

**Annette Middleton**

**R.N.**

**Curriculum Vitae**

October 2016

## **Personal Details**

**Name** Annette Middleton

**Address** 99 Eppleworth Road  
Cottingham  
East Yorkshire  
HU16 5YG

**Telephone No.** Work: 01482 339515 (Monday & Tuesday)  
Home: 01482 842744  
Mobile: 07711 016894

**Date of Birth** 9 May 1958

**Nationality** British

**Present Posts** Practice Manager – Vision Surgery & Research  
Centre (part-time - 2 days per week)  
  
First Assistant – Mr Muhammad Riaz, Consultant  
Plastic Surgeon (part-time – approx 2 days per  
week – self-employed)

**Current Employer** As above

**UKCC PIN Number** 77A2939E 2 - Re-registration Date – April 2017

**Professional Organisation Membership**  
  
Royal College of Nursing  
Association for Peri-operative Practice

**Professional Indemnity:**  
  
Through AfPP, and RCN

## **Profile**

A widely experienced surgical healthcare professional with a broad clinical and management background. Specialist area is in peri-operative care, specifically in a scrub capacity, and management. Well developed skills in managing, developing and motivating multi-disciplinary teams and ensuring delivery of the highest standards of care. Ability to liaise effectively with people at all levels (within the internal and external market).

Results-focused with strong ability to initiate, drive forward and manage change.

Specific surgical skills and background in Plastic, Reconstructive and Cosmetic surgery.

## Professional Education

1977 - 1980	Hull District School of Nursing West Parade Anlaby Road Hull  Student Nurse Training <b>State Enrolled Nurse</b> - 14 April 1981
1994 - 1995	Humberside College of Health East Riding Centre Beverley Road Willerby East Yorkshire HU10 6NS  Revision Study Course for Enrolled Nurses Retaking Registered Nurse Finals <b>Registered General Nurse</b> - 15 July 1995
1995 - 1996	Humberside College of Health Operating Department Nursing, Critical Care Course E.N.B. 176
1995 - 1996	Humberside College of Health Teaching and Assessing in Clinical Practice Course E.N.B. 998
1996 – 1997	The University of Hull Diploma in Higher Education (Post Registration Studies for Nursing) Modules leading to this qualification included: – The Management of change Approaches to Decision Making Professional, Legal & Ethical Frameworks relevant to Practice
1998 –1999	The University of Hull BSc (Hons) Professional Practice in Health Care Module: – Influences in Health Care – Media Perspectives
1999 – 2000	The University of Huddersfield Human & Health Sciences Undergraduate Scheme Module: - Managing in a Clinical Context
June 2005	Foundation in Recruitment Practice (RPF)

## Secretarial Courses

1991	<b>RSA</b>	Word Processing Stage 1	Pass
1991	<b>Core-Text</b>	Word Processing	Distinction
1998	<b>RSA</b>	Text Processing 2 Part 1	Distinction
	<b>RSA</b>	Word Processing 2 Part 2	Distinction
	<b>RSA</b>	Medical Word Processing 2 Part 2	Distinction
	<b>RSA</b>	Mail Merge 2 Part 2	Distinction
1999	<b>OCR</b>	Audio-Transcription 1 Part 2	Pass
	<b>OCR</b>	Text Processing 3 Part 1	Distinction

## Nursing Employment

### Current Posts

**Practice Manager**  
March 2008  
Vision Surgery & Research Centre  
11 Ferriby High Road  
North Ferriby  
East Yorkshire  
HU14 3LD

**Clinical Assistant  
(Self-employed)**  
February 2007  
Mr Muhammad Riaz  
Consultant Plastic Surgeon  
C/O The Hull Plastic Surgeons  
8 George Street  
Cottingham  
East Yorkshire  
HU16 5QU

### Previous positions

**Clinical Director**  
June 2005 – March 2008  
NL Group  
The Deep Business Centre  
HULL  
HU1 4BG

**Clinic Manager**  
March 2005 – May 2005  
Optimax Laser Eye Surgery Specialists  
Nightingale House  
Hesslewood Country Office Park  
Ferriby Road  
HESSLE  
East Yorkshire  
HU13 0QF

**General/Clinic Manager**  
May 2003 – March 2005  
Eyebright Hesslewood Ltd (now Optimax Laser Eye Specialists)  
Nightingale House  
Hesslewood Country Office Park  
Ferriby Road  
HESSLE  
East Yorkshire  
HU13 0QF

**Theatre Manager/Clinical Risk Manager** Bupa Hospital Hull & East Riding  
2002 – 2003

**HQS Project Manager (Seconded)** BUPA Hospital Hull & East Riding  
2001 – 2001

**Deputy Theatre Manager/Clinical Risk Manager**  
2001 – 2002  
Operating Department  
Bupa Hospital Hull & East Riding

**Theatre Sister**  
1996 - 2001  
Operating Department  
Bupa Hospital Hull & East Riding

**Staff Nurse**

1995 - 1996

Theatre Nurse - Part time  
Hull Health Authority/Royal Hull Hospitals Trust  
Kingston General Hospital  
Operating Department  
Beverley Road  
Hull  
HU3 1UR

