



Senior Clinical Fellow In ENT (Otology) TWJ Fellowship

Available from 01 October 2021 for 12 months

**Medical Staffing Department
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Cambridge Biomedical Campus
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The Department of ENT

The Department, which is based at Addenbrooke's, and West Suffolk Hospitals, covers a population of 680,000. It provides management of all aspects of ENT surgery including a significant emergency workload.

The Unit runs a busy Multidisciplinary Clinic incorporating ENT, Neurosurgery, Neuro-oncology and Specialist Nurses.

Oto-neurosurgical and skull base surgery has a world-wide reputation. The skull base team include neurotologists and skull base surgeons, neurosurgeons, neuro-radiologists, neuro-oncologists and geneticists providing a 360 degree skull base service. The department is one of two centres with both a dedicated neurofibromatosis type 2 clinic and auditory brain stem implantation programme. We have multidisciplinary team meetings in skull base, NF2, pituitary, complex otology, hearing implants and head and neck.

As one of 19 national cochlear implant centres covering a population of 7 million, the department is able to manage both paediatric and adult referrals. The East of England Cochlear Implant Centre has unrivalled facilities dedicated to the management of deafness. The centre has implanted over 1600 adults and children and has a large bone conduction and middle ear implant programme.

The unit is progressive in its approach to new ideas. Clinical Nurse practitioners play an important role in Cochlear Implantation, Otology and Skull Base Surgery. The department of audiology offers the most complex range of services presently available.

Facilities at Addenbrooke's Hospital

The ENT Department has a new 32 bed adult ward. Children are admitted to a recently opened paediatric ward. There is also access to PICU and ITU facilities.

ENT emergencies are admitted 7 days a week with cover provided from ENT Junior Doctors.

The ENT and Neurosurgical operating theatre is provided with the latest operating microscope and facilities for Otology including Otoendoscopy and laser surgery. Both endoscopes and the microscope are linked to the latest digital video facilities. The Day Surgery Unit is similarly equipped.

Outpatient facilities have recently undergone an extensive £1.5 million refurbishment and comprise a suite of 10 consulting rooms with two treatment / microscope rooms. A range of video-linked flexible and rigid endoscopes is available.

Specialist clinics are run in Neuro-otology, Skull Base Surgery, Hearing Implantation, Neurofibromatosis type 2, Balance, Head & Neck, Thyroid, Rhinology and Allergy.

Staffing: NHS and Academic

At Addenbrooke's only

- **Mr PR Axon MD FRCS**
Otology, Neurotology, Skull Base and Hearing implantation
- **Mr NP Donnelly MSc FRCS**
Otology, Neurotology, Skull Base and Hearing implantation
- **Mr JR Tysome PhD FRCS**
Otology, Neurotology, Skull Base and Hearing implantation
- **Prof M Bance PhD FRCS**
Otology, Neurotology, Skull Base and Hearing implantation
- **Mr B Fish FRCS**
Head and Neck Surgery
- **Mr P Jani FRCS**
Paediatric and Head & Neck Surgery
- **Mr N Jonas FRCS**
Paediatric ENT
- **Miss E Irune FRCS**
Head & Neck Surgery
- **Miss I Fitzgerald O'Connor FRCS**
Paediatric & General ENT
- **Miss J Bewick FRCS**
Paediatric ENT

At West Suffolk Hospital and Addenbrooke's

- **Mr D McKiernan FRCS**
Rhinology

Intermediate grade staff:

- | | | |
|--------------------------|----------------------|-----------|
| • Ms A Mitchell | Associate Specialist | Part time |
| • Mr A Chandrappa | Associate Specialist | Full time |
| • Mr S Hashmi | Associate Specialist | Full time |
- Sub-specialist Fellow with interest in Neurotology & Skull Base Surgery
 - Sub-specialist Fellows with interest in Otology & Hearing Implant Surgery
 - Sub-specialist Fellows with interest in Head & Neck Surgery
 - Specialty Training Registrars (year 3 and above)

 - Specialty Training Registrars (years 1 and 2)
 - Anatomy demonstrators
 - GP trainees

Management staff:

Dr M Manford

Divisional Director

Mr B Fish

Clinical Director, ENT/Head and Neck/Plastics

Mr J Tysome

Specialty lead, Otolaryngology

Mrs K Stone

Operations manager, ENT Services

Duties of this post

Cambridge University Hospital NHS Foundation Trust is recognised formally by the SAC for subspecialist training in Neuro-otology and Skull Base surgery. This unit has an international reputation for otology, hearing implantation and skull base surgery: tertiary referrals are received from around the UK and from abroad.

