

**Specialty Doctor Post Application**

**Information Pack**

**Specialty Doctor – Haematology and Oncology**

Post Reference: post reference

**About the Royal Devon University Healthcare NHS Foundation Trust**

We are a newly formed NHS Trust with a vast geographical footprint, serving a population of over 615,000 people and covering more than 2000 square miles across Devon. This makes us one of the largest providers of integrated health care in the UK, and the biggest employer in Devon with a workforce of over 15,000 staff.

Our services include two acute hospitals, 17 community hospitals, outpatient clinics, and community teams who care for people within their own homes. We also provide primary care and a range of specialist services, stretching from coastline to coastline, extending our reach throughout the South West Peninsula as far as Cornwall and the Isles of Scilly.

To put this into perspective, our urgent and emergency services saw more than 183,000 attendances last year, more than 500 people a day.

**Help us write the next chapter**

Established in April 2022, the Royal Devon brings together the expertise of Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust, embracing change and innovation to develop new medical models, new ways of working, ground-breaking research and huge levels of investment into new infrastructure, equipment and facilities. There has never been a better time to join us.

Bring your best, we’ll take care of the rest.

# Contents

Applications are invited for a Specialty Doctor, based in the Seamoor Unit, North Devon District Hospital, Barnstaple. Applications for part time hours would be welcomed and negotiated at the time of the interviews with successful candidates.

Details of the post and descriptions of the department and Trust are included in this information pack as follows:

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# Application:

We welcome enquiries for further information and encourage informal visits. A list of contacts at the Trust is detailed in the final section of this information pack.

The post is offered on either a full time or part time basis. We are committed to flexible working arrangements, and we will discuss these arrangements with any shortlisted candidates.

Please make your application through the NHS Jobs site, [www.jobs.nhs.net](http://www.jobs.nhs.net), quoting vacancy reference

In the interests of equal opportunities, applications or supplementary information submitted by CV will not be accepted. A minimum of three recent references are required, including a satisfactory reference from your current employer or the responsible officer at your current designated body.

# Introduction

Applications are invited for the post of Specialty Doctor, Haematology and Oncology, based in the Seamoor Unit, Northern Site, Royal Devon University Hospital, Barnstaple, Devon.

We have an exciting opportunity for a Specialty Doctor in Haematology and Oncology to join the Royal Devon University Healthcare NHS Foundation Trust. The successful candidates will work closely with the existing consultant team and will be well supported as a core member of the multidisciplinary teams within hospital. This is a great opportunity for a Doctor with experience in general medicine and able to manage common medical, haematological and oncological emergencies. They will receive further training and be given guidelines regarding specific clinical management and training in cytotoxic treatments. They will play a central role in providing local quality haematology and oncology services for the population of North Devon. The successful candidate(s) will be part of Royal Devon University Healthcare NHS Foundation Trust. They will not initially be expected to prescribe chemotherapy and will not be able to adjust chemotherapy doses until training specifically to do so however it is anticipated that the competencies would be obtained within the first four months of the post. There is no on-call commitment for this post.

Royal Devon University Healthcare NHS Foundation Trust is a unique organisation, delivering integrated acute and community services across Northern and Eastern Devon, and delivering specialist services across the whole of Devon. North Devon District Hospital provides a full complement of secondary care services, including emergency care, cancer services, maternity and paediatrics. It is a designated Trauma Unit and Cancer Unit.

Outside of work, with its national parks and Areas of Outstanding Natural Beauty, Devon offers an excellent quality of life and is consistently voted as one of the best places to live in England.

# Job description

* 1. Post title

Specialty Doctor in Haematology and Oncology

* 1. Clinical commitments

As a joint role the post holder will be personally responsible to the Lead Clinicians for Haematology and Oncology.

On-call rota

No on-call commitment in this post.

Emergency calls

In exceptional circumstances, the Trust may request emergency cover for colleagues. However, the Trust recognises that there is no contractual expectation of availability when a doctor has no scheduled duties.

