

BRADFORD TEACHING HOSPITALS NHS FOUNDATION TRUST

1 POST TITLE: Consultant Oral and Maxillofacial Surgery with interest in Head and Neck cancers

2 JOB PLAN:

The job plan will be based on the information listed below. The timing of the sessions indicated below may alter and the overall composition of the job plan is less likely to change.

All new Consultant job plans include 1.5 SPAs. A formal job plan meeting will take place no later than 6 months following appointment where the Trust Guidance on SPA allocation will apply.

The job plan will be a prospective agreement that sets out a Consultant's duties, responsibilities and objectives for the coming year. It should cover all aspects of a Consultant's professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives including details of their link to wider service objectives and details of the support required by the Consultant to fulfil the job plan and the objectives. The provisional job plan is set out below. This will be based on the nationally agreed whole-time contract.

Provisional Assessment of Programmed Activities in Job Plan:

The base contract will be for 10 programmed activities. This will be based on the nationally agreed whole-time contract.

| Day | Time (see notes) | Location | Description of Activity | Categorisation DCC, SPA, AR, ED* | PAs |
|-----------|---------------------|----------|-------------------------|-------------------------------------|-------|
| Monday | 08.00 – 12:00 | HRI | OP Clinic/ | DCC | 1.0 |
| | 13:00 – 17:00 | HRI | Skins list and admin | DCC | 1.0 |
| Tuesday | 08.00 – 19.00 | BRI | 3:4 3 session list | DCC | 2.06 |
| Wednesday | 08.30 to 09.00 | BRI | Ward round | DCC | 0.125 |
| | 09.00 to 11.00 | | H&N MDT | DCC | 0.5 |
| | 13.30 to 16.30 | | Clinic/admin 1:2 | DCC | 0.375 |
| Thursday | 08.30 – 12.30 | SLH | SPA | SPA | 1 |
| | 13.00 – 15.00 | SLH | SPA | SPA | 0.5 |
| | 15:00 – 15:45 | SLH | Clinical Admin | DCC | 0.19 |
| Friday | 08.30 to 12.30 | SLH | Clinic 1:2/Admin | DCC | 0.5 |
| | | | | | |
| Total DCC | | | | | 5.75 |

2 Trauma week

| Day | Time | Location | Description of activity | Categorisation DCC/SPA/AR/ED* | No. of PAs |
|-----------|-------|----------|-------------------------|----------------------------------|------------|
| Monday | 08.00 | | | | |
| | To | BRI | Trauma week | DCC | 2.75 |
| | 19.00 | | | | |
| Tuesday | 08.00 | | | | |
| | To | BRI | Trauma week | DCC | 2.75 |
| | 19.00 | | | | |
| Wednesday | 08.00 | | | | |
| | To | BRI | Trauma week | DCC | 2.75 |
| | 19.00 | | | | |
| Thursday | 08.00 | | | | |
| | To | BRI | Trauma week | DCC | 2.75 |
| | 19.00 | | | | |
| Friday | 08.00 | | | | |
| | To | BRI | Trauma week | DCC | 2.75 |
| | 19.00 | | | | |
| Saturday | | | | | |
| | | | | | |
| TOTAL PAs | | | | | 13.75 |

On 1 in 7 rota for trauma weeks & assuming 44 week working year:

On 1:7 rota for trauma ($52/7 = 7.43$ on call weeks delivered over 44 weeks)
 $7.43 \text{ weeks} \times 13.75 \text{ PAs} = 102.2 \text{ PAs of DCC for trauma weeks each year.}$

44 working weeks per year – 7.43 trauma weeks 36.6 normal weeks
 $36.6 \text{ weeks} \times 5.75 \text{ PAs} = 210.45 \text{ PAs of DCC for normal weeks each year.}$

Total DCC Trauma and normal = 312.65 PAs per year

Total average DCC per week = $312/44 \text{ working weeks} = 7.09 \text{ PAs per week}$

SPA per week = 1.5

On call = 1.5

Total PA's per week = 10.00

*: Flexibility is an important part of the professional contract. The default place of work is the Trust.

*Direct Clinical Care (DCC), Supporting Professional Activities (SPA), External Duties (ED) or Additional NHS Responsibilities (AR)

The base contract will be for 10 programmed activities.

