



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack for Doctors & Consultants

*Consultant Community Paediatrician*



**LIFE CHANGING  
CHANGING LIVES**

[hampshirehospitalscareers.co.uk](http://hampshirehospitalscareers.co.uk)

# Welcome from Chief Medical Officer Ruth Williamson



Dear Candidate,

Thank you for expressing an interest to work with Hampshire Hospitals NHS Foundation Trust. Our vision is to provide outstanding patient care for every patient, not only the ones we see today, but those who will need us in the future. We focus on the care we provide and the staff who care for our patients, or support those who do. We are innovative and always improving. We actively seek colleagues who share our values and vision.

We are enormously proud of our clinically led organisation, with the three clinical divisions (Medical Services, Surgical and Cancer Services and Family and Clinical Support) being led by Divisional Medical Directors and each Business unit within the division by a Clinical Director. We invest in our staff to support their development: personally, in leadership, their clinical skills and services and are proud of their achievements. We are also delighted to be affiliated with the Faculty of Medical Leadership and Management (FMLM)

<https://www.fmlm.ac.uk/sites/default/files/content/page/attachments/FMLM%20Standards%203rd%20edition.pdf>. HHFT is a place you can develop both individually, clinically and your clinical service.

This is an exciting time to join the Trust, as we develop our clinical strategy and plans for modernising our hospitals and health services (MOHHS) in the Hampshire Together programme. This programme, as part of the Government's Health Infrastructure Programme (HIP2), will see improved integration with primary care, community services and other acute providers, as well as investing over £500M in a new hospital and significant refurbishment into the Royal Hampshire County Hospital. This, in the context of closer working with all providers across the Hampshire Isle of Wight Integrated Care System gives us many opportunities to improve the care we provide.

After the challenges of 2020/21 with Covid19, we are even more focused on staff wellbeing and the importance of empowering our teams. The amazing efforts of our colleagues to care for and support our patients and each other, has made me even prouder to be part of team HHFT and we are keen to welcome new colleagues.

# Our Values

We expect the post holder to uphold the trust's CARE values:

**COMPASSION** caring about our patients and our staff

**ACCOUNTABLE** and responsible, always improving

**RESPECT** for all colleagues, patients and their families

**ENCOURAGING** and challenging each other to always do our best

The following is included in this information pack to help you with your application:

- Job Description
- Person Specification
- Additional information applicable for all posts

We look forward to discussing further and receiving your application.

With best wishes



Dr Ruth Williamson  
Chief Medical Officer

# *Our Strategy*

## **Outstanding care for our patients:**

- Work to CQC outstanding including implementation of quality priorities
- Work towards our constitutional targets set out in this year's plan
- Deliver our Covid safety and recovery plans

## **Empower our teams:**

- Maximise your health and wellbeing
- Provide opportunities for personal growth and professional development
- Make our teams diverse and inclusive

## **Living within our means:**

- Achieve expenditure targets in 2021/22 budgets
- Deliver the agreed capital plan
- Deliver the first year of the three-year recovery plan aligned with the ICS

## **Innovating for the future:**

- Deliver the Hampshire Together – Modernising our Hospitals and Health Services programme
- Deliver our transformation programmes including our digital transformation programme and realise benefits
- Embed a culture of quality improvement and innovation to recover non-covid services, address health inequalities and deliver care closer to home

# *Information about Hampshire Hospitals*

## *NHS Foundation Trust*

Hampshire Hospitals NHS Foundation Trust is the major provider of hospital services to the population of North and mid Hampshire and surrounding areas. The hospitals in Basingstoke and Winchester provide a comprehensive range of acute services as well as being a tertiary referral centre for colorectal, liver, peritoneal carcinomatosis, haemophilia and pseudomyxoma surgery.

Services are provided across Basingstoke, Winchester and Andover sites.

The Trust covers a population of 600,000 incorporating Basingstoke & North Hampshire Hospitals (BNHH), Royal Hampshire County Hospital (RHCH) in Winchester, Andover War Memorial Hospital (AWMH) and community hospitals. We provide one hospital service across multiple localities, delivering services as close as possible to the patient. BNHH and RHCH are 23 miles apart, situated in the middle of the M3 corridor, with excellent transport links to London and the south coast.

