



Maidstone and  
Tunbridge Wells  
NHS Trust

RESPONSIBILITIES AND TERMS AND CONDITIONS

# Consultant Oncologist



# JOB DUTIES AND RESPONSIBILITIES

1. To provide a high standard of care to any patient for whom you have clinical responsibility. This will include any patients referred to you and cared for by you personally or by members of your team and, in addition, any patients of consultant colleagues when you are covering on-call or for annual leave.
2. To participate in clinical and other service activities and developments with the aim of ensuring a high standard of patient care across the Trust.
3. To work in close co-operation with other medical, professional and managerial colleagues, both within and outside the specialty, to provide high quality health care to the Trust's patients, and to make a contribution to future thinking about the Trust's strategic direction.
4. To participate fully in and share leadership of the clinical governance of the specialty covering its Trust-wide activities. To attend clinical governance half-days as detailed in the Trust's Guide to job planning unless on agreed leave or while attending emergencies.
5. To participate actively in departmental audits, sharing co-ordination of audit activities within the department and implementation of change.
6. To take an active responsibility for undergraduate and postgraduate teaching, training and supervision.
7. To assume responsibility, both personally and corporately with consultant colleagues, for the management of junior medical staff. You are expected to be involved in their professional development, both clinical and personal as per guidance from the Deanery.
8. To ensure that all doctors in training for which you have supervisory responsibilities undertake delegated clinical tasks that are within their level of competence and knowledge.
9. To ensure at all times that you comply with the General Medical Council's published guide "Good Medical Practice" including the Duties of a Doctor.
10. To take personal responsibility for risk management in your work and undertake to review practices and learn from mistakes.
11. To share in the 'on-call' rota. To provide prospective cover for colleagues during annual and study leave and other absences as far as is practicable and clinically safe.
12. To ensure that you respond promptly and efficiently to all complaints related to any patient care you or your staff have been involved with, assisting the Trust's corporate responsibility to reply to complaints within a specified time frame.
13. To ensure that you develop and maintain effective working relationships with those agencies concerned with the provision of health and social care services and those representing the interests of patients.
14. To undertake an annual appraisal leading to a personal development plan as outlined in the Trust Appraisal Policy. You must collect and maintain sufficient evidence to support the appraisal process and your GMC revalidation. The appraisal will inform the study leave and job planning processes.
15. To undertake an annual job plan review as outlined in the Trust Guide to Job Planning. Care Services Agencies concerned with Health Care Services and those representing consumers' interests.
16. You are required to take reasonable care for the health and safety of yourself and others who may be affected by what you do while at work. You must adhere to Trust IRMER Regulations.
17. Specialty out-patients clinics as appropriate for the post-holders special interests.
18. Involvement in the development of clinical management protocols shared with the community and other consultant colleagues.



Clinical Director  
 Consultant Oncologists  
 Members of the Urology and Lung Oncology Tumour site specific Groups  
 Hospital Consultants  
 General Manager Kent Oncology Centre  
 General Manager Specialist Services  
 Division Director of Physics  
 Cancer Lead Nurse  
 Radiotherapy Services Manager  
 Oncology Site Managers  
 Patients using the Kent Oncology Centre Commissioners of Health Services  
 GPs  
 Specialist Palliative Care Services  
 Agencies concerned with Health Care Services and those representing consumers' interests.

## Clinical Responsibilities

1. To clinically manage patients requiring oncological treatment at the Kent Oncology Centre and at other hospitals, as agreed. To work with the nurse led Acute Oncology service in all hospitals.
2. To maintain continuing clinical responsibility for the patients in the post-holders charge allowing for all proper delegation to, and training of, medical staff
3. To share on-call for Oncology (currently 1 in 24) telephone based on call as there are no dedicated Oncology inpatient beds
4. To share the role of lead Kent Cancer clinician for the treatment of named tumour sites.
5. To advise other consultants in the relevant Trusts and elsewhere on the clinical care of patients with cancer.
6. To participate in and contribute to the Trust and Oncology Centre Clinical Governance programme.
7. To participate in Clinical Trials and R&D programmes in order to ensure that clinical practice is evidence based. 8. To prepare business cases for new / developmental therapies for network / trust approval.

## **INDUCTION AND NEW CONSULTANT DEVELOPMENT PROGRAMME**

All new consultants will undergo an induction programme on joining the Trust. This will include orientation and discussion of Trust policies. In addition, all new consultants will be expected to attend the New Consultants development Programme which has been developed by the Director of Medical Education and will be run at various times during the year.

