

*Living Well, Caring Well, Working Together*

# **LOCUM CONSULTANT IN NEUROLOGY**

(10 sessions per week)

## **Job Description**

## PART A – THE JOB ITSELF

**Post title:** Locum Consultant in Neurology (*new post*)

**Base location:** Royal Glamorgan Hospital (Cwm Taf Morgannwg)

**Other locations at which duties are performed:**

Prince Charles Hospital, Merthyr Tydfil

University Hospital of Wales, Cardiff

Neurology services to Cwm Taf Morgannwg University Health Board are currently provided from Cardiff and Vale who will be the main employer. All clinical activity will take place within Cwm Taf hospitals and the primary objective of this locum post will be to manage current outpatient waiting lists. Candidates with a sub-specialty interest – particularly in the areas of Headache and Epilepsy are welcomed although candidates with other sub-specialty interests are also encouraged to apply.

In view of the fact that the Health Board is currently undertaking a review of its services and the locations at which they are undertaken, it is important to be aware that work patterns may change and the place(s) of duties modified.

### Accountability:

The post holder will be professionally accountable to the Medical Director and managerially accountable to the Clinical Board Director.

This post sits within the Neurosciences Directorate which forms part of the Specialist Services Clinical Board.

Interim Clinical Board Director: Dr Tom Holmes  
Clinical Board Head of Operations & Delivery: Jessica Castle

Clinical Director: Professor Khalid Hamandi  
Directorate Manager: Mathew Price  
Lead Nurse: Carly Simpson

### Names of Senior & Consultant members of the Department

Dr B Anand	Consultant Neurophysiologist
Dr R Corkill	Consultant Neurologist (also based at Prince Charles Hospital, Merthyr Tydfil)
Professor K Hamandi	Consultant Neurologist and Clinical Director, Medical Neurosciences
Dr T A T Hughes	Consultant Neurologist
Dr A Johnston	Consultant Neurologist
Dr K Kreft	Consultant Neurologist (also Royal Glamorgan Hospital, Llantrisant)



Dr A Lowman	Consultant Neurologist/Neurorehabilitation (University Hospital Llandough)
Dr E Marsh	Consultant Neurologist/Neurorehabilitation (University Hospital Llandough)
Dr T Minton	Consultant Neurologist (also Prince Charles Hospital Merthyr Tydfil)
Dr K Peall	Academic Department of Neurology
Dr T P Pickersgill	Consultant Neurologist
Professor N Robertson	Academic Department of Neurology (also Royal Glamorgan Hospital, Llantrisant)
Professor A E Rosser	Academic Department of Neurology (also Med Genetics)
Dr E Scriba	Locum Consultant in Spinal Injuries
Dr S Shanbhag	Consultant in Spinal Injuries
Professor P E M Smith	Consultant Neurologist
Dr E Tallantyre	Clinical Reader and Honorary Consultant, Academic Department of Neurology (also University Hospital Llandough)
Dr B Thomas	Consultant Neurophysiologist
Dr J Thomas	Consultant in Neurorehabilitation
Dr M Wardle	Consultant Neurologist (also based at Prince Charles Hospital Merthyr Tydfil)
Dr M Willis	Consultant Neurologist
Dr R Wynford-Thomas	Consultant Neurologist
Dr H Zafar	Consultant Neurologist

### **Other Relevant Staff**

Mrs Lisa Simm	Service Manager – Neurology and Specialist Rehabilitation
Miss Sophie Griffiths	Service Manager – Neurosurgery and Neurophysiology
Claire Smerdon	Senior Nurse (UHW)
Mrs Bethan Owen	Senior Nurse (UHL)

### **Secretarial Support and Office Facilities**

There will be shared secretarial support and office accommodation at the Royal Glamorgan Hospital, Llantrisant.

