



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

Caring for People, Keeping People Well

CONSULTANT IN ENT
Specialist Interest in Rhinology

(10 sessions per week)

Job Description



PART A – THE JOB ITSELF

Post title: Consultant in ENT Specialist interest in Rhinology
Replacement post

Base location: University Hospital of Wales

Other locations at which duties are performed: University Hospital Llandough, and Childrens Hospital for Wales.

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 ENT Directorate which forms part of the Surgery Clinical Board.

Clinical Board Director: - Mr David Scott Coombes
Clinical Board Head of Operations & Delivery: Mrs Tina Bayliss

Clinical Director (): Mr Sandeep Berry
Directorate Manager (): Mrs Michelle Harding

Names of Senior & Consultant members of the Department

Mr Sandeep Berry- Clinical Director / Deputy Clinical Board Director

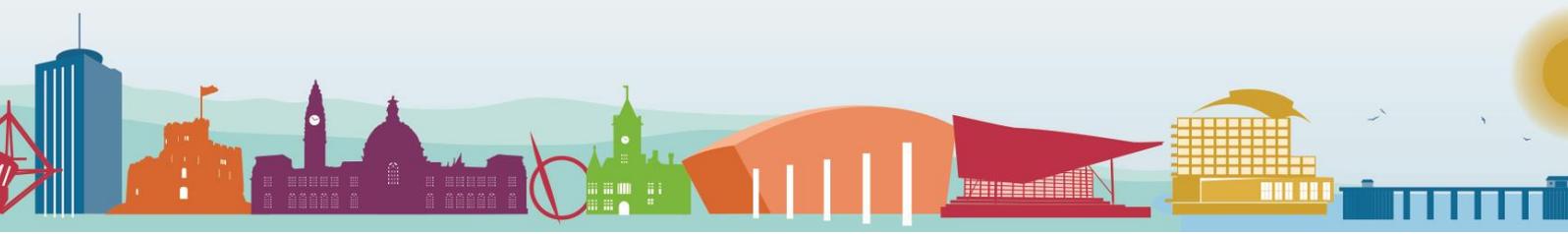
Mr Alun Tomkinson ENT surgeon

Mr David Owens

Mr Graham Roblin

Mr Stuart Quine

Mr Gareth Williams



Mr Ali Al Hussaini

Mr Ben Stew

Mr Andrew Hall

Mrs Swati Kumar Associate Specialist

Mr Raj Tewary Associate Specialist

Summary of other Medical Staff in the Department

Dr Rajenderkumar – Audiovestibular medicine

Lorraine Lewis (Director Audiology)

Heidi Williams assistant Director of audiology

Razun Miah (principle (Clinical Scientist Audiology)

Saira Afzal- Physicians Associate

The review of services and the implementation of Government initiatives may result in revision to junior staffing levels and support.

Other Relevant Staff

Abe Cabalse – Outpatient ENT clinic Manager

Angela Tiongson- Deputy clinic manager

Julia Bickel- Paediatric outpatient manager

Michaela Cother -Specialist Nurse practitioner

Jai Azad – specialist nurse

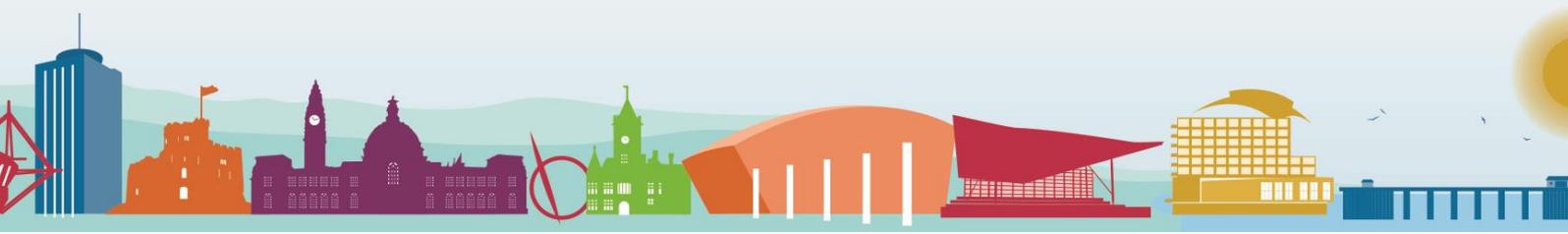
Annemarie Godgin- Nurse practitioner

Sarah Davies – Nurse Practitioner

Vicki Stew – Head and Neck CNS

Lynda-Bond -Govier Head and Neck CNS

Secretarial Support and Office Facilities



Currently there are 6 medical secretaries for ENT and one for Audiology.