**Enrolled Nurse**

1986 - 1995

Theatre Nurse - Full time  
As above

1985 - 1986

Recovery Nurse - Part time  
As above

1981 - 1982

Ward Nurse  
East Yorkshire Health Authority  
Castle Hill Hospital  
Cottingham  
Medical Chest Unit - Night Duty - Part time

**Student Nurse**

1977 - 1980

Hull District School of Nursing  
West Parade  
Anlaby Road  
Hull

**Non-nursing Employment**

1974 - 1976

National Westminster Bank Ltd., 19 Silver Street, Hull  
Bank Clerk

**Charity/Voluntary Activities**

April 1999

Bashir Hospital, Gujrat, Pakistan  
Free Cleft Surgery Camp

March 2000

Bashir Hospital, Gujrat, Pakistan  
Free Cleft Surgery Camp

March 2001

Bashir Hospital, Gujrat, Pakistan  
Free Cleft Surgery Camp

March 2003

St George's Medical University, Lucknow, India  
Free Cleft Surgery Camp

March 2004

Bashir Hospital, Gujrat, Pakistan  
Free Cleft Surgery Camp

March 2005

Bashir Hospital, Gujrat, Pakistan  
Free Cleft Surgery Camp

March 2006

Bashir Hospital, Gujrat, Pakistan  
Free Cleft Surgery Camp

March 2007

Bashir Hospital, Gujrat, Pakistan  
18<sup>th</sup> Free Cleft Surgery Camp

March 2008	Bashir Hospital, Gujrat, Pakistan Free Cleft Surgery Camp
24 <sup>th</sup> February – 3 <sup>rd</sup> March 2009	Bashir Hospital, Gujrat, Pakistan Free Cleft Surgery Camp
20 <sup>th</sup> – 26 <sup>th</sup> March 2011	27 <sup>th</sup> Free Cleft Camp Bashir Hospital, Gujrat, Pakistan
19 <sup>th</sup> – 25 <sup>th</sup> February 2012	29 <sup>th</sup> Free Cleft Camp Cleft Hospital, Gujrat, Pakistan
10 <sup>th</sup> – 16 <sup>th</sup> February 2013	Free Cleft Surgery Camp Cleft Hospital, Gujrat, Pakistan
March 2014	Free Cleft Surgery Camp Cleft Hospital, Gujrat, Pakistan
8 <sup>th</sup> – 14 <sup>th</sup> February 2015	Free Cleft Surgery Camp Cleft Hospital, Gujrat, Pakistan
26 <sup>th</sup> March – 2 <sup>nd</sup> April 2016	Free Cleft Surgery Camp Cleft Hospital, Gujrat, Pakistan
23 <sup>rd</sup> - 29 <sup>th</sup> October 2016	43 <sup>rd</sup> Free Cleft Surgery Camp Cleft Hospital, Gujrat, Pakistan

## **Awards**

Hilda Mears Award for Overseas Nurses (managed through the Association for Peri-operative Practitioners) 2014

## **Publications**

Association for Peri-operative Practitioners Nursing Journal Newsletter  
June 2015

## **Activities & Interests**

I am a Trustee of OPSA (Overseas Plastic Surgery Appeal). This is a locally based and run charity which raises funds to support a small team of medics who visit third world countries offering life enhancing surgery for cleft lip and palate and other congenital deformities to under-privileged babies and children. I am an active member of the surgical team abroad working in the capacity of scrub nurse to the plastic surgeons, and training nursing and ancillary staff. My most recent visit was to Pakistan in October 2016, when we operated on in excess of 100 patients over 6 days. I have been working in this capacity in India and Pakistan since 1999.

Other interests include my children, cars, horses, cinema, theatre, music, reading, and eating out!



## **Referees**

Mr Milind Pande  
Consultant Ophthalmologist  
11 Ferriby Road  
North Ferriby  
East Yorkshire  
Tel 01482 339515

Mr Muhammad Riaz  
Consultant Plastic Surgeon  
c/o The Hull Plastic Surgeons  
8 George Street  
COTTINGHAM  
East Yorkshire  
HU16 5QU  
Tel. No. 01482 841228

Mrs R McGlone  
Director  
NL Group  
The Riverside Building  
Livingstone Road  
HESSLE  
HU13 0DZ  
Tel. No. 01482 628380

Mrs Karen Newton  
Operations Director  
SPIRE Hospital Hull & East Riding  
Lowfield Road  
Anlaby  
HULL  
HU10 7AZ  
Tel. No. 01482 659471

Dr Peter van den Broek  
The Old Station  
Wooten Underwood  
AYLESBURY  
Tel. No. 01844 238680

**Please inform me before you approach any of these referees. As a matter of courtesy I would wish to inform them of your interest.**

### Additional information

#### Practice Manager – Vision Surgery & Research Centre (March 2008 – present)

VSRC is a small independent practice which delivers ophthalmic surgical and medical services to private patients. All clinical activity is currently undertaken at the Sire Hull & East Riding Hospital and Spire Hesslewood Clinic in East Yorkshire.

