Consultant Post Application Information Pack

Consultant in Medicine for the Elderly
Post Reference: 415-MP303-17

Subject to Royal College approval
Fancy a change of scenery?

Doctors at Northern Devon Healthcare NHS Trust have a work-life balance like nowhere else. At work, they are part of a supportive team, in roles that deliver all the challenges you would want from a medical career. In their spare time, they are out surfing, hiking, cycling and enjoying the most amazing scenery that Devon has to offer, with beautiful beaches just a stone’s throw away from the hospital.

Our acute hospital is big enough to provide real opportunities for innovation and research, but small enough for your work to make a real impact. We have close-knit teams with quick lines of communication and that means we make things happen.

We perform highly against clinical standards, have a proven track record of staff satisfaction and meet our financial targets, so our doctors can focus on giving great care to patients.

So if you would like to have a rewarding life as well as an amazing career, come and join us.
We are looking for dynamic and innovative consultants to join the team at North Devon District Hospital to develop medical services for older people. These substantive posts serve as replacement posts in stroke medicine and movement disorders. The department takes full part in the Acute (General) Internal Medicine Rota. The department has a well-established stroke service including thrombolysis and has had multiple awards for its early supported discharge model. We also have an excellent multi-disciplinary falls service and orthogeriatric care.

We are exploring opportunities within our Sustainability and Transformation Partnership (STP) to link in with our nearest neighbour, Royal Devon and Exeter Foundation Trust, to further develop services and provide a wider pool of expertise. The STP recently reviewed acute services across Devon and concluded that we should maintain full urgent care services (including a full emergency department, which is also a Trauma Unit), emergency stroke services and maternity, paediatrics and neonatal services.

These posts will complement our existing team of consultants and associate specialists who provide specialist services in orthogeriatrics, rehabilitation medicine, stroke medicine and acute care of the elderly.

A generous, negotiable relocation expenses package is available to the successful candidate.

Details of the post and descriptions of the department and Trust are included in this information pack as follows:

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Application and Advisory Appointments Committee

We welcome enquiries for further information and encourage informal visits to the hospital and department. A list of contacts at the Trust is detailed in the final section of this information pack. However, please note that canvassing of any member of the Advisory Appointments Committee (AAC) will disqualify the applicant from appointment (Statutory Instrument 1982 No 276 paragraph 8.1.b).

The post is offered on a whole-time basis (10PA) but suitably-qualified applicants who are unable to work full-time will be considered. The Trust is committed to flexible working arrangements, including job sharing and we will discuss these arrangements with any shortlisted candidates.

Applicants must have completed specialist training in Geriatrics and General Internal Medicine prior to taking up this appointment. The expected date of the award of the Certificate of Completion of Training must be no later than six months after the date of AAC interview for this post. The applicant must also be entered on, or within six months of entry to, the GMC Specialist Register at the time of acceptance of an offer of employment.

Please make your application through the NHS Jobs online service at www.jobs.nhs.net. Please apply using the standard online application form at this site, quoting vacancy reference 415-MP303-17. In the interests of equal opportunities, applications or supplementary information submitted by CV will not be accepted. A minimum of three recent references are required, including a satisfactory reference from your current employer or the responsible officer at your current designated body.
1. Introduction

We are looking for applicants for the posts of Consultant in Medicine for the Elderly at North Devon District Hospital. Applicants who are nearing the end of their training are encouraged to apply and start dates can be flexible.

These posts serve as replacements for retirement within the department but also to expand the number of consultants. The consultants who provide specialist input in stroke medicine and orthogeriatrics are supported by 4 associate specialists who provide specialist services in falls, frailty, rehabilitation and community care of the elderly. These posts offer an exciting opportunity to maintain and further develop our services in stroke medicine and movement disorders. There will also be an opportunity to develop our frailty service and ambulatory care of the elderly service.

The department has Core Medical Trainees and Foundation Doctors, rotating within their respective Peninsula Training Programmes. There are ample opportunities for teaching and training throughout the Trust and the region and the department has regular medical student attachments from the local medical school. The Trust encourages involvement with research and national clinical audit.

The post is based at North Devon District Hospital, part of Northern Devon Healthcare NHS Trust, with some clinical sessions provided at peripheral community sites.