These secretaries are based in Outpatient clinic 14. Ground floor UHW.

The ENT Directorate and Consultant offices are located, in Lakeside Offices, First floor UHW.

All offices are fully equipped with functioning IT, PC printers, Head phones and camera.

WORK OF THE DEPARTMENT

Cardiff and Vale UHB wishes to appoint a substantive Consultant ENT Surgeon, (full time 10 PA) to undertake general ENT work with an interest in Rhinology.

The Department comprises a team of forward-thinking individuals who continually strive to improve patient care and pathways, and embrace innovation and change.

A wide variety of ENT procedures are undertaken including Skull base surgery, Robotic, cochlear implants, Head and Neck.

The majority of elective adult work is undertaken in the Short Stay Surgical Unit Theatres, and the Day Surgical Unit at University Hospital Llandough.

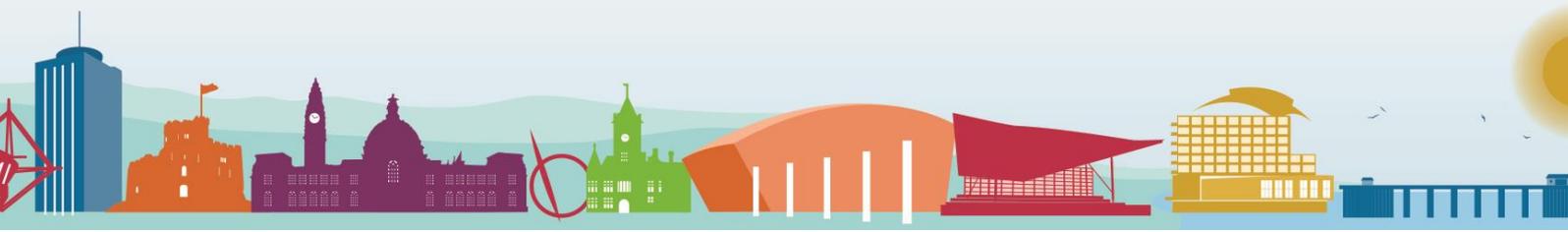
There are minimum ENT Main Theatre sessions every week, inclusive of theatres within the Childrens Hospital for Wales.

The specialist nursing team comprises 5 full time members and one paediatric. These nurses provide a comprehensive Nurse led service and support SDEC – Same Day Emergency Care and ENT casualty.

The postholder will work with the current consultants in consolidating the secondary care service for the residents of Cardiff and Vale and also to further enhance the tertiary referral practice provided for Wales in ENT surgery.

C&V UHB Otolaryngology department is recognised as the tertiary centre for Head and Neck, Paediatric ENT and Neuro-Otological Emergency.

The Otolaryngology department is a well organised and a well-run unit within the Cardiff and Vale Health Board. The Department has been instrumental in delivery of Board level targets and has been a key stakeholder in innovation and delivery of innovative practice.



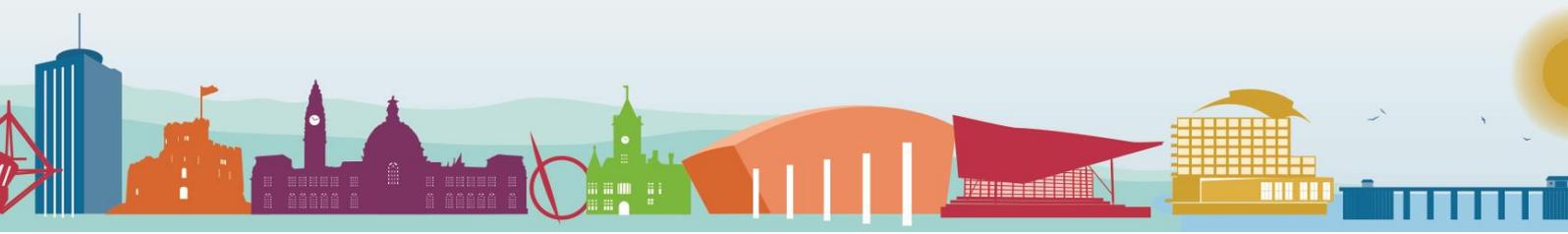
The Otolaryngology department in the University Hospital of Wales has always been the flagship department in Wales and has also additionally led on Education and Research for the Welsh ENT body.