### **WORK OF THE DEPARTMENT**

The Department of Neurology provides adult clinical neurology services for Cardiff and Vale and Cwm Taf Health Boards (population approximately 1.5 million) and tertiary services for Mid and South East Wales (population approximately 600,000). Medical staff are networked at major District General Hospitals as indicated above with the main tertiary referral centre being at the University Hospital of Wales (UHW). At UHW, there are full supporting neuroscience services including Neurosurgery (11 Neurosurgeons), Neuropathology (two Neuropathologists), Paediatric Neurology (two Paediatric Neurologists), Clinical Neurophysiology (two Clinical Neurophysiologists, one vacant post), Neuroradiology (five Neuroradiologists, two of whom are interventional), Neurorehabilitation & Spinal Injuries (five Consultants) and Neuropsychology (three Clinical Neuropsychologists and seven Clinical Psychologists).

There are Specialist Nurses in epilepsy, multiple sclerosis, motor neuron disease, brain tumour (via Neurosurgery) and Huntington's disease (via Medical Genetics) and a Community Brain Injury Team (based at University Hospital Llandough). Close links are enjoyed with Liaison Psychiatry and Learning Disability. The unit accesses Parkinson's Disease Specialist Nurses based at St David's Hospital and the Memory Clinics run at University Hospital Llandough.

The in-patient facility is currently, following the first wave of COVID, in a transitional phase but usually consists of 12 beds, a very busy day care programmed investigation unit, and an epilepsy videotelemetry suite. The neurology beds are adjacent to the neurosurgical unit and close to the intensive care unit. There is a dedicated outpatient facility at UHW for both general and sub-specialty neurology clinics, and in our specialist rehabilitation centre at University Hospital Llandough.

The Department has sub-specialty clinics in multiple sclerosis/neuroinflammatory disease, epilepsy, motor neuron disease, peripheral nerve disease, muscle disease, Huntington's disease, headache, early onset dementia, cerebrovascular disease, genetic neurodegenerative and movement disorders and botulinum toxin and neuromuscular ventilation. In addition, within the Health Board there are related clinics and services for stroke, dementia and medical genetics as well as the full range of medical and surgical disciplines.

There is a 4-bedded Neurosciences Research Unit, co-located on the neurology ward, which hosts both commercial and non-commercial trials in Epilepsy, Huntington's Disease, Multiple Sclerosis, Motor Neuron Disease and Neurosurgery, with close links to Cardiff University.

The emergency out-of-hours and weekend on-call service for Neurology in South East Wales is based at the Cardiff and Vale University Health Board, currently shared with neurology consultants at Royal Gwent Hospital.

The neurology department is moving to an attending week for in-hours emergency on call and unscheduled work for all UHW based neurology consultants. During the attending week all routine clinical commitments will be cancelled.

### Teaching and Training

Undergraduate neurology teaching and the training of postgraduates in neurology are important aspects of the Department's work. All medical staff contribute in a range of ways to the undergraduate medical curriculum and to the teaching needs of other disciplines (e.g. School of Dentistry). Staff are not only expected to train their own junior staff but also contribute to the training and teaching opportunities of other medical staff and students on a regular basis through seminars, grand round presentations etc. Currently there is a weekly neurosciences postgraduate meeting incorporating neuropathology, case presentations and invited talks each Thursday afternoon. There is a South Wales Specialist Registrar Neurology training rotation, currently with seven trainees, involving three in Morriston Hospital in Swansea, one in the Royal Gwent Hospital in Newport, two in the University Hospital of Wales and one in Llandough Hospital (Neurorehabilitation). The trainees in neurology link up with their colleagues in South West England for regular neurology training days.

Professor Rob Powell (Morriston Hospital) is Programme Director and Dr Andrea Lowman is the secretary of the Specialist Training Committee.

Junior medical staffing consists of four Internal Medical Trainees linked to medical rotations with out of hours duties in acute medicine and acute stroke; out of hours cover for inpatient neurology is provided by a neurosciences 'SHO' rota and registrar cover. The Department has been proactive in developing competency and performance assessments for its staff.

