**NHS Tayside**

**Appointment of Consultant in Otolaryngology**

**with a specialist interest in Head & Neck Surgery**

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**SECTION 1 Department of Otolaryngology**

**1*.*1Introduction**

The department provides for the management of all aspects of ENT surgery in the Tayside area and surrounding District. This district extends from North and East Fife in the south to the northern boundaries of the Perthshire Highlands in the west, and to the coastline of Southern Aberdeenshire in the East. The department provides services to a total population of approximately 680,000. In patient services are centralised at Ninewells Hospital and peripheral clinics are held at King Cross Hospital, Perth Royal Infirmary, and Stracathro Hospital. Operating lists are performed at Ninewells with Day Case surgery in Stracathro Hospital. This post requires a special interest in Head & Neck surgery; this could focus on squamous cancer surgery, minimal access surgery including robotic surgery, benign pathology including parotid, thyroid & parathyroid surgery and if desired paediatric surgery. A commitment is also expected from the new appointee in the general management of otolaryngology patients, in partnership with other specialist services.

**1.2 Workforce**

The present medical staff establishment comprises:

|  |  |  |
| --- | --- | --- |
| Consultant  | Mr Q Gardiner | Rhinology & Paediatrics  |
| Consultant  | Mr R Green | Rhinology |
| Consultant  | Dr K Haddow | Otology & Clinical Lead |
| Consultant | Mr S Jones | Otology |
| Consultant  | Mrs C Kennedy | General / Paediatrics |
| Consultant | Mr S Majumdar  | Laryngology / Paediatrics |
| Consultant  | Mr J Manickavasagam | H&N |
| Consultant  | Mr I Khan (locum)  | H&N |
| Consultant  | Mr P Ross  | Rhinology & Anterior Skull Base |
| Consultant | Mr P Spielmann  | Otology & Lateral Skull Base |
|  |  |  |
| Trainee Medical Staff  | 5 Specialist Trainees, 1 Core trainee, 1 GPST, 1 Teaching Fellow |  |
|  | Ward based FY1 and FY2 Doctors |  |

Divisional management team comprises:

|  |  |
| --- | --- |
| Clinical Director  | Mr P Spielmann  |
| Clinical Services Manager  | Ms A Irvine |

**1.3 Accommodation**

Office accommodation will be available on a shared basis, and access to secretarial support will be provided at Ninewells, Stracathro Hospital and Perth Royal Infirmary.

**SECTION 2 Job Description**

This is a full time post which will equate to 10 programmed activities per week .

Part of the remit of the post holder will be to strengthen and develop the profile of the department within NHS Tayside, to strengthen links with allied specialties and enhance overall service delivery within the organisation.

|  |  |
| --- | --- |
| Title: | Consultant in Otolaryngology Specialist interest in Head & Neck Surgery |
| Location: | Based at Ninewells Hospital, with duties at other hospitals within NHS Tayside  |
| New or Replacement: | New  |
| Prime responsibility: | To provide an Otolaryngology service for NHS Tayside  |
| Accountable to: | Associate Medical Director  |
| Reports to: | Clinical Director for Specialist Services and Clinical Lead for Otolaryngology  |
| Key Tasks: | * Maintenance of the highest clinical standards in the management of Otolaryngology new and follow-up outpatients and treatments.
* To be part of the multidisciplinary team managing patients with H&N cancer.
* Develop the delivery of Head & Neck surgery at Stracathro Hospital
* To participate in minimal access surgery, laser and robotic resections of H&N cancers.
* To provide surgical support to other department throughout NHS Tayside for treatment of patients with tumours in the Head & Neck region.
* Teaching and training of junior staff, medical students, dental students and other professionals allied to medicine.
* Commitment to ongoing CPD
* To actively participate in both departmental and Health Board matters concerning Clinical Governance and audit.
* To have responsibility for ensuring active participation in continuing medical education (CME).
 |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Requirements** | Essential | **Desirable** |
| ProfessionalQualifications | Fully registered with the General Medical Council (GMC)On the GMC specialist Register in Otolaryngology or within 6 months of eligibility for inclusion. | MScMD / MSPhD |
| Training and Experience | Successful completion of an approved 6-year minimum, training programme in Otolaryngology, or within 6 months of completionApplicants who are Nationals from other overseas would have to show equivalence to the 6 year higher surgical training period in the National Health Service required for the specialty. Ability to take full and independent responsibility for clinical care of patients | Fellowship level training in H&N surgery Ability to offer expert clinical opinion on a range of ENT problems for both adult and paediatric patients. |
| Management/AdministrativeExperience | Ability to organize and manage outpatient priorities and treatments Experience of audit management | Ability to manage and lead Completion of basic management course |
| Teaching Experience | Experience of postgraduate and undergraduate teachingAbility to teach clinical skillsAbility to aid supervision of postgraduate research | Qualification in Teaching / Education |
| ResearchExperience | Ability to apply research outcomes to clinical problemsNamed author in publications in peer-reviewed journals | Ability to organise a database.Presentations to learned societies |
| Personal Attributes | Good interpersonal skillsAbility to work in a teamCaring attitude to patientsAbility to communicate effectively with patients, relatives, GPs, nurses and other agencies | Enquiring, critical approach to workFull driving licence |

**SECTION 3 Duties of the Post**

**3.1 Main Duties & Responsibilities of the Post**

i. Provision of an Otolaryngology service to NHS Tayside as part of the consultant team. To provide support to regional partners and the surrounding area, with the responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the department.

iii. Cover for colleagues’ annual leave and other authorised absences.

iv. Work in conjunction with appropriate allied specialties including Audiology, OMFS, Oncology, Plastic Surgery, Neurosurgery and Dermatology.

v. Professional supervision and management of junior medical staff.

vi. Responsibilities for carrying out teaching, examination and accreditation duties as required and for contributing to undergraduate, postgraduate and continuing medical education activity, locally and nationally.

vii. Participating in medical audit, the Health Board’s Clinical Governance processes and in CPD.

viii. Involvement in research.

ix. Managerial, including budgetary, responsibilities where appropriate.

