

**Further information relating to clinical & professional responsibilities within Belfast Trust
Clinical Lecturer (Education) in Neurology / Honorary Consultant in Neurology**

CONTEXT OF BELFAST TRUST CLINICAL POST

Belfast Health & Social Care Trust was established in 2007. We are the largest integrated health and social care Trust in the United Kingdom. We deliver integrated health and social care to approximately 340,000 citizens in Belfast and provide the majority of regional specialist services to all of Northern Ireland. We have an annual budget of £1.3bn and a workforce over 20,000 (full time and part time). Belfast Trust also includes the major teaching and training hospitals in Northern Ireland. The Trust comprises the Royal Group of Hospitals, Belfast City Hospital, Mater Hospital, Musgrave Park Hospital, South & East and North & West Belfast Health and Social Services Trusts; these include Knockbracken Health Care Park, the Iveagh Centre, Beechcroft Unit and Muckamore Abbey Hospital.

Belfast Trust Neurology aim to deliver compassionate, appropriate and timely services. Multi-disciplinary methods of working are well developed. The Trust functions through a series of Directorates. Neurology is part of the Acute and Unscheduled Care Directorate. Medical management is via the Clinical Director (Dr Stella Hughes) to the Chair of Division (interim Chair is Dr Johnny Cash) and the Medical Director (Mr Chris Hagan). Organisational Management is through the Co-Director (Mrs Bronagh Hagan) to the Director for Acute Services (Mr Brian Armstrong).

CLINICAL JOB SUMMARY

The Neurology inpatient unit:

The Neurosciences Unit is located in Ward 4E and Ward 4F of the Royal Victoria Hospital. Ward 4E contains 18 adult Neurology beds and 9 adult Neurosurgery beds. Ward 4F has 25 beds. Neurocritical care patients are managed in RICU.

Children (under 16 years) with neurological and neurosurgical conditions are cared for in the Royal Belfast Hospital for Sick Children; an adjacent specialist hospital on the same campus. Children are accommodated in Paul Ward, Infant Surgical Unit and PICU.

The Neuroradiology Department is within the Imaging Centre, close to the adult Neurosciences wards, critical care and theatres. There are six consultant Neuro-radiologists, three of whom undertake the full range of interventional procedures. There are a full range of radiological services including MRI, DSA, CT, PET and DAT scanning.

There is a Department of Neurophysiology providing electroencephalography, video telemetry, evoked responses, nerve conduction studies and electromyography. A spinal cord monitoring service is also provided to Orthopaedics and Neurosurgery. There are four locum Consultant Neurophysiologists currently in post: Dr S Haffey, Dr G Kiss, Dr R Gowda and Dr H Mahlaba. The Neurophysiology Department employs 14 whole time equivalent Clinical Physiologists and 2.5 whole time equivalent administrative.

There are fourteen consultant neurologists, all of whom have developed special interests and expertise in such areas as epilepsy, multiple sclerosis and neuro-immunology and movement disorders. The consultant neurologists are as follows:

- Dr Best
- Dr Campbell
- Dr Craig
- Dr Doherty

- Dr Hughes
- Dr Hunt
- Dr Kearney
- Dr Kee
- Dr Kennedy
- Dr Kinney
- Dr McDonnell
- Dr McKinley
- Dr McMonagle
- Dr Peukert

One of the consultant positions has a specialist focus on improving access to acute neurological care through the introduction of rapid access clinics, which help avoid admission to hospital for those presenting to the emergency department with neurological problems (Rapid Access Neurology Clinics) and an enhanced presence in the Acute Medical Admissions Unit.

There are resident doctors within the neurology team and this includes 8 specialty trainee posts and 6 rotational medical trainees (at F1, F2 and IMT level).

Other multi-professional staff who will support the post-holder include specialist nurses, psychology (where appropriate to subspecialist interest) and secretarial staff.

Outpatient clinics:

Outpatient clinic facilities are based at both Royal Victoria and Belfast City Hospital sites. The post-holder will be expected to deliver outpatient sessions, which will be a mix of general and subspecialty neurology clinics. The Association of British Neurologists recommendations on timeslots for New and Review patients at subspecialty and general clinics will be followed.

PROFESSIONAL RESPONSIBILITIES WITHIN BELFAST TRUST

The post-holder will:

1. Maintain registration with the General Medical Council and hold a license to practice.
2. Participate in the Consultant Appraisal system; complete GMC requirements for revalidation.
3. Participate in Annual Job Planning, including a team approach to Job Planning in the future.
4. Work within the Trust's 'High Performing Teams' assurance framework.
5. Be responsible for the delivery of a high quality service to patients in line with the Trust's key strategic objectives.
6. Provide clinical leadership to encourage and maintain multi-disciplinary and multi-agency work within the workplace. This will involve working collegiately, collaboratively and in partnership with a range of internal and external stakeholders; including medical and nursing colleagues, allied health professional and Service Users, Carers and the Advocacy Service.
7. Where appropriate, assist with the provision of teaching, clinical supervision and appraisal of Doctors in training. The post of Director for Medical Education is Dr Simon Johnston. The Training Programme Director for Neurology is Dr Seamus Kearney.