New consultants will be provided with mentorship from one of the existing consultants.

## **APPRAISAL**

It is a contractual requirement that each consultant working within the Trust is appraised on an annual basis. Appraisal is a positive exercise designed to assist doctors in their educational and professional development and aims to improve and consolidate existing good practice. Sufficient evidence must be collected and maintained to support the appraisal process and your GMC revalidation. The appraisal system for consultants is as outlined in the NHS Advance Letters (AL(MD)6/00 and AL(MD)5/01, and as detailed in the Trust's Annual Appraisal Policy and Procedure (2008).

## **CLINICAL GOVERNANCE AND AUDIT**

The Trust strongly supports clinical governance and risk management and expects all senior medical staff to contribute fully to these activities, and actively work towards and to maintain high quality clinical care. Full involvement of individual patients in decisions about their care is expected, as is the need to involve patients and the public in service change. Guidance and support is given to clinical directorates in the development of their programmes. There is an active clinical audit department, led by the Medical Director, Dr Peter Maskell.

You are expected to take part in the processes for monitoring and improving the quality of care provided to patients, including risk management and clinical audit. Team and individual performance data are being developed and you are expected to review your practice accordingly. The commitment of all staff to clinical governance is assisted by a monthly compulsory Trust-wide half-day for structured clinical governance activities. Consultants are expected to attend and lead clinical governance activities during the half-days and you will be held accountable for this at your annual appraisal.

## JUNIOR STAFF TEACHING AND SUPERVISION

You are expected to contribute to the teaching and supervision of all training and career grade junior staff and undergraduate medical students within the department and also provide teaching to other professional groups within the Trust. You are expected to be involved in the professional development, both clinical and personal, of staff for whom you have responsibility. With consultant colleagues you are expected to assume responsibility, both personally and corporately, for the management of junior medical staff. You must ensure that all doctors in training for whom you have supervisory responsibilities undertake clinical tasks that are within their level of competence and knowledge. You will be expected to complete the KSS Deanery Certificate in Teaching and Certificate in Educational Supervision, or equivalent qualifications, within 18 months of taking up your post.

## LEAVE MANAGEMENT

You must co-ordinate your leave arrangements with those of your colleagues to provide a clinically safe environment. In respect of clinical cancellations etc this means giving at least six weeks' notice of intended annual and study leave. The Clinical Director or the deputy must agree all leave. Leave should be booked with directorate management via an electronic request system and taken in accordance with Trust Policy. The Trust supports study leave with expenses for CME activities and within agreed financial limits.

Leave management within the specialty should ensure adequate and safe cross cover arrangements with colleagues. Special professional leave can only be taken with the prior permission of the clinical director and with due notice and cover arrangements.



## INFECTION CONTROL

As an employee of the Trust you are required to be familiar with, and comply with, Trust policies for infection control and hand-hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct contact with patients this will include compliance with Trust clinical procedures and protocols, including the uniform and dress code ("bare below the elbows"), the use of personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

Trust Consultants in their position as clinical leaders are expected to lead on infection control within their clinical areas and to set an example for other Trust employees and the public.

## TRUST MEDICAL MANAGEMENT

As a senior member of staff, you will be expected to contribute to the management of the Trust. The main operational decision-making body is the Trust Management Executive which meets monthly, chaired by the Chief Executive. The Clinical Directors are members of this committee and actively contribute to the Trust's management. The Medical Staff Committee, a meeting of all Trust consultants and associate specialists, is held monthly and provides a forum for discussion of a wide range of work related matters.



## IT SKILLS

The Trust uses Microsoft Office and NHS.net and uses email as a means of cascading important information and for internal communication. It is expected that consultant staff should have basic IT skills and be familiar with the use of emails, Outlook, Word, Excel and Powerpoint. Clinical Leads, Clinical Directors and Divisional Directors are expected to have at least intermediate skills with these applications.

## SAFEGUARDING CHILDREN

Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

## TRUST POLICIES AND MANDATORY TRAINING

All Trust employees should be familiar with and comply with Trust policies. These are available on the Trust intranet. Consultant staff are required to remain up-to-date with statutory and mandatory training. The Director of Medical Education and the Head of Learning & Development will provide information and organise training much of which can be completed online.

