



## APPENDIX A

### **Senior Clinical Research Fellow in Rehabilitation Medicine / Honorary Consultant in Rehabilitation Medicine**

An Honorary Consultant appointment with the Leeds Teaching Hospitals NHS Trust will be available for the successful candidate, based at the Leeds Institute of Rheumatic and Musculoskeletal Medicine. It is expected that there will be an equal division of time between clinical activity and academic activity. The precise clinical commitments will be dependent upon the individual clinical expertise of the successful candidate and will be determined through joint discussion and agreement with the University of Leeds and Leeds Teaching Hospitals.

The post will be subject to joint job planning and appraisal by the University and NHS.

#### **Honorary Consultant Contract**

You will be awarded an honorary NHS contract with the Leeds Teaching Hospitals NHS Trust (LTHT) and Leeds Community Healthcare NHS Trust (LCH). You will join a team of established consultants in the city to provide a comprehensive Rehabilitation Medicine service. Your general conduct in this respect should comply with the standards set out by the Trusts, which includes standards of conduct and behaviour, training, leave arrangements, infection control, health and safety, equality and diversity and your responsibility as a senior leader within the organisation. You will require an honorary contract with LTHT and LCH to undertake clinical research activities.

#### **Relationships**

The appointee will be responsible to Professor Philip Conaghan, Director of the Leeds Institute of Rheumatic and Musculoskeletal Medicine and through him to the Dean of the School of Medicine and ultimately the Executive Dean of Faculty of Medicine and Health.

For non-University reporting, the appointee will be responsible to the Executive Medical Director at Leeds Community Healthcare NHS Trust and Professor Rory

O'Connor, Lead Clinician in Rehabilitation Medicine at Leeds Teaching Hospitals NHS Trust.

You will have a series of key professional relationships. There will be close links with the relevant site's specialist Rehabilitation Medicine teams, the multidisciplinary teams and the academic teams.

### **Job Plan and Working Arrangements**

The job plan will incorporate clinical PAs and academic PAs. The precise details will be dependent on the interest(s) of the successful candidate, the research priorities and the Rehabilitation Medicine service. An indicative job plan is included below.

A job plan review will take place annually, normally with the Lead Clinician of the Department of Rehabilitation Medicine in Leeds Teaching Hospitals NHS Trust, the Associate Medical Director of Leeds Community Healthcare NHS Trust and the University of Leeds academic lead (Institute Director or Head of Section). The annual job plan review may result in a revised prospective job plan. There may be an interim review of the job plan where duties, responsibilities, accountability arrangements or objectives have changed or need to change significantly within the area. The post is subject to clinical governance arrangements through the NHS Trusts and a rolling programme of audit is conducted, with support.

Please note that this is an indicative job plan. The exact details of the sessional timetable will be negotiated with the successful candidate. The duties of the post may be changed with the agreement of the post holder and funding bodies.

### **Joint Appraisals**

In line with the Follett Report recommendations, the University of Leeds has been working closely with the local NHS Trusts in implementing joint appraisals. You will be expected to participate in a joint appraisal arrangement as agreed locally on an annual basis. A 'joint appraisal' will be conducted by two appraisers, one from the University and one from the NHS, working together with one appraisee on a single occasion. There will be annual job planning meetings.

Leeds Community Healthcare NHS Trust has a dedicated Responsible Officer team to support revalidation, appraisal and Job planning. The Trust uses the PReP IT system for appraisal and revalidation. The Responsible Office team provide support for staff using the PReP system.

## **Continuing Professional Development (CPD)**

In the discharge of their responsibilities, the successful candidate will be expected to maintain and update their skills and knowledge through appropriate continuing professional development.

The University and Trusts are committed to continuing professional development and fully support the requirement for CPD by the relevant Royal College and the GMC. This essential component of the successful candidate's professional activities will be reviewed during the joint appraisal process. Time and financial support for these activities will be allowed in accordance with the Trusts' Leave policy.