Clinical administration

You will undertake administrative work associated with your clinical and other professional work. Adequate time and facilities for clinical administration, including appropriate office space, secretarial support and access to a personal computer, software and internet access, will be available.

* 1. Relationships

You will work closely with other medical staff, allied health professionals and non-clinical colleagues both within the department and in other specialties.

The Trust actively encourages and supports involvement in regional clinical networks.

# Outline job plan

A provisional outline job plan is included but is subject to modification.

The individual job plans and detailed timetable will be discussed with the successful candidates. Special interests will be accommodated where they are compatible with service requirements.

It is expected that the initial job plan will be agreed within three months of the start date and will be reviewed annually or earlier, if necessary. The Trust uses the Allocate eJobPlan system to support its job planning process. A suggested job plan with the Trust would be:

|  |  |
| --- | --- |
|  | **PAs** |
| **DCC** |  |
| Outpatient clinics | 4 |
| Clinical Admin | 1 |
| Seamoor Unit / AOS | 3.5 |
| **SPA** | 1.5 |
| **Total** | 10 |

# Person specification

Applicants must demonstrate on the application form that they fulfil all essential criteria to be considered for shortlisting.

Appointment is subject to pre-employment checks, including occupational health, DBS checks and a minimum of three satisfactory references, including one from your current Responsible Officer.

| **Entry Criteria** | **Essential** | **Desirable** | **Assess by** |
| --- | --- | --- | --- |
| **Qualifications** | MBBS or equivalent medical qualification |  | A |
| **Eligibility** | Eligible for full registration with the GMC at time of appointment with licence to practice.  A doctor appointed to this grade:  • shall have completed at least four years’ full-time postgraduate training (or its equivalent gained on a part-time or flexible basis) at least two of which will be in a specialty training programme in a relevant specialty or as a fixed term specialty trainee in a relevant specialty; or  • shall have equivalent experience and competencies.  Eligibility to work in the UK. |  | A, HS |
| **Fitness To Practise** | Applicant’s knowledge is up to date and fit to practise safely |  | A (see notes) R, HS |
| **Language Skills** | 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, which could be demonstrated by one of the following:   * applicants have undertaken undergraduate medical training in English * applicants have scores in the academic International English Language Testing System (IELTS) or equivalent equal to those required for recruitment to MMC specialty training programmes.   If applicants believe that they have adequate communication skills but do not fit into one of the examples they need to provide evidence (see notes). |  | A |
| **Health** | Meets professional health requirements (in line with GMC standards in *Good Medical Practice*) |  | A, P, HS |
| **Application Completion** | **ALL** sections of application form **FULLY** completed |  | A |
| **Clinical skills**  (see notes) | **Up to date resuscitation training.**  **Relevant specialty clinical knowledge: some knowledge of skin surgery and skin lesion diagnosis.**  **Clinical judgement:** experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need.  **Practical skills:** shows aptitude for practical skills for skin cancer surgery.  Proven ability to work effectively **in different clinical settings** required in the job. |  | A, P, C, I, R |
| **Specialty specific skills related to the post** | The candidate should have some knowledge of skin surgery and skin lesion diagnosis. |  | A, P, C, I, R |
| **Commitment to clinical governance / improving quality of patient care** | **Clinical governance:** Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Track record of engaging in clinical governance: reporting errors, learning from errors.  **Audit**: evidence of active participation in audit.  **Teaching**: evidence of interest and experience in teaching where required in the job (see notes). |  | A, I |
| **Communication skills** | **Effective communication skills**: demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation.  **Empathy and sensitivity**: capacity to listen and take in others’ perspectives.  **Works in partnership with patients**: always considers patients preferences when discussing treatment options.  Always considers the full impact of clinical decisions on the patients, Practice shared decision making.  Directs and supports patients to access the information they need to support decision making. | Evidence of 360° feedback  Evidence of patient survey feedback and reflections | A,I, P |
| **Personal skills** | **Team working:** demonstrated experience working in a team, values the input of other professionals in the team.  **Managing others & team involvement**: capacity to work co-operatively with others and demonstrate leadership when appropriate. Capacity to work effectively in multi-professional teams.  **Coping with pressure:** capacity to operate under pressure. Demonstrates initiative and resilience to cope with setbacks & adapt to rapidly changing circumstances.  **Problem solving & decision making:** capacity to use logical/lateral thinking to solve problems & make decisions.  **Organisation & planning:** capacity to organise oneself and prioritise own work. Demonstrates punctuality, preparation and self-discipline. Understands importance of information technology.  **Flexible approach to work:** able to adapt and work with employers to deliver improved patient care.  **Equality and diversity**: promotes equality and values diversity | **Leadership Skills**: Experience in leadership  Demonstrates skills needed for effective delegation within the team: | A, I, R |
| **Probity** | **Professional integrity and respect for others**: capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others. Displays honesty, integrity, awareness of confidentiality and ethical issues. |  | A, I ,R |
| **Commitment to ongoing professional development** | **Learning and personal development:** Demonstrates interest in the specialty required for the job. Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job.  Demonstrates a willingness to fully engage in appraisal. Self-awareness and ability to accept and learn from feedback. |  | A. I , P |

