



**Royal Devon  
University Healthcare**  
NHS Foundation Trust

## **TRUST DOCTOR IN ENT**

**STR3+ level**

# ROYAL DEVON UNIVERSITY HEALTHCARE NHS FOUNDATION TRUST

## TRUST DOCTOR IN ENT

### 1. INTRODUCTION

The Royal Devon has developed a reputation as an innovative, leading acute hospital over 250 years. The Trust was one of the first in the country to achieve Foundation status. It makes a significant contribution to world-class research and development that improves the quality, experience and effectiveness of healthcare. The Research, Innovation, Learning and Development centre on site was completed in January 2014. It is a £27.5m development, which consists of the Wellcome Wolfson Centre for Medical Research, the National Institute for Health Research (NIHR) Exeter Clinical Research Facility, and a new Post Graduate Education Centre. The recently established and forward thinking University of Exeter Medical School (UEMS) employs the wealth of resources at the Royal Devon for teaching and training.

### 2. THE TRUST

A unitary board comprising a Chairman, Chief Executive and both Executive and Non-Executive Directors governs the Trust. The Executive Directors manage the day-to-day operational and financial performance of the Trust. These consist of the Chief Executive Officer, a Director of Transformation and Organizational Development, a Medical Director, a Director of Finance and Business Development and a Chief Nurse /Executive Director of Delivery.

The Non-Executive directors do not have responsibility for the day-to-day management of the Trust but share the Board's corporate responsibility for ensuring that the Trust is run efficiently, economically and effectively.

All members of permanent medical staff make up the Medical Staff Committee, which has an elected Chairman. He/she represents the group at the Trust Management Committee.

Clinical services are managed in Care Groups led by a Care Group Director, Associate Medical Director and an Assistant Director of Nursing/Associate Director of Midwifery and Patient Care.

For a full description of the main hospitals and services of the Trust see the Trust website <https://royaldevon.nhs.uk/>

The Royal Devon aims to deliver safe, high quality, seamless services with courtesy and respect. The core values of the Trust are to work with dignity, fairness, honesty, integrity, inclusion and collaboration.

### **3. MANAGEMENT STRUCTURE**

The ENT Department is within the Specialist Surgery Cluster, which also includes Ophthalmology, Oral and Maxillofacial Surgery, Orthodontics, Plastic Surgery and Breast Surgery. The cluster is part of the Care Group of Surgery.

The Clinical Lead for the ENT Department is Mr. Rupert Ricks. Dr. Patrick Gillespie is interim Medical Director. The Cluster Manager is Mrs. Elaine Reynolds and the care Group Director is Ms. Nicola DuGay. Ms. Rachel Traynor is Clinical Matron for the Specialist Surgery Cluster. Ms. Michelle Bowes is Clinical Matron for ENT Theatres.

### **4. THE ENT DEPARTMENT**

There are currently 10 permanent Consultant ENT Surgeons in the Department, one of whom is a joint appointment with Torbay, plus one consultant working jointly between Taunton and the Royal Devon. Services are mainly in Exeter and Barnstaple but clinics are also held in community hospitals.

Mr. Mo Abo-Khatwa	General ENT, Sinonasal surgery
Mr. George Barrett	General ENT, Head and Neck Cancer
Mr. Malcolm Hilton	General ENT, Otology, Sinonasal surgery, Voice
Mr. Andrew Husband (Taunton)	General ENT, Head and Neck Cancer
Mr Oliver McLaren (Torbay)	General ENT, Head and Neck Cancer
Mr. Rupert Ricks	General ENT, Otology
Miss Clair Saxby	General ENT, Otology
Mr. Joel Smith	General ENT, Head and Neck Cancer
Mr. Graeme Weiner	General ENT, Otology, Paediatric ENT
Mrs. Helena Wilson	General ENT, Thyroid, Sinonasal surgery

The post-holder would work alongside two Specialist Registrars and one Associate Specialist, supported by:

- 5 SHO-equivalent staff
- 4 dedicated Head and Neck Specialist Nurses
- 2 dedicated Microsuction Specialist Nurses
- 3 ACPs
- 2 Trainee ACPs
- Speech and Language Therapy
- Audiology and Hearing Therapy Service
- Vestibular Rehabilitation Team
- Administrative team

The base ward for adult inpatients is Otter Ward, which is shared with Plastic Surgery, Breast Surgery, Maxillofacial Surgery and Ophthalmology. Daycases are admitted via Knapp Ward. Children are cared for on Bramble Ward. Clinics are held daily in the ENT Outpatients Department, equipped with 2 treatment rooms, seeing up to 400 patients a week.

