JOB DESCRIPTION AND TRAINING PROGRAMME

EASTERN REGION TRAINING SCHEME

IN

CLINICAL GENETICS
SPECIALIST REGISTRAR TRAINING PROGRAMME IN CLINICAL GENETICS

1. INTRODUCTION

ST3 in Clinical Genetics – one post The post is approved by the Specialist Advisory Committee in Clinical Genetics of the Joint Royal College Postgraduate Training Board. The Postgraduate Dean has confirmed that the post has the required educational and manpower approval. The Person Specification details the essential requirements for the appointment and the qualities considered desirable.

One speciality registrar training posts are currently available, this is a substantive training posts in Clinical Genetics, entitling the appointee to a National Training Number

The East Anglian Medical Genetics Service provides genetics services for the whole of East Anglia. The service is based at Addenbrookes Hospital, Cambridge. The successful candidates will participate in the clinical work of this service. Applicants should have appropriate experience in general medicine, paediatrics or other relevant specialty. Previous experience in clinical genetics is not essential. In the event of additional places arising as locums for training, or other training appointments, these will be considered at the Appointments Committee.
2. PERSON SPECIFICATION

See West Midlands Deanery Recruitment website or press CTRL+click on:


3. BRIEF DESCRIPTION OF THE TRUST

ADDENBROOKE’S HOSPITAL

Addenbrookes Hospital, part of Cambridge University Hospitals NHS Foundation Trust was granted Foundation Status on 1st July 2004. It offers a full range of acute and maternity services. Community midwifery services form part of the service, ensuring continuity for those patients who are more appropriately cared for in their own communities.

Addenbrookes Hospital lies on the southern boundary of the Cambridge City, occupying a 66 acre site, which is shared by the University of Cambridge School of Clinical Medicine, the Medical Research Council, the Regional Blood Transfusion Centre and the Parke-Davies Research Institute. Close links with the University have given the hospital an international reputation for converting research and development into practical health care.

The Rosie Hospital is also located on this site. This purpose built maternity unit includes the Regional Neonatal Intensive Care Unit, Breast Screening Unit, Gynaecology and Genetic outpatient’s clinics.

Day Surgery facilities are based at Ely and outreach services are provided at the following Trusts; Lifespan, Saffron Walden, West Suffolk, Newmarket, Peterborough and Hinchingbrooke.

Addenbrookes NHS Trust employs 5000 staff and offers both a district general hospital service and is a specialist referral centre for a wider catchment population. Some special services, such as bowel/liver transplantation, draw patients supra-regionally or internationally. The Resident population of Cambridge is about 100,000. The catchment population is approximately 400,000 for most general acute specialties, but considerably higher for regional and certain other specialties.

Dr Mary Archer was appointed as the Trusts third Chairman on 1 November 2002 and chairs the Board consisting of executive and non-executive Directors. They are responsible for the strategic management of the Trust. The executive directors also sit on the Addenbrookes Executive Board which co-ordinates operational policies and practice, where the views of general practitioners are represented.

UNIVERSITY OF CAMBRIDGE CLINICAL SCHOOL

The University of Cambridge School of Clinical Medicine on the Addenbrookes site is a major centre for biomedical research and education of world leading quality. In the most recent University Funding Council Research Selectivity Exercise Cambridge shared the highest score for any Medical School in the country. Whilst the University of Cambridge has granted medical degrees since at least 1363, the university could not offer undergraduate clinical education until the Clinical School was formally established in 1975 with purpose built accommodation at Addenbrookes. In addition to these facilities comprising lecture theatres, seminar rooms and first class medical library, a postgraduate education centre was opened in the Clinical School building in 1980. The most recent HEFC teaching quality assessment of the undergraduate
clinical education judged the learning facilities and the teaching in the clinical school to be of the highest quality.

The Clinical School admits 130 students annually for the clinical component of their medical education. Student teaching is organised in each department by an Attachment Director, often an NHS consultant, who is responsible to the Clinical Dean for the educational effort of that unit. The majority of students follow an accelerated 2¼ year clinical course with a strong emphasis on bedside clinical skills as well as clinical science.

In September 1989 the first MB PhD programme in any UK medical school was established in Cambridge, in which selected students complete both their medical degree and a PhD in a five-year course. From September 2001 a further 20 students commenced an accelerated four-year medical course for graduates.