Activity Summary (the totals must match that of the job content section)

| Programmed activity | Number of PAs |
|---|----------------------|
| Direct clinical care (excluding on-call) | 7.00 |
| On call – predictable | 1.5 |
| On call - unpredictable | |
| Supporting professional activities | 1.5 |
| Additional NHS duties | |
| External duties | |
| TOTAL | 10.00 |
| Contracted Activity | |

*Direct Clinical Care (DCC), Supporting Professional Activities (SPA), External Duties (ED) or Additional NHS Responsibilities (AR)

**Flexibility is an important part of the professional contract. The default place of work is the Trust.

The base contract will be for 10 programmed activities.

The Foundation Trust is keen to support newly appointed consultants and the appointee is encouraged to have a mentor. A number of senior colleagues are available for this purpose.

3 ON CALL INFORMATION:

The post holder will participate out of hours on call rota.

Agreed on-call rota e.g. 1 in 5

1:7

8%

On-call supplement

The on-call supplement is 5% for normal on-call and 3% for the microvascular flap cover = 8%

4 BASE HOSPITAL: St Luke's Hospital

The post is based at Bradford Royal Infirmary, but the post holder will be required to work at St Luke's Hospital and potentially other locations.

5 PROFESSIONAL AND MANAGERIAL RESPONSIBILITY/ACCOUNTABILITY:

The post-holder is managerially accountable to the Clinical Service Unit Clinical Director and professionally accountable to the Chief Medical Officer.

6 DEPARTMENT PROFILE:

Medical Staff

| | |
|-----------------------|-------------------------------------|
| Mr Syed Ahad | Specialty Lead, OMFS H&N Consultant |
| Mr Paul Chambers | OMFS/ Deformity Consultant |
| Mr Ibraz Siddique | OMFS/ Deformity Consultant |
| Mr Vlasios Okseloglou | OMFS H&N Consultant |
| Mr Theo Boye | OMFS H&N Consultant |
| Mr David Sutton | OMFS H&N Consultant – R&R |
| Mr Panos Dais | OMFS locum Consultant |
| Miss Divya Keshani | Oral Surgery Consultant |
| Mr Ahmed Al-Khayatt | Restorative Consultant |

The out-patient clinics are conducted at St Luke's site which houses a very vibrant OMFS department with nursing team and dental hygienist. The Prosthetic laboratory is inherently linked with access to a 3d printer and is in the process of acquiring a larger printer with a view to expanding its services to other hospital specialties. It also houses an Orthodontic department with 4 FT consultants and trainees and a Restorative department with 1 FT Restorative Consultant.

The other team members include,

OMFS StR – 3

SAS grades – 3 – 1 post currently vacant and in process of being recruited.

OS StR -1

DCT – 10

FY2 -1

The acute on call service is supported by DCT1/2 and FY2 staff as first on call; The tier-1 on-call at night is provided by surgical Core trainees or Trust grades, covering ENT and Plastics apart from OMFS.

The 2nd on-call cover is supported by a combination of 3 StR's, 2 SAS grades and dentally qualified medical students.

Nursing Staff

The Maxillofacial Department has 7.6WTE nurses in post at various bands.

Allied Health Professionals

The Maxillofacial Department does not currently employ Allied Health Professionals.

The Maxillofacial Department at St Luke's consists of:

5 surgeries, one equipped to provide recovery facilities- currently looking into reconfiguration to allow for more clinical area.

4 Consultant offices

1 Associate Specialist Office

1 Library/Seminar/Study Room

2 Secretarial offices

There are also 4 Consultant Orthodontists, with some commitments to Airedale Hospital and Leeds Dental institute; 1 Consultant in Restorative Dentistry, whose main role is to support the restorative aspects of the H&N Cancer service.

Ward cover is also provided on a rotational basis when the above are not available for ward duties by cover from the ward based junior doctors on the shared ward at the BRI

7 DESCRIPTION OF MAIN DUTIES:

The appointee will work closely with the team and particularly with the Head & Neck multi-disciplinary team.