This department requires an additional Consultant ENT Surgeon with an interest in Rhinology, for which Cardiff and Vale is a tertiary referral centre.

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 / dental 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 Cardiff and Vale residents in accordance with the Health Board Policy.
- The successful candidate will participate in the on-call rota to cover UHW Hospital. The on-call commitment is currently 1 in 9 but is subject to change according to service need and current workforce provision.



- Any other duties with other agencies that have been agreed with the employing Health Board.

Teaching:

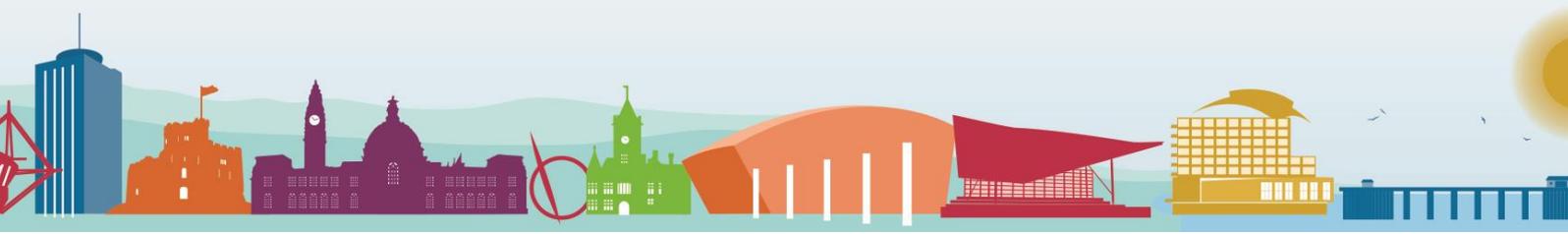
- To be responsible for carrying out teaching, examination and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical education activity and audit activities, locally and nationally.
- All Consultants teach and train at all levels of undergraduate 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.
- It is anticipated that an Honorary Clinical Teacher appointment will be offered to the successful candidate by Cardiff University as applicable.

Research:

- Consultants are encouraged to participate fully in current research projects and to initiate projects of their own. Excellent research facilities are available on site and present research topics include Trans Nasal Oesophagoscopy and QBiotics.

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/dental 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.



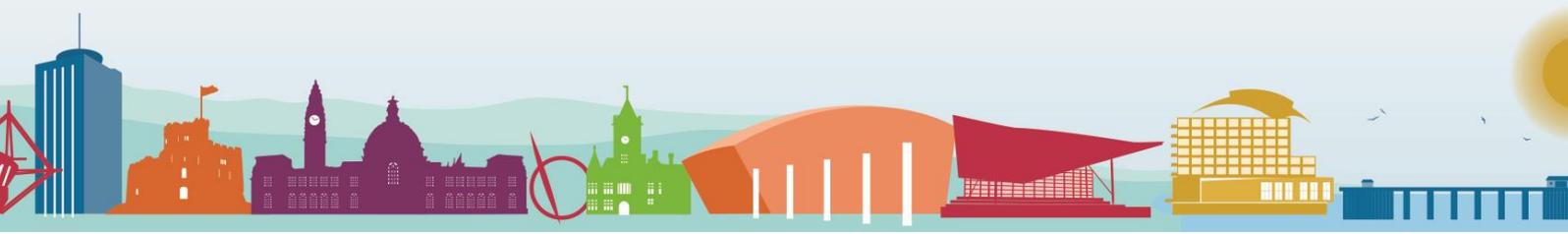
PROVISIONAL WORK PROGRAMME

(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.

Typically aim for an 8:2 split of DCC:SPA time in the timetable. Ensure there is consideration of adequate DCC time for patient-related admin, MDT work, post-take ward rounds etc.

