

**King's College Hospital London**

**CONSULTANT PAEDIATRIC NEUROLOGIST**  
**(8 Programmed Activities)**

**INFORMATION PACK AND JOB DESCRIPTION**

## Background

### King's College Hospital NHS Foundation Trust

King's College Hospital is one of the UK's largest and most prestigious teaching hospitals, providing acute services to a large area of SE London and a broad range of specialist services. King's has recently experienced considerable growth following the acquisition of new sites, services and people. In October 2013 we were pleased to welcome 2,700 colleagues who joined us from Princess Royal University Hospital, Orpington Hospital and associated services from South London Healthcare Trust.

Our enlarged Trust is located on multiple sites serving the economically diverse boroughs of Southwark, Lambeth and Bromley and Bexley. As both a major employer with over 10,500 staff we play an important part in helping reduce local, social and health inequalities. The Trust provides a broad range of secondary services, including specialist emergency medicine (e.g. trauma, cardiac and stroke). It also provides a number of leading edge tertiary services, such as liver transplantation, neurosciences, haemato-oncology, foetal medicine, cardiology and cardiac surgery on a regional and national basis.

King's College Hospital NHS Foundation Trust has an enviable track record in research and development and service innovation. In partnership with King's College London the Trust has recently been awarded a National Research Centre in Patient Safety and Service Quality. It is also a partner in two National Institute for Health Research biomedical research centres. The first is a Comprehensive centre with King's College London and Guy's and St Thomas' NHS Foundation Trust and the second is a Specialist centre with the South London and Maudsley NHS Foundation Trust and the Institute of Psychiatry. King's College Hospital NHS Foundation Trust has also recently strengthened its research and development infrastructure in order better to support clinical researchers across the organisation.

Further information about King's College Hospital NHS Foundation Trust can be found on its website, [www.kch.nhs.uk](http://www.kch.nhs.uk).

The enlarged Trust has an annual income of around £800m, around half of which is derived from Clinical Commissioning Groups. However, education and research are also important sources of income, currently contributing around 8% of the total. The Trust is embarking on a strategy to achieve greater diversification of its income with growth anticipated in tertiary referrals, research and commercial services activities. There is also a developing fund raising partnership within King's Health Partners.

King's College Hospital NHS Foundation Trust has a very positive culture built on the core staff and service values of:

- Understanding you
- Inspiring confidence in our care
- Working together
- Always aiming higher
- Making a difference in our community

We offer a family friendly working approach for all staff to ensure a good work-life balance. It is an environment where family life is promoted and this will be a feature of your annual appraisal. The Trust provides childcare advice and nursery facilities in conjunction with a supportive mentoring and career planning programme. Applications for job sharing are welcome.

## **King's Health Partners Academic Health Science Centre (AHSC)**

King's College Hospital NHS Foundation Trust is an integral part of King's Health Partners, a pioneering collaboration between King's College London, Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. This unique combination brings together one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts.

The driving purpose behind King's Health Partners is to continually seek and bring about swifter and more effective improvements in health and well-being for patients and people everywhere, by combining the best of basic and translational research, clinical excellence and world-class teaching to deliver ground-breaking advances in physical and mental healthcare.

King's Health Partners (KHP) is one of only five Academic Health Science Centres in the UK accredited by the Department of Health. This followed a selection process carried out by a panel of internationally renowned clinicians and researchers. Further information on KHP can be found on its website [www.kingshealthpartners.org](http://www.kingshealthpartners.org)

### **DEPARTMENT DESCRIPTION**

#### **VARIETY CHILDRENS HOSPITAL, KINGS COLLEGE HOSPITAL NHS FOUNDATION TRUST**

This post reflects offers paediatric neurology support and management to the children served within the various subspecialties at the Variety Children's Hospital. The post holder will assist colleagues advising on and managing children within the regional neurosurgical service, PICU, NICU and other subspecialties, as well as contributing to the antenatal counselling service for children with fetal brain abnormalities seen at the fetal medicine centre. The post will be for 7 professional activities (PA's) in King's College Hospital (3.5 days per week) and 1 PA at the Evelina Children's Hospital, St Thomas' Hospital, contributing to the outpatient service for children with neurofibromatosis. The post is a permanent appointment and will be hosted through employment directly with King's College Hospital NHS Foundation Trust where it will be part of the Paediatric Neurosciences Department within the Child health Department.

