<td>&lt;=&gt; Sleep Ventilation</td>
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<td>&lt;=&gt; Pulmonary Rehabilitation</td>
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<td>&lt;=&gt; Lung Volume Reduction</td>
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<td>Lung Cancer</td>
<td>Lung and Upper GI cancer services</td>
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<td>Severe Respiratory Disease</td>
<td>Interstitial Lung Disease</td>
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<td>Acute Lung Injury</td>
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<td>Asthma &amp; Allergy</td>
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<td>Occupational and Environmental</td>
<td>Occupational Lung Disease</td>
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<td>Medicine</td>
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<td>Chronic Suppurative Lung Disease</td>
<td>Paediatric and Adult Cystic Fibrosis</td>
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<td>Non – CF Bronchiectasis</td>
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<td>Aspergillosis</td>
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<td>Mycobacterial Infections</td>
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1.3 Organisation

The Trust Board is constituted as follows:

<table>
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<tr>
<th>Non Executive Members</th>
<th>Executive Members</th>
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<tbody>
<tr>
<td>Chairman, Sir Robert Finch</td>
<td>Chief Executive, Mr Bob Bell</td>
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<tr>
<td>Mr Andrew Vallance-Owen</td>
<td>Deputy Chief Executive and Medical Director and Responsible Officer: Professor Tim Evans</td>
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<tr>
<td>Ms Lesley-Anne Alexander</td>
<td>Chief Operating Officer, Mr Robert Craig</td>
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<td>Mr Neil Lerner</td>
<td>Associate Chief Executive - Finance: Mr Richard Paterson</td>
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<tr>
<td>Ms Kate Owen</td>
<td>Director of Nursing, &amp; Clinical Governance, Mrs Joy Godden</td>
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<tr>
<td>Professor Kim Fox</td>
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<tr>
<td>Mr Richard Jones</td>
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<td>Mr Philip Dodd</td>
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</table>

The clinical divisions are: Heart (RBH incorporating cardiology radiology and cardiac surgery), Heart (HH incorporating cardiology, transplant, radiology and cardiac surgery), Lung (cross-site incorporating respiratory medicine, radiology and lung surgery); and directorates of Paediatrics, Anaesthesia and critical care, laboratory medicine, Pharmacy and Rehabilitation and Therapies.

Non-clinical directorates are: human resources, finance, patient services, estates & facilities, communications and public affairs and business development & commissioning.

1.4 Harefield Hospital Site

Harefield Hospital (HH) is a regional centre for cardiology and cardiothoracic surgery, and an international centre for adult heart and heart-lung transplantation. It is one of a small number of UK cardiac centres assisting in development of implantable mechanical ventricular assist devices in the management of end-stage heart failure. As a regional centre for cardiothoracic diseases, Harefield Hospital provides a whole range of services for diagnosis and treatment of heart and lung diseases, serving the local populations of North West London, Hertfordshire, Buckinghamshire and Bedfordshire. It also provides a primary intervention service for acute coronary syndromes to selected Trusts and the London Ambulance Service, in outer West London and the Home Counties. It has approximately 1,185 staff, 180 beds with 5 operating theatres, and 4 catheter laboratories.

1.5 Royal Brompton Hospital Site

The Royal Brompton Hospital (RBH) is a specialist cardiothoracic centre specialising in diseases of the heart and lung, with services for adults (Cardiology, Cardiothoracic Surgery, Radiology, and Thoracic Medicine) and Paediatrics. It has approximately 2,081 staff, 296 beds, 6 operating theatres, 5 catheter laboratories, a private patients’ ward and extensive imaging facilities. The hospital has recently opened the Cardiovascular Biomedical Research Unit (BRU) in partnership with Imperial College London. This facility offers a CMR scanner,
catheter lab and echocardiography suite for research purposes, as well as state of the art genetic analysis facilities.

A Respiratory Biomedical Research Unit was opened on the RBH site in 2010 offering extensive research facilities for lung disease. Following public consultation, it was agreed that inpatient paediatric surgery and investigations should consolidate at the Royal Brompton Hospital.

1.6 Clinical Governance and Quality

The Trust has an extensive programme of clinical governance and quality led by Mrs Joy Godden, Director of Clinical Governance and Nursing and Professor Tim Evans, the medical director. The programme is delivered through the organization's systems and processes for monitoring and improving services, including sections for:

- Clinical audit and information
- Clinical risk management
- Research and development office
- Infection prevention and control
- Patient feedback
- Clinical quality and improvement

Consultant appraisal forms and integral part of the process with each consultant undertaking annual appraisal with their line manager. There is also a programme of mandatory training undertaken by all staff.

