

## Job Description

(Incorporating general information about UCL Hospitals NHS Foundation Trust)

Job title:	Clinical Fellow – Complex Epilepsy in Neurosurgery
Division:	Queen Square Division
Board/corporate function:	Specialist Hospital Board
Salary band:	ST7 and above (depending on experience)
Responsible to:	Consultant Neurosurgeon
Accountable to:	Divisional Clinical Director
Hours per week:	40 hours
Location:	Victor Horsley Department of Neurosurgery

## University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population. In July 2004, we were one of the first NHS trusts to achieve Foundation Trust status.

We provide academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- National Hospital for Neurology and Neurosurgery
- Eastman Dental Hospital
- Royal National Throat, Nose and Ear Hospital
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

## Division of Queen Square

This post is based at the National Hospital for Neurology and Neurosurgery (NHNN) which is the largest division within the Specialist Hospitals Board. The NHNN is an internationally renowned hospital for clinical practice and world-class clinical research in neurosciences. It is also closely associated with the Institute of Neurology (ION). Together, the NHNN and ION are regarded as the premier neurosciences centre in the UK. In addition to Neurology and Neurosurgery, the NHNN provides comprehensive services in Neuro-rehabilitation, Neuro-critical care and Neuropsychiatry. The NHNN receives secondary, tertiary and quaternary referrals from across the UK and internationally.

## The Victor Horsley Department of Neurosurgery

The Department of Neurosurgery provides a comprehensive elective and emergency neurosurgical service for the Trust, a large area of North Central and West London and its associated hospitals and the local community/GPs. In addition there are large numbers of National and International referrals to specialist Neurosurgical services.

The staffing of the Department is as follows;

### Consultants

Mr N D Kitchen, Clinical Director of Neurosurgery  
Miss M Murphy, Deputy Clinical Director of Neurosurgery  
Professor R. Brownstone, Academic Director of Neurosurgery

Mr J Allibone  
Mr R Bradford  
Mr ATH Casey (joint with RNOH)  
Mr D Choi  
Mr N D Dorward  
Miss J P Grieve  
Mr J Hyam  
Mr A Meir  
Miss A Miserocchi  
Mr A McEvoy  
Mr V Russo  
Mr G Samandouras  
Ms H Sethi  
Mr A Toma  
Mr L Thorne  
Mr L Watkins  
Mr L Zrinzo  
Professor M Hariz

ST3+ (SpR), Clinical Fellows and ST1-2 (SHO) support the unit. There are also dedicated Clinical Nurse Specialists for the neurosurgical unit.

## Job Purpose

This post is designed for neurosurgical trainees who have obtained their certificate of completion of training (CCT) in neurosurgery, or equivalent, and who wish to develop their skills and gain experience of complex epilepsy within neurosurgery in a major centre of excellence.

The Clinical Fellow will have a role defined as follows:

- Review of patients undergoing the complex Epilepsy Neurosurgery pathway as part of multidisciplinary clinics
- Attendance at outpatient clinics
- Assessment of ambulatory patients on the day case unit, as required
- Perioperative and operative care of neurosurgery patients
- In addition, the appointee will dedicate time on a weekly basis towards research relating to Epilepsy and will assist in the teaching of undergraduate medical students on special study modules (UCL Medical School) and Clinical Neurology Diploma students (Institute of Neurology).
- Other duties as required, including cover for leave and sickness absence.

*Indicative weekly timetable (actual duties will vary week by week)*

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Theatre	MDT	Outpatient clinic	Research	Theatre
Afternoon	Theatre	Ward	Outpatient clinic	Admin	Theatre

This Clinical Fellow post is not recognised for training purposes; however we are committed to provide a supportive learning environment in order to maximise the career potential of the successful candidate. There is a well-established junior medical staff training program and it is expected that the successful candidate will participate in these sessions. Time will be allocated for educational activities to broaden the horizon of the candidate. The post is an ideal stepping-stone for an experienced neurosurgical trainee to gain further experience in specialised neurosurgery before applying for a substantive Consultant post in Neurosurgery.

## Key Working Relationships

The post holder will be accountable to Professor John Duncan, Divisional Clinical Director, Queen Square Division, and will be responsible to Mr Andrew McEvoy and Miss Anna Miserocchi, Consultant Neurosurgeons.

## Governance

Clinical governance is assuming ever greater importance within the NHS and there is strong emphasis on this area within UCLH. The appointee will be expected to contribute and participate in governance activities in depth and breadth. A strong desire to improve governance standards is essential.

The appointee will have an overriding duty of care to patients and is expected to comply fully with best practice standards and Trust policies for personal and patient

safety. This includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, IV line insertion, taking blood cultures, and other policies for prevention of healthcare-associated infection (HCAI).

