

**NATIONAL BLOOD SERVICE (NBS) OXFORD IN ASSOCIATION
WITH OXFORD RADCLIFFE HOSPITAL**

JOB DESCRIPTION - CONSULTANT HAEMATOLOGIST

1. INTRODUCTION

This is a newly created post to cover new and reorganised work at NBS Oxford and to provide sessions in transfusion medicine and related areas of Haematology to the Oxford Radcliffe Hospital. The appointee will be based in NBS Oxford which is within the Oxford Radcliffe Hospital. Four out of eleven sessions will be in Haematology at the Oxford Radcliffe Hospital, the remaining 7 in NBS Oxford. The post will be a whole-time appointment and in broad terms is intended to:-

- i) Provide the Consultant responsible for the Apheresis Service at NBS Oxford which undertakes blood component collection and therapeutic apheresis including peripheral blood progenitor stem cell harvests. Aspects of this service will be provided in partnership with the Department of Haematology at the Oxford Radcliffe Hospital. The service will be available to patients from other hospitals who might reasonably travel to Oxford for treatment.
- ii) Contribute to the shared medical duties at NBS Oxford particularly liaison with hospitals and medical cover for the Centre, including an out-of-hours on-call commitment.
- iii) Provide sessions in Haematology at the Oxford Radcliffe Hospital. The main purpose of these sessions will be therapeutic apheresis including the collection of peripheral blood progenitor stem cells. The appointee will be expected to influence the use of blood transfusion within the Hospital particularly through teaching and agreed clinical audit. Taking account of the successful candidates experience and the needs of Haematology services in Oxford a session will be worked in a 'specialised area of clinical haematology useful to the Department'.

The successful candidate should have both the MRCPATH in Haematology and MRCP(UK) (or equivalent training and experience including overseas qualifications recognised by the UK Royal Colleges). Training experience and accreditation in haematology are essential. Similar experience in transfusion medicine will be an advantage but training will be provided in post if necessary.

2. NBS OXFORD AND THE OXFORD RADCLIFFE NHS TRUST

See attached profiles for details.

3. THE WORK OF NBS OXFORD

3.1 Laboratory Facilities

NBS Oxford has a full range of laboratory, diagnostic and administrative services necessary to support the work of a transfusion service collecting and processing 130,000 units of blood annually. These are described more fully in the attached profile. They include the routine services of reference immunohaematology, cross-matching, grouping of donor specimens, microbiological testing of donor specimens and quality control to support the processing function. In addition, there are laboratory facilities for the processing and storing of bone marrow and related sources of haemopoietic stem cells, platelet serology and tissue typing. In line with NBS plans to reorganise the service the blood processing and donor testing performed within the Centre will be relocated by March 1997, other functions will remain.

The Centre is accredited to BS570 for all of its functions. Only certain sections of the laboratory are appropriate for CPA accreditation for which application is being prepared. The Centre is licensed by the Medicines Control Agency to collect and process blood used in the treatment of patients and as such the activity of all relevant laboratories has been accredited by the process of MCA inspection.

3.2 Clinical Facilities

Clinical facilities within the Transfusion Centre are based in its Apheresis Unit. This has 6 beds and is presently equipped with 11 apheresis machines (2 COBE Spectra, 1 Fenwal CS3000, 6 Haemonetics MCS and 2 PCS Plus). This provides facilities for the collection of plasma, platelets and peripheral blood stem cells from donors and for the treatment of patients by apheresis procedures. This facility will remain in the reorganised Centre, its work is expected to expand.

4. THE WORK OF THE HAEMATOLOGY DEPARTMENT OXFORD RADCLIFFE HOSPITAL

4.1 Laboratory Facilities

The department supplies a comprehensive, centralised service from laboratories at the John Radcliffe Hospital to the local population (546,000, approx 2,000 hospital beds). The total workload is >400,000 specimens a year, including 29,000 for grouping and crossmatching. A small annex to the main laboratory is maintained on the Churchill Hospital site. The Laboratory is fully accredited by CPA.

4.2 Clinical Facilities

There is a 12 bedded dedicated haematology ward. Approximately 30 bone marrow and peripheral blood stem cell transplants are performed per year on this unit and a further 6 or so transplants on the Paediatric Oncology Unit.