The appointee is expected to participate in the current 1:7 on-call rota with internal cover. This could be brought down to 1:8 if future appointment. Out-patient clinics are held at St Luke's Hospital. All in-patients are admitted to ward 18 at BRI site. The ward is shared with ENT and ophthalmology.

The post holder will have 2 sessions weekly at Huddersfield Royal Infirmary The post-holder is managerially accountable to The Divisional Clinical Director of surgery CBU. The candidate is professionally accountable to the Medical Director at BTHFT.

The appointee will be expected to participate in the monthly clinical governance and business meetings and will be encouraged to take on trainees as an AES, for which additional PA's can be made available.

8 BACKGROUND:

Bradford District and Craven Health and Care Partnership:

At Bradford Teaching Hospitals, we are proud to be part of the Bradford District and Craven Health and Care Partnership (BDCHCP)¹. In our local HCP we have a joint vision to ***act as one to keep people Happy, Healthy at Home.***

We try to ***meet people where they are and work with them to access the tools and opportunities they need to enable them to live longer in good health.*** Everyone in this partnership has a role to play in delivering this vision.

As a provider of hospital care and a large research and teaching organisation, we have a complementary vision at the Trust ***to be an outstanding provider of healthcare, research and education and a great place to work.***

Through the delivery of this vision and by working with our local HCP partners to nurture our workforce and manage our finances and resources wisely, we can provide new and innovative services to address inequalities.

¹ Bradford District and Craven Health and Care Partnership (HCP) is our local integrated care system, it is a partnership of local health and care organisations working together and acting as one to develop and deliver health and care services in a coordinated and coherent way. It is made up of Airedale NHS Foundation Trust, Bradford Care Alliance, Bradford Care Association, Bradford District Care Foundation NHS Trust, Bradford Teaching Hospitals NHS Trust, Bradford District Voluntary and Community Sector Assembly, City of Bradford Metropolitan District Council and Primary Care Providers.

Bradford District and Craven in numbers²

| Population | Deprivation | Lifestyle Choices | Health Inequalities |
|---|--|---|---|
| Bradford District has a population of 648,030 – the 5 th largest metropolitan district in the country | Bradford ranks as the 21 st out of 317 most deprived local authority in England | Data shows that 63.7% of adults in the district are obese and that 20% of all adults are smokers | There are, on average, 4,400 deaths per year in Bradford District and Craven |
| Our population is growing quickly. We think that the over 65 population will drive this growth – increasing by 40,000 people by 2041. | A third of Bradford District and Cravens LSOAs ³ fall within the 10% most deprived areas in England | In 2016-17, 22.5% of 4-5 year olds in Bradford and 37.9% of 10-11 year olds were overweight or obese. | Circulatory disease is the main cause of death although the proportion of deaths due to this is falling (to 27.8% in 2017) partly due to fewer deaths from stroke. |
| Our population is young – we have the 4 th highest proportion of residents under 16 in the country and 12.7% of our population is under 10 years old | Bradford is the 5 th most income deprived and 6 th most employment deprived local authority in England | We estimate that 92,000 people in the district drink alcohol to dangerous levels and 18% of these people are drinking at levels harmful to their health | Life expectancy for a Bradford man 77.8 years (the England average is 79.6 years). A Bradford woman can expect to live for 81.6 years (England average of 83.2 years). |
| Infant mortality rates in Bradford District and Craven are higher (at 5.9 deaths per 1,000 live births) than the England average (3.9) | 13% of working age people have no qualifications and 11% of the working age population claim an out of work benefit | Bradford has the fourth highest concentration of fast food outlets in the Yorkshire and Humber region with 142 outlets per 100,000 of the population. | However the number of years a man can expect to live in good health in Bradford is 60.1 years (England average of 63.3 years), for a woman it is 60.0 years (England average 63.9 years). |
| Bradford is ethnically diverse - 32.6% of our population describe themselves as being of BAME origin. | 15% of the district's households are in fuel poverty | | |

Bradford is the fifth largest metropolitan district in England. Social deprivation, ethnicity, lifestyle and a large proportion of the population at each end of the age spectrum combine to give Bradford a set of circumstances that create health inequalities. In Bradford these inequalities often result in the earlier development of multiple illnesses which ultimately lead to decreased life (and healthy life) expectancy.