### **Basingstoke and North Hampshire Hospital (BNHH)**

The BNHH was built in the early 1970s as a district general hospital. Most of its services are provided within two inter-connected buildings. A diagnosis and treatment centre (DTC) opened in February 2005, has recently been expanded to house four operating theatres, three endoscopy rooms and breast diagnostic facilities.

The Basingstoke & North Hampshire NHS Foundation Trust came into being on the 1st December 2006. Psychiatric services are provided at the adjacent Parklands Hospital, which is managed by the Southern Health NHS Foundation Trust. There is close liaison with the neighbouring St Michael's Hospice, for patients in need of palliative care.

Both BNHH and RHCH are closely linked with the Southampton University Medical School. There is a regular programme of lectures at the postgraduate medical centre, in addition to excellent library facilities, housed within a major multi-disciplinary education centre on the BNHH site – the “Ark”.

### **Royal Hampshire County Hospital (RHCH), Winchester**

The RHCH has been in existence for over 170 years. The main Nightingale building dating back to 1886 houses the emergency department, medical imaging unit, the EMAU, surgical, medical, and paediatric wards, five operating theatres and the intensive care unit. Florence Portal House houses the women's health services (gynaecology, obstetrics and breast surgery) with two obstetric theatres, and two other operating theatres.

The five-storey Burrell Wing was opened in November 2005. The top floor houses the short stay surgery unit with three operating theatres and the endoscopy service. The outpatient services were relocated to the ground floor in January 2013.

### **Andover War Memorial Hospital**

This is part of the Trust with several GP and elderly care beds. There is a day surgery unit with plans for expansion to include a general anaesthetic service. Currently local and regional anaesthetic lists for eye, orthopaedics and general surgery lists are serviced by anaesthetists from Winchester.

Andover War Memorial Hospital (AWMH) provides community and hospital services including a minor injuries unit, outpatient clinics, diagnostic imaging, day surgery, rehabilitation, and maternity services. It is also home to the Countess of Brecknock Hospice.

Basingstoke and Winchester sit in beautiful and readily accessible countryside and enjoy good transport links to London and Southampton. Heathrow is only 30 minutes from Basingstoke and London is less than an hour by train from either hospital. Both locations are well served by motorways and fast A roads.

# *Hampshire Together: Modernising our Hospitals & Health Services*

**Hampshire Hospitals NHS Foundation Trust has been given an amazing once-in-a-generation opportunity to build a new state-of-the-art hospital for everyone in north and mid Hampshire and to improve our hospital services for decades to come.**

We are delighted to be part of the government's £3.7bn national 'hospital infrastructure plan' building programme, which will allow us to invest in major improvements at the Royal Hampshire County Hospital (RHCH) in Winchester and to build a new hospital on the Basingstoke and North Hampshire Hospital (BNHH) site or at Junction 7 of the M3. The work is expected to be completed by 2028.

Our ambition is to use this opportunity to make hospital services better for local people and better for NHS staff, and to improve health and care for people in our area.

Innovation is a key element and we have put this at the heart of our service transformation and eventual move into the new hospital. Collaborative projects between specialties and external partners to bring robotics, space enabled data services, and a continuing expansion of virtual care are underway; with more incredible projects planned.

The money will allow us to invest in our buildings and organise our services to make sure they are fit for the future. Purpose built and refurbished buildings and redesigned services will drive up the quality of care, improve the experience and outcomes for our patients, and attract expert staff.

The new hospital will be the anchor tenant at the heart of a new healthcare campus, an innovation hub will sit alongside and provide opportunities for collaboration between clinicians, academic partners, SMEs, and innovators from other sectors. With so much exciting work ahead, we are transforming our culture and advancing innovation adoption in the trust.

# Relocating to Hampshire

Winchester is a small historic medieval Cathedral City with a population of around 40,000. Within easy walking distance of the hospital are a good shopping centre and the railway station (main route to London). The standard of living is considered high, with Winchester consistently voted one of the best cities nationwide to raise a family. There is a good selection of shops, restaurants and amenities, and weekly farmers/vintage/food stall markets. Local schools at primary and secondary level rate highly with Ofsted.