Changes in the duties of specialist trainees are in hand to adopt the reforms of Shape of Training which will start with the first year of Internal Medicine in 2019. The first neurology trainees were recruited in the new system in August 2022.

### Cardiff University and Research opportunities

The School of Medicine at Cardiff is one of the largest in the UK, employing nearly 500 academic and 300 support staff. Over 1600 undergraduate and 1100 postgraduate students are currently enrolled on medical and science courses. The School has an annual financial turnover of over £50 million, of which nearly half comes from competitive external research funding.

The Division of Psychological Medicine and Clinical Neurosciences (DPMC/N) was formed in 2008 by the merger of the Departments of Psychological Medicine and Neurology. In addition to its clinical and teaching responsibilities, the institute lays strong emphasis on research and contains the majority of members of the Neurosciences and Mental Health Interdisciplinary Research Group (NMH-IRG). For the UoA 4 (Psychology, Psychiatry and Neuroscience) Research Exercise Framework (REF) Cardiff was ranked 2nd in the UK with a GPA score of 3.52. World leading Research on understanding behaviour and the causes of psychiatric and neurodegenerative disorders confirming Cardiff's position as a world-leading centre of excellence for neuroscience. Within the REF, 100% of our research environment was rated as conducive to producing research of world-leading quality in terms of its vitality and sustainability. Furthermore 90% of our research has been deemed 'outstanding' for its impact in terms of its reach and significance.

There is much current collaborative research both with other departments within the School of Medicine and with other schools and institutes. In particular there are links with the Schools of Psychology (brain imaging, developmental psychopathology and animal models), Biosciences (Huntington's disease, stem cell research), Social Sciences (genetics and society, Criminology) and Law (mental health law).

Brain imaging facilities are located in Cardiff University Brain Research Imaging Centre (CUBRIC – [www.cardiff.ac.uk/campus-developments/projects/cubric](http://www.cardiff.ac.uk/campus-developments/projects/cubric)) is a £44m state of the art facility that brings together world-leading expertise in brain mapping with the very latest in brain imaging and brain stimulation, offering unrivalled opportunities for research involving brain imaging, with a number of collaborative projects with the neurology department at UHW.

### Administration

The Neurology Department operates within the Neurosciences Directorate alongside the departments of Neurosurgery, Neurophysiology, Neurorehabilitation, and Neuropsychology. Professor Khalid Hamandi is the Clinical Director for Medical Neurosciences, and Mr Paul Leach is the Clinical Director for Surgical Neurosciences.

The neurology consultants have a monthly business meeting and the directorate meets formally approximately once per month for Directorate meetings, Clinical Governance, Quality and Safety and audit.

Annual appraisal and job planning is undertaken by the Clinical Director and a member of the Directorate Management Team.

Administrative support will be provided from the secretariat within the Neurology Team in CTM.

On starting the post, you will be supported by a mentor of your choice.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Clinical:**

- To provide with Consultant colleagues (as appropriate) a service in the speciality to the hospitals so designated, with responsibility for the prevention, diagnosis and treatment of illness and promotion of health.
- To have continuing responsibility for the care of patients in your charge (as appropriate) in liaison with Consultant colleagues and for the proper functioning of the department in line with the Operational Policy and Strategic Plan (as amended from time to time).
- To be responsible for the professional supervision and management of junior medical staff. If appropriate the post holder will be named in the contracts of junior staff as the person responsible for overseeing their training and as an initial source of advice to such doctors regarding their careers.
- To participate in continuing medical education in ways which are acceptable to the Chief Executive. The UHB supports the requirements for continuing professional development and is committed to providing time and financial support for these activities in line with the UHB Policy.
- To participate in and contribute to Clinical Audit in line with the Health Board's policy on the implementation of Clinical Governance.
- Domiciliary consultations (as appropriate) to Cwm Taf Morgannwg and Cardiff and Vale residents in accordance with the Health Board Policy.
- Any other duties with other agencies that have been agreed with the employing Health Board.

