

## Consultant Job Description

**Grade:** Consultant ENT Surgeon (with an interest in Paediatric ENT)

**Department:** ENT

**Reports to:** Clinical Director

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### Job Summary:

The ENT Department are looking to appoint a new ENT paediatric consultant surgeon. This is a new post, and we seek a colleague who can demonstrate their ability to work as part of our efficient and cohesive multidisciplinary team and interact well with consultant colleagues and local GPs.

The ENT Department is based within the Head and Neck Care Group, which comprises the Departments of: ENT, Audio-Vestibular Medicine, Audiology, Maxillofacial Surgery and Ophthalmology.

Queen Alexandra Hospital is a large modern acute medical facility with a dedicated Children's Hospital Wing within the main hospital, state-of-the-art ITU and large theatre complex. The ENT Department provides a full range of emergency and elective ENT services; Paediatric ENT (including intracapsular coblation adenotonsillectomy, laryngotracheobronchoscopy, congenital neck and ear anomaly treatment and dedicated paediatric voice clinic), Otology (including cochlear implantation, bone anchored hearing aids and middle ear prostheses), Rhinology (including image guidance FESS), Head and Neck (including ablative cancer surgery, free flap reconstruction and endocrine surgery), Facial Plastic and Skull Base Surgery.

The paediatric patients are cared for on the surgical paediatric ward A8 within the Children's Hospital Wing. There is a new dedicated Head & Neck Unit for adult inpatients with a same day emergency care service. There is a Theatre Admission Unit and Day Case Surgery Unit located next to the main theatre complex. There is a large audiology department that benefits from the presence of two Consultants in Audiovestibular Medicine. There is a charitable facility on the hospital site, The Elizabeth Foundation, that provides paediatric audiology services alongside specialised pre-school education for the hearing impaired with huge benefits to the population it serves.

The main ENT outpatient department is situated at the QAH site. Peripheral outpatient clinics are undertaken across Southeast Hampshire and West Sussex sites. Theatre sessions are all undertaken at the QAH site.

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### Key Responsibilities:

The post will be based at Queen Alexandra Hospital, ENT Department with a possible visiting role to peripheral outpatient sites across Southeast Hampshire and West Sussex site. Theatres sessions are undertaken at the QAH site. participation in teaching, audit and research will be expected. The Trust runs a mentorship scheme which is accessible to all new consultants.

## Person Specification

### Qualifications

- Full GMC registration with a licence to practice
- FRCS (ORL-HNS) or equivalent
- On the specialist register for otolaryngology

### Desirable

- International /National ENT fellowship

### Clinical Experience

- Entry on the GMC register via CCT (proposed date must be within 6 months), CESR or European Community Rights.
- Good experience of general ENT and surgery
- A specialist interest in Paediatric ENT

### Clinical Skills

- Demonstrable skills and experience of Otolaryngology
- Understanding of clinical risk management

### Knowledge

- Able to demonstrate appropriate level of clinical knowledge.
- Knowledge and use of evidence-based practice
- IT skills
- Effective, confident presentation ability
- Experience in and outside speciality.

### Other

- Ability to organise oneself and prioritise clinical need.
- Ability to work in multi-professional terms.
- Understanding of NHS Clinical Governance and Resource Constraints
- Experience in quality improvement, service development or clinical research.
- Evidence of participation in audit
- Good oral and written communication skills
- Teaching
- Publications
- Prizes and honours
- Logical thinking, problem solving and decision making.
- Evidence of managerial skills

### Respect and Dignity

- Non-judgemental approach to patients
- Respects the privacy and dignity of individuals.
- Demonstrate an understanding of equal opportunities.

## **Quality of Care**

- Able to organise oneself and prioritise clinical need.
- Understanding of NHS, clinical governance and principles of research
- Evidence of participation in audit
- Good communications skills, written and oral.
- Probity

## **Working Together**

- Experience and ability to work in multi-professional teams.
- Willingness to contribute to teaching.
- Leadership skills
- Interpersonal skills
- Evidence of managerial skills, including training and courses attended would be desirable.

## **Efficiency**

- Decisiveness/accountability
- Flexibility
- Thoroughness
- Resilience
- Initiative/drive/enthusiasm
- Evidence of understanding of constraints on resources

## **Strategic approach** (clarity on objectives, clear on expectations)

- Plans and takes initiative in the best interest of the patient.
- Makes decisions based on organisations strategic direction.
- Makes success criteria clear to others and focuses them on what matters most.
- Avoids major problems through anticipation and contingency planning.