The Otology and Hearing Implant Surgery is provided by 4 surgeons. The Cambridge Hearing Implant Program covers a population 7 million. It performs over 200 adult and paediatric cochlear implants annually. In addition the unit has auditory brainstem implant, BAHA and middle ear implant programmes. The Centre has unrivalled facilities dedicated to the management of deafness. Professor Manohar Bance was elected as the inaugural Chair of Skull Base Surgery and Otology in 2017. He heads up a research team looking aspects of hearing & balance and has a focus on developing translational research opportunities. The department has close links with the Department of Psychoacoustics at the MRC Brain and Cognition Sciences Unit in Cambridge and offers joint research opportunities under the direction of the Cambridge Hearing Implant Research Programme (CHIRP). The Centre has implanted over 1500 adults and children.

The Unit performs a large volume of middle ear surgery. The core belief is to maintain or restore normal middle ear anatomy and hearing. Combined approach tympanoplasty, ossiculoplasty, mastoid obliteration and all neuro-otological procedures are offered. The Department of Audiology, offers excellent quality of care in the fields balance, tinnitus and hearing aids.

The Cambridge Advanced Otology & Hearing Implant Course is held each year in a dedicated temporal bone lab. Early Years temporal bone courses are run 6 times per year to develop the skill of junior ENT surgeons. The lab enables cadaveric dissection of fresh frozen material using the latest surgical tools.

Demonstration of a commitment to training in Neuro-otology and Skull Base Surgery, good communication and team working skills are essential. Other experience in the form of audit or research is desirable.

Duration and Monitoring of the Programme

This fellowship will provide specialist training in all facets of otological and implantation surgery. It is a 1-year programme that is dedicated to extending surgical competencies. Modules will enable the trainee to gain core knowledge in the fields of hearing implantation, complex audiology, vestibular science and neuroradiology. It will offer the opportunity to develop research projects that will run over the course of the fellowship.

The Fellow will concentrate on developing surgical and clinical skills to a level that will enable independent practice within the support of a multidisciplinary team.

In addition to the National Otology Fellow there is a Regional Otology Fellow and Skull Base Fellow at Addenbrooke's Hospital. It will be the responsibility of the fellows to work together to make maximum use of the surgical opportunities available. Educational supervision will be provided by Mr Patrick Axon, Mr Neil Donnelly, Mr James Tysome and Professor Manohar Bance. A detailed plan of work setting out the objectives of the post, success criteria and timetables for achievement of specific areas

of sub-specialty interest will be set within one month of taking up the appointment, against which in-post and end-of-post monitoring and evaluation will take place.

Content of the Programme:

Structure

The Fellowship will require the trainee to demonstrate core skills. A series of modules will enable the development of the advanced skills required in this field. The trainee will be expected to develop complimentary research interests within the clinical and/or basic science research programmes. Operative lists will be designed to maximise surgical competencies. The trainee will attend dedicated otology, vestibular and post-surgical audit clinics to gain extensive experience of all types of cases presenting to a busy unit.

The Fellow will attend two all-day otology and implantation lists each week.

Objectives

The main objective of this fellowship is to develop the skills of a trainee to a level that will enable independent otological practice.

To develop knowledge, leadership qualities, attitudes and communication skills that will enable the trainee to develop after his consultant appointment.

Particular emphasis will be placed on leading the MDT, coordinating and managing a busy otology implantation unit.

Research

The appointee will be encouraged to set up research projects in the department.