### **Teaching:**

- To be responsible for carrying out teaching, examination and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical education activity and audit activities, locally and nationally.
- All Consultants teach and train at all levels of undergraduate and postgraduate education. There is a very active postgraduate training department, which organises medical and dental education led by the Dean of Postgraduate Medical & Dental Education.



### **Research:**

- Excellent research facilities are available on site.

### **Management:**

- To co-operate with local management in the efficient running of services and expected to share with consultant colleagues in the medical contribution to management within your supporting professional activities. In addition, it should be noted that a system of Clinical Directorship is in operation and close liaison with appropriate colleagues will be required.
- To work within the financial and other restraints decided upon by the Health Board. Additional expenses of any kind will not be committed without the approval of the appropriate manager/budget holder. All changes in clinical practice, workload or development requiring additional resources must have prior agreement with the Health Board.
- Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the Health Board, drawn up in consultation with the profession where they involve clinical matters.
- To pursue local and national employment and personnel policies and procedures in the management of employees of the Health Board.
- To ensure that arrangements are in place for adequate medical staff to be available in relation to the treatment and care of patients.
- To conform to best management practice in respect of patient activity and waiting lists.



## PROVISIONAL WORK PROGRAMME

(as required under paragraph 30A of the Terms and Conditions of Service)

**PROPOSED WEEKLY TIMETABLE OF PROGRAMMED DUTIES** (i.e. regular scheduled NHS activities in accordance with the criteria detailed under the Amendment of the National Consultant Contract in Wales). The duties described here are provisional and will be the subject of annual review and will form a composite part of the JOB PLAN which will be agreed between the post holder and the Chief Executive or a nominated deputy.

		<b>Sessions</b>	<b>Hours</b>	<b>Type of work</b>
<b>Monday</b>	AM	1 DCC	3½ - 4	General Neurology clinic
	PM	1 DCC	3½ - 4	OP referrals triage, advice and guidance, clinical admin
<b>Tuesday</b>	AM	1 DCC	3½ - 4	General Neurology clinic
	PM	1 DCC	3½ - 4	In-patient liaison
<b>Wednesday</b>	AM	1 DCC	3½ - 4	General / sub-specialty clinic
	PM	1 DCC	3½ - 4	Clinical admin / MDT
<b>Thursday</b>	AM	1 DCC	3½ - 4	Clinical admin, results review, correspondence (University Hospital of Wales)
	PM	1 SPA	3½ - 4	Consultant / Clinical meeting, Teaching, Audit, CPD (University Hospital of Wales)
<b>Friday</b>	AM	1 DCC	3½ - 4	General Neurology clinic
	PM	1 DCC	3½ - 4	Clinical admin

Clinical activities are based within Cwm Taf Morgannwg UHB – Prince Charles Hospital and Royal Glamorgan Hospital – with duties on a Thursday based at University Hospital of Wales.

There is currently no out-of-hours on-call commitment associated with this locum post although opportunities to participate may become available in the future.





## Notes:

A full-time work programme will typically comprise 9 sessions of direct clinical care and 1 session of supporting professional activities. The notional split of DCC/SPA time will be subject to Job Plan Review and agreement. A full session is normally 3¾ hours duration.

The Outpatient clinic templates meet the ABN guidelines.

Mentoring arrangements are available in the Directorate and a senior clinician may be provided to the successful candidate if desired.

### Direct clinical care (DCC) covers:-

- Emergency duties (including emergency work carried out during or arising from on-call)
- Operating sessions including pre and post-operative care
- Ward rounds
- Outpatient clinics
- Clinical diagnostic work
- Other patient treatment
- Public health duties
- Multi-disciplinary meetings about direct patient care
- Administration directly related to patient care e.g. referrals, notes etc.

### Supporting professional activities (SPA) covers:-

- Training
- Continuing professional development
- Teaching
- Audit
- Job planning
- Appraisal
- Research
- Clinical management
- Local clinical governance activities

## Date when Post is Vacant

Immediately.