		Sessions	Hours	Hospital / Location	Type of work
Monday	AM	Uncontracted			
	PM	SPA	3.75 hrs		
Tuesday	AM	SSSU Theatre	3.75 hrs		
	PM	SPA	3.75 hrs		
Wednesday	AM	Consultant Connect/ Attend Anywhere	3.75 hrs		
	PM	Consultant Connect/ Attend Anywhere	3.75 hrs		
Thursday	AM	DCR clinic with Ophthalmology	3.75 hrs		
	PM	Adult Clinic	3.75 hrs		
Friday	AM	Rhinology Clinic	3.75 hrs		
	PM	Theatre	3.75 hrs		
ON CALL		1 in 9 Week on call starting Friday 8am	3.75 hrs		ENT 10 cancer NOP. Theatres.



1½ sessions will be allocated within the job plan for Core Supporting Professional Activities. Additional SPA time will be arranged by mutual agreement between the Consultant appointee and Directorate where additional SPA time / activity can be identified and evidenced in specific SPA roles. The notional split of DCC/SPA time will be subject to Job Plan Review and agreement. If sufficient outcomes from SPA time cannot be evidenced, SPA sessions may be reallocated to DCC sessions by agreement. A full session is normally 3¾ hours duration.

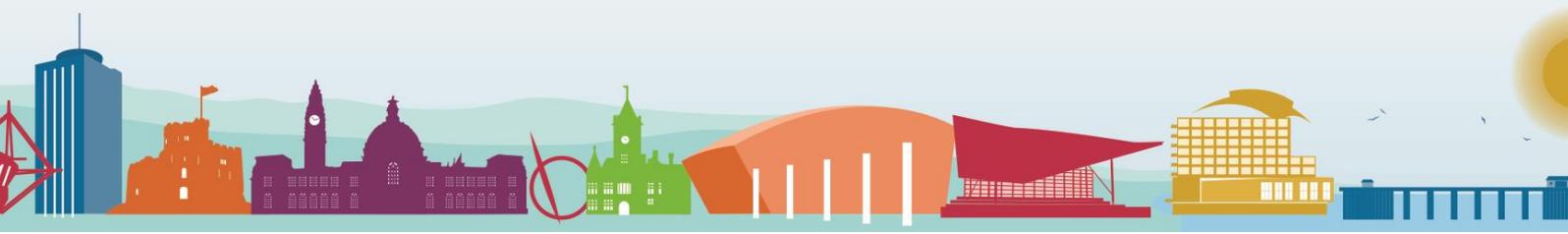
Mentoring arrangements are available in the Directorate and a senior clinician may be provided to the successful candidate if desired. The UHB also runs a Corporate Consultant Induction Programme for new Consultant appointees.

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

ASAP

CONTACT DETAILS FOR ENQUIRIES

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

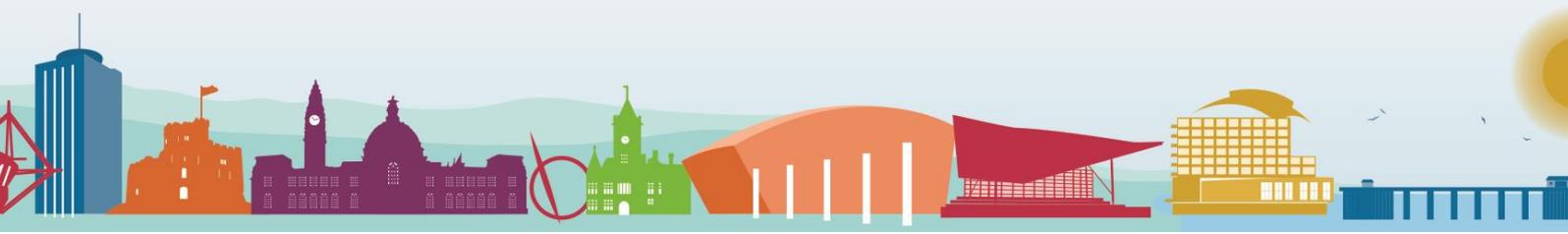
Mr Sandeep Berry
E-mail: Sandeep.Berry@wales.nhs.uk