The Cambridge Biomedical Campus located on the southern edge of Cambridge, encompasses Addenbrookes Hospital, a major University Teaching Hospital with 1100 beds and a comprehensive range of regional services, the Clinical School and its 12 departments and associated Institutes, the Medical Research Council Laboratory for Molecular Biology (LMB) and the new Cancer Research UK Cambridge Research Institute which will house some 350 researchers from the University and Cancer Research UK. Research on cancer is also being undertaken at the nearby Strangeways Research Laboratory. In addition to the LMB, there are five other MRC Units in Cambridge, of which four are located on the Addenbrookes site. Within the local environment are the University’s main biological science departments on the Downing Site in the centre of Cambridge, and to the south the Babraham Institute (funded by the Biotechnology and Biological Sciences Research Council) and the Hinxton Campus with the Wellcome Trust Sanger Institute and the European Bioinformatics Institute. This co-location in Cambridge of a major teaching hospital, medical school and several large research institutes on a single campus, together with these surrounding strengths in biological science in a 5 mile radius offers a unique environment for the highest quality biomedical research. Addenbrookes Hospital in collaboration with the University of Cambridge has been awarded funding of £65m for 2007–2012 to become a National Institutes of Health Research Biomedical Research Centre (BRC) under the new Department of Health initiative Best Research for Best Health. Medical Genetics is one of the research themes of the BRC. The Addenbrookes “2020 vision” plans for a further 70 acre expansion of the campus for additional clinical and research facilities. This includes the rebuilding of the MRC Laboratory of Molecular Biology and the relocation of Papworth Hospital, a centre of excellence for cardiothoracic medicine and surgery and the UK’s main centre for heart and lung transplantation.

GENERAL INFORMATION

Cambridge is one of Britain’s smallest cities but also one of the fastest growing. The Arts Theatre within Cambridge is thriving and there are many musical activities to enjoy. The Fitzwilliam Museum is world famous.

For those with children of school ages, there is a full range of public and private education institutions covering all age groups.

Communications with the rest of England have much improved in recent years. Cambridge is served by the national motor way network and regular train services to London King’s Cross or London Liverpool Street have a journey time of less than one hour.
Within Addenbrookes, the main concourse offers excellent shopping facilities; an advice centre; Bank; café; clothes boutique; dry cleaners; financial advisory services; florist; hairdressing salon; mini-market; newsagent; The Body Shop; gift shop; solicitor and travel agents. There is a Food Court which offers “fast-food”, as well as conventional options 24 hours a day.

In addition the Frank Lee Leisure Centre provides comprehensive facilities for swimming, squash, a multi-sports hall, a floodlit outdoor multi-sports facility and the Profiles Fitness Suite.

The Cambridge University Postgraduate Medical Centre has catering and bar facilities as well as the library, lecture theatres and seminar rooms.

Within the University of Cambridge, there is an unrivalled range of educational facilities, diverse cultural, sporting and other leisure activities.

4. THE DEPARTMENT OF CLINICAL GENETICS

4.1 Description of Department

The East Anglian Medical Genetics Service provides a comprehensive genetics service for a population of over 2 million. This comprises a clinical genetic service for diagnosis and genetic counselling. The service is delivered via out-patient clinics, with some ward referrals. Referrals are currently at the rate of 4,000 per annum. Ward referrals are seen by arrangement. The seven genetic counsellors work with the clinicians in the provision of the service.

The clinical laboratory services (cytogenetics and molecular genetics) provide diagnostic tests, prenatal diagnosis and carrier detection for a wide range of chromosomal and single gene disorders. A maternal serum screening programme is provided for the prenatal detection of Down’s syndrome, neural tube defects and other disorders which is used by 80% of mothers in the region. There is close liaison with the Regional Biochemical Genetic Screening Service based at Addenbrookes.

The cytogenetics laboratory is well equipped for modern techniques including fluorescence in situ hybridisation (FISH) and microarray. It produces over 3,000 chromosome analyses per year of which 1,200 are for prenatal diagnosis. Similarly, over 3,000 DNA diagnoses are provided each year by the molecular genetics laboratory. Other specialised DNA laboratories are starting to join the Molecular Genetic laboratory – increasing the range of tests available. Increasingly the laboratories are becoming a single genetic laboratory with shared staff and expertise.