1.7 Regulation

The Trust was assessed by the Care Quality Commission as meeting all of the essential standards of quality and safety, which were inspected during 2012/13.

1.8 Research and Development

Research is a major activity at RBHT. In pursuing its research role, it is closely likened with on its association with the National Heart and Lung Institute (NHLI) which is a constituent division of Imperial College School of Medicine. At the last research assessment exercise, the clinical research carried out jointly between the hospital and NHLI was awarded a 5* rating (the highest possible rating, shared by only two other UK establishments). Consultant staff at Royal Brompton and Harefield NHS Foundation Trust are normally granted honorary status at Senior Lecturer level with the University of London through NHLI and Imperial College.

Over recent years the Trust has opened two biomedical research units, one Cardiac and one Respiratory, in partnership with Imperial College.

The BRUs undertake pioneering research into heart regeneration, aiming to increase the understanding of poor heart function in people living with cardiomyopathy, arrhythmia, coronary heart disease and heart failure. The cardiovascular BRU aims to be the leading national and international laboratory for the discovery of genes involved in cardiovascular disease and their use in diagnostic and therapeutic strategies. The BRUs offers cutting edge
genomics facilities, using state-of-the-art next generation DNA sequencing, in order to directly focus on the genetic analysis of inherited heart and lung conditions.

At the beginning of 2013, the Research Management Committee established a Research Awareness Working Group to take forward the Trusts research strategic goals. The Working Group brought together the Research Office, Biomedical Research Units, Research Nurses, Communications, Patient and Public Involvement representatives and PALS to identify and execute a time-limited action plan to raise research awareness. New awareness initiatives complement research patient and public involvement (PPI) events already being taken forward by both the Biomedical Research Units (Cardiac and Respiratory). Both BRUs also have patient advisory groups who contribute to BRU research activities by commenting on research proposals, advising researchers on recruitment and helping with public/patient facing material such as information sheets. The BRUs are also planning to start evaluating the impact of their PPI work during 2014.

The two Biomedical Research Units (BRUs) have recently been awarded five-year funding by the National Institute for Health Research (NIHR). The grant of almost £20 million will allow both the Cardiovascular and Respiratory BRUs to continue pioneering research into some of the most complex heart and lung conditions. During the period July-September 2013, 5 new grants were awarded totalling £657k. It should be noted that the two awards to Dr Eric Alton (£543k in total) are a result of his successful bid to become the Director of the NIHR Respiratory Rare Disease Translational Research Collaboration.

1.9 Imperial College London
The Royal Brompton Trust has established and maintained close links with Imperial College, which was established in 1907 in London’s scientific and cultural heartland in South Kensington, as a merger of the Royal College of Science, the City and Guilds College and the Royal School of Mines. St Mary’s Hospital Medical School and the National Heart and Lung Institute merged with the College in 1988 and 1995 respectively. Imperial College embodies and delivers world class scholarship, education and research in Science, Engineering and Medicine, with particular regard to their application in industry, commerce and healthcare. We foster interdisciplinary working internally and collaborate widely externally. Consequently, a significant amount of Medical Staff employed by Imperial College hold honorary contracts with the Royal Brompton Trust.
JOB DESCRIPTION

Clinical Fellow in Paediatric & Adult Congenital Surgery (National Trainee)
Royal Brompton Hospital with rotation to Evelina Childrens Hospital after 1 year (subject to satisfactory progress)

Royal Brompton & Harefield NHS Trust is best described as a Specialist Heart and Lung Centre in the United Kingdom.

A fundamental strength of the hospital is close collaboration between the various specialists which cover all aspects of heart and lung disease and collaboration on basic science research with the National Heart and Lung Institute which is part of the medical school of Imperial College of Science Technology and Medicine. The hospital enjoys first rate diagnostic and clinical support services and services are organised into clinical divisions.

HEART DIVISION

Clinical Services

The Royal Brompton & Harefield NHS Trust is the largest centre for heart and lung surgery in the United Kingdom. Over 2,000 adult and 400 paediatric surgical procedures are undertaken each year.

The Department of Congenital Cardiology is the largest activity of its type within the United Kingdom. The Departments of Congenital Heart Disease and of Congenital Heart Surgery work in close collaboration together with colleagues in the Intensive Care and the post-holder would be expected to participate in all aspects of the care of patients with congenital heart disease.