## CONTACT DETAILS FOR ENQUIRIES

Candidates who may wish to see the Department(s) involved are invited to contact:-

Professor Khalid Hamandi, Clinical Director (Medical Neurosciences)

E-mail: [Khalid.Hamandi@wales.nhs.uk](mailto:Khalid.Hamandi@wales.nhs.uk)

Shortlisted candidates are also encouraged to contact :-

Mr Mathew Price, Directorate Manager

E-mail: [Mathew.Price3@wales.nhs.uk](mailto:Mathew.Price3@wales.nhs.uk)

and any other senior official deemed appropriate.

***CON1457-Loc Neurology***





## PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
Qualifications	<ul style="list-style-type: none"> <li>Full GMC registration with a licence to practise</li> </ul>	<ul style="list-style-type: none"> <li>On Specialist Register for specialty / Specialty Registrar with CCT / CESR (Combined Programme) due within 3 months of interview date</li> </ul>	Application and pre-employment checks
Experience	<ul style="list-style-type: none"> <li>Broad training and experience in General Neurology</li> </ul>	<ul style="list-style-type: none"> <li>Sub-specialty interest in particular in Headache or Epilepsy</li> </ul>	Application & interview
Skills	<ul style="list-style-type: none"> <li>Evidence of effective team and multidisciplinary working</li> <li>Effective and demonstrable communication skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues</li> <li>Effective IT (computer) skills</li> <li>Self-motivated and flexible approach to work</li> <li>Values aligned to those of the Health Board</li> </ul>		Application & interview
Clinical Governance	<ul style="list-style-type: none"> <li>Evidence of participation in clinical audit and understanding role of audit in improving medical practice</li> <li>Understanding of clinical risk management and clinical governance</li> <li>Evidence of proactive engagement with appraisal and revalidation (or equivalent)</li> </ul>		Application & interview



Criteria	Essential	Desirable	Measured by
Research	<ul style="list-style-type: none"><li>Ability to critically appraise research</li></ul>	<ul style="list-style-type: none"><li>Evidence of active research interests</li></ul>	Application & interview
Teaching	<ul style="list-style-type: none"><li>Evidence of teaching medical students and junior doctors</li></ul>	<ul style="list-style-type: none"><li>Organisation of (undergraduate and / or postgraduate) teaching programmes</li></ul>	Application & interview
Management	<ul style="list-style-type: none"><li>Commitment to participating in and understanding of the management process</li><li>Evidence of effective leadership skills</li></ul>	<ul style="list-style-type: none"><li>Evidence of management training</li></ul>	Application & interview
Other requirements	<ul style="list-style-type: none"><li>Satisfactory immigration / right to work status</li><li>Satisfactory Occupational Health clearance</li><li>Satisfactory Disclosure (DBS) check or equivalent</li><li>Travel to other locations to fulfil requirements of the job plan</li></ul>		Application and pre-employment checks



## PART B – THE HEALTH BOARD AND ITS VALUES

Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 535,000 people living in Cardiff and the Vale of Glamorgan, the provision of local primary care services, running of health centres, community health teams, hospitals – providing treatment and care when health and well-being isn't the best it could be.

We are increasingly focusing the planning and delivery of our care based on neighbourhoods and localities to help ensure people receive care as close to home as possible where it is safe and effective to do so. We also provide specialist services for people across South Wales and in some cases the whole of Wales.

The Health Board also serves a wider population of 2.5 million people across South and Mid Wales and manages a number of services of a regional and sub-regional nature namely cardiology, cardiac surgery, PICU, neurology, neurosurgery, medical genetics, bone marrow transplantation, renal transplant and toxicology. On-site services include 24/7 PCI, stroke thrombolysis, ophthalmology, maxillo-facial, trauma, general medicine, general surgery, urology and paediatrics. From September 2020, University Hospital of Wales was designated as the first Major Trauma Centre to launch in Wales. In 2022-23, the Health Board's total turnover was £1.86 billion and it employs over 16,000 staff.