5. THE POST

5.1 Title

Consultant Haematologist

Haemophilia SDU

Dr P Giangrande	Consultant Haematologist (Clinical Director)
Dr D Keeling	Consultant Haematologist

5.2.5 Other Relevant Staff

NBS Oxford

On the Apheresis Unit

Miss Catherine Howells, Head Nurse

5.2.6 Medical Junior Staff

Medical Junior Staff will be appropriately involved in the work of the appointee in both the John Radcliffe Hospital and NBS Oxford.

5.2.7 Secretarial Support and Office Accommodation NBS Oxford

An office, relevant IT equipment and secretarial support up to 1.0 wte will be provided.

6. **DUTIES OF POST**

6.1 Clinical/Teaching/Research

- 6.1.1 Management and supervision of the Apheresis Unit at NBS Oxford. This work will be carried out in collaboration with the Associate Specialist assigned to the Unit and the Senior Nursing Staff of the Department.
- 6.1.2 With Medical colleagues at NBS Oxford, the participation in aspects of the core Consultant responsibilities:- medical on-call, cover for absent colleagues, provision of immediate advice on transfusion problems referred to the Centre, medical supervision of special blood components that might from time to time be needed by named patients and visits to hospitals to which the Centre provides a service (these duties will be shared equally with two consultant colleagues and an associate specialist).
- 6.1.3 Medical supervision of the Apheresis Services provided by NBS Oxford and the Oxford Radcliffe Hospital with special attention to links between the two services so that the services are complimentary, cost-effective, and staffed sufficient to cover all needs both during the working day and out of hours. The Consultant will be expected to take an interest in aspects of Blood

Transfusion within the Oxford Radcliffe Hospital, particularly teaching and clinical audit. He/She may develop a special area of clinical interest as agreed with the consultant colleagues within the relevant Service Delivery Unit and the Trust.

- 6.1.4 Continuing responsibility for the care of patients in liaison with Consultant colleagues when appropriate.
- 6.1.5 Teaching, examining and accreditation duties as required and contribution to undergraduate, postgraduate and continuing medical education (CME) activity locally and nationally. Teaching and examination of clinical students and junior doctors in training is an important part of the normal commitments of this teaching hospital Trust which must be given high priority.
- 6.1.6 Fulfilling the personal requirements of CME.
- 6.1.7 The appointee will be expected to participate in clinical audit and quality improvement initiatives as agreed with colleagues within the specialty, other professions, the NBA and the Oxford Radcliffe NHS Trust.
- 6.1.8 Any requirements agreed for the provision of cover for Consultant colleagues' periods of leave.
- 6.1.9 Time for research will be available subject to the exigencies of the service. A successful candidate with a substantial record of research would be eligible for consideration for an A+B appointment, for one session per week. This is a joint contract with the university clinical school; further details are available from the clinical school offices.

? treated as
whole-time by
NHS.

6.2 Administrative

- 6.2.1 Administrative duties associated with his/her duties at NBS Oxford and the administrative duties associated with the care of his/her patients and the running of his/her clinical department within Oxford Radcliffe Hospital Trust.
- 6.2.2 Requirement to comply with the appropriate Health and Safety Policies as may be in force.
- 6.2.3 Travel as necessary between hospitals/clinics will be required but a planned and cost effective approach will be expected.

6.3 Management

- 6.3.1 The appointee will be expected to share with Consultant colleagues in the medical contribution to management.
- 6.3.2 The appointee will be required to work within management arrangements of the NBA and Oxford Radcliffe Hospital Trust accepting that resources available to both the NBA and Trust are finite and that all changes in workload and developments requiring additional resources must have prior

agreement through these arrangements. Budgeting responsibilities will be undertaken where agreed. Additional expenditure will not be committed without the approval of the appropriate manager/budget holder.