## Other Information

Doctors who are UK or EEA nationals and whose immigration status entitles them to work without restriction in the UK will be considered on an equal basis with UK and EEA nationals. Other non-UK or non-EEA nationals with limited leave to remain in the UK and whose employment will require Tier 2 sponsorship are subject to the Resident Labour Market Test (RLMT). Applicants may only be considered if there is no suitable UK or EEA national candidate for the post. Evidence of immigration status should normally consist of a biometric residence card, date stamped passport and accompanying letter from the Home Office. For further information on how this may affect your application please visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) or contact the Home Office's UK Border Agency by e-mail: [UKBApublicenquiries@ukba.gsi.gov.uk](mailto:UKBApublicenquiries@ukba.gsi.gov.uk).

Please note that the vacancy advertised may be subject to change prior to interview.

## Salary and Conditions of Service and Other Information

The post holder will be expected, as a member of the Department, to participate in laboratory (if relevant), clinical, teaching and research activities.

The duties outlined are not definitive and may be changed according to the needs of the service and training requirements. The post holder may be required to carry out other duties in occasional emergencies and unforeseen circumstances.

The post is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff (England & Wales), to the General Whitley Council Conditions of Service and also to the National Health Service Pension Regulations.

Registration with the General Medical Council is essential.

Applicants are urged to have at least minimal cover with a medical defence organisation.

## Hepatitis B

All employees who perform "exposure prone procedures" should be immunised against hepatitis B. Antibody response should be checked on a regular basis. If successful in being appointed to a post, all employees MUST report to the Occupational Health Department within two weeks of starting in post. Failure to comply with this, or the new regulations pertaining to hepatitis B, may result in an

employee being suspended from duty. For further information, either contact the Personnel Department or the Occupational Health Department. All matters discussed will remain confidential.

## Clinical Audit

The post holder will participate in clinical audit and outcomes review. This will involve the recording and monitoring of your own patient activity for comparison against national and local standards when relevant.

The post holder will also be responsible for maintaining satisfactory patient notes and when relevant for entering data on to a computer database in accordance with the rules and regulations of the Data Protection Act.

## Data Protection

In accordance with the Data Protection Act (1984), the Trust is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose and not to use or disclose it in anyway incompatible with such purpose. It is further authorised to disclose data only to authorised organisations as instructed.

## Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. The Trust also operates a No Smoking Policy, which does not allow

## Confidentiality

All employees and honorary appointees are required to exercise discretion and maintain confidentiality at all times.

## Equal Opportunities

It is the aim of the Trust to ensure that no applicant or employee receives less favourable treatment on grounds of sex, race, colour, nationality, disability or sexuality and is not disadvantaged by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success.

## No smoking

UCLH operates a No Smoking Policy.

## Customer Awareness

UCLH expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times.

## Job Sharing

UCLH has a job sharing policy under which all posts are open to job sharing, with or without a partner.

## Staff Nursery/Crèche

The Trust has a nursery/crèche for babies and children up to school age based in Devonshire Street, a few minutes' walk from the old Middlesex Hospital.

### **Recruitment and Selection**

All employees who are responsible for recruiting new staff are required to attend an in-house recruitment and selection training course before they are allowed to be involved in the recruitment process.

### **Offer of appointment**

Any offer of appointment will be subject to the receipt of three satisfactory references and a health interview.

The post will be offered under terms and conditions of service determined by the Trust which currently shadow those laid down by the General Whitley Council and the Joint Negotiating Committee for Medical and Dental Staff until such time as local arrangements have been agreed and implemented.

## Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

### We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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### We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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### We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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### We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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## Person Specification

	Essential	Desirable
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Eligible for full registration with the GMC at time of appointment and hold a current licence to practise.</li> <li>• Evidence of achievement of <b>Foundation competences</b> from a UKFPO affiliated Foundation Programme or equivalent by time of appointment in line with GMC standards/ Good Medical Practice</li> <li>• Evidence of achievement of <b>CT/ST1 competences</b> in medicine at time of application &amp; <b>CT/ST2 competences</b> in medicine (as defined by the curricula relating to Core Medical training) by the commencement of the ST3 training post (August 2012 or later), supported by evidence from work-based assessments of clinical performance (DOPS, Mini-CEX, CBD, ACAT) and Multi-Source Feedback or equivalent, ARCP or equivalent</li> <li>• Eligibility to work in the UK</li> <li>• Not previously relinquished, released or removed from a training programme in this specialty unless under exceptional circumstances</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• MBBS or equivalent medical qualification</li> <li>• MRCS(UK) full diploma or equivalent at time of appointment</li> </ul>	<ul style="list-style-type: none"> <li>• FRCS(Neuro.Surg) or equivalent at the time of application</li> <li>• Intercalated BSc or equivalent</li> <li>• Higher degrees including MSc, PhD or MD (where research thesis not part of first medical degree)</li> </ul>
<b>Fitness to Practise</b>	<ul style="list-style-type: none"> <li>• Is up to date and fit to practise safely</li> </ul>	
<b>Health</b>	<ul style="list-style-type: none"> <li>• Meets professional health requirements in line with GMC standards / Good Medical Practice</li> </ul>	
<b>Language Skills</b>	All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:	



