



University College London Hospitals

NHS Foundation Trust

JOB DESCRIPTION & PERSON SPECIFICATION

(Incorporating general information about UCL Hospitals NHS Foundation Trust)

for

Specialist Registrar in Oral Surgery

Full Time

at

UNIVERSITY COLLEGE LONDON HOSPITALS

NHS FOUNDATION TRUST

Eastman Dental Hospital

(October 2024)

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UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST

1. The Appointment

This is a training post established following the revised guidelines in relation to training in Oral Surgery. This is a 3 - 4 year programme of specialist training in Oral surgery in line with the new GDC approved curriculum (January 2023). It is envisaged that formal completion of training will be marked by satisfactory summative assessment and success in the Fellowship examination in Oral Surgery of one of the Royal Colleges (FDS (OS)) thus equipping the trainee for a specialist appointment.

The training will be delivered by way of supervised clinical training as well as didactic teaching in a variety of settings predominantly within the hospital setting. The training will be structured over the 3 - 4 years to fulfil the required curriculum and will involve exposure and involvement with a variety of techniques spanning the breadth of Oral surgery. Trainees will also be exposed to joint clinics with other disciplines.

The post holder will need to ensure that he/she is aware of their responsibilities to patient care and service delivery within the context of their training and will be expected to deliver high quality care at all times. The post holder will also need to ensure that appropriate Quality Assurance structures and guidance are in place and any variations in the service delivery and need are raised with the Consultant/Clinical Lead in the Department and/or the Clinical Director immediately.

It is anticipated that the successful candidate will take up their appointment as soon as possible by mutual arrangement.

Visits to the Hospitals

General enquiries, about the job or for an informal discussion about this post should be directed to Mr Josiah Eyeson, Consultant Oral Surgeon or by contacting the secretary on 020 34561114 .

2. About the Trust

UCLH is one of the largest and most complex public sector organisations in the UK. It has played a leading role in the reform of the NHS, by becoming one of the first NHS Foundation Trusts as of 1st July 2004. The Trust completed the first phase of the most ambitious £422m PFI project in the NHS and is leading in research and development role in biomedicine, jointly with University College London.

The Trust is a group of central London hospitals, which include:

- The Eastman Dental Hospital[EDH]
- Royal National Throat, Nose, Ear Hospital [RNTNEH]
- UCH at Westmoreland Street
- The Hospital for Tropical Diseases [HTD]
- The National Hospital for Neurology & Neurosurgery [NHNN]
- The Royal London Hospital for Integrated Medicine[RLHIM]
- University College Hospital [UCH]

At UCLH we have around 1000 beds. The new University College Hospital, The Elizabeth Garrett Anderson wing, and the Rosenheim Wing have approximately 700 beds; The UCH at

Westmoreland Hospital has 88 and the National Hospital for Neurology & Neurosurgery has 207.

The Trust is closely associated with University College London (UCL), a multi-faculty university. The Royal Free & University College Medical School (RFUCMS), which is one of the highest rated medical schools in the country, forms the largest element of the Faculty of Biomedical Sciences (FBS), which was formed on 1st August 2006.

FBS comprises the former Faculty of Clinical Sciences, four postgraduate Institutes (Ophthalmology, Neurology, Child Health, Eastman Dental) and the Wolfson Institute for Biomedical Research. This structural change further enhances the exceptionally strong base of research and teaching in Biomedicine at UCL.

The clinical activity of FBS is delivered by 14 Divisions and Institutes: Division of Medicine, Cancer Institute, Division of Surgical and Interventional Sciences, Division of Population Health, Division of Infection and Immunity, Institute of Women's Health, Ear Institute, Centre for Health Informatics and Multiprofessional Education (CHIME), Division of Medical Education and the five Institutes listed above. The departments are situated on three main sites - the Bloomsbury Campus, the Hampstead Campus, and the Archway Campus - and operate mainly in conjunction with four central London National Health Service Trusts and primary health care practices. There are also strong academic links with NHS Trusts in Greater London and the South East.