8. Provide cover for colleagues when they are on professional or annual leave. There is 0.25 PAs within the Job Plan allocated for cover.
9. Undertake the administrative duties associated with the care of their patients and the running of the department in conjunction with colleagues.
10. In co-operation with other colleagues, provide advice on planning, monitoring, resource allocation and service development to the Senior Management Team within Neurology Services.
11. Maintain staff relationships and morale among the staff reporting to them.
12. Delegate appropriate responsibility and authority to the level of staff within their control, consistent with effective decision-making, while retaining overall responsibility and accountability for results.
13. May be required to undertake, from time to time, various management roles in relation to the activities of the specialty and the Belfast Trust.
14. Identify objectives with the Clinical Director and agree an action plan ensuring personal development.
15. Take such action as may be necessary in disciplinary and grievance matters in accordance with the procedures laid down and approved by the Trust.

PROFESSIONAL & ORGANISATIONAL ACCOUNTABILITY

(a) Clinical aspect of role:

- **Medical management** is via the Clinical Director (Dr Stella Hughes) to the Chair of Division (interim Chair Dr Johnny Cash) and the Medical Director (Mr Chris Hagan).
- **Organisational Management** is through the Co-Director (Mrs Bronagh Hagan) to the Director (Mr Brian Armstrong).

(b) Academic aspect of role:

Line manager: Prof Kathy Cullen (Director Centre for Medical Education). Prof Cullen answers to Prof Alan Smyth (Dean, Head of School of Medicine, Dentistry and Biomedical sciences)

GENERAL BELFAST TRUST RESPONSIBILITIES

The post-holder will:

1. Work with local Service Managers and professional colleagues in the efficient and effective delivery of services.
2. Comply with Trust's Health & Safety at Work policies.
3. Employees of the Trust are required to promote and support the mission and vision of the Trust.

4. At all times, provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
5. Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
6. Ensure there are adequate arrangements for hospital staff involved in the care of their patients to be able to contact them when necessary.
7. Comply with the Trust's Smoke Free Policy.
8. Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
9. Adhere to Equality and Good Relations duties throughout the course of their employment.
10. Ensure the ongoing confidence of the public in-service provision.
11. Maintain high standards of personal accountability.
12. Comply with the HPSS Code of Conduct.
13. Observe the Trust's agreed policies and procedures, drawn up in consultation with the profession on clinical matters
14. Follow the standing orders and financial instructions of the Trust.

ADDITIONAL INFORMATION

Induction

All newly appointed Consultants will be issued with an individualised Induction Programme and Trust Induction (where applicable) and it is mandatory for all aspects of the induction programme to be undertaken. Arrangements are also in place to seek advice from senior management and specialist staff within the specialty team.

Indemnity

Belfast Trust employees are normally covered by the HPSS and Community Health Service Indemnity against claims for medical negligence. However, certain circumstances may not be covered by the Indemnity, especially where a separate fee is received. The Department of Health, Social Services & Public Safety (DHSS&PS) therefore advises that membership of a medical indemnity organisation is maintained.

Mentoring

The Belfast Trust supports schemes for mentoring of newly-appointed consultants and a mentoring programme will be offered to the successful candidate.

Quality Improvement, Multiprofessional Audit and Continuing Professional Development

The post-holder will be required to take part in the Trust's quality improvement and audit programme. They will be required and supported to undertake such continuing professional development activities as are necessary to maintain revalidation by the General Medical Council (GMC) and in accordance with Royal College of Physicians guidance.

Quality

Patient satisfaction must be at the forefront of the concern of each member of staff. Every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency.

Residence

In order to meet the on-call requirements of the post, the appointee is required to reside within a reasonable distance to their principal place of work, as per terms and conditions of service.

Equality

Employees of the Trust are required to comply with the Trust's Equality Scheme. A full copy of this scheme is available in the Human Resources Directorate, Employment Equality Team.

Ionising Radiation Regulations

The Ionising Radiation (Medical Exposure) Regulations (2000) require that any person clinically or physically directing a procedure which involves exposure to radiation should have appropriate training. This can be provided locally as necessary.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognises the key principle that "Cleanliness matters are everyone's responsibility, not just the cleaners". Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control

and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI). Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Governance

The successful candidate will be expected to work within the Belfast HSC Trust and Queen's University Belfast governance frameworks. QUB and the Trust are committed to conducting a process of yearly Follett-compliant, joint appraisal of consultant staff, which is used to support GMC revalidation.