Shortlisted candidates are also encouraged to contact:-

Mrs Michelle Harding
E-mail- michelle.harding@wales.nhs.uk

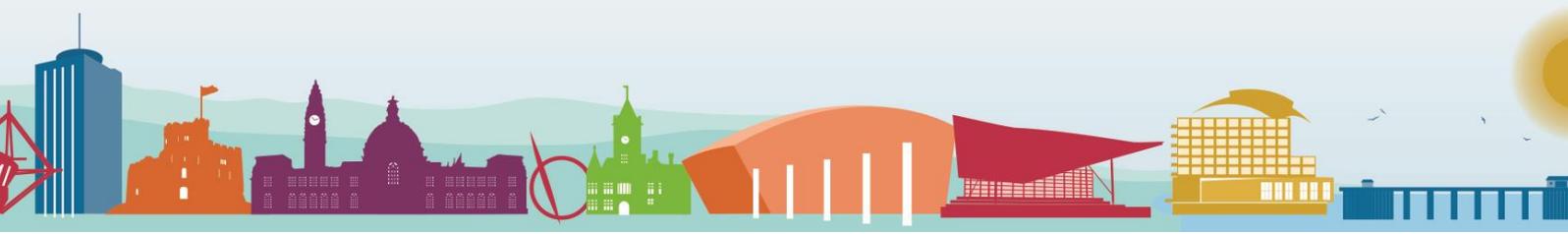
Mrs Tina Bayliss
E-mail: Tina.Bayliss@wales.nhs.uk

and any other senior official deemed appropriate.

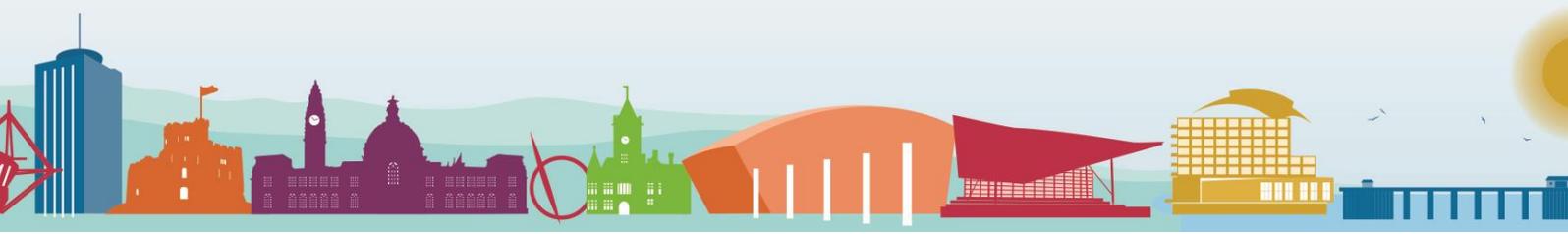


PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
Qualifications	<ul style="list-style-type: none"> • Full GMC / GDC registration with a licence to practise • On Specialist Register for specialty / Specialty Registrar with CCT / CESR (Combined Programme) due within 6 months of interview date • FRCS (ORL-HNS) • MRCS ENT 		Application and pre-employment checks
Experience	<ul style="list-style-type: none"> • Experience in Otolaryngology • Head and Neck • Rhinology • Endoscopic Lacrimal surgery 	<ul style="list-style-type: none"> • TNO • Research in ENT 	Application & interview
Skills	<ul style="list-style-type: none"> • Evidence of effective team and multidisciplinary working • Effective and demonstrable communication skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues • Effective IT (computer) skills • Self-motivated and flexible approach to work • Values aligned to those of the Health Board 		Application & interview
Clinical Governance	<ul style="list-style-type: none"> • Evidence of participation in clinical audit and understanding role of audit in improving medical practice • Understanding of clinical risk management and clinical governance • Evidence of proactive engagement with appraisal and revalidation 		Application & interview