The M3 motorway provides easy access to London by car and to Heathrow and Gatwick Airports. Continental ferry ports at Portsmouth & Poole are also easily accessible. The South Coast with beaches, access to the Solent for water sports, New Forest and cities of Southampton, Portsmouth, Poole and Bournemouth are also within easy driving distance.

Basingstoke is a large market town with historic roots, a high level of employment and plenty of facilities. It has a newly refurbished city centre shopping mall and precinct. There are excellent sports facilities and leisure complexes, including a major concert hall complex, an aquadrome and a large multiplex cinema. It has a newly refurbished city centre shopping precinct.



Fast and frequent rail services to London from all parts of the county means a weekend getaway or west end show is only a short journey away, or benefit from international links with Southampton International Airport and ferry ports along the south coast.

Hampshire offers an abundance of countryside, woodland and delightful market towns to explore with the Isle of Wight only a short ferry journey away. This is balanced with superb shopping experiences in Basingstoke's Festival Place, Southampton's West Quay and Portsmouth's Gunwharf Quays.



For families, Hampshire offers several outstanding state schools as well as a number of prestigious independent institutions including Sherbourne House School in Chandlers Ford and Winchester College. It also brings endless options of days out or weekends away including the coast, various country parks and theme parks including Paulton's Family Theme Park and Legoland in nearby Windsor and Marwell Zoo near Winchester.

Whether you are looking for a quiet village environment in one of the best places to live in the UK, a coastal retreat or a cosmopolitan location with excellent transport links and a wide range of services on your doorstep, Hampshire delivers.

# Inclusion, equality & diversity

Hampshire Hospitals NHS Foundation Trust is passionate about diversity and we are continually reviewing our progress in advancing equality, diversity and inclusion. We are committed to providing an environment where all employees, patients, relatives, carers, volunteers, visitors and contractors can be employed, cared for, welcomed, involved, valued, respected and treated in a consistent and non-discriminatory manner.

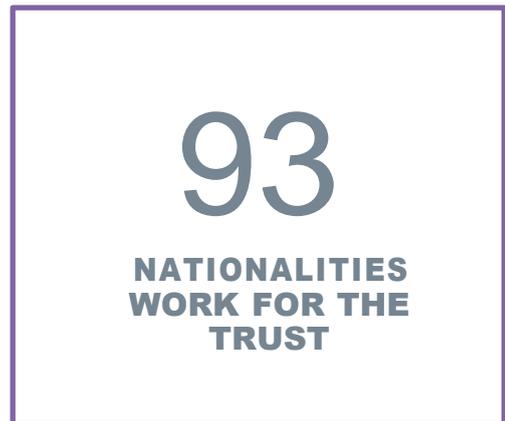
Our commitment may be summarised by our diversity statement, as follows:

**At Hampshire Hospitals NHS Foundation Trust, we are committed to providing the highest quality clinical and working environment where all staff, patients, visitors and contractors can be employed, cared for, welcomed, respected and treated in a consistent and non-discriminatory manner.**

**This approach will be applied irrespective of age, disability, gender re-assignment, race, religion or belief, gender, sexual orientation, marriage and civil partnership and pregnancy and maternity. We will underpin our commitment by ensuring our current and future clinical services, policies, procedures, recruitment and development programmes are all fairly and consistently applied, and regularly assessed and monitored.'**

We introduced a staff Inclusivity Network in 2018, with the aim to have provision for a group of staff members who have a shared interest and wish to become more involved in matters relating to equality, diversity and inclusivity.

The trust has four Champions Groups for staff (Ethnic Minorities, Disability, LGBT+ and International Workforce). These Champions Groups have developed their own aims/objectives and provide a two way communication channel between staff and the Inclusivity Network/senior managers through which best practice can be shared, issues of concern raised and support for delivery of the trust's equality objectives can be provided.