#### **VARIETY CHILDREN'S HOSPITAL**

The Variety Children's Hospital, the Children's Outpatients Department and the Department of Child Psychiatry are adjacent to one another on the third floor of King's College Hospital. The Variety Children's Hospital contains four wards, a 16-bedded paediatric critical care unit (PICU and HDU) and a day case unit. There are ample facilities for parents to stay with their children. Paediatric staff are responsible for the paediatric care of all patients admitted to the Variety Club Children's Hospital. The Outpatient and Therapy Departments include nine consulting rooms, an audiology room, treatment room, speech and occupational therapy, physiotherapy unit, paediatric dieticians, and nurse specialist offices as well as a fully equipped school

The Newborn Unit Supported by The Well Child Trust, departmental research laboratories and staff accommodation are situated on the fourth floor of the Golden Jubilee Wing building. The Neonatal Intensive Care Centre has 30 cots, 8 of which comprise the major designated neonatal intensive care provision in the South East. During 1997 it was extensively modernised and has the most up-to-date equipment. There are more than 5,000 deliveries at King's College per year with a high proportion of complicated

pregnancies and of low birth weight babies. Approximately 120 infants who weigh less than 1500 grams are admitted every year. The Obstetrics Department is a regional and international referral centre for complex perinatal problems which affect foetal and neonatal health and which require both prenatal and postnatal treatment. Professor Kypros Nicolaidis has an international reputation in the fields of antenatal investigation and treatment.

### **Academic activity within the Department of Child Health.**

The Child Health Department at King's College Hospital contains a high number of academic post holders, with five professors and numerous readers, senior lecturers and research fellows. Professor Anne Greenough is lead for Research and Development activity within Child Health. Professor Mark Davenport continues his research in the field of general paediatric surgery and Anil Dhawan in Paediatric Hepatology.

The Department has a policy of clinical and research collaboration with departments in King's College London School of Medicine providing services for adults. Collaboration with the Institute of Liver Studies, the Departments of Respiratory Medicine, Immunology, Obstetrics & Gynaecology, Gastroenterology and the Diabetic Unit has been particularly fruitful. The Department is responsible for undergraduate teaching in paediatrics. Postgraduate clinical meetings, X-ray seminars, pathology review meeting and a journal club are held weekly. There is an active postgraduate teaching programme. Excellent library facilities are available in the Weston Education Centre. All medical and dental staff employed by King's College Hospital automatically become associate members of the King's College London School of Medicine and may use the sports and social facilities

### **SPECIFIC AREA**

#### **Paediatric Neurosciences**

Mr Sanj Bassi, Mr Chris Chandler, Dr Elaine Hughes, Dr David McCormick, Professor Deb Pal, Dr Darshan Das

Dr. Elaine Hughes (Paediatric Neurologist specialising in children's epilepsy) directs the Regional Epilepsy service. Dr. David McCormick (Paediatric Consultant in Neuro-Rehabilitation & Epilepsy) runs the Children's Head Injury Service and an acute early inpatient neuro-rehabilitation service, as well as consulting for the epilepsy service. Dr Darshan Das (Consultant Paediatrician) supports the neuro-oncology service and the medical care of patients in the neurosurgical ward, as well as offering a local epilepsy service. Professor Pal offers an outpatient epilepsy and epilepsy genetics service. There are close links between both services with the Belgrave Department of Child & Family Psychiatry and with colleagues in Neuro-psychology. There is close shared care between neurology/neuro disability consultants and the paediatric neuro-surgeons with joint consultations and meetings as part of standard clinical care. Neuro-oncology patients are managed jointly with the Royal Marsden Hospital, joint MDTs are run from the King's College Hospital site, and the neuro oncologist consultant staff have fixed sessions on the King's College Hospital site.

The paediatric neurosciences service for South Thames East is supported by 13 paediatric neurologists split between King's and Evelina Children's Hospital and 11 neurosurgeons (three of whom have a dedicated paediatric practice). Lion Ward is a 10 bedded purpose built neurosurgical and neurosciences ward, which contains a two bed neuro-rehabilitation bay and one video EEG telemetry bed. Up to four beds within the HDU are also offered at any one time to neurosciences patients.

## **TEACHING AND TRAINING**

### **MEDICAL STUDENT TEACHING**

King's College Hospital NHS Foundation Trust, as a major teaching hospital, works in partnership with King's College London to provide the highest possible quality of medical education. The mutual interest of the Trust and School in quality medical education is supported by the SIFT contract.