The ENT service at the Royal Devon comprehensive, with the exception of cochlear implantation, complex otoneurosurgery and paediatric airway reconstruction.

Specialist multidisciplinary clinics run in Head and Neck, Thyroid, Vestibular and Voice. A daily emergency clinic accommodates patients with conditions requiring urgent review. The Head and Neck Specialist Nurses run dedicated clinics, reviewing and supporting their patients. There is a regular nurse-led microsuction clinic.

The Head and Neck Cancer Multidisciplinary Team (MDT) meeting is held face to face and via MS Teams in Exeter each Monday morning. Members of the team from Taunton, Torbay and North Devon attend. In addition to Maxillofacial and ENT surgeons attending, there are 2 Plastics Head and Neck reconstructive surgeons who are part of the MDT. The team also includes specialist oncology, speech and language therapy, radiology and pathology input. The specialist Head and Neck clinic is held immediately after the MDT, each Monday afternoon.

The ENT Department has a number of UEMS medical students attached during term time. Consultants share formal teaching commitments on a weekly rotational basis. They also share the Department's commitment to delivering formal lectures.

In addition to maintaining a busy clinical practice, Mr. Malcolm Hilton also holds the post of Senior Professionalism Tutor at UEMS.

## **5. THE POST**

### **TITLE: Trust Doctor in ENT**

The post-holder will be expected to take on duties and commitments at the level of which they are employed, and higher levels of responsibility may be offered by mutual agreement. The employer is the Royal Devon University Healthcare NHS Foundation Trust.

### **DUTIES OF THE POST:**

#### **Clinical Commitments/Education and Training**

The successful applicant will support the ENT service at middle grade level. Main duties are conducted at the Royal Devon, Wonford site. The post is required to provide safe and viable patient care, with responsibility for acute and elective specialty patients. The postholder is also required to contribute to their specialty on-call rota, and any specialty cross cover as detailed below.

The appointee will need to demonstrate:

- Competence to work in a senior clinical role without supervision where appropriate
- Ability to mentor more junior staff and students, medical and allied
- Understanding and experience of clinical risk management
- Clear, logical thinking showing an analytical/scientific approach

He/she will also be responsible for the organisation, management and diagnosis of treatment of patients in the hospital, in conjunction with colleagues across the hospital. The post holder will be expected to work as part of a team assisting with elective and emergency ward admissions, managing the pre- and post-operative care of surgical

patients and attending ward rounds. Associated administrative duties will be undertaken accordingly. The post holder will attend outpatient clinics and theatre lists for their own learning and will be given responsibility and workload fitting with their experience and ability.

The postholder will be assigned an Educational Supervisor. Regular meetings will take place to ensure goals are met, as a two-way process.

### **University of Exeter Medical School (UEMS)**

The Royal Devon University Healthcare NHS Foundation Trust is one of the NHS partners of the University of Exeter Medical School and the Department has responsibility for part of the clinical undergraduate teaching programme. Time for teaching and preparation is arranged by mutual agreement with the Clinical Director within the Trust's annual job planning and appraisal process.

Currently during term time third year students have weekly attachments to ENT which the consultants in the department take responsibility for in rotation; fourth years are taught in conjunction with anaesthetists during their "airway" week; and keen fifth year students with an interest in ENT join the department for a number of weeks. In addition occasional lectures are delivered to student groups.

### **Clinical Audit & Research**

The successful candidate will be supported if they wish to participate in the design and completion of audit projects leading to improvements in practice and to contribute to the development of Clinical Quality Standards. There are close links with the University of Exeter Medical School. Current opportunities for research and audit are likely to be significantly enhanced in the future.