## **Professional Registration**

All honorary consultants should maintain their specialist registration with the GMC and comply with the standards expected by their Royal College (or equivalent) so that they are professionally 'in good standing'. Regular joint appraisal is both the key activity underpinning revalidation and is also a contractual requirement for all honorary consultant staff.

The University and the Trusts attach considerable importance to this approach, which is intended to be of benefit to individual honorary consultants and to support the highest possible standards in the delivery of healthcare and services.

You will be required to maintain GMC specialist registration so long as you remain employed with the University of Leeds, confirming to your line manager that renewal has been carried out as required. You should produce documentation giving evidence of your registration upon request.

## **Mentoring**

The University has a mentorship scheme in which the successful candidate will be eligible to participate. In addition, the NHS Trusts encourage all honorary consultants to participate in the activities established by the Trusts to support doctors in their new role.

The Leeds Teaching Hospitals NHS Trust's new consultants' leadership programme aims to provide structured support for new consultants joining the Trust and is available to honorary consultants.

## **Indicative Job Plan**

The exact nature of the clinical commitment associated with this role will be determined by the clinical expertise and interests of the successful applicant, in joint discussion and agreement with the University of Leeds and Leeds Teaching Hospitals

NHS Trust. It is expected that the job plan will include the following key principles:

- Programmed activities for academic and clinical commitments based on the research and clinical interests and expertise of the postholder;
- A minimum of 1.25 SPA (supporting professional activity) PAs;
- An equal split between clinical and academic commitments (5 / 5 PAs).

<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Work</b>	<b>Categorisation</b>	<b>No. of PAs</b>
<b>Monday</b>	08.30-12.30	University of Leeds	Academic	University	1
	12.30-13.00	Lunch			
	13.00-17.00	St James's Hospital	Clinic	DCC	1
<b>Tuesday</b>	08.30-12.30	Community Neurological Rehabilitation Centre (CNRC)	Goal-setting meetings	DCC	1
	12.30-13.00	Lunch			
	13.00-17.00 (1 <sup>st</sup> + 3 <sup>rd</sup> )	University of Leeds	Academic	University	1 (Alt weeks)
	13.00-17.00 (2 <sup>nd</sup> + 4 <sup>th</sup> )	CNRC	Clinic	DCC	1 (Alt weeks)
<b>Wednesday</b>	08.30-12.30	St James's Hospital	Ward round	DCC	1
	12.30-13.00	Lunch			
	13.00-17.00	Leeds General Infirmary	Clinical Governance and applied research	SPA (NHS)	1
<b>Thursday</b>	08.30-12.30	University of Leeds	Academic	University	1
	12.30-13.00	Lunch			
	13.00-16.00	CNRC	Goal-review meeting	DCC	0.75
	16.00-17.00	CNRC	Mandatory training, QI, governance	SPA	0.25

<b>Friday</b>	08.30-12.30 (1 <sup>st</sup> + 3 <sup>rd</sup> )	St James's Hospital	Ward round	DCC	1 (Alt weeks)
	08.30-12.30 (2 <sup>nd</sup> + 4 <sup>th</sup> )	University of Leeds	Academic	University	1 (Alt weeks)
	12.30-13.00	Lunch			
	13.00-17.00	University of Leeds	Academic	University	1
<b>Saturday</b>					None
<b>Sunday</b>					None
<b>Additional agreed activity to be worked flexibly</b>					
<b>Predictable emergency on-call work</b>					As agreed
<b>Unpredictable emergency on-call work</b>					As agreed
<b>TOTAL PAs</b>	10 PAs: 4 University, 3 LCH and 3 LTHT averaged over 4 weeks Academic: 4 PAs; DCC: 4.5 PAs; SPA: 1.25 PAs				

Note that travel time will be included within DCC time.

Following the offer of the post, a job plan will be agreed through joint job planning, which includes. After consultation, it is expected that the appointee will agree to a flexible job plan dependent on the particular demands of the University and the Trusts.