Service development and evaluation

The appointee will participate in the following:

- a) Local data collection for the National Audit (where appropriate); local assessment and review of the results for the Trust and PCT, including comparison of results with previous audit and with other centres nationally.
- b) Local networks where they exist in the specialty in order to ascertain quality improvement data and implement national strategy.
- c) Establish an appropriate network where one is not already in existence
- d) Support the production of clinical guidelines for the specialty/sub-specialty.
- e) Local PCT/Trust meetings (where appropriate).

Timetable

	AM	PM
Monday	Theatre (NPD/JRT)	Theatre (NPD/JRT)
Tuesday	CI Clinic / Otology clinic	Vestibular Clinic
Wednesday	Theatre (PRA/NPD/MLB)	Theatre (PRA/NPD/MLB)
Thursday	Otology / Vestibular Clinic	Otology Clinic
Friday	Otology Clinic Wks 1,3,5	

All higher surgical trainees are on a daytime emergency rota 1 week in 9 (no fixed commitments).

Educational Opportunities

EDUCATIONAL OPPORTUNITIES AVAILABLE IN THE DEPARTMENT:

- ***In clinic*** –Complex otology, hearing implants, balance
- ***On ward*** – 1 in 9 hot week performing ward rounds with consultant input
- ***In theatre*** (if appropriate to speciality) – 2 otology and hearing implant lists per week
- ***In MDT*** (if appropriate) –Hearing implant twice monthly, complex otology monthly.
- ***In Handover session*** – Daily 8-8.30 when on call during the day or weekends.

LOCAL / REGIONAL TEACHING:

- ***Departmental*** – Monthly journal club
- ***Access to Trust based teaching*** – Weekly Trust Grand Rounds
- ***Teaching juniors*** – Weekly sessions at FY/CT level where you have an opportunity to teach.

QUALITY IMPROVEMENT / AUDIT:

- ***Details of opportunity to complete projects*** – Expected to perform an audit project.
- ***Attendance at M&M*** – Monthly with audit meetings. Quarterly clinical governance meetings
- ***Attendance at audit meetings*** – Monthly morning audit meetings

DEPARTMENTAL/LOCAL INDUCTION:

- ***When:*** On first day or working in the Trust
- ***Where:*** Clinic 10
- ***With:*** Mr Axon, Mr Donnelly, Mr Tysome and Prof Bance

OTHER

- ***Research:*** Many research opportunities available
- ***Student Teaching:*** Medical students on the firm and FY2/CT1 level weekly
- ***Leadership:*** Opportunities for service development

Cambridge University Health Partners, the academic health sciences centre, in conjunction with the Institute of Continuing Education at The University of Cambridge are pleased to offer a one year Postgraduate Certificate in Clinical Medicine to all clinicians employed in Cambridge. Further details and registration: www.ice.cam.ac.uk/ClinMed

Study and Research

You are eligible for up to 30 days study leave per annum pro rata in agreement with your clinical lead

Arrangements for Leave

The annual leave entitlement for a full-time Clinical Fellow is based on a standard working week of five days:

- a. On first appointment to the NHS: 27 days
- b. After five years' completed NHS service: 32 days.

Annual leave is arranged by mutual agreement of Specialist Registrar and Consultant colleagues and approval of the Service Director, Otolaryngology in accordance with standard Trust/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.