### **Continuing Education and Audit**

There is a rolling programme of monthly half-day audit and educational meetings. Sub-specialities are encouraged to develop their own audit programmes and report their activities to the Department of Clinical Audit.

### **Emergency On-call and Cover for Colleagues**

The postholder will provide emergency cover in accordance with the department's on call rota with prospective cover for leave. Locum cover will not normally be provided.

### **Administration**

The appointee will undertake administrative duties associated with the running of his/her clinical work.

### **Leadership and Management**

The appointee will be responsible for the leadership of his/her team as appropriate for their level. The appointee will be responsible to the Consultant surgeons, for the effective and efficient use of resources

### **Professional Performance**

The appointee will have continuing responsibility for the proper function of the work. It is a requirement that if the employee has concerns about the professional performance of a member of the medical staff, they have a duty to speak to the person

concerned. If the matter is potentially serious, or satisfaction is not obtained with the direct approach, such concerns should be discussed with the Clinical Lead, if satisfaction is again not obtained, concerns should be discussed with the Associate Medical Director.

### **Infection Control**

All medical and dental staff have a duty to practice safe medicine in relation to infection control and other issues. Appointees will therefore be expected to attend infection control learning opportunities once per year as a minimum, and also to comply with Trust Infection Control policies and guidelines.

### **Staff and office**

The appointee will have shared office accommodation, secretarial support and shared access to a computer and the Internet.

### **Leave**

Annual and study leave will be granted to the maximum extent allowable by the Medical & Dental Terms & Conditions in accordance with the Trust's leave policy.

### **Other Responsibilities:**

To take part in regular performance appraisal.

To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling.

To contribute to and work within a safe working environment.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

**As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.**

## **6. TIMETABLE**

The post is full-time (1.0 WTE). The on-call commitment is 1:6 in General ENT, covering the Royal Devon (Wonford) during working hours, and Royal Devon (Wonford) and neighbouring Torbay Hospital out of hours.

The working week will typically include four theatre sessions and four clinics, including at North Devon District Hospital in Barnstaple and in community hospitals.

The commitments will provide adequate hours/compensatory rest, compliant with 2016 National Terms and Conditions for Junior Doctors in Training. It will also meet the current SAC approved Quality Indices for training.

## **7. MAIN CONDITIONS OF SERVICE**

### **Salary Scale**

£50,017 (pro-rata)

### **Annual Leave**

27 days per year, pro rata

### **Study leave**

Study leave is to be applied for and approved in agreement with the department and in line with trust policy.

### **Domicile**

Middle grade doctors are expected to reside within a reasonable distance of Exeter and Torbay Hospitals, normally within 10 miles or 30 minutes, have a full driving licence and access to a insured car.

### **Date of Vacancy**

From 1<sup>st</sup> February 2025 for 6 months, with the possibility of extension for a further 6 months.

## **8. ACADEMIC FACILITIES**

### **University of Exeter Medical School**

The University of Exeter is one of the most successful universities of the 21st century. Research and education of the highest quality are at the heart of an inspiring community in which to learn, work and live. It has ambitious plans for the future, including a £275 million investment in facilities over the next five years. The University has recently accepted an invitation to join the prestigious Russell Group of leading research-led universities and was named the “Times University of the Year” in 2012/2013.

The University of Exeter Medical School (UEMS) is the newest College at the University of Exeter (<http://www.exeter.ac.uk/medicine/>). Formed from the disaggregation of Peninsula College of Medicine and Dentistry in 2012, it combines the best of the Peninsula Medical School and with the University of Exeter’s outstanding global reputation for academic excellence and student experience. The first intake of UEMS students will be in Sept 2013 and the final cohort of PCMD students will graduate in 2018. Both the University of Exeter and Plymouth University will continue work together to ensure that joint students benefit from the highest quality of education and are prepared for rewarding careers as doctors. The Medical School’s cutting-edge research is driven by important clinical questions. It focuses on translational and applied research in areas of greatest health burden and greatest opportunity for scientific advance, principally: diabetes, cardiovascular risk, and ageing; neurological disorders and mental health; environment and human health; and health services research. It spans basic through clinical science to clinical trials and health policy.