# Job Description & Person Specification

<b>JOB OVERVIEW</b>	
<b>Job Title:</b>	Community Paediatric Consultant
<b>Department:</b>	Child Health
<b>Division:</b>	Family & Clinical Support Services
<b>Salary Scale</b>	YC72
<b>Programmed Activities</b>	10 PAs
<b>On-call</b>	Nil
<b>Contract</b>	Permanent
<b>Location:</b>	Predominantly RHCH
<b>Accountable To:</b>	Dr Martha Wyles- Clinical Director
<b>Professionally Responsible to:</b>	Chief Medical Officer
<b>JOB SUMMARY</b>	
<p>The Child Health team at Hampshire Hospital NHS trust are looking to appoint a Community Paediatric Consultant primarily based at the Royal Hampshire County Hospital.</p> <p>This is an exciting opportunity and time to join a team of paediatric consultants together serving one of the largest populations of children in the Wessex Region. This is a new consultant posts offering excellent clinical opportunities as well as the opportunity to shape future community services within the region. The successful post holder would be expected to work alongside &amp; complement the existing skill mix of the department partaking in neurodevelopmental assessments, complex neurodisability, adoption &amp; fostering and child protection work. The post holder would be required to participate in the child protection medical rota. There will also be opportunities for successful candidates to develop other sub-specialist interests e.g., sleep disorders, tone management and epilepsy. Opportunities to complete a Spin module would be supported. The post is primarily based at the Royal Hampshire County Hospital there will be an element of working cross site.</p> <p>As part of the Modernisation of our hospitals it is planned that we will create a bespoke child development centre. This will be an opportunity to develop a service for North &amp; Mid Hants from concept to delivery over the next 5-10 years.</p> <p>Both the community paediatricians and acute paediatricians work closely together offering integrated services across the patch, sharing ideas, and liaising closely with one another. Our multiprofessional referral meetings are widely attended by allied professionals from education, therapy &amp; social care providing an excellent</p>	

resource for learning & dissemination of information and advice.

Currently within the department we have 4.8 WTE consultant community paediatricians and 3 WTE Associate specialists and a trust grade doctor.

Visits to the Trust

For further information, please contact Dr Martha Wyles, Consultant Paediatrician and Clinical Lead, RHCH or Dr Gabriel Whitlingum, Community Paediatric lead RHCH.

**Please ensure that email addresses are provided for referee nominees and other contacts.**

**Please ensure that start and end dates of training courses and employment are clearly noted on your application form / CV.**

All candidates applying for this post will be contacted by email once the short listing process is complete.

*Interviews*

**Interviews for this post are planned for xxxxxxxxxxxx.**

## **JOB PLAN**

Job plans for individual consultants will be closely integrated and complementary to those of other members of the consultant team.

The following principles apply:

- The post will be 10 programmed activities each, but less than full time working will be equally considered.
- Appointees will each be expected to undertake 8.5 programmed activities per week on average of patient related activity.
- The appointee is expected to understand the other specialist roles in the team and to be able to cross cover those roles as required within their skill set.

### **Patient Related Activity**

The following activities would generally be regarded as involving patient care, whether directly or indirectly:

- Outpatient clinics
- Outpatient related administration
- Multi-disciplinary Team around Child/Family meetings
- Autism assessments
- Clinical advice in community specialist areas
- Supporting Child Protection medical.
- Attending strategy meetings, case conferences & court as the need arises.

The post holder will have a designated office space with the Department of Child health and administrative support from the Community Administration team who are based within the same department.

**Supporting professional activity**

The following would generally be regarded as ‘supporting professional activity’

- Internal CPD including monthly departmental community academic meetings and regular safeguarding peer review meetings
- External CPD including joint Community Medical Education sessions run by the BACCH regional coordinator and Wessex neuroscience study days.
- Audit
- Teaching of health professional staff and students
- Preparation for annual appraisal
- Consultant meeting attendance
- Clinical governance activity
- Grand Round attendance

Community Consultant Example Job Plan:

	Monday	Tuesday	Wednesday	Thursday	Friday
		10:00-18.00			
AM	SPA	Child protection	Clinic	SPA	Clinic
PM	SPA	Child protection	Clinic Admin	Other clinical activity	Clinic Admin

## **ROLE & RESPONSIBILITY**

The successful applicant would be expected to:

- Contribute to the provision of community services by conducting clinics in the hospital and outreach settings.
- Ensure continuity of care for patients by liaison with community-based colleagues within the Directorate, and other agencies, when appropriate
- Demonstrate a commitment to continued professional development in clinical practice and with regard to managerial responsibilities.
- Engage in clinical governance activity through the clinical forums.
- Support and participate in the medical child protection rota.
- Engage in teaching and supervision of medical students and trainees.