## **Resources available to support you:**

- Staff – details are provided on the appendices attached;
- Outpatient clinics – the Rehabilitation Medicine clinic areas will be available to the Consultant;
- Research programme and criteria – you will be encouraged to facilitate and contribute to the current clinical research programs on-going in the department;
- A shared office with IT facilities (PC, email etc) and secretarial support will be provided;
- Access to NIHR Musculoskeletal Biomedical Research Centre, including research support staff;
- Laboratory space at the Charterhouse Rehabilitation Technologies Laboratory if required.

## **List of consultant staff, and other medical colleagues the post holder will work with:**

### ***Leeds Rehabilitation Medicine academic staff***

Professor Rory O'Connor MD MEd FHEA FRCP, Charterhouse Professor of Rehabilitation Medicine;

Associate Clinical Professor Manoj Sivan MD FRCP(Ed);

This post (Leeds Institute of Rheumatic and Musculoskeletal Medicine)

Emeritus Professor Alan Tennant BA PhD, Professor of Rehabilitation Studies;

Emeritus Professor M Anne Chamberlain BSc DCH FRCP FRCP&CH DSc OBE.

Five full and part-time research staff of different grades including two Academic Clinical Fellows in Rehabilitation Medicine

### ***Leeds Rehabilitation Medicine NHS staff***

Dr Marek Lubiecki FRCS (Leeds Community Healthcare NHS Trust)

This post (Leeds Community Healthcare NHS Trust)

Dr Tamsin Collins MRCP (Leeds Community Healthcare NHS Trust)

Dr Matthew Smith MD MRCP (Leeds Teaching Hospitals NHS Trust)

Dr Kanchana Devinuwara MBBS MRCP (Leeds Teaching Hospitals NHS Trust)

Dr Agata Dworak-Kula MD (Leeds Teaching Hospitals NHS Trust)

Dr John Pearn MRCP (Leeds Teaching Hospitals NHS Trust)

Specialty Trainees in Rehabilitation Medicine (10) (Health Education Yorkshire and the Humber training rotation)

Core Medical Training doctor (1) (Leeds Teaching Hospitals NHS Trust)

Foundation Year doctor (1) (Leeds Teaching Hospitals NHS Trust)

### ***North and West Yorkshire Rehabilitation Medicine NHS staff***

Dr Elizabeth Stoppard MBBS, FRCP (Airedale NHS Foundation Trust);  
Dr Kate Sansam MD MRCP (Harrogate and District NHS Foundation Trust);  
Dr Ruth M Kent B Med Sci MD FRCP (Mid Yorkshire Hospitals NHS Trust);  
Mr Wajid Raza FRCS (Mid Yorkshire Hospitals NHS Trust);  
Mr Siddesh Patil FRCS (Mid Yorkshire Hospitals NHS Trust).

We have close links with the rehabilitation services in the Princess Royal Spinal Injuries Centre in Sheffield and other rehabilitation services in South and East Yorkshire and North Lincolnshire.

### **Clinical responsibilities**

The post will include responsibility for the rehabilitation of inpatients in St James's University Hospital and St Mary's Hospital. Clinical responsibilities will be shared with four other full-time consultants in rehabilitation medicine. There are cross-cover arrangements for academic duties during the week, and for annual and study leave. The clinical staff working with the postholder include a Specialty Trainee in Rehabilitation Medicine (ST3+). The rehabilitation services have a full multidisciplinary rehabilitation team including neuropsychologists.

The two Trusts fully supports the requirement for CME by the relevant Royal College and acknowledges that it is an essential component of a consultant's professional activities that will be reviewed during the appraisal process and revalidation. Time and financial support for these activities will be granted in accordance with the Trust's Leave Policy.

A full-time secretary will provide support for NHS duties. A business manager provides support for developing the clinical service.