Medical Staff Establishment

Consultant Congenital/Paediatric Surgeons
Prof. D. Shore
Mr. B. Sethia
Prof. H. Uemura
Mr. O. Ghez
Mr. G. Michielon

Consultant Paediatric Congenital Cardiologists
Dr M Rigby
Dr P Daubeney
Dr Z Slavik
Dr R Franklin
Dr J Carvalho
Dr H Gardiner

In addition to the above members of staff there is close collaboration with the Department of Cardiac Electrophysiology, Radiology, Magnetic Resonance Imaging and Pathology.
Organisation and Duties of the Clinical Fellow in Congenital Heart Disease

The post-holder will work within the department of congenital heart surgery with a primary focus on patients undergoing surgery for congenital heart disease. The post is non-resident but the post-holder will be on-call on a 1 in 4 weekend basis for patients requiring congenital heart surgery (both adult and paediatric).

This post is for duration of one year at the Royal Brompton Hospital followed by 1 year at the Evelina Childrens Hospital (subject to satisfactory progress in year 1).

Teaching and Research

There are regular unit meetings each morning at 08.00 hours which the successful applicant is normally expect to attend including the Hospital Ground Rounds each Wednesday during term time at 08.00.

The Clinical Fellow will be expected to participate in teaching of registrar and other junior staff within the department.

Main Duties & Responsibilities

As Clinical Fellow you will be responsible for the surgical care of all in-patients scheduled for surgery on the paediatric congenital heart service.

The post-holder will assist or undertake, with consultant supervision, cases requiring surgery for paediatric congenital heart disorders and will be responsible for all aspects of these patients’ in-patient care in conjunction with the other congenital surgical registrars and colleagues in the paediatric intensive care unit. In addition, the post-holder will be required to participate in care of patients undergoing surgery for congenital heart disease in the adult age group.

The post-holder will also participate in audit and research projects as identified by mutual agreement with consultant colleagues.

Additional Information

Study Leave
10 days per year subject to operational constraints and approval. Study leave may be granted to the maximum consistent with maintaining essential services. It may therefore not be available if it is inconsistent with patient care. All study leave must be agreed with supervising consultants well in advance of proposed time of study leave.

Annual Leave
27/32 days per year subject to operational constraints and approval. All annual leave must be agreed 6 weeks in advance through the lead consultant and Mr. B Sethia, Consultant Congenital Cardiac Surgeon responsible for the administration of leave for registrars/clinical surgical fellows.

Accommodation
The post is non-resident. Should the post-holder be required to be available within the hospital at any time during the night, single room accommodation will be provided subject to availability.

Library
Library facilities are situated in the National Heart and Lung Institute which is a Departmental Library of Imperial College of Medicine. Services include inter-library loans, photocopying and on-line searching using CD-ROM and network services including MEDLINE, EMBASE and Science Citation Index. The audio-visual section provides a wide range of facilities including computer graphics, slide processing, poster titles, overhead transparencies and colour printing.

Sickness
On the first day of sickness please inform your surgical consultant supervisor. On the eighth day of sickness a medical certificate should be submitted and continued at weekly intervals until you are fit to resume duty.

Conditions of Service
The post is covered by the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales 2003), the salary will be paid at the appropriate Medical and Dental pay scale, subject to previous NHS Service.

A London Weighting allowance is payable.

Additional Information

Confidentiality
During the course of your employment you may have access to, see or hear information of a confidential nature and you are required not to disclose such information, particularly that relating to patients and staff.

Data Protection
In order to comply with the Data Protection Act 1998 you must not at any time use personal data held by the Trust for any unauthorised purpose or disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust, unless expressly authorised to do so by the Trust.

Health and Safety
You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.
Diversity
You are at all times required to carry out your responsibilities with due regard to the Trust’s diversity policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk management
All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

Conflict of interests
You may not without the consent of the Trust engage in any outside employment. In accordance with the Trust’s conflict of interest policy, you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment in the Trust. Interests that might appear to be in conflict should also be declared to your manager.

In addition, the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interest and your NHS duties.

Code of Conduct for Professionally Qualified Staff
All staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

Criminal Records Bureau
Any applicant who is short-listed for this post will be asked to complete a disclosure form as the post-holder will be required to have contact with vulnerable adults or persons under the age of 18. The successful candidate will be subject to a criminal record check from the Criminal Records Bureau prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable.