### **Specific Areas of community practice.**

The Community Paediatric department at Hampshire Hospitals has responsibility for a number of specific areas of community paediatric practice, to which all consultants are expected to contribute as needed.

- Developmental assessment – all paediatricians provide developmental, educational, and behavioural assessments, generally in a clinic setting with the flexibility to visit pre-school settings and schools if required. Pre-school/ school observation of the child may be carried out as part of this assessment.
- Complex neuro-disability – paediatricians provide clinic-based follow up for children with cerebral palsy, neuro-muscular disease and genetic syndromes, as well as multi-disability working via Team around the Child meetings and liaison with allied professionals.
- Preschool Autism assessments (including ADOS) are undertaken by all of the Community Paediatric Consultants. These are carried out in conjunction with the multi-disciplinary Early Years Autism Team at Basingstoke (including Clinical Psychology and Speech and Language Therapy colleagues). There are joint paediatric and psychology clinics for school aged children with additional medical or learning needs. (The school aged autism service is provided locally by Psicon.)
- Down syndrome: Specialist Down syndrome clinics are held on both sites.
- Epilepsy: Specialist epilepsy clinics are run with input from a specialist epilepsy nurse.
- Special educational needs – the department initiate pre-school referrals to education and provide the health contribution to Education Health and Care Plans. The department hosts the Designated Medical Officer for Education for the area.
- Adoption – the department hosts the Medical Adoption Advisers for the North and Southwest of the county, including child assessments, adult health advice for prospective adopters and Adoption Panel representation.
- Looked After Children – the department runs Looked After Children clinics at Basingstoke, as well as representation at Fostering Panel and adult health advice for foster carers.

- Child protection – There is a named consultant for safeguarding and a team of specialist safeguarding nurses that support staff across site. The Trust is moving towards providing a specialist and separate rota for Child protection medicals 10am – 6pm Monday to Friday.
- Child Sexual Abuse services – The Kennet Clinic on the BNHH site provides a specialist service for Child Sexual Abuse medicals and children requiring a specialist genital examination for medical reasons. There are well established links in place with local Police Child Abuse Investigation Teams and Childrens Social Care for effective multi-agency working.
- Paediatric Audiology – Community Paediatricians contribute to the Tier 3 audiology clinics and lead the Aetiology clinic. There is close involvement with the local CHSWG (Children’s Hearing Services Working Group)
- Clinical psychology – There is a psychology provision for children with psychological difficulties affecting their physical well-being.

#### External links

The department has close links with statutory and voluntary agencies.

- Children’s Services (Hampshire County Council) – LAC, Child Protection, Disability, Respite services, Family Support Service
- Education (Hampshire County Council) – SEN, preschool advisory groups, Portage, educational psychologists, specialist teaching advisers, Early Support Programme, local mainstream and special schools
- Solent NHS Trust – Children and Young People’s Therapy Services (Physiotherapy, Occupational Therapy, Speech and Language Therapy)
- Southern Health NHS Trust – school nursing, health visiting, Family Nurse Partnership, immunisation, health promotion
- Adopt South – regional adoption services.
- Outreach clinics from tertiary services at Southampton University Hospital (paediatric neurology, genetics, orthopaedics, surgery)
- Hampshire Constabulary – child abuse investigation team
- Child and Adolescent Mental health Services
- A wide range of voluntary agencies – Autism Hampshire, Barnardo’s, NSPCC

The post does not require any acute on-call, but opportunities to maintain acute and general skills may be negotiable.

- Where the post-holder manages employees of the Trust, he/she will be expected to follow both local and national personnel policies and procedures. The post-holder will be expected to ensure that there are adequate arrangements for hospital staff in the care of his/her patients, and to be able to contact him/her when necessary.
- Comply with Trust Health and Safety policies and procedures and complete statutory and mandatory training as required.

- Engage in other duties on occasions that the need might arise, with agreement, as assigned by the Trust.