All consultants are expected to be committed to teaching and to play their part in the delivery of the undergraduate curriculum. These activities would include the planning and review of teaching, and the assessment of students which could, where properly structured, be undertaken simultaneously with service delivery commitments, including ward rounds and outpatient clinics.

Of necessity, the requirements of the medical curriculum change over time and it is not always possible to identify specific teaching commitments in job plans – when this is the case the general requirement for teaching time should be made clear.

The need for flexibility is acknowledged by the Trust and, for example, within a service department it is possible that the overall teaching commitment to be unevenly allocated between staff to achieve optimal teaching and service quality.

The appointed physician will participate in teaching medical students, post-graduate doctors and other groups at King's College Hospital and King's College London (KCL) School of Medicine.

### **POST-GRADUATE TEACHING**

The Trust has over 400 training posts in virtually all specialties. The postholder will be expected to participate in teaching and training postgraduate doctors, which in addition to direct clinical supervision is likely to include acting as an 'educational supervisor' to one or more individuals, providing them with regular appraisal and support. Consultants that undertake educational supervision will be provided with appropriate training in accordance with national requirements and accredited by the Director of Medical Education.

## **RESEARCH AND DEVELOPMENT**

Involvement in high quality research is strongly encouraged at King's NHSFT, as this supports both the delivery of high quality clinical care, and our role as a partner in a major Academic Health Sciences Centre.

### **Research and Job Planning**

The undertaking of research within a job plan should be discussed during appraisal and as part of job planning activities. All staff should be aware of the research being undertaken within their Division and in the Trust, and actively support recruitment into relevant open studies, whether or not they have a primary research component to their Job Plan. All individuals undertaking research are expected to have a good working knowledge of Research Governance standards, and are required to undertake GCP training.

## **CLINICAL GOVERNANCE**

### **Clinical Governance**

The postholder will be expected to contribute and participate in the Department's ongoing clinical audit programme, and will carry out all necessary administrative duties associated with the care of their patients. The postholder holder also has a general duty of care for the health, safety and well-being of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.

### **Medical Practice**

All members of the Trust's medical staff are expected to practice within the GMC Guidelines, in particular those contained within the booklets on Good Medical Practice and Maintaining Good Medical Practice.

It is the responsibility of every doctor to ensure standards of good clinical care, share in good practice, keep up to date with clinical skills and work in teams and maintain good relationships with colleagues in all disciplines. The post holder will be responsible for maintaining satisfactory patient notes. The Trust is committed to the support of these principles.

### **Clinical Audit**

The Department of Neurology has a programme of monthly audit and the appointee will be encouraged and expected to participate in this.

### **Professional and Personal Development**

The Trust is committed to supporting the professional and personal development of Consultant staff. Consultants are expected to participate in CME and CPD. One PA of the job plan is allocated to this and financial support and Study Leave (ten days per annum) are also available for this purpose. It is expected that Consultant staff target their CME to relevant areas of their own practice. Specialists are expected to maintain their knowledge and skills in any general areas which may be required to cover as part of their on call duties. The Trust operates a system of professional development interviews to support the personal development of Consultant staff. All Consultants are required to participate in this process, which follows the Department of Health and GMC Guidelines on Appraisal and Revalidation for Consultant Staff.

Upon appointment and as part of the Consultant induction process, each Consultant will be allocated an identified 'associate' whom the Consultant can use as an independent person for peer support and advice during their initial year of appointment.

### **Service Provision and Cover during absences**

The Trust's expectation is that Consultants will be available for 41 weeks of the year for clinical duties.

The Consultant has a continuing responsibility for the care of the patients in his/her charge and for the proper function of the service allowing for appropriate delegation for the training of his/her staff.

He/she must be available by telephone and able to attend the hospital in a timely fashion when on call.

Consultant staff must ensure that their in/out patient services are covered during planned absences. Where fixed commitments need to be cancelled during planned absences appropriate notice (at least eight weeks) must be given. Absences must be co-ordinated with other Consultant staff in the speciality to ensure senior cover is always available.

### **Study and Annual Leave**

The post-holder will be expected to comply with the CME requirements of the relevant Royal College. Study leave may be requested in accordance with the Trust's Policy for Continuing Medical Education. Annual leave may be taken in accordance with the Trust's Guidelines on Leave Arrangements for Medical and Dental Staff. To ensure the smooth running of the service the postholder will ensure that, in conjunction with colleagues, adequate arrangements are made to cover planned absences.