To abide by the Trust’s no-smoking policy

Note:
The above description is not exhaustive, and may be altered to meet the changing needs of the post and of the directorate. The post holder will be expected to be flexible and to co-operate in accordance with the changing requirements of the directorate and of the Trust.
### PERSON SPECIFICATION

<table>
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<tr>
<th>CRITERIA</th>
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<th>Assessed by</th>
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<tbody>
<tr>
<td><strong>Qualifications / Training</strong></td>
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<tr>
<td>• Full GMC registration</td>
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<td>CV</td>
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<td>• MBBS</td>
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<td>• MRCS, or equivalent</td>
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<td>• Possession of a National Training Number in CT Surgery (NTN)</td>
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<td>• FRCS (C/Th)</td>
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<td>CV</td>
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<td><strong>Experience</strong></td>
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<td>• Relevant experience of working in Cardiothoracic Surgery</td>
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<td>A/I/R</td>
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<td>• Experience working in Paediatrics</td>
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<td><strong>Career Progression</strong></td>
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<td>• Relevant amount of experience (at SHO level) in surgery (not including Foundation modules) and appropriate previous Registrar level experience.</td>
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<td>A/I/R</td>
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<td>• Ability to Provide complete details of employment history</td>
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<td>A/R</td>
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<td>• Evidence of achievement of Foundation competencies by time of appointment in line with GMC standards/Good Medical Practice including:</td>
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<td>A/I/R</td>
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<td>• Good clinical care</td>
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<td>• Maintaining good medical practice</td>
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<td>• Good relationships and communication with patients</td>
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<tr>
<td>• Good working relationships with colleagues</td>
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<tr>
<td>• Good teaching and training</td>
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<td>• Professional behaviour and probity</td>
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<td>• Delivery of good acute clinical care</td>
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<td>• Evidence of achievement of ST1 and ST2 competencies in surgery at time of appointment.</td>
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<tr>
<td>• Evidence of achievement of ST1 – ST4 competencies relevant to cardiothoracic surgery by time of appointment</td>
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<tr>
<td><strong>Skills, Knowledge and Abilities</strong></td>
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<td><strong>Language</strong></td>
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<tr>
<td>• All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues</td>
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<td>A/I/R</td>
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<td><strong>Personal Skills</strong></td>
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<td>• Judgement under Pressure: Capacity to operate effectively under pressure &amp; remain objective in highly emotive/pressurised situations. Awareness of own limitations &amp; when to ask for help</td>
<td>E</td>
<td>A/I/R</td>
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<tr>
<td>• Communication Skills: Capacity to communicate effectively &amp; sensitively with others, able to discuss treatment options with patients in a way they can understand</td>
<td>E</td>
<td>A/I/R</td>
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<tr>
<td>• Problem Solving: Capacity to think beyond the obvious, with analytical and flexible mind. Capacity to bring a range of approaches to problem solving</td>
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<td>A/I/R</td>
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<tr>
<td>• Situation Awareness: Capacity to monitor and anticipate situations that may change rapidly</td>
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<td>R</td>
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<tr>
<td>• Decision Making: Demonstrates effective judgement and decision-making skills</td>
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<td>A/I/R</td>
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<tr>
<td>• Leadership &amp; Team Involvement: Capacity to work effectively in a multi-disciplinary</td>
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13
team & demonstrate leadership when appropriate. Capacity to establish good working relations with others

- Organisation & Planning: Capacity to manage time and prioritise workload, balance urgent & important demands and follow instructions. Understands importance & impact of information systems

### Clinical Skills

- Technical Knowledge & Clinical Expertise: Capacity to apply sound clinical knowledge & judgement & prioritise clinical need. Demonstrates appropriate technical competence & evidence of development of excellent diagnostic skills & judgement
- Validated logbook documentation of surgical exposure to date
- Shows aptitude for practical skills, e.g. hand-eye co-ordination, dexterity, visuo-spatial awareness
- Attendance at relevant courses, e.g. ATLS, Basic Surgical Skills or equivalent

### Other

#### Probity

- Professional Integrity: Takes responsibility for own actions, demonstrates respect for the rights of all. Demonstrates awareness of ethical principles, safety, confidentiality & consent. Awareness of importance of being the patients’ advocate, clinical governance & responsibilities of an NHS employee