UEMS delivers two highly-regarded and innovative undergraduate degrees: the BSc in Medical Sciences and Bachelor of Medicine, Bachelor of Surgery (BMBS). In addition, the Medical School offers a range of postgraduate programmes and courses.

The curriculum reflects today's evolving models of care and patient experience in acute, primary and community care settings. Building on the excellent educational reputation of Peninsula College of Medicine and Dentistry and using problem-based learning in small groups, the BMBS programme reflects the belief that doctors need to adopt a socially accountable approach to their work and to understand the human and societal impact of disease as well as the community-wide context of contemporary health care provision. Our graduates will be both capable and confident, whether they are clinicians, managers, educators or researchers and will be committed to life-long scholarship.

Years one and two of the BMBS programme are based at the St Luke's Campus in Exeter and lay the scientific foundations for the future years of the course. There is clinical contact from year one and students begin acquisition of a range of transferable skills, learning science within a clinical context. Years three and four of the programme are based at the Royal Devon and Exeter Hospital and at the Royal Cornwall Hospital in Truro and in their surrounding general practices and community health environments. In year five, students are involved in a series of apprenticeship attachments; to consultants and to Principal General Practitioners on a one-to-one basis throughout Devon and Cornwall in Barnstaple, Exeter, Torbay and Truro.

There is great scope for staff in NHS Partner Organisations to become involved in all aspects of the Medical School curriculum for undergraduate education; for example, clinicians may be engaged with PMS as clinical teachers, clinical skills tutors, and academic tutors.

The National Health Service (NHS) has been closely involved in the development of medical education in the South West and is the major UK employer of healthcare professionals. Significant growth in the number of doctors and the development of medical education, both pre- and post-qualification, contributes to the essential modernisation required to deliver the government's NHS Plan.

The NHS in Devon and Cornwall has worked with the school to ensure that its services and facilities offer the right environment to support the way doctors, scientists, educators and researchers are trained.

### **The Research and Development Support Unit (RDSU)**

The Trust holds a contract from the Department of Health to host a Peninsula wide Research and Development Support Unit to facilitate NHS R&D in the implementation of Evidence Based Practice in the research community. This Peninsula Unit, which was formed from three highly successful units, involves networks throughout the Peninsula embracing both Primary Care Secondary Care and supports all professional groups.



## **9. RESEARCH GOVERNANCE**

All research undertaken must comply with Trust policy on Research & Development. Trust policy and guidelines are available on the Trust's Intranet site and specific compliance with the Research Governance Framework for Health and Social Care.

## **10. CANVASSING**

Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee will disqualify {see Statutory Instrument 1982 No. 276 paragraph 8(1)(b)}. This should not deter candidates from seeking further information relevant to the post from those members of the Trust detailed below and, further, this should not deter candidates from making informal visits to the Trust which are encouraged.

## **11. ACCESS TO CHILDREN AND VULNERABLE ADULTS**

The person appointed to this post may have substantial access to children and to vulnerable adults. Applicants are, therefore, advised that in the event that your appointment is recommended and in line with Trust policy, you will be asked to undertake an Enhanced disclosure check with the DBS prior to commencement of employment. Refusal to do so could prevent further consideration of the application. 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.

## **12. REHABILITATION OF OFFENDERS**

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.

## **13. DATA PROTECTION ACT 1998**

Candidates are informed that the information given by them in application for the post will be used only for the recruitment and selection process. For successful candidates this will then form part of their personal file, and for unsuccessful candidates the information will be destroyed. The information is stored both in hard copy form and minimally on a database. This information is held and administered in line with the Data Protection Act and the Trust's confidentiality procedure.

## **14. DIVERSITY AND EQUALITY**

The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, sex, race, religion, sexual orientation maternity/pregnancy, marriage/civil partnership or transgender status. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

### **FURTHER INFORMATION**

The Trust welcomes informal enquiries. The relevant contacts are

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