Phase II of the Children's Hospital for Wales was completed in 2015 and has seen re-development and consolidation of all paediatric specialities into a dedicated Children's hospital with five theatres, PICU, Medical and Surgical Wards OPD, Radiology and an admission and assessment unit.

We are also a teaching Health Board with close links to Cardiff University which boasts a high-profile teaching, research and development role within the UK and abroad; and enjoy strengthened links with the University of South Wales and Cardiff Metropolitan University. Together, we are training the next generation of clinical professionals.

### Living Well, Caring Well, Working Together

Cardiff and Vale University Health Board has an important job to do. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

<b>We care about the people we serve and the people we work with</b>	Treat people as you would like to be treated and always with <b>compassion</b>
<b>We trust and respect one another</b>	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
<b>We take personal responsibility</b>	Be <b>enthusiastic</b> and take responsibility for what you do.
<b>We treat people with kindness</b>	<b>Thank</b> people, celebrate success and when things go wrong ask 'what can I learn'?
<b>We act with integrity</b>	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients. These can also be closely aligned with the principles of 'Good Medical Practice' standards as published by the General Medical Council.

The Health Board is committed to ensuring that the staff they employ have values and behaviours which are aligned with those of the organisation, thereby ensuring that appointees will be able to make an ongoing contribution to the positive culture of the organisation and meet the required standards of behaviour to patients, carers and the public and to one another.

As part of the UHB's commitment to Values Based Recruitment, interview candidates can expect to be asked questions which encourage them to talk about themselves and provide insight into their personal values and behaviours.

### **NHS Wales Core Principles**

The NHS is about people, working with people, to care for people. NHS Wales values all its staff – from Wales, the UK, EU and non-EU foreign nationals. As part of NHS Wales' ongoing commitment to strengthen the values and behaviours of Health Boards and Trusts, the following Core Principles have been developed which further help staff respond better to the demands for its services:-

- ✓ We put our patients and users of our services first
- ✓ We seek to improve our care
- ✓ We focus on wellbeing and prevention
- ✓ We reflect on our experiences and learn
- ✓ We work in partnership and as a team
- ✓ We value all who work for the NHS

These Core Principles describe how everyone within NHS Wales is expected to behave and help us all to achieve the highest quality in everything we do.



## The Cardiff and Vale UHB Structure

Chief Executive:

Suzanne Rankin

Interim Medical Director:

Dr Richard Skone

Medical & Dental services are delivered via 7 main Clinical Boards and the All Wales Medical Genomics Service as listed below:

Medicine	Surgery
Specialist Services	Clinical Diagnostics & Therapeutics
Children & Women's Services	Primary, Community & Intermediate Care
Mental Health	All Wales Medical Genomics Service

***Cardiff and Vale University Health Board - A Great Place to Work and Learn***



## **PART C – SUPPORTING INFORMATION**

### **REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS**

This job description will form a composite part of a Job Plan which will include your main duties, responsibilities and expected outcomes. The Job Plan will be agreed on an annual basis between you and your Clinical Director and confirmed by the Clinical Board Director. In cases where it is not possible to agree a Job Plan, either initially or at an annual review, the appeal mechanism will be as laid out in the Amendment of the National Contract in Wales.

Annual job plan reviews will also be supported by the Consultant appraisal system which reviews a Consultant's work and performance and identifies development needs as subsequently reflected in a personal development plan.