NDHT is a unique organisation with integrated acute and community services across North Devon. The acute hospital provides a full complement of secondary care services for the local population, including emergency care, cancer services, maternity and paediatric services. It is a designated Trauma Unit and Cancer Unit.

North Devon provides a beautiful environment in which to live and work, with a wide variety of outdoor and cultural activities and excellent local schools. With national parks and areas of outstanding natural beauty on the doorstep, the area offers an excellent quality of life.
2. Job Description

2.1 Post title
Consultant in Medicine for the Elderly

2.2 Clinical commitments
Clinical activity includes outpatient clinics, ward rounds and on call duties.

Outpatients
Outpatient clinics take place at North Devon District Hospital and our community hospitals. The main outpatients department is fully supported by nurses and has access to physical measurements, phlebotomy, cardiorespiratory and radiology. Clinic letters are dictated on a digital dictation system with the expectation that 95% of letters are typed, approved and sent to the GP and patient within 72 hours.

Ward work
The general Elderly Medicine service is based over 2 ward areas with 35 acute beds. There are plans to consider a frailty unit, though in the interim the Trust is developing a ‘frailty ethos’ – getting it right for frailty gets it right for all. All these wards have an excellent multi-disciplinary team working and training grade doctors delivering a ward based service with consultant support.

The Stroke Unit
The Stroke Unit is a newly refurbished combined stroke unit that has 24 acute and rehab beds. The unit is supported by physiotherapists, occupational therapists, speech and language therapists, a dietician and a social worker. There is access to a 24/7 thrombolysis service. We provide 4 TIA clinics per week. The stroke early supported discharged team has won multiple national awards for their pioneering work in this area.

On-call rota
Currently there are 11 consultants who share the medical on call rota, on a 1 in 11 basis. The Trust is considerably expanding its Physician workforce with the intention of achieving a better balance of on call activity and intensity by increasing to 18 physicians across a number of specialities.

Emergency calls
In exceptional circumstances, the Trust may request emergency cover for colleagues. However, the Trust recognises that there is no contractual expectation of availability when a consultant has no scheduled duties.

Clinical administration
You will undertake administrative work associated with your clinical and other professional work. Adequate time and facilities for clinical administration, including appropriate office space, secretarial support and access to a personal computer, software and internet access, will be available.
2.3 Supporting professional activities

You will be expected to participate in a variety of professional activities (SPA) to support your personal clinical practice and the overall work of the department and Trust. All consultants receive 1.5 SPA sessions for generic non-clinical work that is expected of most consultants. This includes, but is not limited to:

- Appraisal, job planning and revalidation
- Personal and professional development, including service development
- Professional administration, including related correspondence
- Clinical supervision of junior staff and other educational activities
- Governance and quality improvement activities
- Departmental, divisional meetings and other clinical or managerial meetings

New consultants receive a further 0.5 SPA sessions for up to one year to facilitate their induction to the organisation, with a reciprocal reduction in direct clinical care (DCC). This will be reviewed after six months with the possibility of a six month extension, following which it will revert to 1.5 PAs.

The Trust may make up to one additional SPA session available by mutual agreement if the consultant takes on additional, non-generic SPA work. The expectation is that such work will be aligned across the whole team.

Non-generic SPA work may include:
- Service development
- Clinical management
- Research
- Additional teaching and training activities, including educational supervision
- Additional governance activities such as acting as an appraiser or mentor
- National audit programme projects.

Further details are published in the job planning policy.

2.4 Relationships

You will work closely with other medical staff, allied health professionals and non-clinical colleagues both within the department and in other specialties. In particular, you will be expected to develop working relationships with clinical colleagues within surgery, radiology, community services, theatres and anaesthetics.
3. Outline Job Plan

A provisional outline job plan is below but is subject to modification.

The individual job plan and detailed timetable will be discussed with the successful candidates. Special interests will be accommodated unless this is incompatible with service requirements.

It is expected that the initial job plan will be agreed within three months of the start date and will be reviewed annually or earlier, if necessary.