### **TERMS AND CONDITIONS**

The post is covered by the current Terms and Conditions - Consultants (England) 2003, the Terms and Conditions of Service of NHS Medical and Dental Staff (England) 2002 and Trust Policies and Procedures where relevant. Appointment is conditional upon a satisfactory medical assessment, which may include an examination.



## CONSULTANT PAEDIATRIC NEUROLOGIST (EPILEPSY)

### JOB DESCRIPTION AND OUTLINE JOB PLAN

---

#### GENERAL

This is a permanent post. The post holder will be one of a team of Consultants working in Paediatric Neurosciences with close links to the Paediatric Neurology Service at Evelina Children's Hospital (part of Guy's and St Thomas' NHS Foundation Trust) and with Adult Neurosciences at Kings.

#### PURPOSE OF THE JOB

##### At Kings, the post holder will:

- Attend at Kings 3.5 days per week
- Provide a weekly outpatient epilepsy clinic, including support for Teenage Epilepsy clinic, facilitating transition to Adult epilepsy Services and Adult Learning Disability
- Provide a weekly general paediatric neurology clinic, for ward follow-up and new outpatient referrals, with opportunity to develop special interest clinics within this.
- Support paediatric colleagues in development and continuation of dedicated clinics for children newly presenting with paroxysmal events including epileptic seizures, neurodisability and headache
- Provide a ward consult service - this cannot provide an emergency service but supports other paediatric disciplines in management of complex children eg neonatology, paediatric hepatology
- Advice to colleagues and families by phone and email as appropriate
- Supervise the Specialist Trainees and Clinical Fellows providing lectures, tutorials and seminars as required alongside other colleagues

The post holder will be one of a team of Consultants providing care to children with complex epilepsy.

As a senior employee of the Trust the postholder will work in close co-operation with, and support other clinical, medical professional and managerial colleagues in providing high quality healthcare to the Trust's patients. Integral to these responsibilities is the following:-

- The provision of a first class clinical service
- Effective leadership to all staff engaged in the specialty
- Sustaining and developing teaching and research in conjunction with King's College London
- Undertaking all work in accordance with the Trust's procedures and operating policies
- Conducting clinical practice in accordance with contractual requirements and within the parameters of the Trust's service plans
- Maintaining the confidence of business plans and development strategies formulated for the specialty, the Division or the Trust

## KEY DUTIES AND RESPONSIBILITIES

1. Together with the other members of the paediatric neurosciences team, to provide a service for Paediatric Neurology. This includes all aspects of treatment and relevant management duties for the proper functioning of the department.
2. Responsible also for covering colleague's periods of annual leave and short-term sickness.
3. Clinical supervision of junior medical staff as a shared responsibility with other consultant colleagues.
4. Responsible for carrying out teaching, examination and accreditation duties as required and contributing to Continuing Medical Education and clinical governance initiatives.
5. Responsible for out-patient clinic commitments in peripheral hospitals as agreed by the Divisional management team and Young Epilepsy Team.
6. The appointee will be encouraged to collaborate in clinical research that is related to service delivery. The research should be concordant with relevant research themes and in general it should assist the development objectives of both King's College Hospital NHS Foundation Trust and Young Epilepsy.
7. To contribute to the Audit Programme.
8. To take an active role in the formulation, implementation and monitoring of the two organisations' Business Plans. This may include assisting with discussions regarding service plans and developments with both internal and external agencies.
9. To conduct all activities within the contracted level of service and operating plan for Paediatric Neurology services.
10. To exercise professional leadership for all staff working in the specialty. This will include fostering and developing projects focused towards these ends and ensuring that the momentum of post qualification professional education and other appropriate training is maintained.
11. To work in conjunction with clinical and professional colleagues to ensure that the productivity of staff within the specialty is maintained and their job satisfaction is enhanced. This may include involvement in the appraisal process for junior colleagues.
12. To undertake Divisional management duties as agreed with the two organisations' management teams.
13. To be aware of, and comply with, all Trust infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.
14. To be accountable for implementation of the Code of Practice within own department/area of responsibility.