### **MAIN CONDITIONS OF SERVICE**

- This post is covered by the terms and conditions of service, including pay and leave entitlement, which apply to medical and dental staff employed in Wales as amended from time to time. Details of these may be obtained from the Medical Workforce Department.
- The post is pensionable unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health regulations.
- 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, in consultation with consultant colleagues and the Medical Director.
- The salary applicable is on the Locum Consultant pay point (Wales) and will be specified in the contract.
- The Locum Consultant appointed will be required to live in a location which is within reasonable travelling time from the place of work as agreed with the Clinical Director.
- The post holder is required to travel as necessary between hospitals / clinics. A planned and cost-effective approach is expected.
- The post holder is required to comply with the appropriate Health and Safety Policies as may be in force including commitment to an effective risk management process. As part of this, all staff are required to adhere to the Health Board's Infection Prevention & Control policies and procedures to make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. The post holder is therefore required to attend mandatory infection control training provided for them by the Health Board and to take active steps to prevent and reduce hospital acquired infections.
- There is no entitlement to reimbursement of removal and associated expenses.

- The Locum Consultant will be required to maintain their private residence in contact with the public telephone service.
- There must be no conflict of interest between NHS work and private work. All Consultants undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.
- You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.
- The Health Board will require the successful candidate to have and maintain full registration with a licence to practise with the General Medical Council and to abide by professional codes of conduct.
- As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale University Health Board, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the Health Board, and for private activity within the Health Board.
- The Locum Consultant appointed should preferably possess an appropriate Certificate of Completion of Training / Certificate Confirming Eligibility for Specialist Registration.
- So far as is practicable the Locum Consultant appointed will be expected to provide cover for annual and study leave of Consultant colleagues.
- Under the provisions of the General Data Protection Regulation (GDPR), it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the Health Board's Data Protection Policy (available via the Health Board intranet) regarding their responsibilities.



- **Appraisal / Revalidation**

All licensed doctors / dentists who are registered with the General Medical Council are required to 'revalidate' every five years in order to maintain their licence to practise. To inform this process, it is important that GMC licensed doctors / dentists participate in the UHB's annual appraisal reviews which are based on the General Medical Council's 'Good Medical Practice' principles and include a Patient and Peer Multi-Source Feedback process. The post holder will be expected to use the Medical Appraisal & Revalidation System (MARS).

- **The Ionising Radiation (Medical Exposure) Regulations 2017**

The Ionising Radiation (Medical Exposure) Regulations 2017 impose a legal responsibility on Health Boards for all staff who refer patients for medical radiation exposures such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

- **Disclosure of Criminal Background of Those with Access to Patients**

It is the policy of the Health Board that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Disclosure & Barring Service is authorised to disclose in confidence to the Health Board details of any criminal record including unspent and spent convictions, cautions, reprimands and final warnings. Applicants being considered for this post must provide this information on the application form before they can be considered. Any information disclosed will be treated in the strictest confidence and all circumstances will be considered before any decision is reached. The successful applicant will be required to complete a DBS Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

- **Equality and Diversity**

All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work**

The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.



- **Welsh Language**

All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills.

- **No Smoking**

To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients.

## **GENERAL INFORMATION FOR APPLICANTS**

- Applicants who are related to any member or senior office holder of the Cardiff and Vale University Health Board should clearly indicate in their application the name of the member or officer to whom related, and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.
- Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee or the Employing Health Board will disqualify them. This should, however, not deter candidates from approaching any person for further information about the post.
- Any offer of appointment will be subject to the receipt of three satisfactory references. Note that applicants who are already in a substantive Consultant / Honorary Consultant post or in a Locum Consultant post for more than 12 months will be required to provide the details of their current / most recent Medical Director (or equivalent) as an additional referee.
- The nature of the work of this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Health Board. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.
- Travelling expenses will be reimbursed for only one pre-interview visit, and only then to those candidates selected for interview. Shortlisted candidates who visit the District on a second occasion, say on the evening prior to interview, or at the specific request of management, will be granted travel and appropriate subsistence expenses on that occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom. Reimbursement of expenses shall not be made to a candidate who withdraws their application or refuses an offer of an appointment.

For further information about our Health Board and its surrounding area, please refer to the '[Welcome to Cardiff and University Health Board](#)' document.