Computer services have been developed to assist with clinic booking, patient information and follow-up, test in progress, amniocentesis and other audit, dysmorphology database searching and pedigree plotting. Computer access is available to the various genome and protein databases, OMIM and relevant journals and literature searching tools.

4.5 Staff of the Department

NHS Consultant  Dr Joan Paterson
NHS Consultant  Dr Helen Firth
NHS Consultant  Dr Sarju Mehta
NHS Consultant  Dr Soo-Mi Park
NHS Consultant  Dr Ruth Armstrong
University Senior Lecturer and Hon. Consultant
University Reader and Hon. Consultant
University Reader and Hon. Consultant
Honorary Consultant
University Clinical Lecturer (ST post) post 1
University Clinical Lecturer (ST post) post 2
Academic Clinical Fellow
Specialist Registrar in Clinical Genetics

Addenbrooke's NHS Trust

Genetic Counsellors
Consultant Genetic Counsellor
Senior Counsellor
Lead Cancer Counsellor
Counsellor
Counsellor
Counsellor
Counsellor
Counsellor
Counsellor
BHF Cardiac Genetics Nurse

MS Ann Kershaw
Ms Vicky Wiles
Ms Sarah Downing
Ms Felicity Wadrup
Ms Sarah Everest
Dr Sue Kenwrick
Ms Jacqueline Hodgkinson
Ms Lisa Hughes
Ms Mabella Farrer
Dr Amy Taylor
Ms Gaya Matta
Ms Anne White

Senior Laboratory Staff
SDU Director
Head of Genetics Laboratory and SDU Director
Head of Cytogenetics

Dr Jo Whittaker
Dr Becky Treacy
Dr Ingrid Simonic

Associated Academic Staff
Acting Head of University Dept of Medical Genetics.
Wellcome Trust Senior Fellow in Clinical Science
Wellcome Trust Senior Clinical Research Fellow
Wellcome Trust Senior Clinical Fellow

Prof John Todd
Dr David Rubinzstein
Dr Fiona Karet
Dr Evan Reid

The clinical staff are supported by secretarial and administrative staff.

5. THE WORK OF THE DEPARTMENT
The Clinical Department and Molecular Genetics and Cytogenetics Laboratories are situated on Level 6 of the new Addenbrookes Treatment Centre.

Out-patient clinics are held at:
Addenbrookes Hospital, Cambridge
Ipswich Hospital
Hinchingbrooke Hospital, Huntingdon
Peterborough Hospital,
King's Lynn Hospital
West Suffolk Hospital, Bury St Edmonds
Norfolk and Norwich Hospital, Norwich
Lowestoft Hospital, Lowestoft

Consultants and StR's usually have a mix of Addenbrookes clinics with no more than two peripheral clinic allocations.
There is a close tie between the research work of the University Department and NHS Clinical Genetic Departments. Much of the work is translational. There are currently ten joint academic/clinical positions. The fields of endeavour are; adult neurodegeneration, paediatric mental neurodevelopment, type 1 diabetes and genetic kidney diseases.

5.1 **Time Table of Activities**

The departmental timetable is arranged on a monthly cycle to accommodate peripheral clinics in district general hospitals throughout the region. This timetable therefore serves as an example of time allocation in an average week.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Monday</td>
<td>General Genetics Clinic Post-clinic work</td>
</tr>
<tr>
<td>Tuesday</td>
<td>General Genetics Clinic</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Post-clinic work</td>
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<tr>
<td>Thursday</td>
<td>Research Departmental Meeting, laboratory liaison and seminar</td>
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<tr>
<td>Friday</td>
<td>Audit</td>
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<tr>
<td></td>
<td>Clinic preparation</td>
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The appointee will be responsible to the Clinical Director, currently Dr Geoff Woods. Day to day issues are dealt with by the Educational Supervisor, Dr Soo-Mi Park and RSA, Dr Richard Sandford.