15. To prepare for and undertake the protective interventions that you are responsible for in a manner that is consistent with evidence based practice and maintaining patient safety.
16. Undertake any other duties that may be reasonably required by Kings or Young Epilepsy

Generic Statements for inclusion in all job descriptions:

17. To have a general duty of care for the health, safety and well-being of yourself, work colleagues, visitors and patients within the hospital in addition to any specific risk management or clinical governance accountabilities associated with this post.
18. To be required to observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
19. To be required to observe and maintain strict confidentiality of personal information relating to patients and staff.
20. To be required to be responsible, with management support, for personal development and to actively contribute to the development of colleagues.
21. The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role. These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.
21. All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication. You are therefore required to check this regularly and to deal with such communication promptly.
22. This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holders.

THE ABOVE REPRESENTS AN OUTLINE OF THE DUTIES OF THE POST AND WILL, TOGETHER WITH THE JOB PLAN, BE REVIEWED ON AN ANNUAL BASIS IN ACCORDANCE WITH THE TRUST'S PERFORMANCE REVIEW SCHEME FOR CONSULTANTS

## PERSON SPECIFICATION

Post: Consultant Paediatric Neurologist (epilepsy)

Criteria	Essential	Desirable	How Assessed
<b>Education and Qualifications</b>	<p>Full GMC Registration</p> <p>MB BS or equivalent</p> <p>MRCPCH or equivalent</p> <p>On the GMC's specialist register, or within 6 months of award of CCT, at time of interview** (see footnote)</p>	<p>Higher academic degree (MD or PhD)</p> <p>Completion of 'PET' &amp; 'Epilepsy module' of BPNA Distance learning course</p>	<p>Application form</p> <p>Interview</p>
<b>Knowledge and Experience</b>	<p>Specialist training in paediatric neurology in an accredited training programme or equivalent</p> <p>Training in Clinical Governance</p> <p>Involvement in Clinical Audit</p> <p>Teaching Experience</p> <p>Awareness and experience of child protection processes</p> <p>Assessment of children with complex epilepsy using clinical, diagnostic, psychological and psychiatry for multiple impairments</p>	<p>Sub-specialty training in Complex Epilepsy Management course</p> <p>Proven ability to carry out high quality research, leading to publication.</p> <p>Proven ability to apply research and audit findings in a clinical/organisational context</p> <p>Experience of working with the Ketogenic Diet</p> <p>Experience in the interpretation and reporting of EEG / Telemetry recordings</p>	<p>Application form</p> <p>Interview</p>
<b>Skills and Abilities</b>	<p>Excellent clinical skills in paediatric neurology</p> <p>Proven ability to build effective relationships with peers and work within inter disciplinary teams</p> <p>Ability to work in a pressurised and changing environment</p> <p>Ability to communicate effectively and empathetically with children and parents</p> <p>Excellent interpersonal and negotiating skills, in dealing with other clinical teams</p> <p>Ability to self-motivate</p> <p>Excellent written and oral communication skills</p> <p>Basic computer literacy</p>	<p>Application of Information Technology skills to clinical work</p> <p>Presentation Skills</p> <p>Lecturing experience</p> <p>Tutoring and mentoring skills</p> <p>Management of VNS in Complex Epilepsy</p> <p>EEG / Telemetry interpretation and reporting</p> <p>Application of the Ketogenic Diet in complex epilepsy</p>	<p>Application form</p> <p>Interview</p>
<b>Personal</b>	<p>Commitment to improving the</p>		<p>Interview</p>

<b>Attributes</b>	<p>health of children</p> <p>Commitment to the provision of a safe and quality service</p> <p>Treats others with courtesy and respect at all times</p> <p>Willingness to share information and encourage good practice</p> <p>Takes responsibility for own actions</p> <p>Flexible and adaptable</p> <p>Drive and enthusiasm</p> <p>Excellent time management and personal organisation</p> <p>Ability to operate within a wider context</p> <p>Professional attitude towards work, reliability, good record of attendance and tidy personal appearance</p>		
<b>Audit</b>	Thorough understanding of principles of medical audit. Must have undertaken and completed audit projects.		Application form
<b>Research and Publications</b>	<p>Experience of clinical research.</p> <p>Publication of relevant review articles or case reports.</p>		Interview
<b>Teaching</b>	Experience of undergraduate and post-graduate teaching and exam preparation.	Teaching skills course/qualification	
<b>Kings Values</b>	<p>Able to demonstrate an understanding of Kings Values</p> <p>Commitment to uphold Kings Values</p>		interview
<b>Other Requirements</b>	<p>Highest ethical and professional standards</p> <p>Committed to continuing personal and professional development</p> <p>Commitment to teach in a clinical setting</p> <p>Commitment to staff development</p>		Interview
<p><b>** NB:</b></p> <p>The applicant must produce evidence that he/she is within 6 months of CCT date and is expected to achieve a CCT.</p> <p>It is the responsibility of the applicant to obtain a letter from their Regional Adviser to confirm this, if they do not already have a RITA G or CCT certificate from GMC.</p>			