**3.2 Job Plan**

 A formal job plan will be agreed between the appointee and their Clinical Director, on behalf of the Medical Director, three months after the commencement date of the appointee. The Job Plan will be a prospective agreement that sets out a consultant’s duties, responsibilities and objectives for the coming year. It should cover all aspects of a consultant’s professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and the objectives therein.

**3.3 Timetable (Provisional)**

The following provides representative scheduling details of the clinical activity and clinically related activity components of the job plan which occur at regular times in the week. Agreement should be reached between the appointee and their Clinical Director with regard to the scheduling of all other activities, including the Supporting Professional Activities.

*N.B. The clinical subspecialty indicated is representative only, and is intended to indicate the*

*range of available sessions. The clinical timetable and job plan will be adapted to accommodate*

*the specific subspecialty interest of the appointee.*

The provisional work programme for this post is 10 sessions of which 8.0 will be DCC and 2.0 will be SPA. Extra sessions are available to develop an interest in research, undergraduate or postgraduate teaching.

* Theatre sessions 2
* Clinic sessions 3.5 (incl travel time)
* Clinical admin, MDT & management of Referrals 1.5
* SPA session 2
* On call 1

Draft timetable for Replacement New Head & Neck Post

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| AM |  STC clinic Alt  | Alt Theatre NW | MDT  | Theatre AlternateSTC | STC clinic alt/ H&N clinic NW |
| PM |  STC clinic alt  |  | OPLA alt  | Theatre AlternateSTC  | STC clinic alt / SPA |

**3.5 On Call Availability**

On call commitment is required from this post and a supplement is paid for this.The current on call is 1:9 with a planned move to 1:10

**3.6 Teaching and Training**

The appointee is expected to participate in teaching and training of junior staff, medical students and trainees and to supervise junior medical staff within the specialty.

**3.7 Study & Training**

The applicant is expected toparticipate in professional continuing medical education; study leave is provided for this purpose, and the appointee will be entitled to apply to the NHS Tayside Study Leave Committee for a contribution to funding of this activity.

**SECTION 4: General Information**

### NHS Tayside – Acute Services Delivery Unit

**Location and population**

NHS Tayside provides general healthcare for a base population of 470,000 which rises to almost 750,000 for some specialist regional services.

NHS Tayside, Acute Operational Unit provides a comprehensive range of general and specialist acute services to the whole of Tayside, Perth and Kinross, Angus and North-East Fife. Several acute services are provided on a wider Regional and National basis. Acute services are provided from several locations within Tayside including Ninewells Hospital, Perth Royal Infirmary, Stracathro Hospital and Dundee Dental Hospital and School.

**Numbers of beds and Specialties**

NHS Tayside, Acute Services Delivery Unit provides acute services for a population within a geographical area of approximately 3,175 square miles. NHS Tayside is a major health service provider and focus for medical, nursing and midwifery education. The University of Dundee is also a centre for medical education and research.

The hospitals aim to provide a patient-focused service which treats patients by giving good access to treatments and facilities. Further details can be found on the NHS Tayside Intranet.

The Acute Services Delivery Unit has four major but interacting roles:

• As a Regional Centre for acute and high technology based hospital service for the east of Scotland and a Scottish National Service for some services.

• As a general hospital provider for the people of Tayside, Perth and Kinross, Angus and North-East Fife.

• As a source of highly skilled medical staff, nurses and other professionals for the whole of Tayside Region and beyond.

• As a resource for high quality Research and Development.

Like Scotland’s other major cities, NHS Tayside attracts world class staff and helps ensure that the latest technologies, techniques and treatments are available and are fully utilised. It currently employs around 11,000 staff. NHS Tayside Board is responsible for managing the Acute Operational Unit and together with partner agencies, three Health & Social Care Partnerships in Dundee, Angus, Perth & Kinross

**Specialties**

|  |  |  |
| --- | --- | --- |
| Accident & Emergency | Cancer Centre | Coronary Care |
| Dermatology | Ear, Nose and Throat | General Medical |
| General Surgery | Gynaecology | Haematology |
| Infectious Diseases | Intensive Care | Nephrology |
| Neurology | Neurosurgery | Obstetrics |
| Ophthalmology | Oral &Maxillofacial Surgery | Orthopaedics |
| Paediatrics | Plastic Surgery & Burns | Radiotherapy |
| Respiratory Medicine | Special Care Baby Unit | Urology |

**Responsibility for Records Management**

All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 1937. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.

**Further Details and Preliminary Visits**

Further details may be obtained from Dr Kerry Haddow, Consultant ENT Surgeon, by email on kerry.haddow2@nhs.scot or through her secretary 01382 660111 extension 32724