## NOTICE PERIOD

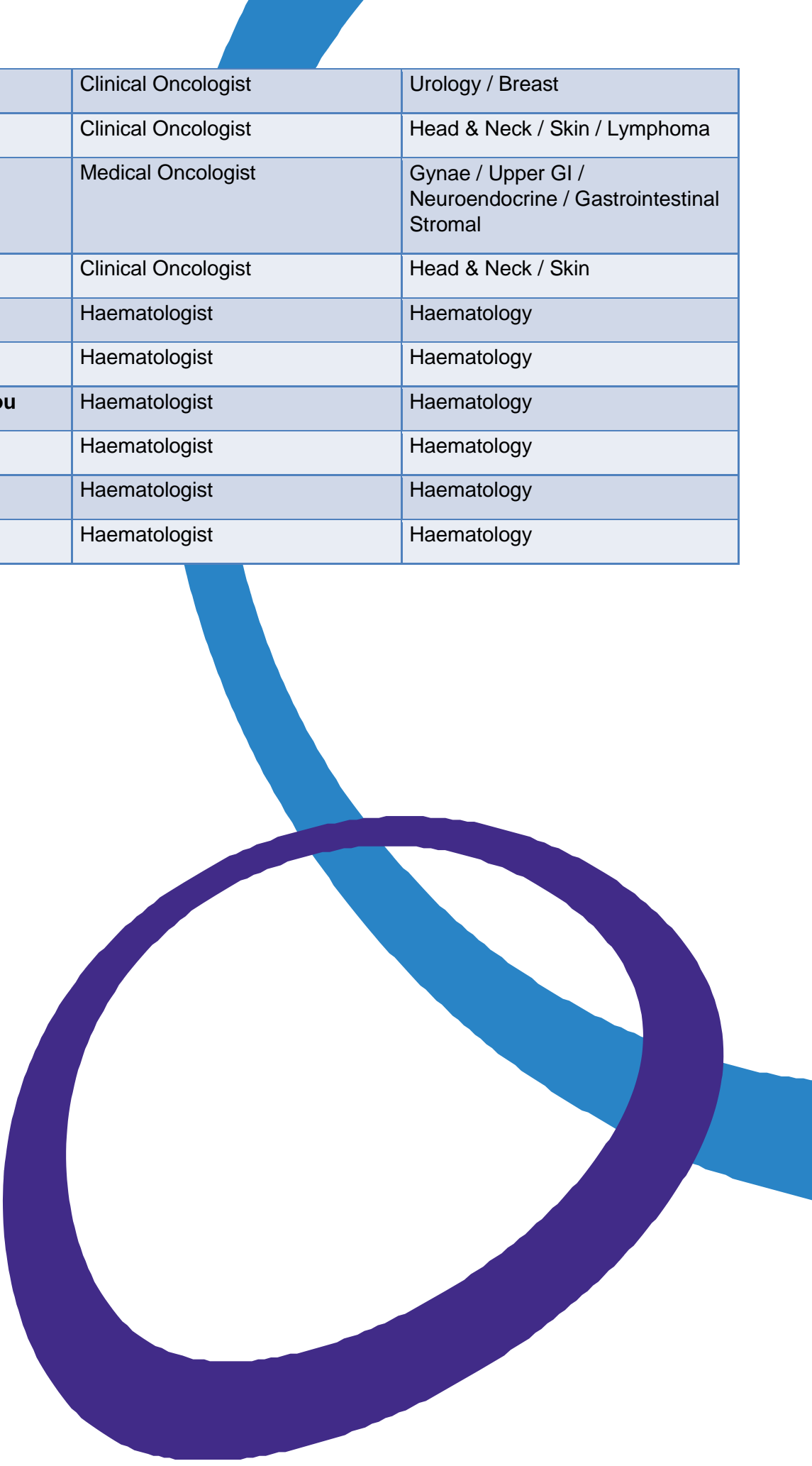
You are entitled to three months notice and have to provide the Trust with six months notice of any termination of contract.