Criteria	Essential	Desirable	Measured by
Research	<ul style="list-style-type: none"> Evidence of active research interests Ability to critically appraise research 	<ul style="list-style-type: none"> Evidence of initiating, progressing and concluding research projects with publication 	Application & interview
Teaching	<ul style="list-style-type: none"> Evidence of teaching medical / dental students and junior doctors / dentists 	<ul style="list-style-type: none"> Organisation of (undergraduate and / or postgraduate) teaching programmes 	Application & interview
Management	<ul style="list-style-type: none"> Commitment to participating in and understanding of the management process Evidence of effective leadership skills 	<ul style="list-style-type: none"> Evidence of management training 	Application & interview
Other requirements	<ul style="list-style-type: none"> Satisfactory immigration / right to work status Satisfactory Occupational Health clearance Satisfactory Disclosure (DBS) check or equivalent Travel to other locations to fulfil requirements of the job plan 		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 475,000 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 2021-22, the Health Board's total turnover was £1.7 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.

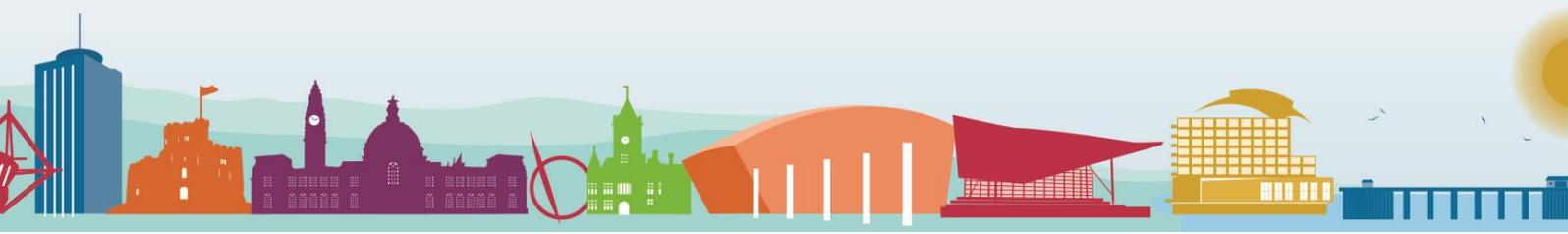
We are also a teaching Health Board with close links to Cardiff University which boasts a high-profile teaching, research and development role within the UK and abroad; and enjoy strengthened links with the University of South Wales and Cardiff Metropolitan University. Together, we are training the next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

Values & Behaviours

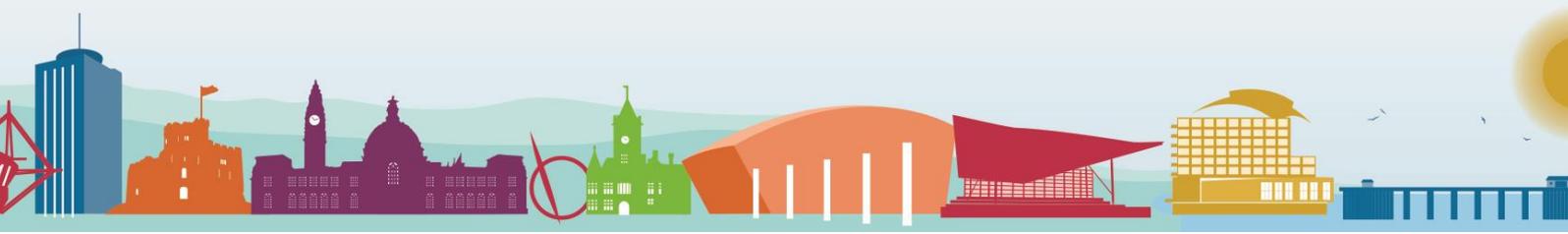
Cardiff and Vale University Health Board has identified a framework of Values and Behaviours which should underpin the work of its staff in order to achieve success for the organisation (see below). These can also be closely aligned with the principles of 'Good Medical Practice' standards as published 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.