Leave Arrangements

The QUB annual leave year runs for from 1 January to 31 December each year. QUB Holiday entitlement is 25 days and applies to all staff. Academic staff also benefit from University closure days as well as public holidays. Study leave entitlement (Belfast Trust) is 30 working days per 3 years pro rata.

SUPPORT FOR ROLE (BHSCT AND QUB)

The post-holder will work within a clinical service in which personal secretary support will be available at the rate of at least 0.5 per whole time Consultant.

Offices, access to PCs etc will be provided in both clinical and academic sites.

The Royal Victoria Hospital (BHSCT) and Mulhouse Building (QUB) are located within a 5 minute walking distance of each other. Belfast City Hospital and Whitla Medical Building are also co-located.

Wellbeing support initiatives are provided by both institutions.

B Well (Belfast Trust) provides employees with support and information on a wide range of health and wellbeing issues in key themes, complimented by training and a wide range of activities and events including the popular 'Here 4 U' support service.

Staff Wellbeing (QUB) provides staff with details of a large range of events, training and support to maintain mental and physical health, a positive work-life balance and connect staff with each other. These include stress management courses, mindfulness, physical exercise resources, and 24 hour access to high-quality counsellor support through the Employee Assistance Programme.

Occupational health support is available both within QUB and the Belfast Health and Social Care Trust. Queen's University Occupational Health Service is an independent, confidential health service provided by the Belfast Health and Social Care Trust (BHSCT). The same service is provided within the Belfast Trust. Referral is via line manager, or Human Resources Business Partner if staff are unable to discuss issues with their line manager.

Contact details for the QUB Occupational Health Service are: 5 Lennoxvale, Belfast BT9 5BY. Telephone number(s): 028 9504 0275 & Email address: occhealth@qub.ac.uk

Contact details for the Belfast Trust Occupational Health Service are: 2nd Floor, McKinney House, Musgrave Park Hospital, Stockman's Lane, Belfast BT9 7JB. Telephone: (028) 95040401 & Email: occupationalhealth@belfasttrust.hscni.net. Opening Times are 8.00am to 4.00pm (Monday to Friday).

ILLUSTRATIVE JOB PLAN

The prospective job plan below will be amended as appropriate following discussion between the post-holder and the Academic and Clinical Directors on appointment. The job plan will be reviewed after three months and annually thereafter, or earlier where workload changes are proposed. Joint job planning and review follows the 'Follett principles' (updated December 2024)

Please note that DCC will be 3.75 for the first 3 months to help with a settling in period and then the DCC will increase to 4.25. The SPA will be 2.5 (1.25 QUB and 1.25 Trust) initially and then will drop to 1.5 (0.75 QUB and 0.75 Trust) after 3 months.

Day	Time	Work Activity	Location	Trust DCC PAs / SPA:	QUB PAs /SPA
Mon	09:00 – 13:00	Clinical Activity	RVH/BCH	1.0	
	13:00 – 16:00	QUB	MB/ WMB		0.75
	16:00 – 17:00	QUB (CPD)	MB/ WMB		0.25 (SPA)
Tue	09:00 – 13:00	Clinical Activity	RVH/BCH	1.0	
	13:00 – 14:00	CPD, Trust Governance & QI	RVH/BCH	0.25 (SPA)	
	14:00 – 17:00	Clinical Activity (results review, letters etc)	RVH/BCH	0.75	
Wed	09:00 – 13:00	Clinical Activity	RVH/BCH	1.0	
	13:00 – 17:00	QUB	MB/ WMB		1.0
Thu	09:00 – 17:00	QUB	MB/ WMB		2.0
Fri	9:00 – 11:00	QUB (Scholarly activity / CPD)	MB/ WMB		0.5 (SPA)
	11:00- 13:00	QUB	MB/ WMB		0.5
	13:00 – 15:00	Audit, Trust governance, appraisal		0.5 (SPA)	
On-call				0.25	
Cover		DCC during colleagues' annual leave		0.25	
Total			PAs:	5.0	5.0

RVH – Royal Victoria Hospital (BHSCT) MB/WMB - Mulhouse Building, Whitla Medical Building – Queen's University Belfast BCH – Belfast City Hospital (BHSCT)

Emergency Work

This section includes all of your prospective emergency clinical on-call work and the agreed availability for on-call. The on-call rota for Consultant Neurologists is programmed from 5.00pm to 9.00am on weekdays and for 24 hours at weekends and on public holidays. Emergency work within the normal working week should be dealt with by agreed cross cover between practitioners.

Type	Day/Time	Location	Allocated PA's
Predictable emergency on-call work	Saturday Sunday	RVH	0.25
Unpredictable emergency on-call work	On-call period	On-site, at home on telephone and traveling to and from site	0.25

Your emergency on call work equates to less than 30 minutes per week on average. In such circumstances compensatory time will be deducted from normal DCC Activities on an ad hoc basis and may be accrued.

Agreed on-call rota	1 in 24
Agreed category	A
On-call supplement	3%