**Key:**

A= application form

HS = pre employment check and health screening

I= interview

P= portfolio

C= other documented evidence e.g. certificate, exam

R= references

Italics = recommended but not essential

# Oncology Department

* 1. Staffing

The Oncology department at North Devon District Hospital is staffed by:

* Seven Consultant Oncologists, covering all main tumour sites
* Eight consultant Haematologists
* 5 Specialty Doctors – 2.5WTE haematology & 2.5WTE oncology (including this vacancy)
* Acute Oncology Nurse Consultant
* Acute Oncology Nurses
* Chemotherapy Nursing team
* Clinical Nursing Specialist teams

There is a pool of chemotherapy nurses who deliver treatments within the Seamoor Unit plus a team of Clinical Nurse Specialists providing support to our patients alongside the consultants, allowing a multidisciplinary approach to patient care.

* 1. Departmental management

Day to day managerial & operational links are with the Lead Clinician oncology - Dr Peter Stephens Scatchard, Lead Clinician Haematology – Dr Dave Veale Cancer Matron, Rebecca Stuckey and the Cancer Manager, Daniel Spelman.

* 1. Departmental workload

Volumes of haematological and oncological treatments have been increasing over recent years with an increase in both newly diagnosed conditions and development of new treatments leading to an increase in referrals. In addition, the complexity of the patient cohort has increased which has contributed to an increase in activity. Annual activity figures are (latest available) New Outpatients 1,260 Follow-up Outpatients 10,800 AoS S-DEC attendances 1,080

Emergency work

Not applicable.

* 1. Resources

A new state-of-the-art chemotherapy and day treatment unit opened in March 2015 comprising of 14 treatment chairs, separate ensuite treatment rooms, plus seven consulting rooms for oncology and haematology outpatients..

# Main conditions of service

Appointment is to the NHS Specialty Doctor Contract under the current Terms and Conditions of Service for Specialty Doctor England (2021). These are nationally agreed and may be amended or modified from time to time by either national agreement or local negotiation with the BMA local negotiating committee.

The employer is Royal Devon University Healthcare NHS Foundation Trust. The appointee will be professionally accountable to the Lead Clinician/Medical Director and managerially accountable to the Chief Executive.

The postholder is required to have full registration with a licence to practice with the General Medical Council and to ensure that such registration is maintained for the duration of the appointment.

Salary scale

This is as described in the Medical and Dental Terms and Conditions, in line with the Specialty Doctor contract (2008). The current full-time salary scale (as of April 2021) ranges from £50,373 – £78,759 with six thresholds.

An on-call supplement is not applicable to this post .

Leave

Annual leave entitlement is as described in Schedule 18 of the Terms and Conditions of Specialty Doctor contract 2021.

Study leave entitlement is 30 days over a fixed three year period.

Further details are available in the Senior Medical Study Leave Policy.