PERSON SPECIFICATION

Post: Senior Clinical Fellow

Department: ENT

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education / Qualifications	<p>MRCS or FRCS equivalent qualification</p> <p>Intercollegiate Exit Examination or equivalent</p> <p>Full Registration and a Licence to Practice with the General Medical Council</p>	<p>ATLS Course</p> <p>CCrISP</p> <p>Presentations/Publications</p>
Experience	<p>Completion of a Core Surgical Training Programme or equivalent</p> <p>A minimum of four years in a Specialty Registrar Type 1 placement (NTN/VTN holder), or a candidate who has already been awarded the CCT</p> <p>Interest in Otolaryngology and Hearing Implant Surgery</p> <p>Must have equivalent experience in ENT and hold an exit ENT examination.</p> <p>Able to deal with general emergency admissions</p> <p>Logbook indicating validated experience of appropriate range and number of clinical procedures</p>	<p>Experience of specialised basic sciences e.g. Genetics or molecular biology or electrophysiology.</p>
Skills / Ability / Knowledge	<p>Basic surgical skills and patient care.</p> <p>Competence in pre-operative and post-operative management of general surgical patients.</p> <p>Good organisation</p> <p>Ability to organise own learning and time</p> <p>A keen interest in the development of teaching methods and practical teaching skills applied to ENT</p>	<p>Basic computer skills including Microsoft word and Outlook</p> <p>Undergraduate or postgraduate teaching experience</p> <p>Postgraduate presentations</p>

<p>Qualities / Attributes</p>	<p>Ability to work as part of a team</p> <p>Ability to keep good medical records and communicate with other hospital departments and primary care</p> <p>Ability to understand and communicate with patients and colleagues</p>	<p>Ability to undertake research projects and audit</p> <p>Show interest in investigative, audit and research work outside immediate clinical responsibility.</p>
<p>Other requirements</p>	<p>The applicant must have demonstrable skills in listening, reading, writing and speaking in English that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's Good Medical Practice (2014).</p> <p>If the Primary Medical Qualification including clinical contact was not carried out using English, applicants must either:</p> <ul style="list-style-type: none"> • Have an academic IELTS score of at least 7.0 in each domain and an overall score of 7.5 within the same test to meet the GMC's requirements <li style="text-align: center;">or • Complete the medical Occupational English Test (OET) and achieve grade B in each of the four domains tested to meet the GMC's requirements 	

General Information

Cambridge University Hospitals NHS Foundation Trust in profile

Cambridge University Hospitals NHS Foundation Trust (CUH) is a thriving, modern NHS hospital based in Cambridge, England.

The hospital fulfils a number of important functions. It is the local hospital for people living in the Cambridge area, it is a specialist centre for a regional, national and international population, it is the teaching hospital for the University of Cambridge, and it is a world-class centre for medical research.

CUH's is a flagship NHS hospital having achieved NHS Foundation Trust status in July 2004. It is also working in partnership with the University and their research partners (the MRC and CRUK) to make The Cambridge Biomedical Campus an internationally leading centre for biomedical and translational research.

The hospital already shares its site with a range of other organisations including the University Clinical School, the National Blood Authority, and laboratories funded by the Medical Research Council (MRC), the Wellcome Trust and Glaxo SmithKline, University of Cambridge Hutchison/Cancer Research UK (CRUK) Cancer Centre. The most recent addition is The Medical Research Council's stunning 270,000 sq ft facility to house the Laboratory of Molecular Biology which opened in May 2013. Building is currently underway on a new global R&D Centre and Corporate HQ for AstraZeneca and coming soon a state-of-the-art building for Royal Papworth Hospital NHS FT when it relocates to the Campus in 2018.

CUH's commitment as part of the wider health community is to re-examine, re-evaluate and explore new ways of working: with our partners in health services, social care, and the city; with each other as colleagues; and with patients and the public. The agenda for modernisation drives this commitment; modernisation is not perceived as a separate issue, but rather as something that informs the whole structure, thinking and culture of the Trust.

Our commitment to our patients and our community is as an open, accountable and responsive organisation that fosters patient and public involvement, which we consider is crucial to the development of a modern hospital fit for the 21st century.

We pride ourselves on the teamwork, energy and commitment of our excellent staff – they are our most important assets. Recognising this, we have taken a positive approach to supporting them in their work through schemes to help work-life balance, improvements in the working environment and initiatives to make it easier for staff to explore new career opportunities and to develop professionally and personally.