## SAFEGUARDING ADULTS

Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

Consultant	Clinical / Medical	Tumour Site
Dr. Diletta Bianchini	Medical Oncologist	Urology
Dr. Jane Brown	Clinical Oncologist	Breast / Lung
Dr. Patryk Brulinski	Clinical Oncologist	Urology / Testis
Dr. Russell Burcombe	Clinical Oncologist	Breast / Lung
Dr. Amanda Clarke	Clinical Oncologist	Lower GI / Urology / Skin
Dr. Mathilda Cominos	Clinical Oncologist	Lung / Upper GI
Dr. Meeta Durve	Clinical Oncologist	LGI/CNS/ Brain
Dr. Albert Edwards	Clinical Oncologist	Urology / Colorectal / Brachy
Dr. Jennifer Glendenning	Clinical Oncologist	Breast / CNS/ Brain
Dr. Maher Hadaki	Clinical Oncologist	Breast / Lung
Dr. Julia Hall	Clinical Oncologist	Breast / Lung / Sarcoma
Dr. Catherine Harper-Wynne	Medical Oncologist	Breast
Dr. Mark Hill	Medical Oncologist	Lower GI / Upper GI / Neuroendocrine
Dr. Saba Intiaz	Medical Oncologist	Gynae / Upper GI
Dr Shahid Inayat	Medical Oncologist	Breast
Dr. Rema Jyothirmayi	Clinical Oncologist	Gynae / Breast
Dr. Kathryn Lees	Clinical Oncologist	Urology
Dr Andriana Michaelidou	Clinical Oncologist	Head & Neck
Dr Charlotte Moss	Medical Oncologist	Breast
Dr Kannon Nathan	Clinical Oncologist	Head & Neck / Gynae / CNS / Sarcoma
Dr Jennifer Pang	Clinical Oncologist	Lung / SABR / Urology
Dr Rosemeen Parkar	Medical Oncologist	Colorectal / Melanoma
Dr. Rakesh Raman	Clinical Oncologist	Lower GI / Anal / Urology
Dr. Nick Rowell	Clinical Oncologist	Thyroid
Dr. Tim Sevitt	Clinical Oncologist	Lung / Upper GI / Lower GI
Dr. Riyaz Shah	Medical Oncologist	Lung / Lower GI
Dr. Jeff Summers	Clinical Oncologist	Lower GI / Gynae / Lymphoma
Dr. Henry Taylor	Clinical Oncologist	Urology / Testis



<b>Dr. Carys Thomas</b>	Clinical Oncologist	Urology / Breast
<b>Dr Jennifer Turner</b>	Clinical Oncologist	Head & Neck / Skin / Lymphoma
<b>Dr. Justin Waters</b>	Medical Oncologist	Gynae / Upper GI / Neuroendocrine / Gastrointestinal Stromal
<b>Dr Anthi Zeniou</b>	Clinical Oncologist	Head & Neck / Skin
<b>Dr Lalita Banerjee</b>	Haematologist	Haematology
<b>Dr Dunnya De-Silva</b>	Haematologist	Haematology
<b>Dr. Evangelia Dimitriadou</b>	Haematologist	Haematology
<b>Dr. Richard Gale</b>	Haematologist	Haematology
<b>Dr Victoria Stables</b>	Haematologist	Haematology
<b>Dr. Clare Wykes</b>	Haematologist	Haematology



## Specialty Doctors

Dr A Synowiec Medical Oncologist (full time)

Dr S George Clinical Oncologist (part time)

## Physics

Dr Stephen Duck Director of Medical Physics (full time)

Mr Mark Fleckney Head of Radiotherapy Physics (full time)

With 53 clinical scientists, technologists and engineers

## Radiographers

Mrs Amanda Williams Radiotherapy Services Manager (full time)

Mrs Karen Rich Deputy Radiotherapy Manager (full time)

With 76 radiographers across the two departments

## Directorate Structure

Dr H Taylor Chief of Service

Dr J Waters Clinical Director

Dr C O'Hanlon-Brown Clinical Lead – Chemotherapy

Dr C Abson Clinical Lead – Radiotherapy

Dr Riyaz Shah Clinical Lead – Research

The 2 SpRs in Medical Oncology based at Maidstone rotate from the London centres. They are assigned to work with the Medical Oncology Consultants to support Centre and peripheral clinics and also MDT's. Rotas are drawn up by the local Educational supervisor/clinical tutor for the RCP according to need (both service and training) The 6 SpRs in Clinical Oncology (3.5 at Maidstone and 2.5 at Canterbury) rotate between Kent, Guys and St Thomas' Hospital and Brighton and are part of the London Deanery SpR Clinical Oncology Training Scheme. There are 2 Clinical Fellows in Oncology