#### Research

- Research Skills: Demonstrates understanding of the basic principles of audit, clinical risk management & evidence-based practice. Understanding of research basic research principles, methodology & ethics, with potential to contribute to research
- Teaching: Evidence of contributing to teaching & learning of others
- Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements
- Evidence of active participation in audit
- Evidence of participation in risk management and/or clinical/laboratory research

#### Commitment to Specialty

- Learning & Development: Shows realistic insight into cardiothoracic surgery and the demands of a surgical lifestyle. Demonstrates knowledge of training programme & commitment to own development. Shows critical & enquiring approach to knowledge acquisition, commitment to self-directed learning & reflective/analytical approach to practice
- Extracurricular activities / achievements relevant to cardiothoracic surgery

#### Application Completion

- ALL sections of application form FULLY completed according to written guidelines

| Key: E = Essential D = Desirable A = Application I = Interview R = References | E | A/I/R | D | R | D | A | E | A |
Appendix One

HEALTH CLEARANCE

Applicants invited for interview will be asked to complete a medical questionnaire for submission to the Trust’s Occupational Health Service.

NB Medical Staff who will be undertaking clinical work will be required to provide written Proof of hepatitis B immunisation and antibody status, BCG and rubella immunisations. In the absence of such evidence the post holder will not be placed on the payroll or undertake clinical work until the evidence is produced to the satisfaction of the Trust.

The Trust requires that any doctor or dentist who directs the use of x-rays for procedures such as cardiac catheterisation, pacemaker insertions, orthopaedic procedures, etc, in patient investigations or administers radioisotopes to patients possesses a certificate as proof of training in accordance with the “Ionising Radiation (Protection of Persons undergoing Medical Examination or Treatment) Regulations 1988”, and submits a copy of their certificate to the Medical Staffing Department. Courses to allow Trust medical staff to obtain the certificate are available through the Department of Medical Physics, Churchill.

CLINICAL GOVERNANCE

The post-holder will participate in the clinical audit, clinical effectiveness, risk management, quality improvement and any other clinical governance activities as required by the Trust, Health Authorities, and external accrediting bodies.

PERSONAL AND PROFESSIONAL DEVELOPMENT

The post-holder will be required to keep himself/herself fully up-to-date with their relevant area of practice. Professional or study leave will be granted at the discretion of the Trust, in line with the prevailing Terms and Conditions of Service, to support appropriate study, postgraduate training activities, relevant CME courses and other appropriate personal development needs.

MANAGEMENT

The post-holder will be required to work within the Trust’s management policies and procedures, both statutory and internal, accepting that the resources available to the Trust are finite and that all changes in clinical practice or workload, or developments requiring additional resources must have prior agreement with the Trust. He/She will undertake the administrative duties associated with the care of his/her patients, and the running of his/her clinical department under the direction of the Clinical Director.

GENERAL

The post-holder will assume a continuing responsibility for the care of patients in his/her charge and the proper functioning of his/her department.
IMPORTANT GENERAL NOTE

The post-holder must take responsible care of his/her own health and safety and any other personnel who may be affected by his/her omission. Trust policies and regulations must be followed at all times.

INDEMNITY

Under NHS Indemnity, the Trust will take direct responsibility for costs and damages arising from medical negligence where it (as employer) is vicariously liable for the acts and omissions of its medical and dental staff.

Where junior medical staff are involved in the care of private patients in an NHS hospital, they would normally be doing so as part of their contract. It is advisable that junior doctors who are involved in work outside his/her employment should have medical defense cover. This includes Category 2 work, i.e. reports for insurance companies, cremation fees.

Core behaviours for all Trust staff

All staff will commit to:

- Act with honesty and integrity at all times
- Demonstrate respect for others and value diversity
- Focus on the patient and internal and external customer at all times
- Make an active contribution to developing the service
- Learn from and share experience and knowledge
- Keep others informed of issues of importance and relevance
- Consciously review mistakes and successes to improve performance
- Act as ambassadors for their directorate and the Trust
- Be aware of the impact of their own behaviour on others
- Be discreet and aware of issues requiring confidentiality

In addition, all managers and supervisors will:

- Value and recognise the ideas and contributions of all team members
- Coach individuals and teams to perform to the best of their ability
- Delegate work to develop individuals in their roles and realise their potential
- Give ongoing feedback on performance, and effectively manage poor performance
- Provide support and guidance to all team members
- Encourage their team to achieve work/personal life balance
- Actively listen to comments/challenges and respond constructively
- Lead by example, setting high standards
- Ensure that there are sufficient resources for their team and rebalance priorities accordingly
- Provide a safe working environment