Our main focus will be to act as one with our partners in our Bradford District and Craven place based partnership. However, we recognise that we are part of a wider partnership across West Yorkshire and that actions to develop services locally will always be taken within a framework that aims to improve health and care provision and reduce health inequalities across the whole of West Yorkshire.

² All data taken from the City of Bradford MDC Public Health Joint Strategic Needs Assessment; <https://jsna.bradford.gov.uk/>

³ LSOA – Lower layer Super Output Area, a geographic area designed to improve the reporting of small area statistics in England and Wales, they typically have a population of 1,500 people or 650 households

The West Yorkshire Health and Care Partnership (WYHCP) is built from the bottom up using plans developed in the 5 local “Places” that make up the region.

Bradford Teaching Hospitals NHS Foundation Trust is also part of the West Yorkshire Association of Acute Trusts (WYAAT).

WYAAT is the acute sector arm of the WYHCP and is a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

Bradford Teaching Hospitals NHS Foundation Trust:

Bradford Teaching Hospitals NHS Foundation Trust is one of only two teaching hospital trusts in West Yorkshire and has a turnover in excess of £400m per annum and employs over 6,400 staff. The Foundation Trust provides a comprehensive range of acute services, supported by an extensive community service offer, offering a range of care provision to almost all patients

We have two main hospital sites: Bradford Royal Infirmary and St Luke's Hospital. Maternity Services are centralised at the maternity unit on the Bradford Royal Infirmary site which includes our neonatal unit. The main theatres and emergency admissions are located at Bradford Royal Infirmary while St Luke's Hospital provides a large outpatient facility and wards for therapy and rehabilitation. In 2021/22 our Trust services delivered 5,525 babies, performed 13,102 operations in theatre and handled 423,154 outpatient appointments. We had 108,503 attendances at our Emergency Department.

We also have four community hospitals; Westwood Park, Westbourne Green, Shipley Hospital and Eccleshill Community Hospital. Our community services include Dietetics, Therapy Services, Child Development and Clinical Psychology. These services, and some of our acute services, are provided in the community, with a range of outreach services being available including renal and cardiology.

All main specialties are represented in Bradford and the Foundation Trust is a specialist centre for a number of specialties; including upper gastrointestinal cancer, urology and head & neck cancer, with a tertiary service for hand trauma. We also host the Yorkshire Cochlear Implant Centre and provide services to neighbouring Trusts in many areas including ophthalmology, ear nose & throat (ENT), plastics, renal medicine and medical oncology. The Trust is also the west of West Yorkshire specialist hub for Vascular Services.

The Foundation Trust recognises that it must continue to invest in and redevelop its facilities. In recent years we have undertaken much work to improve and future-proof the built environment. A substantial part of this programme is the new hospital wing at BRI, which has been operational since spring 2017. This wing contains state of the art facilities for Critical Care, Elderly Medicine and Paediatrics as well as a brand new retail complex for patients, staff and visitors. The Foundation Trust has further invested in its infrastructure and launched the new electronic Patient Record (a joint project with Calderdale and Huddersfield NHS Foundation Trust) in September 2017.

You can find out more information about the Trust and read our Corporate Strategy; Our Patients, Our People, Our Place and Our Partners at <https://www.bradfordhospitals.nhs.uk/our-trust/strategy/>

Bradford Institute for Health Research (BIHR)

The Foundation Trust is rightly proud of its reputation with regard to research. We have invested heavily in the capital development of the Bradford Institute of Health Research (BIHR). The BIHR is a unique partnership of primary and secondary care and universities, established to promote the faster translation of health research to patient benefit.

In November 2020, the BIHR was recognised by the National Institute for Health Research as one of its five new National Patient Recruitment Centres (NPRCs). We now wish to take our ambitions further so that we Act as One with research functions across our local HCP to truly turn Bradford into a “City of Research”.

Over 50,000 Bradford citizens are involved in our research programmes which include the internationally acclaimed Born in Bradford and Better Start Bradford studies.

The Born in Bradford research study is one of the largest research studies in the World, tracking the lives of over 30,000 Bradford people to find out what influences the health and wellbeing of families. Born in Bradford is beginning a new and exciting research project called “Age of Wonder” following the lives of 13,500 children within the study that were born between 2007 and 2011 to explore why some families stay healthy and others remain or become ill.