RFUCMS in its present form was created in 1998 by the merger of two major institutions - UCL Medical School and the Royal Free Hospital School of Medicine. It comprises the Faculty of Biomedical Sciences and that part of the Faculty of Life Sciences which provides the basic science teaching for the medical undergraduates. It also offers a wide range of graduate programmes and houses many interdisciplinary research teams. The Medical School has consistently received one of the highest ratings in the UK in the HEFCE research assessments undertaken during the last twelve years. Professor Edward Byrne is Executive Dean of the Faculty of Biomedical Sciences and Head of the Medical School. Professor Ian Jacobs is Vice-Dean for Research and Professor Jane Dacre is Vice-Dean for Education. Professor Humphrey Hodgson is Vice-Dean RFUCMS and Campus Director of the Hampstead Campus and Dr David Patterson is the Archway Campus Vice-Dean RFUCMS and Campus Director.

The Trust has an arrangement with the Medical School to provide clinical teaching for the MBBS undergraduate programme, for which purpose it receives NHS funds from the Workforce Development Confederation. The Trust is recognised by the University of London for this purpose.

The Trust is closely associated with University College London, a multi-faculty university. The Eastman Dental Hospital (EDH) works closely in the furtherance of its mission with the Eastman Dental Institute (EDI) and together they are known as the Eastman. The EDI is a postgraduate dental school forming part of University College London (UCL). Its main activities are research and postgraduate education in the field of oral healthcare sciences. EDI's mission encompasses education, academic enquiry and the advancement of knowledge with the aim of:

- Providing the highest quality of educational experience and training in clinical skills and research, and the widest opportunities for graduates.
- Benefiting society by encouraging a healthy lifestyle, preventing oral disease, and improving patient care by application of education, research and clinical skills.
- Advancing the dental profession.

The services we provide

UCLH provides high quality accident & emergency, general medical and general surgical services to the people who live, work and visit north central London. In addition, the hospital group is home to many specialist services, which attract patients from all over the UK.

Some of our key services are:

- ◆ Cancer services
- ◆ Cardiac services
- ◆ Infectious diseases
- ◆ Neurosciences
- ◆ Oral health
- ◆ Women's health.

Our Staff

The Foundation Trust has a combined staff of 6, 200. Roughly 20% are doctors and dentists, 40% nurses or midwives and 40% are allied healthcare professionals, scientific and technical staff, managers, administrators and support staff; other key services such as catering, portering and domestic services are provided by our external partners Interserve.

Our Patients

Every year we treat close to 60,000 patients in hospital, either as inpatients or day cases. We also see nearly 500,000 outpatients per year. The majority of our patients are from our closest health authority areas: Camden, Islington, Kensington, Chelsea, Westminster and Haringey and the north Thames area in general.

UCH

The Trust's acute care is delivered within a 16-storey, state-of the-art hospital named University College Hospital which opened to provide health care service in June 2005. A new purpose-built "Elizabeth Garrett Anderson (EGA) Wing" to house Women Services was opened in 2008.

Investment in new medical equipment such as IT systems to provide records, test results and X-rays electronically has been made. A new high-tech pathology building close to the new hospital on Hampstead Road is to be built. This investment represents the most significant programme of improvements ever seen in the NHS at a single site.

As a result the Trust will be able to treat patients in a state of-the-art hospital environment of which we can be proud. This includes embracing modern technology and techniques to ensure that the Trust continues to fulfil its part in meeting the health needs of both local residents and those from further afield requiring specialist care.

Further information about the Trust, its strategic direction and hospitals can be found on the UCLH Website @ www.uclh.nhs.uk

3. About the Clinical Board, Division & Department

Specialist Hospital Board

The Clinical Board for Specialist Hospitals was established 1 April 2001. It comprises the following directorates:

- The National Hospital for Neurology & Neurosurgery
- The Eastman Dental Hospital (including) Maxillofacial Surgery
- The Royal London Hospital for Integrated Medicine
- Women's Health including Elizabeth Garrett Anderson & the Obstetric Hospital
- Paediatric & Adolescent Services
- Royal National Ear, Nose & Throat Hospital

The Board is the largest in the Trust with over 2,000 staff. It provides specialist services to patients all over the country as well as general services to the local

Eastman Directorate & Institute for Oral Health Care Sciences

The Eastman Directorate lies within the Specialist Hospitals Board. All outpatients are seen at the Eastman Dental Hospital with inpatients and general anaesthetic day cases being seen on the main UCLH campus. Trauma cover is provided for the surrounding hospitals, namely the Royal Free Hospital, the Whittington Hospital, St Mary's Hospital and Great Ormond Street Hospital for Children. The craniofacial and orthognathic work including facial trauma is delivered by the Eastman Directorate and the head and neck oncology work by the Oral & Maxillofacial team based in the Surgical Directorate.