## **Relationship building** (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

- Consistently seeks to understand and meet the needs and interest of the patients.
- Asks open questions and listens to other ideas to develop joint solutions.
- Involves key stakeholder and staff in planning organisational change.

## **Personal credibility** (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

- Consistently delivers on promises.
- Consistently acts in accordance with, and champions PHT's values.
- Displays sensitivity to the needs and feelings of others.
- Has a zero tolerance to, and challenges bad behaviour
- Actively manages poor performance.

## **Passion to succeed** (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

- Motivates others through enthusiasm and 'can do' attitude.
- Maintains optimism and sense of humour in stressful situations.
- Emphasises the positive side of difficulties, portraying them as opportunities.

- Finds ways around seemingly insurmountable obstacles, not easily defeated.
- Infuse pride and joy in work.
- Lead by example by taking responsibility, being compassionate and aspiring for excellence.

**Harness performance through teams** (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff, respect diversity)

- Takes proactive steps to develop team members using a variety of approaches.
- Involves team members in planning and delivering change.
- Stimulates and communicates cross disciplinary communication.  
Recognises and rewards effort, not just achievement.
- Matches the needs of activity to available resources.
- Seeks out and listens to team members and stakeholders, welcoming warnings or problems.

Job holders are required to act in such a way that at all times the health and wellbeing of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

**Print Name:**

**Date:**

**Signature:**

## **Additional Department Information**

Portsmouth Hospitals University NHS Trust is a provider of Acute Health Services under contract to a range of Purchasers in the Hampshire basin and Western South Downs. The catchment is more than 650,000 people. The area served by the Trust is on the Solent and English Channel and includes the City of Portsmouth and the Boroughs of Gosport, Fareham and Havant extending from Warsash in the west to Emsworth on the Sussex border and its northern boundaries encompass Petersfield and Liss. Except for the rural north, it is an essentially urban area having grown up around the Royal Naval establishments in Portsmouth and Gosport. It now provides a wide range of modern high-tech industry and the facilities associated with a commercial port and cross Channel ferry terminal.

Portsmouth is a thriving naval city, steeped in history, on the South Coast. It is ninety minutes from central London and has good transport links, including regular ferries to France and Spain. The major airports are easily accessible. It has some of the best water sports facilities in Europe and sandy beaches are within easy reach. Developments within the city itself and on the Gosport side of the harbour suggest a vibrant future for the area. Inland from the hospital is the beautiful and relatively unspoilt countryside of rural Hampshire. Close by is the New Forest and the recently designated National Park of the South Downs. The area combines the advantages of city life with pleasant villages and seaside towns. There are several first-rate schools both in the state and private sector and it is an excellent place to raise a family.

Portsmouth Hospitals University NHS Trust has a vision to be recognised as a world-class hospital, leading the field through innovative healthcare solutions, focusing on the best outcomes for our patients, delivered in a safe, caring, and inspiring environment.

At present Portsmouth Hospitals University NHS Trust provides the following services, Emergency Medicine, Trauma and Orthopaedic Surgery, Oncology, Radiology, Orthodontic and Oral Surgery, General and Specialist Medicine, General Surgery, Breast Screening and Surgery, Plastic Surgery, Renal Services, Acute Medical Admissions, Ophthalmology, Maxillofacial, ENT, Critical Care, Coronary Care, Elderly Medicine, Rheumatology, Elderly Medicine, Rehabilitation, Dermatology and Neurology.

## **The Department**

The Department of ENT is based within the Head and Neck Care Group, which comprises the Departments of:

ENT and Audio-Vestibular Medicine

Audiology

Maxillo-Facial Surgery

Ophthalmology

The Care Group Director is Col. Neil MacKenzie, who is supported by a Care Group Manager and Business Manager together with Clinical Directors/Leads from each Department. The present Clinical Director of ENT is Mr Costa Repanos

Queen Alexandra Hospital houses the Head and Neck Unit. This is the ward where ENT adult inpatients are nursed. The paediatric inpatients are nursed by specialist paediatric nurses on a dedicated ward. The ENT Department provides a full range of emergency and elective ENT services. These include Specialist Otology (including cochlear implantation, bone anchored hearing aids and middle ear prostheses), Specialist Rhinology, Paediatric ENT, Head and Neck Surgery, Facial Plastic Surgery and Skull Base Surgery. There is also a large audiology department and the department benefits from the presence of two Consultants in Audiovestibular Medicine.