No other city in the country can boast the same number of research participants as Bradford. We are a leading city in the UK with regard to the depth and scope of research involvement. It is this superb and unparalleled infrastructure that we intend to use as a platform to continue to promote our concept of the “City of Research”.

Over 30,000 Bradford people are currently involved in our research programmes that include the internationally acclaimed Born in Bradford and Better Start Bradford studies. All 88 General Practices are involved in our Connected Bradford programme that harnesses data linkage to redesign care pathways. Over 100 primary schools are involved in our Starting Schools programme.

No other city in the UK has such deep and wide research involvement. Our City of Research programme will build on this city wide partnership to embed research and innovation into everything that we do to underpin our work to reduce health inequalities and improve the health of the people. The City of Research programme will support evaluation of new interventions, quality and safety improvement initiatives as well as wider social and public health initiatives.

We further extended our state of the art facilities, through joint work with the Universities of Leeds and Bradford, to create a new Wolfson Centre for Applied Health Research on the BRI site. This centre provides a creative space to co-locate innovators and practitioners from different institutions and disciplines.

Clinical Entrepreneur Programme

In 2022, Trust was chosen to be one of only 10 national test and evaluation sites for the NHS Clinical Entrepreneur Programme (NHS CEP).

First launched in 2016, the purpose of the Clinical Entrepreneur Programme is to understand how the NHS can better adopt and spread entrepreneur-led health and care innovations across NHS providers. It aims to remove barriers and accelerate the introduction of new ground-breaking treatments and diagnostics which have the potential to transform care.

As a test and evaluation site we can review a range of innovations, choosing to be involved with those clinical entrepreneurs and innovations that we think will most benefit our patients and the Trust. We will work with them to refine and develop their innovation, improving patient care.

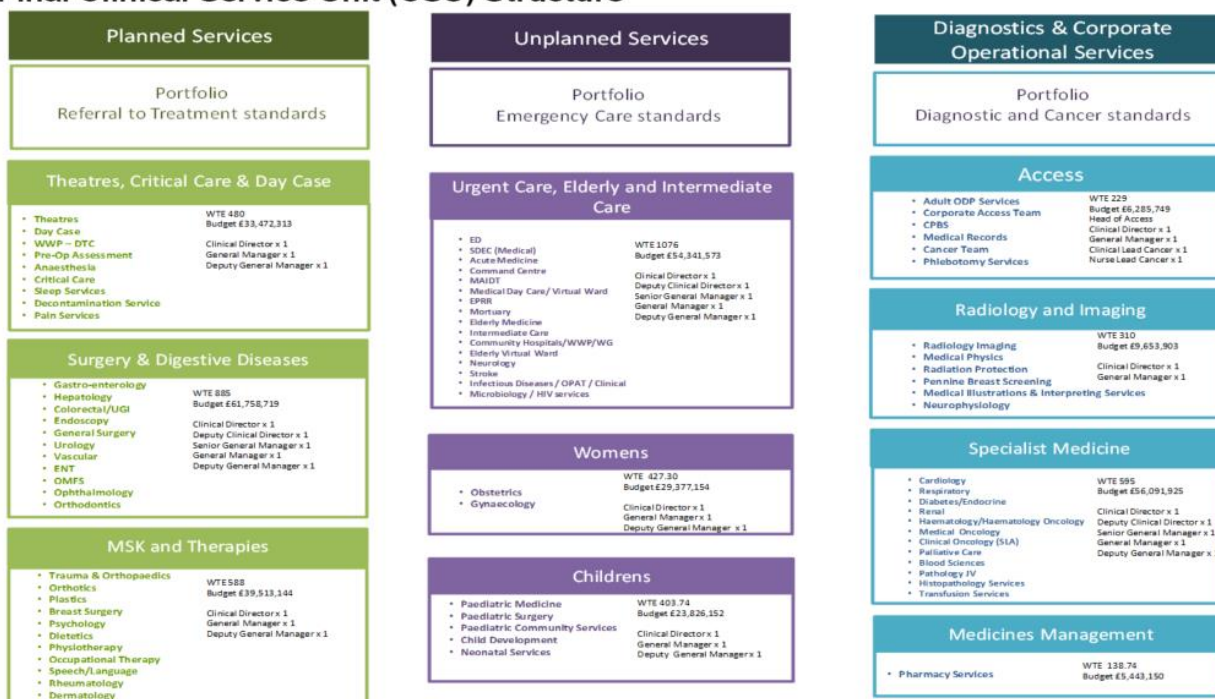
As part of our work with NHS CEP we are also looking to develop processes to encourage and support our own clinicians develop their own innovations designed to improve the care of our patients.