Completed by (name and title):

Signed:

Dated:

King's College Hospital   
NHS Foundation Trust

**CONSULTANT JOB PLAN (2003 Contract)**

NAME:	SPECIALTY: Paediatric Neurology	YEAR:2013
COMMENCEMENT DATE OF JOB PLAN: 1/11/2013	REVIEW DATE:	

**1. CONTRACT DETAILS**

a. Please indicate below which type of Contract(s) you hold.

KCH NHS Foundation Trust **Whole-Time/ Part-Time** (please circle)  
Indicate number of Programmed Activities if Part-Time: 4 PAs KCH/ 6PAs Young Epilepsy

KCL Indicate number of Programmed Activities for KCH NHS Foundation Trust:\_\_\_

Other Honorary Indicate number of Programmed Activities for KCH NHS Foundation Trust:4\_\_ If  
Other Honorary, who is your main employer:

**2. WEEKLY TIMETABLE OF COMMITMENTS** (including Trust and non-Trust activity carried out off-site, and commitments relating to private work)

Day	Time (From – To)	Hospital/ Location	Type of Work	Classification of Activity	Average Duration (hours)	No. of PAs
Monday	am	KCH	Clinical Admin	DCC	1	1 DCC
			Inpatient meeting/handover	DCC	1	
			Ward Consults	DCC	2	
Monday	pm	KCH	MDT	DCC	1	0.5 SPA 0.5 DCC
			Audit/Research	SPA	1	
			Teaching	SPA	1	
			Patient telephone liaison	DCC	1	
Tuesday	am	KCH	Ward Consults	DCC	2	1 DCC
			Clinical Admin	DCC	2	
Tuesday	pm	ECH	MDTs	DCC	2	0.5 DCC 0.5 SPA
			Paed Neurology Academic Afternoon (CPD)	SPA	2	

<b>Wednesday</b>	<b>am</b>	09.00-13.00	KCH	Epilepsy Clinic	DCC	4	1 DCC
<b>Wednesday</b>	<b>pm</b>	14.00 -15.00	KCH	Neuroradiology	DCC	1	1 DCC
		15.00 – 17.00		Epilepsy surgery meeting 1/4	DCC	2	
		15.00 – 17.00		EEG review meeting1/4	DCC	2	
		15.00 - 17.00		Case review session1/4	DCC	2	
		15.00-17.00		Department meeting 1/4	DCC	2	
		17.00 – 18.00		Epilepsy CNS liaison	DCC	1	
<b>Friday</b>	<b>am</b>	09.00 – 13.00	KCH	Neurology Clinic	DCC	4	1 DCC
<b>Friday</b>	<b>pm</b>	13.30-15.30	KCH	Clinical admin	DCC	2	1 DCC
		15.30 -17.30	KCH	Consults/handover ECH	DCC	2	

### 3. ACTIVITY SUMMARY

ACTIVITY CLASSIFICATION		JOB PLAN	
		PAs x 4 = HRS	
		No. of PA's 10	No. of Hours
<b>DIRECT CLINICAL CARE</b> <i>(including unpredictable On- Call)</i>		7	28
<b>SUPPORTING PROFESSIONAL ACTIVITIES</b>	<b>Undergraduate Teaching:</b>	0.125	0.5
	<b>Postgraduate Teaching:</b>	0.125	0.5
	<b>CPD:</b>	0.5	2
	<b>Research:</b>	0.25	1
	<b>Other:</b>		
	<b>SUB-TOTAL:</b>	1	4
<b>OTHER NHS RESPONSIBILITIES</b>			
<b>EXTERNAL DUTIES</b>			
<b>TOTALS</b>		8	32