3.1 Provisional timetable

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<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>Morning</strong></td>
<td>Teaching WR</td>
<td>Ward work/admin</td>
<td>Teaching WR</td>
<td>Ward work</td>
<td>Teaching WR</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Afternoon</td>
<td>Admin</td>
<td>OPD</td>
<td>SPA</td>
<td>OPD</td>
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<th>PAs</th>
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<tr>
<td>DCC</td>
<td></td>
</tr>
<tr>
<td>Outpatient clinics</td>
<td>1.8</td>
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<tr>
<td>Ward rounds &amp; flexible ward work</td>
<td>4</td>
</tr>
<tr>
<td>Administration</td>
<td>1.5</td>
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<tr>
<td>On call</td>
<td>1.2</td>
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<tr>
<td>SPA</td>
<td>1.5</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>10.00</strong></td>
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4. Person Specification

Applicants must demonstrate on the application form that they fulfil all essential criteria to be considered for shortlisting.

Appointment is subject to pre-employment checks, including occupational health, DBS checks and a minimum of three satisfactory references, including one from your current responsible officer.

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<tr>
<th>Requirement</th>
<th>Essential attributes</th>
<th>Desirable attributes</th>
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<tr>
<td>Qualifications and training</td>
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<tr>
<td>Professional training and memberships</td>
<td>Full GMC registration &amp; license to practice. Eligible for entry on Register or within 6 months of receipt of Certificate of Completion of Training (CCT) in Gastroenterology and General Internal Medicine (GIM). Success in Intercollegiate Specialty Examination or equivalent.</td>
<td>Distinctions, Prizes, Scholarships. Additional postgraduate qualifications</td>
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<tr>
<td>Clinical experience</td>
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<tr>
<td>Employment</td>
<td>Evidence of completion of a comprehensive broad-based, Care of the Elderly training programme at Specialty Registrar level (or equivalent). or Clear demonstration of equivalent experience, with a minimum of six years at a level comparable with, or senior to, Specialty Registrar. Evidence of training in Care of the Elderly Career progression consistent with personal circumstances.</td>
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<tr>
<td>Clinical knowledge and skills</td>
<td>Demonstrates ability to fulfil comprehensive care of the elderly and general medicine duties at consultant level. Able to take full and independent responsibility for clinical care of patients and provide an expert clinical opinion on a range of problems. Demonstrates a clear, logical approach to clinical problems and an appropriate level of clinical knowledge Able to prioritise clinical need. Caring approach to patients.</td>
<td>Demonstrates awareness of breadth of clinical issues. Clinical feedback from colleagues and patients.</td>
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<tr>
<td>Requirement</td>
<td>Essential attributes</td>
<td>Desirable attributes</td>
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<tr>
<td><strong>Non-clinical skills</strong></td>
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<tr>
<td>Teaching</td>
<td>Evidence of previous teaching and training experience.</td>
<td>Defined educational roles or qualifications.</td>
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<tr>
<td>Management of change and quality improvement</td>
<td>Demonstrates clear understanding of quality improvement and clinical governance within the NHS.</td>
<td>Evidence of innovative development and implementation of guidance.</td>
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<tr>
<td>Innovation, research, publications and presentations</td>
<td>Understanding of the principles of scientific method and interpretation of medical literature. Demonstrates a critical and enquiring approach to knowledge acquisition. Demonstrates understanding of the research governance framework.</td>
<td>Recent evidence of relevant research, presentations or publications.</td>
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<tr>
<td>Management and leadership experience</td>
<td>Demonstrates familiarity with and understanding of NHS structures, management and current political issues, including an awareness of national strategic plans and constraints. Demonstrates willingness to lead clinical teams and develop an effective specialist clinical service.</td>
<td>Experience of formal leadership roles or training.</td>
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<tr>
<td>Communication and personal skills</td>
<td>Good spoken and written English language skills. Communicates effectively with patients, relatives, colleagues, GPs, nurses, AHPs and outside agencies. Ability to work with multi-professional teams and to establish good professional relationships.</td>
<td>Evidence of patient and colleague feedback. Excellent presentation skills; engages audience. Information technology skills.</td>
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<tr>
<td><strong>Other requirements</strong></td>
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<tr>
<td>Motivation and management of personal practice</td>
<td>Punctual and reliable. Good personal organisational and prioritisation skills. Achieves deadlines. Takes responsibility for personal practice and is able to cope well with stressful situations. Commitment to continuing medical education. Flexible and adaptable attitude.</td>
<td>Demonstrates initiative in personal practice. Willingness to undertake additional professional responsibilities at local, regional or national levels.</td>
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<tr>
<td>Commitment to post</td>
<td>Demonstrates enthusiasm for North Devon as a place to live and work.</td>
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5. The Care of the Elderly Department