9 OPERATIONAL MANAGEMENT:

New operational management structures have been introduced at Bradford Teaching Hospitals from 5th September 2022. The new arrangements have enabled the consolidation of patient services with clinical, diagnostic and clinical support services into 3 Service Areas – Planned Services, Unplanned Services and Diagnostics & Corporate Operational Services. Each service area is made up of Clinical Service Units bringing together related clinical specialties.

The structure is summarised below

Final Clinical Service Unit (CSU) Structure



10 Management Arrangements:

The Board of Directors formally delegates planning and operations within the organisation to the Chief Executive. The Chief Executive is supported by the Executive Team.

| | |
|---------------------------|---|
| Board of Directors | <ul style="list-style-type: none">• Overall responsibility for strategy, safety, quality and performance• Academies and sub-committees; Finance and Performance, People, Quality and Patient Safety, Audit, Charitables and Remuneration |
| Executive Team | <ul style="list-style-type: none">• To ensure that all aspects of the Trust are managed effectively with responsibilities including:<ul style="list-style-type: none">- The approval of strategies- Ratifying policy- The approval of business cases- Agreeing plans and corrective actions to ensure the delivery of services within the Trust's performance framework- Agreeing opportunities for innovation and investment including ratifying the Trust's capital programme |

11 CONSULTANTS RELATIONSHIP WITH THE TRUST:

There is a collective responsibility falling on all Consultants to consult with colleagues and, hence, to co-ordinate their individual activities in order to ensure that the particular clinical service with which they are involved operates effectively. Consultants are professionally accountable to the Chief Medical Officer.

In line with recommendations from the Department of Health, the Bradford Teaching Hospitals NHS Foundation Trust pursues an active line in the field of Clinical Audit, Clinical Governance and Clinical Effectiveness. The appointee must be prepared to become actively involved with this.

12 INFECTION PREVENTION AND CONTROL:

All employees have a personal responsibility to comply with Foundation Trust and service Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent Healthcare associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident Reporting System.

13 SAFEGUARDING CHILDREN AND ADULTS

All employees have a responsibility to safeguard and promote the welfare of children and adults. The post-holder will be responsible for ensuring they undertake the appropriate level of training in accordance with the safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust.

14 EDUCATION:

The Trust supports the requirements for continuing medical education as laid down by the Royal Colleges and is committed to providing time and financial support for these activities.

The Bradford Teaching Hospitals NHS Foundation Trust has Teaching Hospital Status, and education and training is now regarded as a core activity alongside service provision. Bradford has a very strong reputation for high quality teaching. The Trust's key education objectives, as outlined in our Education Plan, are:

- To develop a competent, capable, caring and sustainable workforce
- To provide high quality multi-professional training
- To develop excellence in delivery of patient safety training
- To provide high quality learning environments with a culture for lifelong learning
- To support and empower educators, trainers, mentors, supervisors
- To ensure effective governance for all education and maximise the use of resources and funding to support delivery of the plan.

A unified Department of Medical Education, based in the Field House Education Centre, supports both Undergraduate and Postgraduate activities. The Director of Education is Dr David Robinson (David.Robinson@bthft.nhs.uk), supported by 2 deputies – Deputy Director of Education (Postgraduate) Dr Shafi Khan and Deputy Director of Education (Undergraduate) Dr Amy Illsley. We are proud to host high fidelity simulation and technical skills training facilities within Field House.

It is envisaged that Consultants will play a full part in the Trust's education and training activities at both undergraduate and postgraduate levels. They will supervise junior staff and take an active role in their own professional development.