The Eastman Dental Hospital & Institute is a unique postgraduate centre for oral health care sciences offering first class research, teaching and clinical training. The Institute is part of University College London and the Hospital is part of University College London Hospitals NHS Trust. Together they are able to enhance the experience of those working and training at the forefront of clinical research and patient care. Last year approximately 60,000 patients were seen as outpatients in the Eastman Directorate.

The Eastman Dental Hospital and the Royal National Ear, Nose & Throat Hospital are now co-located in a new state of the art clinical facility which opened in 2019 on the main UCH campus at 47 - 49 Huntley Street, London.

Clinical Departments (Units)¹

The clinical departments have recently been reorganized to form a new Divisional structure with 3 Divisions which are:

- **Growth and Development:** comprising of Department of Orthodontics (including craniofacial) and Department of Paediatric Dentistry
- **Diagnostic, Medical & Surgical Sciences:** comprising of Department of Oral Medicine (including Special Care Dentistry and Facial Pain) and Department of Oral and Maxillofacial Surgery.
- **Restorative Dental Sciences:** comprising of Department of Prosthodontics, Department of Endodontics, Department of Periodontology including Implantology and the Schools for DCP training.

The Clinical Departments cover all aspects of dentistry and medically related fields. In addition to the traditional subjects novel academic departments supporting clinical advancements and new areas of training have also been established.

¹ Functional groups are known as units within the Eastman Dental Institute in accordance with University College London practice. However within UCLH Trust, they are referred to as departments. Both terms are used in the document

The hospital also incorporates the Burkhart School of Dental Hygiene and Dental Therapy, the School of Dental Nursing and a Dental Technician Training School, and is dedicated to high quality training for all members of the dental team.

Various training programmes are available including several which are recognised as contributing to specialisation. These include:

- Fixed and Removable Prosthodontic
- Endodontics
- Oral Surgery
- Oral Medicine
- Oral Pathology
- Orthodontics
- Paediatric Dentistry
- Periodontology
- Prosthodontics
- Special Needs Dentistry

Research Facilities

The Eastman has extensive dedicated research facilities on site readily accessible to clinicians with an interest in research as well as those employed as researchers. There are facilities for:

- Anaerobic Bacteriology
- Impedance Measurement
- Materials Testing
- Nucleic Acid Technology
- Tissue and Cell Culture

Collaborative research is encouraged within UCL and beyond.

Other Facilities

The Institute and Hospital have been steadily improving facilities and technology to enhance the learning environment. As part of UCL there are also close links with other units within the university. The following are available on site:

- An Information Centre with 34 computers for access to academic networks and the world wide web, a wide range of contemporary audio visual materials and an extensive collection of books and journals.
- Lecture theatres and seminar rooms with contemporary audiovisual facilities.
- A refectory for staff, students and patients.

The Eastman Continuing Professional Development Unit is a dedicated training facility based just a short walk away from the main Eastman building at 123 Gray's Inn Road. Challenging short courses and longer programmes are available for all members of the dental team in modern teaching facilities, which include lecture theatres, seminar rooms and two state of the art hands-on skills laboratories.

Work and Interests of the Department of Oral & Maxillofacial Surgery

The Department forms part of the Division of Diagnostic, Medical and Surgical Sciences. The Department has recently undergone a change in the service delivery and design following change in the personnel in the department alongside the national changes regarding the

Speciality of Oral Surgery. The Department provides advice and treatment for patients referred by general dental / medical practitioners / hospital practitioners and other hospitals and departments within the Eastman and UCH. The case mix is varied and a wide range of referrals are accepted. The Department also houses one of the only Craniofacial Units in conjunction with the Orthodontic Department and manages an increasing number of patients with facial deformity. Additionally it is also active in the training of postgraduates and junior staff including 2 Specialty Registrars +/- 1 Academic Clinical Fellow / Honorary Specialty Registrar. There is another Specialty Registrar working across the Eastman and East Surrey Hospitals. The Departmental team continue to collaborate closely with the Oncology Oral & Maxillofacial Surgeons based in the Surgical Directorate. A number of joint clinics are run with other departments within the Eastman.