## DEPARTMENT – MEDICAL STAFFING

### Consultants

Name	Specialist Interest
Dr Martha Wyles	Clinical Lead Child Health, Allergy & General Paediatrics RHCH
Dr Eleri Williams	Diabetes & Endocrinology- RHCH
Dr Max Priesemann	Diabetes- RHCH
Dr Reynella Morenas	Gastroenterology- RHCH
Dr Fiona McHugh	General & Eating disorders - BNH
Dr Julia Shaw	General Paediatric, Oncology BNH
Dr Ian Rodd	Renal, Eating Disorders – RHCH
Dr Oliver Bevington	Oncology- RHCH
Dr Katherine Pain	PICU, neonatology - RHCH
Dr Rebecca MacLeod	Community Paediatrics-BNH
Dr Paola Mirto	Community Paediatrics-BNH
Dr Lucinda Winckworth	Neonatology – RHCH
Dr Pippa Haywood	Community Paediatrics - RHCH
Dr Gabriel Whitlingum	Paediatric Neurodisability, Community paed and epilepsy RHCH
Dr Laura Porter	Community Paediatrics RHCH
Dr Jennifer Rowley	Respiratory & Allergy - RHCH
Dr Deb Pathak	Neurodisability & epilepsy - RHCH
Dr John Tolliday	Nephrology, Respiratory RHCH
Dr Maninder Bal	Neonatology BNH
Dr Mohammad Yaqub	Allergy, Metabolic- BNH
Dr Alistair Ewing	Cardiology, Neonatology BNH
Dr Nicola Paul	General - BNH
Dr Sunila Jog	Respiratory - BNH
Dr Ed Hind	Diabetes- BNH
Dr Tara Brown	General & epilepsy- BNH
Dr Nick Ward	Gastroenterology - BNH

### Associate Specialists

Name	Specialist Interest
Dr Ruby Palmer	Community Paediatrics
Dr Rema Abraham	Community Paediatrics
Dr Michelle Medulla	Community Paediatrics

### SAS, Trust and Junior Doctors:

Both sites operate a Tier 1 & tier 2 rota comprised of FY2, GPVTS, ST1-8 trainees, trust doctors & speciality doctors.

### Nurse Specialists:

Both sites have ANP & ANNP's contributing to the care of children & neonates.

### Management Team:

The child health team are supported by an OSM, lead nurse & teams providing business & continuity support for the service.

<b>PERSON SPECIFICATION</b>	
<b>Professional Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Full GMC registration with a licence to practice</li> <li>• Certificate of Completion of Training (CCT) Paediatrics, or Postgraduate thesis hampshirehospitalscareers.co.uk within six months of award of CCT or equivalent by date of interview</li> <li>• MRCPCH or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Post graduate qualification in child health or related subjects, education or quality improvement</li> </ul>
<b>Clinical Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Broad training in General Paediatrics</li> <li>• Training in developmental and community paediatrics.</li> <li>• Safeguarding training and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in safeguarding &amp; CSA medicals</li> <li>• Demonstrate knowledge and understanding of the challenges of management.</li> <li>• Demonstrate an interest in education and teaching</li> </ul>
<b>Clinical Skills &amp; Ability</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to communicate effectively with children, parents and staff.</li> <li>• Ability to work with and to lead a team.</li> <li>• Understanding of the importance of multi-disciplinary working in delivery of patient care</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate participation in audit and research.</li> <li>• Demonstrate ability to manage change and an understanding of the principles of service improvement.</li> </ul>
<b>Research &amp; Teaching skills:</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• An interest in Research, Audit &amp; Quality improvement</li> <li>• An interest in teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• A further qualification in teaching</li> <li>• Evidence of participation in research, audit &amp; quality improvement</li> </ul>
<b>Other Specific Requirements</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Ability to travel to and from the hospital for the purposes of fulfilling job requirements.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

*This post will be offered under the terms and conditions of service for Consultants [England 2003].*

The Terms and Conditions referred to in the contract can be viewed in full via:

[Terms and Conditions \(nhsemployers.org\)](http://nhsemployers.org)

### **Basic Pay and Pay Thresholds**

Basic pay is £93,666 and, subject to satisfactory job planning and review, will rise through annual threshold increases to £126,281. Part-time Consultants will be paid pro rata to the thresholds described above, based on the number of agreed weekly Programmed Activities. The starting salary for new consultant appointments will be at the minimum of the pay scale in accordance with the terms and conditions. Previous service at Consultant level or equivalent may be taken into account when determining the starting salary; please contact the Consultant Recruitment Advisor for further information.