- 6.3.3 Subject to the Terms and Conditions of Service there will be an expectation to observe policies and procedures of the NBA and Oxford Radcliffe Hospital Trust. These will be drawn up in consultation with the profession where they involve clinical matters.
- 6.3.4 There will be a requirement to comply with employment and personnel policies and procedures in the management of employees in the NBA and Oxford Radcliffe Hospital Trust.
- 6.3.5 For management purposes NBS Oxford is part of the South West and Midlands Zone of the National Blood Service. In the Oxford Radcliffe Hospital the various aspects of Haematology fall into three separate Service Delivery Units: Laboratory Haematology SDU (part of the Laboratory Medicine Clinical Centre), the Clinical Haematology SDU (part of the Cancer Clinical Centre) and the Haemophilia SDU (part of the Medicine Clinical Centre).

7. STUDY AND TRAINING

All leave of this nature will be subject to the Terms and Conditions of Service for Hospital Medical and Dental Staff and will be approved at the discretion of the Chief Executive NBS Midlands and South West Zone. Continuing Medical Education is given the highest priority by the NBA and time will be available for it within the normal weeks programme in addition to study leave.

8. REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS

This job description will form a composite part of a job plan. This will be subject to a periodic review by the postholder and the Chief Executive NBS Midlands and South West Zone (or a designated manager acting on his behalf) as regards the sessions worked within the NBS and the Chief Executive Oxford Radcliffe Hospital (or a designated manager acting on his behalf) as regards the sessions worked in the Trust.

9. MAIN CONDITIONS OF SERVICE

- 9.1 This post is subject to the nationally negotiated Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) and the General Whitley Council Conditions of Service as amended from time to time with the exception of Paragraph 190 of the Medical and Dental Staff Whitley Council Handbook which will not apply.
- 9.2 The post is pensionable within the NHS Pension Scheme unless the appointee opts out of the scheme or is ineligible to join.

- 9.3 The postholder will be managerially accountable to the Zonal Chief Executive for work within NBS Oxford. To Medical Director for work within the Department of Haematology Oxford Radcliffe Hospital.
- 9.4 Candidates unable for personal reasons to work full-time will be eligible to be considered for the post; if such a person is appointed, modification of the job content will be discussed on a personal basis.
- 9.5 The successful candidate may be eligible to apply for removal and associated expenses in accordance with the NBA Policy on Removal and Associated Expenses.
- 9.6 The Consultant appointed will be required to live within ten miles by road of their base hospital unless specific approval for a greater distance is given.
- 9.7 The Consultant will be required to maintain his/her private residence in contact with the public telephone service. Assistance can be given with the cost of installation and rental charges.
- 9.8 The appointee may be required to undergo such health assessment/screening or precautionary measures, e.g. X-ray, immunisation or blood test, as deemed necessary) and as required by statute.

No offer of appointment will be confirmed until, and if, the preferred candidate provides evidence of their Hepatitis B immune status or freedom from Hepatitis B.

- 9.9 The NBA will require the successful candidate to have, and maintain, full registration of the General Medical Council.

The appointment will be made by the National Blood Authority on the recommendation of an Advisory Appointment Committee constituted in accordance with the terms of the National Health Service (Appointment of Consultant) TC91 (2).

10. GENERAL INFORMATION FOR APPLICANTS

- 10.1 Candidates who are related to any member of senior office holder of the NBA and Oxford Radcliffe Hospital Trust should clearly indicate in their application the name of the member or officer to whom they are related, and indicate the nature of the relationship. A candidate deliberately concealing such a relationship will be disqualified.
- 10.2 Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee National Blood Authority or Oxford Radcliffe Hospital Trust will disqualify them. This should however not deter candidates from approaching any person for further information about the post.
- 10.3 Any offer of appointment will be subject to the receipt of three satisfactory references.
- 10.4 Standard Class travelling expenses will be reimbursed to short-listed candidates for the costs associated with making a pre-interview visit. Subject to the prior agreement short-listed candidates who visit on a second occasion may be granted

travel and subsistence expenses on this occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom.

10.5 Suitably qualified individuals may apply for a non-stipendiary University clinical lectureship.

11. DETAILS FOR VISITING

Candidates wishing to visit the Centre and Hospital and to discuss the post should contact the following:-

Dr David Collins NBS Oxford. Tel GRO-C

Dr Tim Littlewood Department of Haematology, John Radcliffe Hospital, Oxford. Tel

GRO-C

Short-listed Candidates are welcome to contact:

Dr Tim Wallington, Clinical Director, NBS, Midlands and South West Zone.

Tel GRO-C