OUR VALUES	OUR BEHAVIOURS	
	How we are with patients, families, carers and colleagues	
	What we want to see from individuals and teams...	What we don't want to see from individuals and teams...
Kind and caring		
Welcoming	We will smile, be friendly, welcoming, polite and approachable	We will not be abrupt, rude, show aggressive behaviour, shout or bully
Put people at ease	We will put others at ease, be patient, calm and reassuring	We will not ignore people or fail to offer support and we won't leave people scared and anxious
Values other people's time	We will make time for people, consider their needs and make people feel comfortable	We will not be 'too busy', in a rush or say we can't make time for others
Compassionate	We will be kind, compassionate and look out for others	We will not make people feel stupid, belittled or treat people as an inconvenience
Respectful		
Understanding	We will put ourselves 'in other people's shoes' and show empathy and understanding	There will be no hierarchy, no egos, no lack of understanding for other's needs
Attentive and helpful	We will be helpful and attentive to the needs of others, protect people's dignity and respect people's time	There will be no poor planning and inefficiency, we will not waste people's time or keep people waiting
Respectful	We will value everyone as an individual and treat people equally and fairly	We will not put people under pressure or show favouritism, not be unfair or leave people feeling disempowered
Appreciative	We will recognise people's strengths, say thank you and celebrate success, empower and bring out the best in others	We will not blame and criticise or make judgments or assumptions. We will not take people for granted or forget to say 'thank you'
Trust and integrity		
Listens	We will take time to listen to and consider other people's views	We will not ignore other people's views or ideas or be dismissive of other's opinions
Clear communication	We will communicate honestly and openly, offer clear explanations, keep people informed and updated	We will not have unclear communication, a lack of transparency or give misleading or contradicting information
Teamwork	We will involve others, work as a team, share information and follow-up	We will not make decisions in isolation and fail to communicate with other teams / services
Speaks up	We will seek and give feedback, encourage and support people who speak up	We will not make people feel afraid to speak up and constructively challenge or reject feedback
Personal responsibility		
Positive	We will be enthusiastic, positive, proactive and have a 'can do' approach	We will not be negative, moan, complain, and we will not 'sit back'
Professional	We will be professional, consistent, a role model and lead by example	We will not be unprofessional, inconsistent or lack pride in our work
Excel	We will take ownership and responsibility for providing a safe and excellent service	We will not pass the buck, say 'it's not my problem' and fail to deliver on our promises
Keep improving	We will be committed to learning and improving and developing ourselves and others	We will not put up barriers to new ways of learning and doing things



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

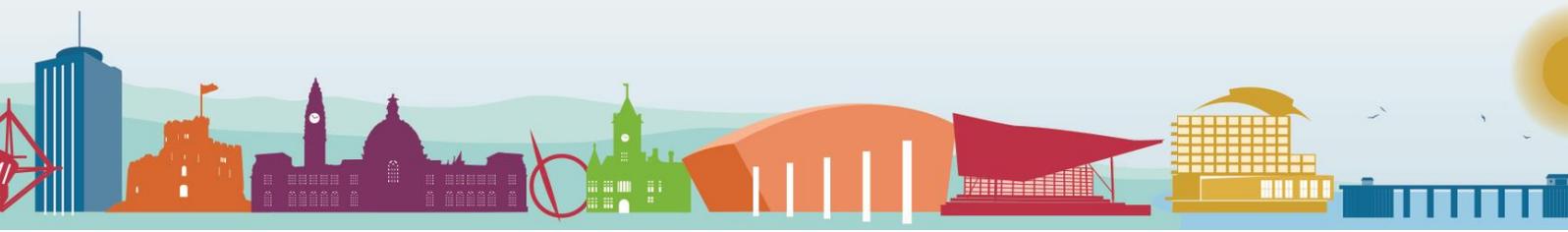
Executive Medical Director & Responsible Officer: Professor Meriel Jenney

Deputy 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

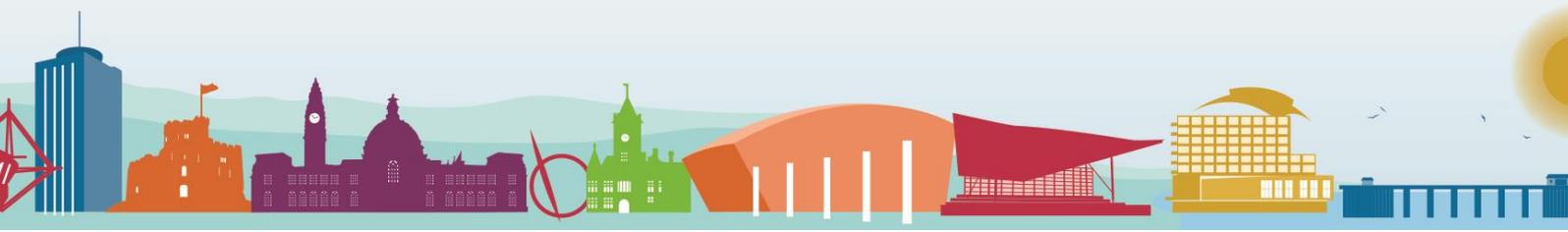
REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS

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.

