

JOB DESCRIPTION

JOB TITLE:	Neuroendocrine Tumour and Gastroenterology Consultant	
DIVISION:	Transplant & Specialist Services (TASS)	
SALARY BAND:	Consultant	
RESPONSIBLE TO:	Dr Durayd Alzoubaidi (Gastro Service Lead)	
ACCOUNTABLE TO:	Dr Jane Hawdon	
HOURS PER WEEK:	10 PAs	
LOCATION:	Royal Free Hospital	
MANAGES:	Directly:	
	Indirectly:	
JOB SUMMARY:		
<p>This post is designed to enhance functioning of the internationally recognised neuroendocrine tumour service including leadership of the European NET Centre of Excellence, the continued growth locally and nationally of the service, development of innovative therapies including Theranostics e.g. radiotargeted therapies for NETs and also translational research.</p> <p>The Royal Free Hospital has a long standing reputation in gastroenterology and this post will include endoscopy, gastroenterology general clinic, a nutrition service ward round and the on-call gastroenterology service.</p> <p>Key attributes include strong interest in neuroendocrine tumours as well as gastroenterology, a keen interest in innovation and research, recognised leadership skills, teaching and an ability to work creatively with a range of doctors, nurses and administrators.</p>		
Date reviewed: 30 October 2024		

About Us

The Neuroendocrine Tumour Unit

The Neuroendocrine Tumour unit at the Royal Free Hospital is a large and expanding service. It has an international reputation for the management of neuroendocrine tumour patients and is one of the largest centres for NET care worldwide. In 2010 it was the first UK centre to be awarded European Centre of Excellence status after independent audit. The Unit currently receives around 40 new referrals per month (480 per year) and has an active patient cohort of approximately 2,000 patients. We receive referrals from across the UK as well as from abroad. It is the designated centre for NETs within the London Cancer Network. It has been stated that the Trust is committed to supporting and developing strategic plans for in the NET Unit and to delivering an excellent cancer service to all patients within the Royal Free.

The aim of the Royal Free Hospital Neuroendocrine Tumour Unit is to provide optimal management for patients with neuroendocrine tumours, taking into account how the tumour affects each individual. The Unit offers the latest advances in diagnostic and therapeutic modalities. We work within a multidisciplinary team and aim to enhance the prospects for treatment by a combination of clinical and laboratory research. We encourage patients to enter into appropriate clinical trials. There is a strong scientific research programme also based at The Royal Free in the UCL Institute of Liver and Digestive Health)

Senior Neuroendocrine Tumour Unit Staff:

Professor Martyn Caplin

Dr Christos Toumpanakis

Dr Dalvinder Mandair

Dr Aimee Hayes (NET medical oncology locum, 6 PA)

Prof Ashley Grossman (2 sessions per week)

NET Nurse CNS Oluwafemu Adesina and Sr Natalie Bullock (also pending additional CNS appointment)

1 Part-time Research Nurse Sr Melissa Back (also pending additional full-time research nurse appointment)

Additional team members

Department of Oncology:

Dr Daniel Krell

Dr Nikolaos Diamantis

Department of Endocrinology

Dr Bernard Khoo

Dr Effi Karra

In addition there is close association to with Department of Surgery for G.I. and HPB surgery.

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

Role Duties:

This post is designed to allow continued sustainment and growth of this busy Unit, as well as translational research development in neuroendocrine tumours. There will be participation in NET clinics and ward rounds as well as 1:4.5 NET on call including weekends. Additionally the post-holder will provide gastroenterology physician of the week and acute GI bleed on-call, perform general gastroenterology clinic, nutritional ward round and perform endoscopy lists.

Key attributes include strong recognised interest in neuroendocrine tumours and gastroenterology. Also a keen interest and experience in leadership, research, innovation and teaching as well as an ability to work creatively with a range of doctors, nurses and administrators.

Example Draft Job Plan

A provisional timetable is enclosed below and all activities take place at Royal Free Hospital (Dates and Times of scheduled work to be agreed).