5.1 Staffing

The Care of the Elderly department at North Devon District Hospital is currently staffed by:

- 2 COTE consultants
- 2 SASGs (in addition, 2 SASGs are assigned to the community)
- 1 trust grade post
- 1 Registrar
- 2 GP trainees
- 1 CMT
- 1 F2
- 2 F1s

There is excellent secretarial support.

5.2 Management

Day to day managerial and operational links are with the Lead Clinician, Byron Theron and the Group Manager, Katherine Smith.

5.3 Departmental workload

Emergency work

The majority of the medical take goes through our Medical Assessment Unit, however stroke patients are placed directly on the Stroke Unit. The Medical Assessment Unit has 2 consultants allocated to it in the morning and 1 in the afternoon to provide continuity and support to the junior doctor team. Speciality review from Gastroenterology, Cardiology, Respiratory and COTE is available every weekday. The expectation will be that with the expansion of the COTE service, the Care of the Elderly input will be enhanced as the number of frail elderly patients increase.

The medical assessment unit has consultant lead ward rounds twice daily, 7 days a week and is covered by the on call Physician overnight.

Outpatients

Most referrals are through the electronic referral system and NDHT operates a ‘pre choice triage’ service that gives GPs advice and guidance on patients they are considering referring, which is well regarded by the local GPs. NDHT operates within the 18 week referral to treatment (RTT) timescales and strives to ensure that there is clinic capacity for patients who need reviewing to support admission avoidance or discharge plans.
5.4 Resources

Inpatient facilities
There is a rolling programme to update the wards and our care of the elderly ward was updated 2 years ago and is well regarded in terms of being dementia friendly with specific colours used and a day room for activities and lunch club.

The Medical Assessment Unit was updated within the last 6 months and the combined acute stroke and stroke rehab unit which includes a gym and rehab facilities opened in June 2017.

Inpatient procedures such as pleural drains / ascetic drains are performed in a dedicated procedure room which provides good patient experience as well as facilitating proper supervision and monitoring of doctors in training.

Outpatient facilities
The outpatient area was updated 4 years ago and now has either combined consult / examination rooms or a consulting room with examination rooms adjoining which works well for junior doctor training.
6. Main Conditions of Service

Appointment is to the NHS Consultant Contract (2003) under the current Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) and the Conditions of Service determined by the General Whitley Council for the Health Services (Great Britain). These are nationally agreed and may be amended or modified from time to time by either national agreement or local negotiation with the BMA local negotiating committee.

The employer is Northern Devon Healthcare NHS Trust. The appointee will be professionally accountable to the Medical Director and managerially accountable to the Chief Executive.

The post-holder is required to have full registration with a licence to practice with the General Medical Council and to ensure that such registration is maintained for the duration of the appointment.

Salary scale

This is as described in the Medical and Dental Terms and Conditions, in line with the Consultant Contract 2003. The current scale is from £76,001 – £102,465 with nine thresholds.

The on call supplement is Category A and attracts a supplement of 5% of basic salary.

Leave

Annual leave entitlement is as described in Schedule 18 of the Terms and Conditions of Service Consultant (England) 2003. Study leave entitlement is 33 days over a fixed three year period.

Further details are available in the Senior Medical Staff Leave Policy.

Locum cover for leave will not normally be provided. It is expected that consultants within the department will coordinate leave to ensure that an appropriate level of service (emergency, urgent and routine) is maintained.

Domicile

Consultants are expected to reside within a reasonable distance of North Devon District Hospital; normally within 10 miles or 30 minutes. Exceptions must be agreed with the Medical Director or Chief Executive. A generous relocation package (up to £25,000) may be considered if relocation is necessary to meet these requirements.

The appointee must maintain a land telephone connection to the public telephone service at their private residence.

Indemnity

The post-holder is not contractually obliged to subscribe to a professional defence organisation but should ensure that they have adequate defence cover for non-NHS work.