	<ul style="list-style-type: none"> <li>• That applicants have undertaken undergraduate medical training in English; or</li> <li>• Have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7.</li> <li>• If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence</li> </ul>	
<b>Clinical Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of experience in general neurosurgery</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in specialist neurosurger</li> </ul>
<b>Clinical skills</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge base and ability to apply sound clinical judgement to problems</li> <li>• Awareness of the basics of managing neurosurgical pathways</li> <li>• Able to demonstrate proficiency in a range of medical procedures as an indication of manual dexterity and hand-eye coordination</li> <li>• Evidence of competence in management of medical emergencies and in-patients through continuous work-based assessments, portfolio evidence, including log book documentation if applicable</li> <li>• Evidence of competence to work without direct supervision where appropriate</li> <li>• Demonstrate current ALS certification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates awareness of the basics of managing neurological disease and managing neurosurgical emergencies</li> <li>• Evidence of some competences in the specialty as defined by the relevant curricula</li> <li>• Evidence of skills in the management of acute medical emergencies (e.g. ALERT, IMPACT certification)</li> </ul>
<b>Academic skills</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of research, including awareness of ethical issues</li> <li>• Demonstrates understanding of the basic principles of audit, clinical risk management, evidence based practice, patient safety and clinical quality improvement initiatives</li> <li>• Demonstrates knowledge of evidence informed practice</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates an understanding of research methodology</li> <li>• Evidence of relevant academic &amp; research achievements and involvement in a formal research project</li> <li>• Evidence of relevant academic publications</li> <li>• Evidence of involvement in an audit project, a quality improvement</li> </ul>

		<p>project, formal research project or other activity</p> <ul style="list-style-type: none"> <li>• Evidence of a portfolio of audit projects including where the audit loop has been closed and there is evidence of learning of the principles of change management</li> <li>• Demonstrates an understanding of clinical governance</li> <li>• Evidence of exceptional achievement in medicine</li> </ul>
<p><b>Teaching</b></p>	<ul style="list-style-type: none"> <li>• Evidence of teaching experience and/or training in teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in teaching students, postgraduates and other professionals, with feedback</li> <li>• Evidence of participation in a teaching course</li> </ul>
<p><b>Personal skills</b></p>	<p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates clarity in written / spoken communication &amp; capacity to adapt language as appropriate to the situation</li> <li>• Able to build rapport, listen, persuade &amp; negotiate</li> </ul> <p><u>Problem Solving &amp; Decision Making:</u></p> <ul style="list-style-type: none"> <li>• Capacity to use logical / lateral thinking to solve problems / make decisions, indicating an analytical / scientific approach</li> </ul> <p><u>Empathy &amp; Sensitivity:</u></p> <ul style="list-style-type: none"> <li>• Capacity to take in others' perspectives and treat others with understanding; sees patients as people</li> <li>• Demonstrates respect for all</li> </ul> <p><u>Managing Others &amp; Team Involvement:</u></p> <ul style="list-style-type: none"> <li>• Able to work in multi-professional teams &amp; supervise junior medical staff</li> <li>• Ability to show leadership, make decisions, organise and motivate other team members for the benefit of patients through, for example, audit and quality improvement projects</li> <li>• Capacity to work effectively with others</li> </ul>	<p><u>Management and Leadership Skills:</u></p> <ul style="list-style-type: none"> <li>• Evidence of involvement in management commensurate with experience</li> <li>• Demonstrates an understanding of NHS management and resources.</li> <li>• Evidence of effective multidisciplinary team working and leadership supported by multi-source feedback or other workplace-based assessments</li> <li>• Evidence of effective leadership in and outside medicine</li> </ul> <p><u>IT Skills:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates information technology skills</li> </ul>

	<p><u>Organisation &amp; Planning:</u></p> <ul style="list-style-type: none"> <li>• Capacity to manage / prioritise time and information effectively</li> <li>• Capacity to prioritise own workload &amp; organise ward rounds</li> <li>• Evidence of thoroughness (is well prepared, shows self-discipline / commitment, is punctual and meets deadlines)</li> </ul> <p><u>Vigilance &amp; Situational Awareness:</u></p> <ul style="list-style-type: none"> <li>• Capacity to monitor developing situations and anticipate issues</li> </ul> <p><u>Coping with Pressure and managing uncertainty:</u></p> <ul style="list-style-type: none"> <li>• Capacity to operate under pressure</li> <li>• Demonstrates initiative &amp; resilience to cope with changing circumstances</li> <li>• Is able to deliver good clinical care in the face of uncertainty</li> </ul>	
<p><b>Probity</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)</li> <li>• Capacity to take responsibility for own actions</li> </ul>	
<p><b>Commitment to specialty</b></p>	<ul style="list-style-type: none"> <li>• Shows initiative / drive / enthusiasm (self-starter, motivated, shows curiosity, initiative)</li> <li>• Demonstrable interest in and understanding of the specialty</li> <li>• Commitment to personal and professional development</li> <li>• Evidence of attendance at organised teaching and training programme</li> <li>• Evidence of self-reflective practice</li> </ul>	<ul style="list-style-type: none"> <li>• Extracurricular activities / achievements relevant to the specialty</li> <li>• Evidence of participation at meetings and activities relevant to the specialty</li> </ul>