CUH provides:

- Accessible high-quality healthcare for local people
- Specialist services for people in the East of England and beyond
- Support for education and training in all healthcare staff, and a workplace where all staff have access to continuing learning and personal development

- Support for research and development generating new knowledge, leading to improvements in population health and in healthcare delivery
- A contribution to economic growth, sustainable communities and a good quality of life for those we serve

Cambridge University Hospitals NHS Foundation Trust in detail

Addenbrooke's Hospital, part of Cambridge University Hospitals NHS Foundation Trust (CUH) provides emergency, surgical and medical services, and is a centre of excellence for specialist services for liver transplantation, neurosciences, renal services, bone and marrow transplantation, cleft lip and palate reconstruction, treatment of rare cancers, medical genetics and paediatrics. CUH also includes The Rosie Hospital, which provides a full range of women's and maternity services.

Last year 62,171 men, women and children were treated as inpatients, 112,861 people attended accident and emergency, and there were 730,973 visits to outpatient clinics (2016 figures). CUH medical staff hold clinics in 14 different regional hospitals so that patients do not have to travel to Cambridge. Nearly 100 of our Consultants hold some form of joint appointment with a dozen neighbouring hospitals.

CUH is a teaching hospital for medical undergraduates and postgraduates, nurses and students in other clinical professions and has a variety of initiatives to encourage life-long learning'. Many training schemes are in place in our National Vocational Qualification Centre, Postgraduate Medical Education Centre and Learning Centre. Training schemes include cadet schemes in nursing, office technology, science, modern apprenticeships in clinical engineering and supporting training placements for biomedical scientists.

CUH has:

- Around 7500 staff
- An income of around £700 million per annum
- Around 1,000 beds
- Five intensive care units

Addenbrooke's history

Addenbrooke's was one of the first provincial, voluntary hospitals in England. The Hospital opened its doors in 1766 with 20 beds and 11 patients. Dr John Addenbrooke, a fellow and former Bursar of one of the Cambridge Colleges, left just over £4500 in his will "to hire and fit up, purchase or erect a small, physical hospital in the town of Cambridge for poor people".

In 1540, two centuries before Addenbrooke's was founded, the Regius Professorship of Physic in the University of Cambridge was founded by Henry VIII. Medical training on a modest scale developed at Addenbrooke's during the late 1700s, and in 1837 (the year of Queen Victoria's accession to the throne) the hospital became a recognised school of medicine.

Addenbrooke's grew rapidly during the 19th and early 20th centuries, as medical science developed. By the 1950s, the hospital was having difficulty accommodating the expansion generated by the introduction of the National Health Service.

In 1959, building began on a new 66-acre site south of Cambridge, and the first phase of the Hospital was opened by Her Majesty the Queen in May 1962.

Work continued to provide the majority of Addenbrooke's as we know it today, with a fully-fledged Clinical School being established in 1976.

History

- 1766 Addenbrooke's Hospital was opened in Trumpington Street
- 1847 The first general anaesthetic using ether at Addenbrooke's was carried out two weeks after it was first used in the USA
- 1918 Addenbrooke's welcomed its first female medical student
- 1962 New site on Hills Road was officially opened by the Queen
- 1966 The first kidney transplant in the NHS was carried out at Douglas House Renal Unit
- 1968 Professor Sir Roy Calne carried out the first liver transplant in the NHS
- 1975 The first open heart surgery was carried out at Addenbrooke's
- 1981 Addenbrooke's first whole body scanner opened by Prince of Wales
- 1983 The Rosie Hospital was opened on the Addenbrooke's Campus
- 1984 Last patient left the 'old' Addenbrooke's Hospital site in Trumpington Street
- 1992 Addenbrooke's NHS Trust formed
- 1995 MRC Cambridge Centre for Brain repair opened by Duke of Edinburgh
- 2004 Addenbrooke's Hospital becomes a Foundation Hospital as is known as Addenbrooke's Hospital Cambridge University Hospitals NHS Foundation Trust
National Centre for pancreatic surgery was opened
- 2006 Addenbrooke's Hospital was named one of five National Institute for Health Research comprehensive biomedical research centres
- 2007 New European headquarters for Cancer Research UK based on the campus were opened by the Queen
- 2009 CUH and local partners in clinical care, education and research became one of the government's new academic health science centres, forming an alliance called Cambridge University Health Partners
- 2009 CUH was named by Dr Foster as one of the country's best performing trusts for patient safety
- 2012 CUH is now the designated level 1 Major Trauma Centre for the East of England region
- 2014 Our new electronic patient record system (EPIC) was implemented at CUH making us the first hospital in the UK to go paperless

Positioning for the future

Cambridgeshire is one of the fastest growing counties in the UK and it is estimated that the number of people over 45 years of age will rise by 55% over the next 20 years, and the county will see the continued expansion of research, business and high-tech industries.