Mentoring

New consultants will have access to mentoring and are encouraged to take advantage of this facility, which is arranged by mutual agreement after discussion with the Medical Director.

Professional performance

The Trust expects all physicians to work within the guidelines of the GMC Guide to Good Medical Practice and the Royal College of Physicians Good Medical Practice. You will work with clinical and managerial colleagues to deliver high quality clinical care, within the management structure of the Trust and are expected to follow Trust policies and procedures, both statutory and local, including participation in the WHO surgical checklist for any procedures that are carried out.

You will be expected to take part in personal clinical audit, training, quality assessment and other professional activities, including continuing medical education, annual appraisal, job planning and revalidation. It is expected that you will participate in multi-source feedback from both colleagues and patients. You will undertake administrative
work associated with management of your clinical and professional practice.

You will be responsible for leadership of your clinical team within the specialty as agreed in your job plan and will be accountable for the effective and efficient use of any resources under your control.

You will also participate in activities that contribute to the performance of the department and the Trust as a whole, including clinical and academic meetings, supervision of junior staff, departmental management, service development and educational activities. Service developments that require additional resources must have prior agreement from the Trust.

**Reporting concerns**

The Trust is committed to providing safe and effective care for patients. There is an agreed procedure that enables staff to report “quickly and confidentially, concerns about the conduct, performance or health of medical colleagues”, as recommended by the Chief Medical Officer (December 1996). All medical staff practising in the Trust must ensure that they are familiar with the procedure and apply it if necessary.

**Serious untoward incidents**

It is expected that you will report all risks, incidents and near misses in accordance with the Trust governance structure. You will be required, on occasion, to lead or assist with investigation of incidents and implementation of risk reducing measures to safeguard patients, visitors and staff. You must comply with the Duty of Candour legislation.

**Research and audit**

Audit is supported by the Clinical Audit & Effectiveness Department and quality improvement projects are encouraged by all levels of staff.

Research within the Trust is managed in accordance with the requirements of the Research Governance Framework. You must observe all reporting requirement systems and duties of action put in place by the Trust to deliver research governance.

**Safeguarding children and vulnerable adults**

The Trust is committed to safeguarding children and vulnerable adults and you will be required to act at all times to protect patients.

The appointees may have substantial access to children under the provisions of Joint Circular No HC (88) 9 HOC 8.88 WHC (88) 10. Therefore, applicants are advised that, in the event that your appointment is recommended, you will be asked to complete a form disclosing any convictions, bind-over orders or cautions and to give permission in writing for a police check to be carried out. Refusal to do so could prevent further consideration of the application.

**Rehabilitation of offenders**

Attention is drawn to the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, which allow convictions that are spent to be disclosed for this purpose by the police and to be taken into account in deciding whether to engage an applicant.

This post is not protected by the Rehabilitation of Offenders Act, 1974. You must disclose all information about all convictions (if any) in a Court of Law, no matter when they occurred. This information will be treated in the strictest confidence.

**Health and safety**

Employees are required to take reasonable care to avoid injury or accident while carrying out their duties, in compliance with the Health & Safety at Work Act 1974, various statutory regulations, Trust & departmental guidelines, policies and procedures. This will be supported by provision of appropriate training and specialist advice.

**Infection prevention and control**

The Trust is committed to reducing hospital-acquired infections. All staff are expected to ensure that infection risks are minimised in line with national and Trust policies and best practice. They are supported in this by the Infection Prevention and Control team.
7. Northern Devon Healthcare NHS Trust

The Trust operates acute and community services across North Devon, including the more urban areas of Barnstaple and Bideford and a more rural population throughout the region. We also care for patients from neighbouring areas in Cornwall and Somerset and there is a significant increase in activity in the summer months, as visitors to the area access emergency services. Our specialist services cover a much wider patch across the whole of Devon.

7.1 The Trust’s vision

Delivering high-quality and sustainable services that support your health and wellbeing.

7.2 Management structure

The Trust Board is led by the Chair, Mr Roger French, with a team of five non-executive directors, five executive directors and two associate directors. The executive team is led by the Chief Executive, Dr Alison Diamond. There are two clinical divisions: Planned Care and Unscheduled Care, which includes the community and health and social care services. The Care of the Elderly services sit within Unscheduled Care. The Associate Director of Operations (Unscheduled Care) is Sharon Hinsley.