## **Paediatric Service**

There is currently one full time consultant in post with a specialist interest in paediatrics and a Specialty Doctor with an interest in ENT paediatrics and the new appointee will work closely with colleagues to support the delivery of the Department's paediatric service.

## **Medical Staff**

### **Consultants**

#### ENT

Mr Harish Viswanathan, Rhinology  
Mr Steve Hayes - Rhinology  
Mr Erik Nilssen, Rhinology  
Mr Mike Pringle, Otology  
Mr Robert Chessman, Otology  
Mr Marcel Geyer, Otology  
Mr Jonathan Buckland, Otology  
Ms Ellie Sproson, Paediatric ENT  
Mr Florian Schmidt, H&N/ Generalist (locum)  
Mr Costa Repanos, Head and Neck (Clinical Director)  
Mr Matthew Ward, Head and Neck  
Mr Hani Nasef – Head & Neck

#### HEAD AND NECK

Mr Costa Repanos, ENT Surgeon (Clinical Director)  
Mr Matthew Ward, ENT Surgeon  
Mr Hani Nasef, ENT Surgeon  
Mr Alex Goodson, Maxillo- Facial Surgeon  
Prof Peter Brennan, Maxillo- Facial Surgeon  
Mr Rajiv Anand, Maxillo-Facial Surgeon

#### THYROID

Mr Costa Repanos, ENT Surgeon  
Mr Matthew Ward, ENT Surgeon  
Mr Hani Nasef – ENT Surgeon

#### AUDIO VESTIBULAR CONSULTANTS

Dr P West  
Dr V Osei-Lah

The ENT Department also has:

2 Associate Specialists  
Ms Jenny Hilton – Paediatrics and General ENT  
Mr Ashik Shetty – General ENT  
3 Specialty Doctors  
1 Clinical Fellow Head and Neck  
4 Specialist Registrars from the Wessex Deanery Specialty Otolaryngology Training Rotation  
10 Junior Doctors; 3 FY2, 2 CT2, 2 GPStR2, 1 Trust Doctor.

Junior Doctor allocation is shared between consultants and timetable salter debated at monthly consultant meeting according to the educational needs of juniors and the needs of the department.

### **Education**

There is a weekly academic session each Friday afternoon. Consultants are expected to contribute to this session. This session includes teaching for trainees, Registrar teaching, training lists, Radiology meeting, pathology meeting, audit, research and

Morbidity and Mortality meeting. There is a monthly SpR teaching session and a monthly Journal Club and Research / Audit meeting. All consultants take part in supervising these sessions on a rotational basis.

### **Review of Job Plan**

It is recognised that the work programme for any Consultant taking up the post will take time to settle into a regular pattern. The surgeons will have a closely integrated working arrangement and alterations will need to be made. Therefore, the job plan, including the integral work programme will be reviewed at 6 months and if required amendments made after discussion and agreement.

### **Conditions of Service**

The post is covered by the Terms and Conditions of Service Consultant Contract (2003)

The Trust expects all Medical and Dental staff to work within the guidelines of the GMC 'Guide to Good Medical Practice' which can be viewed on the GMC website [www.gmc-uk.org](http://www.gmc-uk.org).

Where the post holder manages employees of the Trust, he/she will be expected to follow the local and national employment and personnel policies and procedures.

### **Accommodation**

Shared office accommodation will be made available within the department together with secretarial support.

### **Management**

The post holder will be expected to work with local managers and professional colleagues in the efficient running of services including the medical contribution to management. Subject to the provisions of the Terms and Conditions of Service, the post holder is expected to observe agreed policies and procedures drawn up on consultation with the profession on clinical matters and follow the standing orders and financial instructions of the Portsmouth Hospitals University NHS Trust. Managers of employees of the Portsmouth Hospitals University NHS Trust are expected to follow the local and national employment and personnel policies and procedures. The post holder will be expected to ensure that there are adequate arrangements for hospital staff involved in the care of patients to be able to contact him/her when necessary.

All medical and dental staff are expected to comply with the Portsmouth Hospitals University NHS Trust Health and Safety Policies.

All medical and dental staff are expected to proactively, meaningfully and consistently demonstrate the Trust Values in their every day practice, decision making and interactions with patients and colleagues.