Planning is already well advanced for additional capacity to meet this growing local demand. But it is not just a matter of providing extra beds and recruiting extra staff. The hospital needs to ensure high standards of patient care by supporting training and education for staff, and work closely with NHS partners and others to ensure that care is tailored to the needs and expectations of users. This is likely to involve developing some alternatives to hospital-based care.

Another challenge will be to ensure that improvements in clinical facilities keep up with the rapid pace of research investment, and that processes and governance support this growing research activity, some of which involves sensitive ethical, legal and social issues.

CUH contributes to the economic strength of the greater Cambridge area as a major employer and, with our research partners, to the biotechnology sector. As a public benefit corporation, the new NHS Foundation Trust will work in partnership with other local bodies, primarily local authorities and education providers, to support sustainable economic development in the locality.

Research and development - working for tomorrow's medicine

Cambridge medical research enjoys an international reputation for excellence, a reputation that extends from the laboratory to the bedside.

A great deal of research is carried out within the hospital. Over 1,000 projects and 400 clinical trials are run by Addenbrooke's staff. Much of the research is clinical and translational, turning basic science into new drugs and new therapies to improve patient care.

The Cambridge Biomedical Campus combines world-class biomedical research, patient care and education on a single site. Now undergoing a major expansion that includes the co-location of companies alongside the existing 12,000-strong community of healthcare professionals and research scientists, the Campus is on track to becoming one of the leading biomedical centres in the world by 2020.

Research activity is supported by the Cambridge NHS Research and Development Consortium consisting of Addenbrooke's Hospital, Royal Papworth Hospital, the Cambridgeshire Mental Health Partnership NHS Trust and Primary Care Trusts, with representation from the Institute of Public Health.

University of Cambridge School of Medicine

The University Of Cambridge School Of Clinical Medicine is a major centre for biomedical research and education of world leading quality. In the most recent University Funding Council Research Selectivity Exercise Cambridge shared the highest score for any Medical School in the country. Whilst the University of Cambridge has granted medical degrees since at least 1363, the university could not offer undergraduate clinical education until the Clinical School was formally established in 1975 with purpose built accommodation at Addenbrooke's. In addition to these facilities comprising lecture theatres, seminar rooms and first class medical library, a postgraduate education centre was opened in the Clinical School building in 1980. The most recent HEFC teaching quality assessment of the undergraduate clinical education judged the learning facilities and the teaching in the clinical school to be of the highest quality.

Cambridge University Health Partners, the academic health sciences centre, in conjunction with the Institute of Continuing Education at The University of Cambridge are pleased to offer a one year Postgraduate Certificate in Clinical Medicine to all clinicians employed in Cambridge. Further details and registration: <http://www.ice.cam.ac.uk/mst-clinical-medicine>

General Information

www.visitcambridge.org

Cambridge is one of Britain's smallest cities but also one of the fastest growing. The Arts Theatre within Cambridge is thriving and there are many musical activities to enjoy. The Fitzwilliam Museum is world famous. The Colleges within the University provide architectural and historical interest and punting on the River Cam is, of course, the quintessential tourist attraction



The City is well served by many shops, restaurants and cafes for every taste.

For those with children of school age, there is a full range of public and private education institutions covering all age groups.