7.3 The acute hospital

North Devon District Hospital serves the local population of around 160,000. It is estimated that the population will rise to 186,000 by 2030.

The hospital has approximately 250 inpatient beds, including intensive care and cardiac care facilities.

We employ more than 70 consultants, in all major specialties. In addition, we work closely with other local Trusts to provide combined services in smaller specialties and robust clinical networks for cancer, vascular and neonatal services. There are nine operating theatres, an accredited endoscopy suite and a new chemotherapy unit, with plans for further development.

7.4 Academic facilities

The Medical Education Centre is independently funded by the Peninsula Institute and its primary purpose is the provision of facilities, equipment and financial support to enable a wide range of medical professionals to continue their education and training.

There is a 70-seat lecture theatre, a clinical skills centre and several classrooms. Recently a new simulation suite has opened, creating a facility for multi-professional training, including trauma team training.

Dual-flat screen, video-conference facilities, linked to other units in the region are available for clinical meetings, including regional MDTs, as well as training events.

The comprehensive healthcare library is accessible to registered users 24 hours a day. The library is staffed between 8.30 and 17.30 Monday to Friday. Services include book and journal loan, interlibrary loans, PC access, literature searching, information skills training, printing and photocopying.

Local, regional and national electronic library resources are made available across the Trust and for staff to access from home.

7.5 Medical school links

There have been recent changes to the Medical School provision in the South West. We currently take students from the Peninsula Medical School and as the changes are implemented, we will take students from the newly created Exeter Medical School. Student numbers continue to rise year on year and there are many opportunities for involvement with teaching programmes.
8. North Devon

North Devon offers 50 miles of spectacular coastline from Lynton to Bude and, with most of the remaining 500,000 acres of land being rural, the area is arguably the most attractive and unspoilt in Devon. There are many small market towns, villages and hamlets, including a number of coastal resorts.

The combination of spectacular Atlantic coastline, tidal estuaries and upland moors provides a wonderful environment in which to live and work.

Recreation facilities are excellent with a wide variety of sporting activities available, including superb surfing beaches, sailing, shore & salmon fishing, an indoor tennis centre and outstanding golf courses. There are stunning walking and cycling routes, with over 200 miles of cycle and coastal paths, including the South West Coastal Path and the Tarka Trail.

Lundy Island Marine Reserve and Dartmoor and Exmoor National Parks are on the doorstep. The local dune system has been awarded UNESCO World Biosphere Status and is a Site of Special Scientific Interest (SSSI). Several areas of the coast have been designated as Areas of Outstanding Natural Beauty (AONB) and are nationally protected to preserve the beauty of the landscape. Covering a total of 171km² from Marsland Mouth on the Cornish border to Combe Martin on the edge of Exmoor, these areas include the Hartland Heritage Coast, North Devon Heritage Coast and Braunton Burrows.

Local theatres attract national and international performances and the annual local festival of sports and arts is nationally acclaimed.

Educational facilities are good with many excellent schools in both public and private sectors.

Agriculture and tourism form the main areas of employment, along with local government, the military bases at Chivenor and Instow and the Trust itself. North Devon also remains a popular retirement area.

Despite the rurality of the area, commuter links are good, both by road and rail. There are regular trains to Exeter and direct services to London and across the country from Tiverton. There are easily-accessible airports at Exeter and Bristol.
9. Contacts

The Trust welcomes informal enquiries. Contact names are detailed below:

Chief Executive
Dr Alison Diamond
(01271) 311349

Medical Director
Dr George Thomson
(01271) 314109

Lead Clinician for Medicine
Dr Byron Theron
(01271) 313943

Consultant Geriatrician
Dr Mervyn Dent
(01271) 322448

Associate Director of Operations (Unscheduled Care)
Sharon Hinsley
(01271) 322460

Group Manager for Acute Services
Katherine Smith
(01271) 349595

HR Manager – Medical Staffing
Tina Squire
tinasquire@nhs.net
(01271) 349111

Postal address:
North Devon District Hospital
Raleigh Park
Barnstaple
EX31 4JB