Locum cover for leave will not normally be provided. It is expected that individuals within the department will coordinate leave to ensure that an appropriate level of service (emergency, urgent and routine) is maintained.

**Duty to be contactable**

Subject to the provisions in Schedule 8, Specialty Doctor must ensure that there are clear and effective arrangements so that the employing organisation can contact him or her immediately at any time during a period when he or she may be on-call.

Indemnity

The post-holder is not contractually obliged to subscribe to a professional defence organisation but should ensure that they have adequate defence cover for non-NHS work.

Mentoring

New Specialty Doctors will have access to mentoring and are encouraged to take advantage of this facility. This will be arranged following discussion and mutual agreement between the individual and their Lead Clinician/Medical Director.

Professional performance

The Trust expects all doctors to work within the guidelines of the GMC Guide to Good Medical Practice. You will work with clinical and managerial colleagues to deliver high quality clinical care, within the management structure of the Trust and are expected to follow Trust policies and procedures, both statutory and local, including participation in the WHO surgical checklist.

You will be expected to take part in personal clinical audit, training, quality assessment and other professional activities, including continuing medical education, annual appraisal, job planning and revalidation. It is expected that you will participate in multi-source feedback from both colleagues and patients. You will undertake administrative work associated with management of your clinical and professional practice.

You will be responsible for leadership of junior doctors within the specialty as agreed in your job plan and will be accountable for the effective and efficient use of any resources under your control.

You will also participate in activities that contribute to the performance of the department and the Trust as a whole, including clinical and academic meetings, service development and educational activities. Service developments that require additional resources must have prior agreement from the Trust.

Reporting concerns

The Trust is committed to providing safe and effective care for patients. There is an agreed procedure that enables staff to report “quickly and confidentially, concerns about the conduct, performance or health of medical colleagues”, as recommended by the chief medical officer (December 1996). All medical staff practising in the Trust must ensure that they are familiar with the procedure and apply it if necessary.

Serious untoward incidents

It is expected that you will report all risks, incidents and near misses in accordance with the Trust governance structure. You will be required, on occasion, to lead or assist with investigation of incidents and implementation of risk-reducing measures to safeguard patients, visitors and staff. You must comply with the Duty of Candour legislation.

Research and audit

Audit is supported by the clinical audit and effectiveness department and we encourage all levels of staff to undertake quality improvement projects.

Research within the Trust is managed in accordance with the requirements of the Research Governance Framework. You must observe all reporting requirement systems and duties of action put in place by the Trust to deliver research governance.

Safeguarding children and vulnerable adults

The Trust is committed to safeguarding children and vulnerable adults and you will be required to act at all times to protect patients.

The appointees may have substantial access to children under the provisions of Joint Circular No HC (88) 9 HOC 8.88 WHC (88) 10. Please be advised that, in the event that your appointment is recommended, you will be asked to complete a form disclosing any convictions, bind-over orders or cautions and to give permission in writing for a DBS check to be carried out. Refusal to do so could prevent further consideration of the application.

Rehabilitation of offenders

Attention is drawn to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, which allow convictions that are spent to be disclosed for this purpose by the police and to be taken into account in deciding whether to engage an applicant.

This post is not protected by the Rehabilitation of Offenders Act, 1974. You must disclose all information about all convictions (if any) in a court of law, no matter when they occurred. This information will be treated in the strictest confidence.

Health and safety

Employees are required to take reasonable care to avoid injury or accident while carrying out their duties, in compliance with the Health and Safety at Work Act 1974, various statutory regulations, Trust and departmental guidelines, policies and procedures. This will be supported by provision of appropriate training and specialist advice.

Infection prevention and control

The Trust is committed to reducing hospital-acquired infections. All staff are expected to ensure that infection risks are minimised in line with national and Trust policies and best practice. They are supported in this by the infection prevention and control team.

# Royal Devon University Healthcare NHS Foundation Trust

The Royal Devon University Healthcare NHS Foundation Trust was established in April 2022, bringing together the expertise of both the Royal Devon and Exeter NHS Foundation Trust and Northern Devon Healthcare NHS Trust.