## TERMS AND CONDITIONS OF SERVICE

1. The post is subject to the national terms and conditions for Hospital Medical and Dental staff, including relevant sections of the General Whitley Council
2. The post holder is required to be fully registered with the General Medical Council and on the specialist register for Oncology.
3. The post is offered on a ten programmed activity basis. Part-time or job-share applicants may be considered.
4. Any private practice undertaken by the post holder, whether limited or not by the Terms and Conditions of Service, should in no way diminish the level of service that may be expected from them by the Trust in carrying out their duties.
5. The post holder's private residence should be maintained in contact with the public telephone service and should not be more than 30 minutes driving time away from their base hospital unless specific written approval is given by the Trust to the post-holder.
6. All consultants are expected to assume responsibility, both singularly and corporately for the management of junior medical staff. They are expected to be involved in their professional development, both clinical and personal.
7. You are required to take reasonable care for the Health and Safety of yourself and others who may be affected by what you do whilst at work. You must adhere to Trust IRMER Regulations.

## STATEMENT:

- 1 This job description is a broad reflection of the current duties. It is not necessarily exhaustive and changes will be made at the discretion of the manager in conjunction with the post holder.
- 2 Time scales for achievement and standards of performance relating to the duties and responsibilities identified in this job description will be agreed via the annual appraisal process with the post holder.
- 3 As an employee of Maidstone & Tunbridge Wells NHS Trust, the post holder will have access to confidential information. Under no circumstances should this be disclosed to an unauthorised person within or outside the Trust. The post holder must ensure compliance with the requirements of the Data Protection Acts.
- 4 As an employee of the Trust, the post holder will be required to adhere to all Trust policies including Equal Opportunities where all employees are expected to accept individual responsibility for the practical implications of these policies.
- 5 The post holder is required to take reasonable care for the health and safety of themselves and others that may be affected by what they do while at work.
- 6 This post may require the post holder to travel across the Trust sites in the course of fulfilment of their duties.
- 7 The Maidstone & Tunbridge Wells NHS Trust has a no smoking policy

8 Clinical Governance: You will be expected to take part in the processes for monitoring and improving the quality of care provided to patients. This includes risk management and clinical audit. If you engage in clinical research you must follow Trust protocols and ensure that the research has had ethical approval. You will be expected to ensure that patients receive the information they need and are treated with dignity and respect for their privacy.

9 All staff should be aware of their responsibilities and role in relation to the Trust's Major Incident Plan.

10 INFECTION CONTROL AND HAND HYGIENE - All Trust employees are required to be familiar with, and comply with, Trust policies for infection control and hand hygiene in order to reduce the spread of healthcare-associated infections. For clinical staff with direct patient contact, this will include compliance with Trust clinical procedures and protocols, including uniform and dress code, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps. All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

11 All staff are required to fully participate in learning and development opportunities and ensure they remain compliant with statutory and mandatory training requirements throughout their employment with the Trust

## **Education, Training and Research**

1. To participate in the undergraduate and postgraduate medical education programme in the Trust.
2. To ensure compliance with the requirements for junior medical staff training and hours of work within the Oncology services.

You are expected to maintain a proactive interest in life-long learning and engage in continuing professional development. You are required to maintain your CME status as mandated by the Royal College of Radiologists and maintain competence in your specialist fields of interest.

Postgraduate centres at Maidstone and Tunbridge Wells Hospitals are under the leadership of the Director of Medical Education, Dr Garth Somerville, and the clinical tutors, Dr Chris Thom (Maidstone) and Dr Derek Harrington at Tunbridge Wells. The centres provide excellent accommodation for a range of postgraduate activities. There are good medical libraries with Internet access.

Clinical research is encouraged. If you engage in clinical research you must follow Trust protocols and ensure that the research has had local ethical approval. There is an active Research and Development Committee.

## **Contract Activity**

1. To actively participate in departmental audit projects.
2. To ensure that effective working relationships are fostered with those agencies concerned with the provision of health care services and those representing consumers' interests.
3. To ensure that the Care Group responds positively and effectively to all complaints, addresses deficiencies in the standard of Care Group services identified, implementing changes to remedy identified problem areas.
4. To attend the Trust / Network Annual Performance Review program.

### **Maidstone Hospital**

Hermitage Lane  
Maidstone  
Kent  
ME16 9QQ

06122 729000

### **Tunbridge Wells Hospital**

Tonbridge Road  
Pembury  
Tunbridge Wells  
Kent  
TN2 4QJ

01892 823535