### **Study Leave**

30 days within a three-year period, subject to national and local policies will be allowed.

### **Status of Post**

The post holder will be appointed on the Consultant Contract (2003) and the sessions have been allocated accordingly. The job plan is for a 10 PA working week. The job plan is reviewed on an annual basis.

Any Consultant who is unable, for personal reasons to work full-time, i.e., only on a part-time basis, will be eligible to be considered for the post. If such a person is appointed, modification of his/her job plan will be discussed between the Consultant and Clinical Director in conjunction with Consultant Colleagues if appropriate.

## **Office and Secretarial Staff**

A shared office and secretarial support will be available for the post-holder within the department of obstetrics and gynaecology.

## **Residence**

Residence within either 10 miles or 30 minutes by road from Queen Alexandra Hospital is usually required unless alternative arrangements agreed with the Trust management. His/her private residence must be maintained in contact with the public telephone service.

## **Safeguarding**

Act in such a way that at all times the health and well-being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition, all staff are expected to complete essential/mandatory training in this area.

## **Infection Control**

In compliance with the Trust's practices and procedures associated with the control of infection, you are required to:

- Adhere to Trust Infection Control Policies always assuring compliance with all defined infection control standards.
- Conduct hand hygiene in accordance with Trust policy, challenging those around you that do not.
- Challenge poor practice that could lead to the transmission of infection.

## **Hand Hygiene Policy**

The Trust has adopted "Naked Below the Elbow" strategy which means that when involved in patient care and direct physical contact with patients, you must wash or decontaminate your hands as per the Hand Hygiene Policy.

Compliance with the Hand Hygiene Policy is mandatory: "you must wear short sleeved shirts/blouses/uniform, remove any out jackets and roll up your sleeves. No jewellery should be worn below the elbow (except a plain wedding band) and wrist watches must be removed.

Compliance with this policy will be monitored and any non-compliance may be subject to disciplinary action."

## **Rehabilitation of Offenders**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974 by virtue of the Rehabilitation of Offenders Act, 1974 (exceptions) order 1975. Applicants are therefore not entitled to withhold information about convictions. This could result in dismissal or disciplinary action from the Trust.

Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order is applied.

## **Post Vacant**

The post is available immediately, however an appointee may need to give three months to their current employer. In such circumstances, the appointee will be expected to take up the post within three months of the offer of the appointment, unless a special agreement has been made between the appointee and Portsmouth Hospitals University NHS Trust.

If you consider it unlikely that you will be able to take up the appointment within such a period, you are advised to point this out at the time of your application.



## **Visiting Arrangements**

Intending applicants may obtain further information and/or arrange a visit by contacting Mr Costa Repanos, Clinical Director, via the office manager, Mrs Pat Gruchy on 02392 286766. Please note that Portsmouth Hospitals University NHS Trust will reimburse expenses for one pre interview visit in respect of short-listed candidates.

Due to the high volume of recruitment and our desire to treat all applicants fairly it is not possible to meet with the Chief Executive Penny Emerit prior to the Appointments Advisory Committee.

However, arrangements to meet with Dr Steve Mathieu, Medical Director, can be made by contacting 023 9228 6342.

Both Medical Director and the Chief Executive are extremely committed and supportive of this appointment and the successful applicant will have an opportunity to meet them as part of the induction programme.

Name:	Consultant in Otolaryngology
Primary Speciality:	ENT - Paediatrics
Secondary Speciality:	

## Job Content

Day	Time	Location	Category (DCC/SPA)	Work	PA's
Monday	AM	QAH	DCC	OPD	1
	PM	QAH	DCC	OPD	1
Tuesday					
Wednesday	AM	QAH	DCC	Theatre (inc pre op WR)	1.25
	PM	QAH	DCC	Theatre (inc post op WR)	1.25
Thursday	AM	QAH	DCC	OPD	1
	PM	QAH	DCC	OPD	1
Friday	AM	QAH	DCC	DCC Admin	0.66
	PM	QAH	Fixed SPA	Fixed SPA Admin – Education Session	1
Additional agreed activity to be worked flexibly			DCC	Non-Fixed SPA	1
Predictable emergency on-call work			DCC	Predictable On-Call	0.4
Unpredictable emergency on-call work			DCC	Unpredictable On-Call	0.56
Total Hours					40
Total PAs					10

Re: admin time – 40 mins admin time is allocated per Clinic undertaken. Additional admin time may be offered if other roles are taken on at job planning.