### **Pre-employment Checks**

The Recruitment Department is responsible for ensuring that the Trust complies with its legal obligation, which includes any prohibition on offering an appointment, and with any requirements stipulated by regulatory bodies. It is essential that staff and patients are confident that every worker has been checked to ensure the Trust has confirmed his/her:

- Identity
- Right to Work in the UK (Passport/visa)
- Disclosure & Barring Service Check
- Professional qualifications & registration
- Suitable References
- Health for Work clearance
- Revalidation

### **Disclosure & Barring Service (Previously CRB)**

In view of the nature of the work this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption order 1975). Applicants therefore must disclose information regarding convictions including those which for other purposes are “spent” under the provisions of the Act. You are, therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent” under this Action and any cautions. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

The Trust will check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.

### **Clinical Governance**

The post-holder will comply with the Trust's clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the Data Protection Act.

### **Confidentiality**

All employees and honorary appointees are required to exercise discretion and maintain confidentiality at all times.

### **Conflict of Interest**

All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust.

### **Data Protection**

In accordance with the Data Protection Act (1998), the Trust is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose and not to use or disclose it in anyway incompatible with such purpose. It is further authorised to disclose data only to authorised organisations as instructed.

### **Equality and Diversity**

To comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Hepatitis B**

All employees who perform "exposure prone procedures" should be immunised against Hepatitis B. Antibody response should be checked on a regular basis. If successful in being appointed to this post, all employees MUST report to the Health for Work Department within two weeks of starting in post. Failure to comply with this, or the new regulations pertaining to Hepatitis B, may result in an employee being suspended from duty. For further information, either contact the Recruitment Department or the Health for Work Department. All matters discussed will remain confidential.

### **Ionising Radiation Use**

Under the Ionising Radiation (Medical Exposure) Regulations 2000 the Trust is obliged to maintain a register of all persons entitled to act as "Practitioners" or "Operators" (i.e. to justify or to carry out a medical exposure) and to keep records of their training. If your post includes the responsibilities of either "Practitioner" or "Operator" as defined by these regulations you must provide the Trust with evidence of training. This should include evidence of completion of an approved training course plus details of practical experience.

Please note that if, during the course of your duties, you refer a person for a medical exposure you are obliged to provide sufficient relevant clinical information to the Practitioner to justify the use of Ionising radiation. You are expected to follow any guidelines for such referrals, which the Trust provides.

#### **Private Practice**

All consultants should adhere to the national Code of Conduct for Private Practice. The trust has excellent facilities for Private Practice and we encourage Consultant to pursue their practice within the hospital setting. The appointee must follow Trust agreed procedures when seeking to commence private practice. Any private practice commitments must not prejudice the basic service requirements contained in the job plan. Appointees expressing an interest in a part time post in order to undertake private practice will normally be expected to hold a 6 programmed activity [PA] contract.

#### **Public Transport and Car Parking**

Unrestricted car parking is available on the BNHH and AWMH sites. Core hours parking restrictions exist on the RHCH site only. You may wish to apply for an exemption from this restriction, if you meet one of the criteria set out in the Policy for Parking Management. Park and ride facilities are available for this site.

#### **Relocation Expenses**

Assistance may be given to newly appointed Consultants with part of the cost of their removal expenses; providing that the removal is necessary to comply with HHFT requirements concerning the place of residence. Please note that applicants are encouraged to take the opportunity prior to interview to discuss removal expenses should they be successful. Different Trusts offer different packages and prior discussion will ensure clarity.

#### **Residential Criteria**

Consultants will be required to reside within a distance to allow safe discharge of their on call duties.

#### **Service Commitment**

HHFT expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times and to adhere to the Trust Values of 'CARE' in service delivery adopting a professional approach to patient care at all times.