Stretching across Northern, Eastern and Mid Devon, we have a workforce of over 15,000 staff, making us the largest employer in Devon. Our core services, which we provide for more than 615,000 people, cover more than 2,000 square miles across Devon, while some of our specialist services cover the whole of the peninsula, extending our reach as far as Cornwall and the Isles of Scilly.

We deliver a wide range of emergency, specialist and general medical services through North Devon District Hospital and the Royal Devon and Exeter Hospital (Wonford). Alongside our two acute hospitals, we provide integrated health and social care services across a variety of settings including community inpatient hospitals, outpatient clinics, and within people’s own homes. We also offer primary care services, a range of specialist community services, and Sexual Assault Referral Centres (SARC).

Our hospitals are both renowned for their research, innovation and links to universities.

* 1. The Trust’s vision, mission and values

Vision: Working together to promote health, wellbeing and independence

Mission:

Working together to help you to stay healthy and to care for you expertly and compassionately when you are not

* Collaboration and partnerships
* A great place to work
* Recovering for the future
* Excellence and innovation in patient care

Values

Trust staff are encouraged to act in line with five key values in everything they do. These are:

* Compassion: We are compassionate
* Integrity: We act with integrity
* Inclusion: We are inclusive
* Empowerment: We empower people.
  1. Management structure

The Trust Board is led by the Chair with a team of five non-executive directors and five executive (voting) directors.

There are three clinical divisions: Surgery, Medicine, and Clinical Support & Specialist Services (CS&SS) which includes the community and health and social care service. Cancer Services sits within the CS&SS Division

* 1. Acute hospital facilities

North Devon District Hospital has approximately 250 inpatient beds, including intensive care and cardiac care facilities.

The x-ray department has a CT scanner, MRI scanner and DEXA scanner, as well as providing a full range of x-ray and ultrasound. The cardio-respiratory department provides physiological measurements including pulmonary function tests, exercise testing and echocardiography. EEG, vascular and carotid ultrasound, and nerve conduction studies are also performed locally.

There are nine operating theatres, an accredited endoscopy suite and a new chemotherapy unit, with plans for further development. The Trust has a successful charity, Over and Above, which has recently raised funds to build a Cancer and Wellbeing Centre on-site for patients with a cancer diagnosis and other illnesses, and their families.

We have a rolling programme to update our wards, with recent refurbishments including our combined acute stroke and stroke rehabilitation unit, physiotherapy outpatients and our Medical Assessment Unit

We also opened one of the first purpose-built dementia wards at an acute hospital in the UK, Fortescue Ward, which is full of features to help patients feel at home, remain independent and reduce confusion. Caring with compassion is one of our key values, and we have recently appointed an admiral nurse for dementia and support open visiting for carers in line with John’s Campaign.

Mental health services, including psychiatric liaison, are provided by Devon Partnership NHS Trust, which is currently developing its community services in a major reconfiguration. Inpatient mental health services are based primarily on the North Devon District Hospital site.

* 1. Academic facilities

The Medical Education Centre on the North Devon District Hospital site is independently funded by the Peninsula Institute and its primary purpose is the provision of facilities, equipment and financial support to enable a wide range of medical professionals to continue their education and training.

There is a 70-seat lecture theatre, a clinical skills centre and several classrooms. Recently, a new simulation suite has opened, creating a facility for multi-professional training, including trauma team training.

Dual-flat screen video-conference facilities linked to other units in the region are available for clinical meetings, including regional MDTs, as well as training events.

The comprehensive healthcare library is accessible to registered users 24 hours a day. The library is staffed between 8.30 and 17.30 Monday to Friday. Services include book and journal loan, interlibrary loans, PC access, literature-searching, information skills training, printing and photocopying.

Local, regional and national electronic library resources are made available across the Trust and for staff to access from home.

* 1. Medical school links

We work closely with the Peninsula and University of Exeter Medical Schools. NDHT hosts students and research from both with the ambition to build clinical research excellence and to deliver health improvements in a regional context.