Cambridge can be accessed by the national motorway network (M11, A14) and regular train services to London King's Cross or London Liverpool Street have a journey time of less than one hour. The City has excellent Park and Ride services <http://cambridgeparkandride.info/> and links to the local area by way of the Guided Busway <http://www.thebusway.info/>

Within CUH itself, the main concourse offers excellent shopping facilities; an advice centre; Barclays Bank; cafés (Costa Coffee and Starbucks); clothes boutique; financial advisory services; hairdressing salon; Marks and Spencer Simply Food; newsagent; The Body Shop; gift shop and solicitor. There is a Food Court which offers "fast-food", as well as conventional options 24 hours a day.

In addition the Frank Lee Leisure and Fitness club provides comprehensive facilities for swimming, racquet sports, a multi-sports hall, a floodlit outdoor multi-sports facility, gym and bar facilities.

The Cambridge University Postgraduate Medical Centre has catering facilities as well as the library, lecture theatres and seminar rooms.

Within the University of Cambridge, there is an unrivalled range of educational facilities, diverse cultural, sporting and other leisure activities.

Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
Safe I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
Kind I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
Excellent I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

Together-Safe | Kind | Excellent

Addenbrooke's Hospital | Rosie Hospital

General Conditions of Appointment

1. This appointment shall be governed by the **Terms and Conditions of Service for Clinical Fellows at Cambridge University Hospitals 2018**, as amended from time to time, and adhere to Trusts policies and procedures as appropriate.
2. All matters relating to patient's health and personal affairs and matters of a commercial interest to the Trust are strictly confidential and under no circumstances is such information to be divulged to any unauthorised person. Breach of Trust policy may result in disciplinary action in accordance with the Trust's disciplinary procedure. A summary of the Trust's Confidentiality Policy, Data Protection and IM & T Security Policy are provided in the Staff Handbook.
3. Cambridge University Hospitals NHS Foundation Trust is committed to a policy of Equal Opportunities in Employment. A summary is detailed in the staff handbook. Any act of discrimination or harassment against staff, patients, service users or other members of the public will be subject to disciplinary proceedings which could include dismissal.
4. As an employee of a Trust, you are expected to develop the IT skills necessary to support the tasks included in your post. You will therefore be required to undertake any necessary training to support this. As a user of Trust computer facilities you must comply with the Trust's IM & T Security Policy at all times.
5. You are normally covered by the NHS Hospital and Community Health Services indemnity against claims of medical negligence. However, in certain circumstances (especially in services for which you receive a separate fee) you may not be covered by the indemnity. The Health Departments therefore advise that you maintain membership of your medical defence organisation.
6. The Trust will ensure compliance with the Health and Safety at Work Act 1974.
7. The post is based on a whole time appointment calculated on an average of 40 hours' work per week; the salary for this appointment is £49,086 per annum (October 2018 figures). This is a fixed nodal pay point and does not increase incrementally.
8. In addition weekend and on-call allowances will be paid where appropriate for agreed hours of duty within the working pattern.
9. This post is superannuable and you will be subject to the NHS Superannuation Scheme unless you chose to opt out.
 - a) The current rate of contribution is 7.1% for posts equivalent to F1
 - b) The current rate of contribution is 9.3% for posts equivalent to F2, CF Core and CF Higher
 - c) The current rate of contribution is 12.5% for posts equivalent to Senior Clinical Fellows
10. The successful candidate will be expected to complete a medical questionnaire and attend the Cambridge Centre for Occupational Health at Addenbrooke's for clearance of the form.
11. The Trust requires the successful candidate to have and maintain registration and a license to practice with the General Medical Council and to fulfill the duties and

responsibilities of a doctor as set out by the GMC.

12. With the Terms of DHSS Circular (HC)(88) – Protection of Children – applicants are required when applying for this post to disclose any record of convictions, bind-over orders or cautions. The Trust is committed to carefully screening all applicants who will work with children and you will be expected to undertake a 'disclosure' check.

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.

13. The appointment is conditional upon the following being received prior to the commencement of employment; full occupational health clearance, satisfactory references, evidence of GMC/GDC registration, immigration status and all medical qualification.

14. This post is not recognised for training.

15. Removal expenses will be available to successful applicants within the limits of the Trust policy.