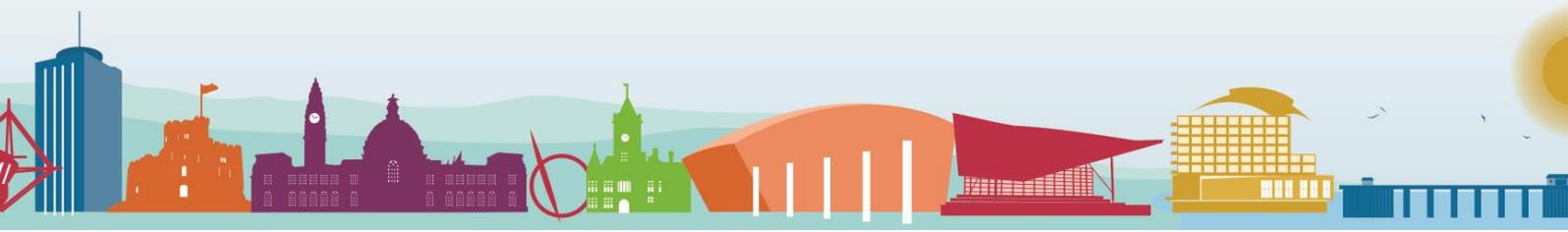
Annual job plan reviews will also be supported by the Consultant appraisal system which reviews a Consultant's work and performance and identifies development needs as subsequently reflected in a personal development plan.

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 Consultant pay scale (Wales) and will be specified in the contract. Consultants in Wales paid on one of the first three points of the substantive Consultant pay scale also receive a Wales recruitment incentive payment.
- The 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.



- Reimbursement of removal and associated expenses will only be offered in exceptional circumstances following consideration and agreement by the Medical Director and in accordance with the criteria as laid out in the Health Board Policy.
- The 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 / General Dental 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 Consultant appointed will be required to possess an appropriate Certificate of Completion of Training / Certificate Confirming Eligibility for Specialist Registration.
- So far as is practicable the Consultant appointed will be expected to provide cover for annual and study leave of Consultant colleagues.
- When first appointed, the Health Board has discretion to fix the starting salary at any of the two next incremental points above the minimum of the scale by reasons of special experience, service in HM Forces or in a developing country, and qualifications.
- 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**

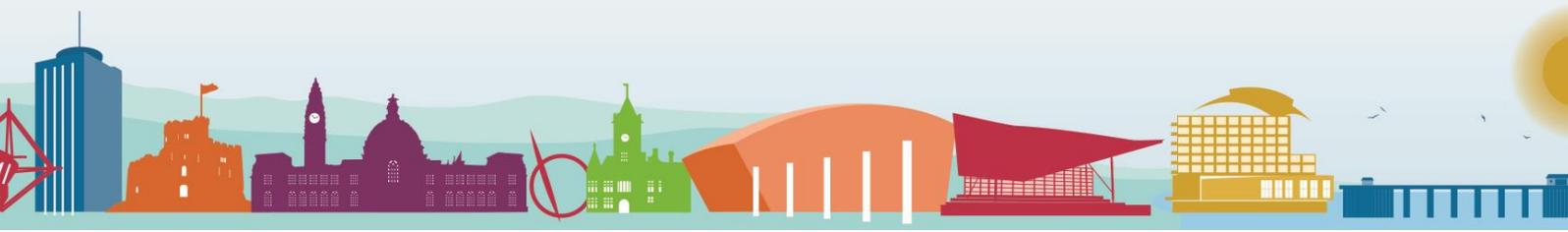
It is the policy of the Health Board that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Disclosure & Barring Service is authorised to disclose in confidence to the Health Board details of any criminal record 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.