The undergraduate curriculum combines basic science and clinical teaching in community and secondary care settings, mainly in small groups, using enquiry-based learning. Student numbers continue to rise year on year and there are many opportunities for involvement with teaching programmes.

# Living in North Devon

Devon is consistently voted one of the best places to live in England and readers of Country Life believe that people living in Devon enjoy a better quality of life than anywhere else in England.

**The great outdoors**

The beauty and quality of our landscapes are unsurpassed with **over a third of the county designated as Areas of Outstanding Natural Beauty**. There are over 450 miles of coastline along two stunning and distinctive coasts, the rugged wildernesses of two national parks, a UNESCO Biosphere Reserve, England’s first natural World Heritage Site – the Jurassic Coast. The combination of spectacular Atlantic coastline, tidal estuaries and upland moors provides a wonderful environment to live and work in.

North Devon alone offers 50 miles of spectacular coastline from Lynton to Bude and, with most of the remaining 500,000 acres of land being rural, the area is arguably the most attractive and unspoilt in Devon. There are many small market towns, villages and hamlets, including a number of coastal resorts.

Our natural outdoor playground offers you the chance for a fantastic work-life balance. For the walkers and cyclists out there, we have 5,000km of public rights of way and over 250km of off-road cycle paths. Devon is a great place for fishing, sailing and equestrian sports, and we also have canoeists, surfers and paddle-boarders amongst our ranks. Devon also boasts some of the best golf courses in England and for those who love watching sport, nearby Exeter boasts the Premiership Rugby side Exeter Chiefs and Football League club Exeter City.

**Great for families**

North Devon is a safe and secure place to bring up a family with excellent education opportunities from pre-school, through school, to higher education and further education, including the nearby world-class Universities of [Exeter](http://www.exeter.ac.uk/) and [Plymouth](http://www.plymouth.ac.uk/).

For those of you who have little ones, we have to mention the popular family attractions of Crealy Great Adventure Park near Exeter and The Milky Way Adventure Park and The Big Sheep in Northern Devon.

**Vibrant towns and cities**

North Devon District Hospital is located in Barnstaple, which is North Devon’s administrative and shopping centre. It is reputed to be the country’s oldest borough and features the 13th century long bridge that spans the river Taw and a famous pannier market as well as modern shopping centres. There are cafes, bistros and restaurants as well as a local cinema and theatre.

Across North Devon and Torridge, we cover historic towns such as Ilfracombe with its stunning coastal scenery; attractive Bideford and the charming nearby villages of Appledore, Instow and Clovelly; the friendly market towns of Holsworthy and Great Torrington as well as South Molton, the gateway to Exmoor.

For city-lovers, nearby Exeter is renowned for its **low crime rate, high quality of life** and **flourishing arts scene**, which includes the Royal Albert Memorial Museum – the 2012 Museum of the Year – and the Exeter Phoenix arts centre.

Commuter links are good, both by road and rail. There are regular trains to Exeter and direct services to London and across the country from Tiverton. There are easily-accessible airports at Exeter and Bristol.

**More information about the area and help with relocating can be found at** [**www.ndhtjobs.com**](http://www.ndhtjobs.com)

# Contacts

**The Trust welcomes informal enquiries. Contact names are detailed below:**

Chief Executive

Sam Higgins- **Chief Executive Officer**

01271 311349

Medical Director

Dr Karen Davies

(01271) 314109

Lead Clinician for Oncology

Dr Peter Stephens

(01271) 311538

Associate Medical Director (interim)

Cheryl Baldwick

(01271) 322577

Divisional Director

Tony Layton

(01271) 337830

Group Manager Cancer Services (interim)

Daniel Spelman

(01271) 311535

Head of Medical Staffing & Temporary Workforce (Northern Services)

Tina Squire

tinasquire@nhs.net

01271 349111

**Postal address:**

North Devon District Hospital

Raleigh Park

Barnstaple

EX31 4JB