This role involves the day-to-day management of the practice and staff, business development, public relations and marketing, clinical governance, and ensuring compliance with all the regulatory bodies relative to the practice. The Medical Director is passionate about striving to deliver the best possible outcomes for patients, using state-of-the-art technology and techniques, and it is my role to assist in enabling this, and managing audits to monitor expectations and outcomes.

#### Clinical Director – NL Group (June 2005 – March 2008)

The remit of my post as Clinical Director with NL Group was the day-to-day management of the Agency involving the recruitment of qualified specialised personnel, including critical care staff, and assignment of appropriate staff into critical care areas, wards and to some high-dependency 'outreach' clients. As the Responsible Individual and in respect of the CSCI Domiciliary Care license held by NL Group I had the on-going responsibility of assessing the environment in the clients' homes from a risk management and care delivery perspective. This involved liaising with a multi-disciplinary team which included local Hospitals Trusts, PCTs, Social Services, the clients themselves and a host of other support services. NL Group is proud to be one of only 25 recruitment agencies in the UK presently to have been awarded accreditation by the Recruitment & Employment Confederation. NL Group also holds the Investors in People Award and is ISO9001 accredited. One of my key responsibilities was to manage and co-ordinate the quality systems, and the auditing processes.

#### General Manager – Eyebright Hesslewood May 2003 – March 2005)

I was invited to apply for the position of General/Clinical Manager with Eyebright Hesslewood, whilst working as Theatre Manager at the Bupa Hospital. Eyebright Hesslewood was an independent Ophthalmic Day Surgery Clinic and it was anticipated that it would be the first of a chain of private clinics to be established across the country. My remit in this role was to fully set up and commission the clinic, recruit and appoint personnel, arrange all relevant training, and project manage the organisation through the registration process with the National Care Standards Commission. This was achieved within 6 months of starting and encompassed the development and implementation of general and specialised policies and procedures. After the Clinic had become operational, my role evolved to include the day-to-day management and organisation, ensuring an efficient and effective service to users, whilst maintaining the highest standards of clinical care and safety within resources available. It encompassed further development of policies and procedures across all areas of the clinic (i.e. clinical and

corporate). I also had responsibility for Health and Safety. As a former Theatre Practitioner I was actively involved in the care of the patients undergoing ophthalmic surgery.

Clinic Manager – Optimax Laser Eye Specialists (March 2005 – May 2005)

Unfortunately Eyebright, whilst having been commended by the Healthcare Commission for demonstrating exceptionally high standards in a relatively short time, found itself in financial difficulties. I had no influence over the decisions made at board level in respect of business development. It was placed in the hands of the Administrators and subsequently sold to Optimax Laser Eye Clinics, from where I was made redundant 2 months later.

The senior positions I have held all involved management of change in many areas, both clinical and administrative, and I have undertaken modules of learning in this area to support and underpin my knowledge.

Bupa Hospita, Hull & East Riding (June 1995 - May 2003)

I consider myself to have excellent communication and people management skills. I demonstrate a methodical and organised approach to administrative obligations and duties. I have always had an interest in quality assurance and standard-setting within the peri-operative environment. It is my opinion that the highest standards of care must be maintained whilst striving to improve practices and raise standards as an on-going process, this process involving the team as a whole. My role as Clinical Risk Manager with the Bupa Hospitals supported this philosophy fully, although the remit was to look at nursing care as a whole and not just within the peri-operative setting.

From a clinical perspective, my areas of expertise are predominantly in the fields of plastic & reconstructive surgery (and max-fax), major general and laparoscopic surgery, and vascular surgery, although I have a working knowledge of other surgical specialities, including orthopaedics, gynaecology and genitor-urinary surgery. I began my peri-operative career in the Recovery Room.

I have a particular interest in legislation in the operating environment, and have attended several study days in relation to this.

During my time as a Deputy Theatre Manager with the Bupa Hospitals I took on the role of the Health Quality Service Project Manager for the hospital, in preparation for an extensive health care focused audit by the HQS. I was seconded out of the department on a full-time basis to concentrate on the project and the forthcoming survey. My interest in this was initiated by a desire to re-visit standards and practices within the operating department following a £5m rebuild/refurbishment. The hospital received full accreditation by HQS, which combined with the ISO award already held, and IIP (Investors in People) placed the BUPA Hospital Hull & East Riding firmly in the lead at that time, with regard to healthcare provision by the

Independent Sector in this area. By definition this meant that the hospital immediately complied with standards laid down by the National Care Standards Commission 4 months following its launch, therefore complying with the most up-to-date legislation.

The project was a massive learning curve for me and it involved an extensive spectrum of skills, including resource/people management, communication, meeting deadlines, and described in simplistic terms – making it happen.

I completed further management training (external to but supported by Bupa) – Managers for the Future (facilitated by Learning World) – which involved developing management strategies in respect of the business/finance, customer service, people management and leadership. This has been invaluable in my subsequent senior positions.

Currently (October 2016) all elements of mandatory training are completed and up to date, and Disclosure & Barring Service check (<https://www.gov.uk/government/.../disclosure-and-barring-service>) is valid (less than 3 years since last application).

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