#### **Staff Involvement**

The Trust is committed to involving staff at all levels to improve patient services and working lives. The Trust continually strives to improve internal communication systems and encourage staff involvement in organisational and service developments – including business planning – to enable staff to influence discussions which affect them and their working conditions.

#### **NHS Pension scheme**

The post-holder will be entitled to join or remain in the NHS Superannuation Scheme

#### **No Smoking**

HHFT operates a "No Smoking Policy" which does not allow smoking at work, in trust buildings, entrances or grounds. Smoking is a Health and Safety issue, and all staff have a responsibility to ensure that smoking does not occur in public areas or entrances and to be aware of, not only health risks, but also the risks of unnecessary fire alarm activation. The Trust has a comprehensive staff support programme for staff who wish to give up smoking. For more information, contact the Health for Work Department.

## Relocation Guidance for Senior Medical Staff

### Relocation Guidance: For Senior Medical Staff Relocation Expenses following appointment to HHFT

Following your acceptance of the offer of a senior medical staff/consultant post at HHFT, the Trust will be in a position to offer reimbursement of reasonable relocation/removal expenses. This is to cover costs reasonably incurred, to facilitate your move to HHFT.

Costs may be claimed up to a maximum of £8000, and should normally be claimed within 12 months of taking up your post. In exceptional circumstances, (such as inability to sell a property), this time period may be extended after negotiation.

Reasonable relocation expenses which may be claimed are:

1. **Legal Fees**
2. **Estate Agents/Auctioneers fees/Private Advertisement**
3. **Removals and storage of furniture**
4. **Surveyors' fee**
5. **Stamp duty**
6. **Temporary accommodation. The cost of this may be set against the relocation package whilst awaiting sale of property. Payment will be made against this for the lesser cost of the following: Continuing expenses in the previous area (i.e. mortgage/community charge) and temporary accommodation (hospital or private) in the new area**
7. **Travel paid at public transport rate, second class rail fare for the following; Up to three return journeys while searching for accommodation or to superintend the move**
8. **Abandoned purchase fees**
9. **Negative Equity Insurance**
10. **Excess rent payments may be offset against the sum allowed under the relocation package**
11. **Up to £2,000 may be claimed under miscellaneous expenses from the overall sum agreed**

Invoices and receipts should be submitted to the budget holding manager as soon as expenses have been incurred, and reimbursement will be received through payroll.

**If you intend to claim relocation expenses** please fill in the attached form to confirm in writing your intention to claim. This should ideally be completed and returned with your acceptance of the post, or no later than 3 months from your start date at the Trust.

'Removal and Associated Expenses Claim Form' in Part B should be submitted together with the relevant receipts as soon as expenses have been incurred to the Budget holding Manager/Divisional Director of the department.

**Part A**

**HHFT RELOCATION EXPENSES – INTENTION TO CLAIM**

Please complete and submit the following form prior to commencement of post to confirm your intention to claim in accordance with the Relocation Expenses Policy of HHFT.

Name of applicant.....

Post appointed to.....

Location of new post (Hospital/dept).....

**A. Details of accommodation in area of previous employment**

1. Address.....

.....

2. Type of accommodation.....

3. Was accommodation rented or owner occupied? .....

**B. Details of new post**

4. Job.....

5. Proposed start date (if known).....6. Starting salary .....

7. Whole time or part-time ..... 8. Date of appointment .....

9. Length/type of contract.....

10. Is your move to this area solely connected to this offer of employment? .....

**C. Details of accommodation in HHFT area if known**

NB. Relocation should be to accommodation within a reasonable travelling distance from the employing hospital, such that you can fulfill your on-call responsibilities safely.

Address.....

.....

11. Is this accommodation rented or owner occupied? .....

12. Is this address to be permanent or temporary? .....

---

**D.** I certify that removal expenses are not recoverable in part or full from any other source by me or my partner and that the information I have given is correct to the best of my knowledge and belief.

I undertake to repay relocation expenses on demand should I leave the trust within 2 years of commencement or prior to the expected date of expiry of my appointment (as applicable).

Signed ..... Date .....

---

**E. Budget Holder/Divisional Director**

Approved by .....

Position ..... Date .....

---

Please submit completed form to your budget holding manager who will then forward a copy to the Recruitment Team.