6. **STUDY/MEETINGS**

Weekly departmental meetings are held on a Thursday with a format of:

- Departmental seminar 1.30-2.30
- Laboratory liaison and Pregnancy meeting 2.30-3.00
- Clinic review 3.30-5

In addition trainees are encouraged to attend:

- The weekly Addenbrookes staff round on Wednesday 13.00 – 14.00
- Fetal medicine meeting on Wednesday 8.15-9
- NICU meeting Wednesday 12.30-1.30
- Cancer genetics meeting Wednesday 2-3
- Neuromuscular genetics meeting bimonth
- Paediatric Neurogenetics meeting once a month
- Dysmorphology club at the Institute of Child Health (3 monthly meeting)
- Pan-Thames training days in Cambridge and the four London centres (3 monthly)
- RSM dysmorphology meetings (3 monthly) (Senior Trainees)
- National Cancer genetics meeting
7. **POSTGRADUATE CENTRES**

Clinical Tutor: Dr Arun Gupta 01223 217105  
Postgraduate Centre Manager: Mrs Mary Archibald 01223 217060  
Royal College Specialty Advisor: Dr Richard Sandford 01223-216446  
Postgraduate Dean Dr Simon Gregory 01223 884848

8. **RESEARCH OPPORTUNITIES**

The department has a large academic base. Current interests of the dept. include neurodegenerative disease, diabetes, renal disease, eye disease, Tuberose sclerosis, X-linked learning disability and neurodevelopment. There is ample opportunity for trainees to develop their research interests and there is a strong track record of successful fellowship applicants.

9. **SPECIAL EXPERIENCE**

The department provides a genetic service to the whole of the East Anglian population, so there is excellent exposure to the whole range of genetic disorders in the general clinics. In addition specialist clinics are held in:  
- Prenatal diagnosis  
- Cardiac genetics  
- Eye genetics  
- Neurogenetics  
- Cancer genetics  
- Dementia and Huntington’s disease  
- Endocrine (adult and paediatric)  
- Renal  
- Tuberous Sclerosis  
- VHL  
- 22q11  
- NF2

There are weekly liaison meetings with the Neonatal Intensive Care Unit, and monthly meetings with Fetal Medicine and Paediatric and Adult Neurology

10. **TRAINING PROGRAMME**

The appointee to the substantive post will receive a National training number.

11. **HOURS OF DUTY**

Full-time. No out of hour’s duties
MAIN CONDITIONS OF SERVICE

1. This appointment is on a whole-time basis however applicants who are interested in job sharing or who wish to undertake flexible training will be considered.

2. The salary is within the Specialty Training Registrar salary scale.

3. The hours of duty related to this post are the standard working week of 40 hours.

Specialist Training Registrars are reminded that they may not engage in any outside employment without the written consent of their employing Trust or Health Authority. They must also declare to their employing Trust/Authority any interests they may have which may affect Trust/Authority policies and decisions.

4. The Specialist Training Registrar will be expected in the normal run of his/her duties, and within his/her contract to cover for the occasional brief absence of colleagues and during occasional emergencies and unforeseen circumstances without additional remuneration.

5. The post is non-resident, but residence must be sufficiently near the hospital for each placement, for the general duties to be undertaken without Health and Safety implications arising. Residence must also be sufficiently near for on-call duties to be undertaken, or the Specialist Training Registrar must sleep in hospital when on-call in accordance with local policy. If the holder chooses to live in hospital accommodation, and it is available, a deduction from salary for lodgings will accordingly be made in accordance with the Terms and Conditions of Service.

6. Study leave will be granted in accordance with paragraphs 250-254 of the Terms and Conditions of Service for Hospital Medical and Dental Staff, subject to local conditions as agreed by the Hospital Study Leave Committee. For Addenbrookes posts only, it should be noted that there are currently no funds available to cover the costs of attending any specialty-specific courses which Colleges regard as mandatory, and which exceed maximum payment of expenses in any financial year (currently £300).

7. Removal expenses will be paid in accordance with the set limit of the Anglian Deanery Relocation Policy for Specialist Training Registrars. This information is attached see Appendix A. Those on Fixed Term Training Appointments/Locum Appointment Training will be subject to the provisions of the Employing Trusts.

8. The holder is required to maintain full/limited registration with the General Medical Council/General Dental Council. Medical Staff are advised to continue membership of one of the Medical Defence Organisations.

9. This appointment is governed by the Terms and Conditions of Service for Hospital Medical and Dental Staff and by appropriate local terms and conditions, as amended from time to time.

10. This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Employer. Any information given will be completely confidential.
and will be considered only in relation to an application for positions to which the order applies.

11. With the terms of DHSS circular (HC(88)) - Protection of Children - applicants are required when applying for this post to disclose any record of convictions, bindover orders or cautions.