Re: SPA. All consultants after 6 months take on additional duties and receive 2.5SPA. Initially, for the first 6 months we do not offer additional roles to allow the candidate to settle and initially offer 2SPA. The additional 0.5 usually at 6 months once a departmental role is taken on. We commit to reviewing the job plan at 6 months.

Re: SPA – the fixed SPA is Friday PM when the rest of the department is around. It is a fixed and on-site. There are some educational activities sometimes occurring then, which are optional for consultants to attend if they wish.)

SUMMARY OF PROGRAMMED ACTIVITY	Number
Supporting Professional Activities	2
Direct Clinical Care (including unpredictable on-call)	8.12
Other NHS Responsibilities	
External Duties	
<b>TOTAL PROGRAMMED ACTIVITIES</b>	<b>10.12</b>

#### 1. ON-CALL AVAILABILITY SUPPLEMENT

Agreed on-call rota (e.g. 1 in 5):	1 in 11
On-call supplement (%):	Category A

The on-call is nominally 3<sup>rd</sup> on call, non-resident (if candidate lives within 30 mins of the hospital). SHO and middle grade also on call. On calls are single weekdays and then 1 in 11 weekends (Friday, Saturday, Sunday)

#### 2. OBJECTIVES – TRUST, SPECIALTY AND PERSONAL

Objectives (and for Specialty and Personal, how these will be met)
<p><b>Trust</b></p> <ol style="list-style-type: none"> <li>1. Ensure that, based on the needs of the patients and their families, care is delivered to the highest standard, maintaining the patient's dignity at all times. Wherever possible, the aim is to promote independence and restore healthy living.</li> <li>2. Assist in establishing and maintaining a high-quality environment for patients and staff, which delivers excellent care to patients and supports the achievement of all local and national access targets.</li> <li>3. Through personal leadership and influence, contribute to maintaining the highest standards of clinical and environmental hygiene, to assure infection control standards and eliminate hospital acquired infections.</li> <li>4. Assist in promoting and developing the culture of a learning organisation, that is fully committed to providing excellence in both health and customer care, and to providing continuous improvement.</li> <li>5. Participate in Continuous Professional Development, thus enabling the Trust to enhance its reputation for high quality education, learning and development, and research.</li> <li>6. Use all resources wisely and promote a culture of value for money and return on investment.</li> <li>7. In addition to the Trust's medical library the department holds an extensive library of journals and relevant educational materials to support CPD. There are opportunities to undertake relevant external duties to support and enhance CPD. These are agreed with the Clinical Director and Medical Director</li> <li>8. The job plan includes time for the postholder to complete activities required for revalidation, continuing professional development and audit.</li> </ol>

9. There is a formal mentoring process for new consultant surgical colleagues to support adjustment to their new role within Portsmouth Hospitals University NHS Trust. The ultimate aim is to make sure that all new consultants have an appropriate period of mentoring tailored to their individual needs to support professional development.
10. Following appointment there will be a meeting between the Clinical Director/ Clinical Lead and the new Consultant to agree mentoring arrangements.

#### **Specialty**

The appointee will join the ENT Team as a Consultant in Otolaryngology and will be expected to participate in all facets of departmental activity.

The post will be mainly based at Queen Alexandra Hospital. Full participation in teaching, audit and research will be expected.

The job plan will be reviewed at 6 months.

#### **Personal**

### **3. SUPPORTING RESOURCES**

<b>Facilities and Resources required for the delivery of duties and objectives</b>	<b>Description</b>
<b>1. Staffing support</b>	Secretarial and admin support and access to a computer
<b>2. Accommodation</b>	
<b>3. Equipment</b>	
<b>4. Any other required resources</b>	

### **4. ADDITIONAL NHS RESPONSIBILITIES AND/OR EXTERNAL DUTIES**

**Specify how any responsibilities or duties not scheduled within the normal timetable will be dealt with:**

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5. OTHER COMMENTS AND/OR AGREEMENTS

Detail any other specific agreements reached about how the job plan will operate (for example, with regard to Category 2 fees, domiciliary consultations and location flexibility):

6. AGREEMENT

Doctor:	
Name	
Signature	
Date of Agreement	
Clinical Director:	
Name	
Signature	
Date of Agreement	