### **General provisions for clinical management arrangements**

The honorary consultant will be expected to work with local managers and professional colleagues in the efficient running of services, and will share with consultant colleagues in the medical contribution to management. Subject to the provisions of the Terms and Conditions of Service, the honorary consultant will be expected to observe the Trusts' agreed policies and procedures, drawn up in consultation with the profession on clinical matters, including clinical governance, and to follow the standing orders and financial instructions of the Trusts. In particular, where the honorary consultant manages employees of the Trusts, she/he will be expected to follow its personnel policies and procedures. The honorary consultant will be expected to ensure that there are adequate arrangements for staff involved in the care of their patients, and to be able to contact them where necessary. All staff are expected to comply with the Trusts' Health and Safety policies.



The post holder's private residence shall be maintained in contact with the public telephone service.

The items and conditions of employment are set out in the 2003 Consultant Terms and Conditions of Employment, and associated Contract of Employment, which will be issued to the post holder upon commencement. The post holder will also be expected to adhere to Leeds Teaching Hospitals NHS Trust and Leeds Community Healthcare NHS Trust policies and procedures.

***Part-time, Flexible or Job sharing***

The post is suitable for job sharing, part-time or flexible applicants. When filled on this basis the post will attract all normal terms and conditions of service, but on a pro rata basis if appropriate.

***Lines of accountability***

The honorary consultant will be accountable to the Chief Executive of the Leeds Community Healthcare NHS Trust, professionally accountable to the Executive Medical Director via the Medical Lead of Children's Services and managerially accountable to the Executive Director of Operations via the General Manager of Children's Services.

***Equal Opportunities***

The University of Leeds, Leeds Teaching Hospitals NHS Trust and Leeds Community Healthcare NHS Trust are equal opportunity employers.

**General Conditions of Appointment**

**The appointee will enjoy terms based on the nationally agreed Terms and Conditions of Service for Consultants (England) 2003.**

The appointee will be expected to cover for colleagues' absence from duty on the basis of mutually agreed arrangements with the Department and with the Employing Trust. This is arranged by mutual agreement of consultant colleagues and approval of the Service Director, in accordance with standard Trust and NHS regulations. It is essential that six weeks' notice is given to allow for proper planning and prevent cancellations of patients' appointments/surgery. This includes all forms of leave.

The Trust requires the successful candidate to have and maintain full registration with the General Medical and to fulfil the duties and responsibilities of a doctor as set down by the General Medical Council.

All appointments are subject to satisfactory Occupational Health Clearance being obtained.

The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered in relation to an application for positions to which the Order applies.

This post falls within the scope of the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2007 and Section 115 of the Police Act 1997. In accordance with these pieces of legislation the Trust is obliged to check the background of all candidates appointed to medical posts with the Criminal Records Bureau. Accordingly you will be expected to undertake a 'disclosure' check.

Study leave is granted in accordance with the Medical and Dental terms and conditions of service, currently equivalent to 10 days per year (or 30 days over 3 years). Preference will be given to courses which are organised locally within the region.

In accordance with the Trust's Removal Expenses policy in appropriate cases assistance may be given in respect of removal costs

All medical staff employed at the Trusts should ensure they are familiar with, and apply, the agreed procedure for reporting concerns, quickly and confidentially, relating to the conduct, performance or health of medical colleagues.

Child Protection training is mandatory for all staff in the Trust. Training is required every three years with some evidence of updating knowledge and skills in the intervening years.

There are three levels of training. The level required for staff members is determined by the amount of contact with children and families in their work and the level of responsibility staff are required to take in dealing with child protection matters. This information is laid out in the Trusts Child Protection Training Strategy. Postholders will require level 2 child safeguarding training

Both the line manager and the staff member have responsibility for ensuring that training is completed and the member of staff's line manager will inform them of the level of training they require.

Training courses are run both by the local safeguarding board ([www.safeguardingchildren.co.uk](http://www.safeguardingchildren.co.uk)) and by the safeguarding team within the Trust. It is the employee's responsibility to ensure that the training department is kept informed of any updates to their training record.