12. The appointment is subject to three months notice of termination of appointment by either side.

13. The postholder may be involved in directing exposures under the terms of the Ionising Radiation (Protection of persons Undergo Medical Examination or Treatment) Regulations 1988. If he/she does not already hold an appropriate qualification under these Regulations, he/she may be required to attend a “Core of Knowledge Training Session” in order to obtain this, and to present a copy of the appropriate certificate to the Medical Staffing Department at the start of the appointment.

14. This post is superannuable, and you will be subject to the NHS Superannuation Scheme unless you opt out. The current rate of contribution is 6%.

15. In the course of your duties, you will have access to confidential material about patients, members of staff and other Health Services business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules may lead to further action under local Trust procedures. This requirement is not intended to conflict with the principles on openness as laid out in EL(93)51.

16. Determination of rotations - the job description and contract of employment will detail as far as possible the rotation applicable to individual trainees at the time of appointment. During the course of the training programme, it may be necessary for training or other reasons, for the Programme Director to make changes to the rotational arrangements. In determining amendments to the rotation, any proposed changes will be discussed with the trainee and consideration given to individual preferences. In the event of further representations from the trainee, the Dean has the authority to determine the placements and to require a trainee to undertake the revised rotation.

17. Assessment of progress - trainees are required to participate in assessment and other review processes in accordance with Deanery procedures, with rights of appeal where progress is not judged satisfactory. Following an adverse assessment, the Dean has the Authority to require a trainee to repeat training experience at the same or a different location, or to withdraw a trainee from a training programme in accordance with the Deanery review panel or appeal committee decision.

18. Placement of Specialist Training Registrars following notification of the completion of training - under the national provisions Specialist Training Registrars can in certain circumstances remain in the grade after they have been notified that their training is complete and are no longer pursuing either a training programme leading to a CCT or undertaking sub-specialty training. It may not be appropriate for them to remain in the final placements they occupied before the award of the CCT. The Postgraduate Dean will, therefore, identify an appropriate location in the grade which will allow the Specialist Registrar to maintain their skills while seeking a consultant post, taking into account the expressed educational needs and personal wishes of the Specialist Training Registrar.
Addenbrooke's NHS Trust

Appropriate locations will include:

- a placement at the beginning of the rotational programme
- Vacancies elsewhere in the programme, including those where trainees are undertaking research, or where cover it required.

19. Research and Specialist Training Registrar training - trainees wishing to undertake research during higher specialist training must submit details including the timing and duration of the research in writing to the Postgraduate Dean for consideration. In the case of a doctor wishing to undertake research before starting a training programme, the duration of research must be agreed with the Dean before the NTN/VTN is awarded.

20. The post holder may be required to be a car driver/owner in accordance with the Person Specification. Disabled candidates able to meet this requirement by other means, or following reasonable adjustments to the job description, will be considered.

21. The successful candidate will be required to attend for pre-employment health assessment. Offers of employment will not be confirmed until satisfactory health clearance has been obtained.

22. At each placement, the trainee will be allowed pro rata leave for the amount of time, which has been spent working at that Trust. Days in lieu of Bank Holidays should also be taken at the Trust where the Bank Holidays were worked. Periods of annual leave cannot be transferred between Trusts.

23. As an employee of a NHS Trust, you are expected to develop the IT skills necessary to support the tasks included in your post. You will, therefore, be required to undertake any necessary training to support this. This is to take account of the increasing need for all staff to be able to use the information systems relevant to their post.

24. Where entry to the training programme requires the allocation of a training number, continued employment would be dependent on the trainee continuing to hold their individual number.

25. Health and Safety - It is the general duty of every employee to take reasonable care for the health and safety of himself/herself and others, including the use of necessary safety devices and protective clothing and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care or any contravention of safety policy or managerial instructions, may result in disciplinary action being taken.

26. Sick Leave - All absences of sick leave must be reported to the appropriate person, instructions will be contained in your contact of employment issued by the individual Trusts. Full details of the sick leave allowances and the conditions governing the allowances are set out in the Terms and Conditions of Service.

27. Annual Leave - In accordance with Terms and Conditions of Service for Hospital Medical and Dental Staff and local terms and conditions.
POSTGRADUATE DEAN’S APPROVAL
The Postgraduate Dean confirms that this placement and/or programme has the required educational and dean’s approval.

SM March 2010