#### 4. ON-CALL AVAILABILITY SUPPLEMENT

**Agreed On-Call Rota (eg. 1 in 5) :**

**Agreed Category (indicate A or B) :**

**On-Call Supplement % (eg. 5% - see chart below)**

Frequency of rota commitment	Value of supplement as a percentage of full-time basic salary	
	Category A	Category B
High Frequency: 1 in 1 to 1 in 4	8%	3%
Medium Frequency: 1 in 5 to 1 in 8	5%	2%
Low Frequency: 1 in 9 or less frequent	3%	1%

#### 5. ADDITIONAL PROGRAMMED ACTIVITIES

	Are you undertaking private medical practice as defined in the terms of services	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>2</b>	If YES, are you already working an additional Programmed Activity above your main commitment?	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>3</b>	If NO, has the Trust offered you an additional Programmed Activity this year?	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>4</b>	If YES, has this been taken up?	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>5</b>	If NO, have other acceptable arrangements been made (eg. taken up by a colleague)?	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>6</b>	If YES to 5 – please describe arrangements:				



6. **PAY PROGRESSION** (not applicable for new appointments)

At the end of the Job Plan Review, the Clinical Director should complete the following table. The table details the criteria that the individual has to meet in order to pay progress in the current year. If any of the boxes are ticked 'no', then this should be highlighted to the Medical Director, before they are asked to counter-sign the form.

<b>The Consultant has:</b>		<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
	made every reasonable effort to meet the time and service commitments in the Job Plan	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>2</b>	participated satisfactorily in the appraisal process;	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>3</b>	participated satisfactorily in reviewing the Job Plan and setting personal objectives;	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>4</b>	met the personal objectives in the Job Plan, or where this is not achieved for reasons beyond the consultant's control, made every reasonable effort to do so;	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>5</b>	worked towards any changes identified in the last Job Plan review as being necessary to support achievement of the employing organisation's objectives;	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>6</b>	taken up the offer to undertake additional Programmed Activities that the employing organisation has made to the consultant in accordance with Schedule 6 of the Terms and Conditions;	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
<b>7</b>	met the standards of conduct governing the relationship between private practice and NHS commitments set out in Schedule 9	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>

7. **WORKING TIME REGULATIONS** (as applied to NHS working hours)

The Working Time Regulations set out minimum statutory health and safety requirements for employers in relation to working time. The Regulations provide for certain aspects of these rights to be applied flexibly or set aside for workers providing healthcare and/or those who work shifts. Further information is available from the Medical HR Department.

Declaration: ***(Please delete as applicable)***

i. I do not believe my working week exceeds 48 hours of work on average per week based on a 26-week reference period from April to September

**OR**

ii. I believe my working week exceeds 48 hours of work on average per week (based on a 26 week reference period from April to September and I have signed the individual agreement to opt-out of the 48 hour (average) weekly maximum working time, attached to this job plan review form.

**OR**

iii. I believe my working week exceeds 48 hours of work on average per week (based on a 26-week reference period from April to September but I do not wish to sign an opt-out and would like to review a reduction in my working hours.

Signed (Consultant): \_\_\_\_\_

8. **SIGNED OFF AND AGREED**

**Consultant:** \_\_\_\_\_ (Name)

**Signed:** \_\_\_\_\_ (Consultant)

**Date:** \_\_\_\_\_

**Clinical Director:** \_\_\_\_\_ (Name)

**Signed:** \_\_\_\_\_ (Clinical Director)

**Date:** \_\_\_\_\_

**Medical Director:** \_\_\_\_\_ (Name)

**Signed:** \_\_\_\_\_ (Medical Director)

**Date:** \_\_\_\_\_

## OPT-OUT AGREEMENT – D

Career Grade Doctors

(Consultant, Associate Specialist and Specialty Doctor)

(TO BE COMPLETED BY CONSULTANTS/CLINICIANS WITH 12 PAs)

I \_\_\_\_\_ employed as  
\_\_\_\_\_

with King's College Hospital NHS Foundation Trust agree that Regulation 4(1) of the Working Time Regulations 1998 which states that a worker's working time, including overtime, in a reference period of 26 weeks, shall not exceed an average of 48 hours for each seven days shall not apply to me, and that I may work in excess of 48 hours in each 7-day period.

I agree to give 3 months written notice to my Clinical Director or General Manager if I wish to terminate this agreement. Subject to this, this agreement shall apply indefinitely.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
[GM/CD signature to acknowledge receipt]

---

**Please return to the Medical HR Manager, Human Resources  
Department**  
HR Department, King's College Hospital, Jennie Lee House