Day	Session	PA
Monday	am 0800-1400	NET PRE-CLINIC REVIEW MEETING and NET MEDICAL CLINIC
	1400-1500	NET clinic handover
	1500-1700	WR
Tuesday	am 0900-1300	NET MDT meeting
	pm 1330-1730	Gastroenterology clinic
Wednesday	am	NET Surveillance clinic
	pm	ENDOSCOPY LIST
Thursday	Am 0830-1300	Monthly face to face or telephone NET clinic
	1300-1400	Med student Teaching
	1400	Ward Round
Friday	0800-0900	Gastroenterology Meeting
	0900-1000	NET Team meeting
		GI Nutrition WR
	13.30-17.00pm	SPA
Saturday		
Sunday	AM	

Frequency of rota cover:
1:4.5 NET Ward Attending
1:5 Gastroenterology

- Shared supervision of junior doctors and NET/oncology advanced nurse practitioners
- Participation in CPD and quality assurance activities including annual appraisal and revalidation.

Key responsibilities:

1. Neuroendocrine Tumour Unit

The new appointee will take a leadership role in the NET unit. The candidate will join the multidisciplinary weekly Monday NET clinic and monthly Thursday NET clinic as well continue to develop telephone clinics INCLUDING Wednesday Surveillance clinic. There are weekly multidisciplinary NET MDT meeting and monthly carcinoid heart disease MDT. It is expected that the appointee will also contribute to translational clinical research and recruitment of patients into substantive clinical trials. The new appointee partakes in the on-call rota covering NET in-patients and urgent admissions.

2. Gastroenterology

The appointee will participate in the weekly gastroenterology and GI bleed on-call rota. Contribute to the weekly Gastroenterology team meeting. Perform weekly gastroenterology clinic, nutrition ward round and endoscopy list. Promote translational and clinical research in gastroenterology

2. Other areas

1. Performance management

The post holder will work with medical, nursing and managerial colleagues to ensure high performance in the following areas:

- Clinical efficiency e.g LOS reductions
- Accuracy in diagnostic coding
- Quality of outcomes e.g infection control targets, reducing re-admission rates
- Financial management e.g identification, implementation and achievement of cost improvement programmes and participating in efforts to ensure services are provided cost effectively.

2. Medical Staff Management

The post holder will work will colleagues:

- To ensure Junior Doctors hours are compliant in line with EWTD and New Deal
- To participate in the recruitment of junior medical staff as delegated by the Clinical Director
- To be responsible for the appraisal of all doctors in training, Trust doctors and non-consultant grades as delegated by the Clinical Director.

3. Governance

The post holder will work with colleagues:

- To review clinical outcomes and to identify and advise variances to the Clinical Director.
- To participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- To ensure clinical guidelines and protocols are adhered to by junior medical staff and updated on a regular basis

4. Strategy and Business Planning

The post holder will work with colleagues:

- To participate in the business planning and objective setting process for the directorate and Trust where appropriate.
- To represent the Trust at appropriate clinical networks/other external clinical meetings, as delegated by the Clinical Director

- To participate in the development of a high quality service in line with the priorities of the Trust and national policies/guidelines

5. Leadership and Team working

The post holder and will work with colleagues:

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams, the Trust and when participating in National initiatives.
- To work collaboratively with all members of the multi-disciplinary team, other clinical and non-clinical directorates.

- **IT and Secretarial Support**

The post holder will have dedicated secretarial support and IT support and availability to Trust IT systems across sites

- **Continual Professional Development**

The Trust supports the requirements for continuing professional development as laid down by the Royal College of Physicians and is committed to providing time and financial support for these activities.

- **Revalidation and Appraisal**

The Trust has the required arrangements in place, as laid down by the Royal College of Physicians, to ensure that all doctors have an annual appraisal with a trained appraiser and supports doctors going through the revalidation process.

- **Mentorship**

The new appointee will be offered mentorship and this will be discussed with the Clinical Director

GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.

- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,

Shortlisted candidates will be invited to visit the hospital before being interviewed.