15 QUALIFICATIONS/EXPERIENCE:

Fellow of the Royal College (or Equivalent)
Completion of an approved period of training in ENT/Otolaryngology
GMC registration and continue to hold a licence to practise

16 CONDITIONS OF SERVICE:

Grade: Consultant

Salary: Payable monthly by Bank Credit Transfer

Hours of work: Full Time

Pension Scheme: New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at www.nhsbsa.nhs.uk/member-hub/cost-being-scheme

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

Annual Leave: The entitlement is 32 days pro rata per leave year, increasing to 34 days after 7 years of consultant service.

Health Screening: The post-holder will be required to undergo health screening and updating of vaccinations.

Special Conditions: The appointment is subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales).

The offer of the post is subject to compliance with DH guidance on serious communicable diseases.

The main DH guidance documents that relate to serious communicable diseases are:

1. Integrated guidance on health clearance of healthcare workers and the management of healthcare workers infected with bloodborne viruses (hepatitis B, hepatitis C and HIV): UKAP, updated November 2021
2. NICE guideline NG33. Tuberculosis.

Private Practice

Any private practice you may undertake whether limited or not by the Terms and Conditions of Service must not diminish the level of service that may be expected from you by the Trust in carrying out the duties specified in the attached job description.

Consultants are expected to abide by the Trust's Conflict of Interest Policy.

17 REHABILITATION OF OFFENDERS ACT 1974:

Because of the nature of the work, this post is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants for posts are 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 disciplinary action or dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for a position to which the order applies.

18 DATA PROTECTION ACT 2018 AND CONFIDENTIALITY:

All members of the staff are bound by the requirements of the UK Data Protection legislation and any breaches of the legislation regarding confidential nature of the work of this post could lead to disciplinary action that could result in dismissal.

19 DISCLOSURE AND BARRING SERVICE

Please note that this post will be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.

20 ENVIRONMENT AND SUSTAINABILITY

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner.

21 HEALTH AND SAFETY/RISK MANAGEMENT

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Foundation Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

22 EQUALITY AND DIVERSITY

The jobholder is required to abide by the Foundation Trust's policies and procedures and to actively support the Foundation Trust's commitment to equality and diversity in both employment and the delivery of services.

23 CONTINUOUS TRAINING AND PERSONAL DEVELOPMENT

The jobholder must take responsibility, in agreement with the Clinical Director, for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

24 PATIENT AND PUBLIC INVOLVEMENT

All staff will be expected to comply with the requirements of the NHS Constitution. The aim of the Constitution is to safeguard the enduring principles and values of the NHS. The Constitution also sets out clear expectations about the behaviours of both staff and patients, which includes the right for patients to be involved in planning and making decisions about their health and care.

25 RESPECT FOR PATIENT CONFIDENTIALITY

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

26 CONTACTS FOR INFORMATION:

Informal visits can be organised by contacting the PA to Mr John Bolton, Operations Medical Director on 01274 272489 who will co-ordinate appointments with all relevant contacts as listed below.

Mr John Bolton
Operations Medical Director
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ
Email: john.bolton@bthft.nhs.uk

Mr Syed Ahad
Consultant, Specialty Lead Max Fax
Max Fax
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ
Email: Syed.Ahad@bthft.nhs.uk

Mr John May
Clinical Director
Surgery and digestive diseases
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ
Email: John.May@bthft.nhs.uk

N.B. SHORTLISTED CANDIDATES MAY ALSO CONTACT:

Ms Mel Pickup

Chief Executive
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ

Dr Ray Smith

Chief Medical Officer
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ

Mr Sajid Azeb

Chief Operating Officer and Deputy Chief Executive
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust

Bradford BD9 6RJ

Mark Hindmarsh

Director of Strategy and Transformation
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ

Ms Karen Dawber

Chief Nurse
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ

Mr Paul Rice

Chief Digital and Information Officer
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ

Mr Matthew Horner

Director of Finance
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ

Ms Renee Bullock

Chief People and Purpose Officer
Trust Headquarters
Chestnut House
Bradford Teaching Hospitals NHS Foundation Trust
Bradford BD9 6RJ

All Directors are based at Chestnut House, Bradford Royal Infirmary, Bradford BD9 6RJ and can be contacted via the PA to the Chief Executive on 01274 364794.