The special interests of the department lie in the management of patients with complex dentoalveolar problems, facial trauma and deformity as well as minor oral surgical problems. The department is devoted to the concept of optimal patient care in the context of teaching and research as well as providing an efficient and effective service to the referring practitioner and patients. A close working relationship will be fostered with the academic team to ensure that the correct patient case mix for the educational programmes. The Department offers extensive opportunities for enhancing clinical skills as well as clinical research and education.

The department occupies 8 self contained clinical chairs and is supported by a full complement of dental nurses, reception staff and secretaries. It works closely with the other teams within the Eastman to further its mission.

Consultant Clinical Staff of the Department:

Based in the Eastman Directorate

Mr T Lloyd	Consultant Oral and Maxillofacial Surgeon (Lead for Craniofacial)
Mr J Eyeson	Consultant in Oral Surgery (Educational Supervisor)
Dr R Leeson	Senior Lecturer / Honorary Consultant
Dr S Koshal	Consultant in Oral Surgery (Clinical Lead)
Dr M Devine	Consultant in Oral Surgery
Dr M Samani	Consultant in Oral Surgery
Dr N Rahman	Consultant in Oral Surgery

Others:

Based in the Surgical Directorate (Oncology team):

Mr N Kaleverzos	Consultant Oral and Maxillofacial Surgeon
Mr C Liew	Consultant Oral and Maxillofacial Surgeon
Ms Clare Schilling	Consultant Oral and Maxillofacial Surgeon
Ms Dipti Sinha	Consultant Oral and Maxillofacial Surgeon
Mr Luke Williams	Consultant Oral and Maxillofacial Surgeon
There are 8 Specialty Dentists in the Department	

Trainees

- 4 Dental Core Year 1 trainees – Based at Eastman with no on call commitment
- 2 Dental Core Year 2 trainees – Based at Eastman/GOSH with no on call commitment

3 OMFS Specialist Registrars – Training for this group is provided across the 2 directorates with exposure to all aspects of OMF training with all the Consultant team involved.

2 Oral Surgery Registrars

1 Oral Surgery Registrar (Eastman / East Surrey Hospital)

Senior House Officers based in the Surgical Directorate supporting the H & Neck team with an oncall commitment

Admin and Clerical Staff:

Secretarial support is provided to all consultants and the Department is supported by a service manager and a team of reception staff.

IT Facilities

All staff have access to IT facilities. The Oral and Maxillofacial Department is supported by the Trusts Electronic Patient Record

For further information, please see: www.eastman.ucl.ac.uk/depart/index.html

4. The Role & Its Responsibilities

The post-holder will be responsible to the Educational supervisor in the Department currently Mr J Eyeson and accountable to the Clinical Director, Dr Navdeep Kumar.

This training post is a replacement post and it is envisaged that changes will be necessary as the post develops during the first year.

The trainee will be appraised at the start of the programme and a personal development plan, including the trainee's needs both clinical and academically established. The trainee will be entitled to professional study leave as per the training guidelines. The training outline has been structured to provide the training requirements alongside the service delivery thus optimizing the experience the trainees undergo.

An individual educational programme will be arranged for the post holder by the Educational Supervisor and will follow the outline of the curriculum set by the Oral Surgery Specialist Advisory Committee in conjunction with the Deanery. The curriculum is set over a period of 3 years to achieve core competencies which will enable the trainee to sit the M Oral Surg (Membership in oral surgery) examination as follows:

Core Clinical Competencies

- Assessment and diagnosis of patients presenting with impacted and failing teeth
- Extraction of teeth and retained roots including the assessment and management of associated complications eg oro antral fistula
- Management of odontogenic and all other oral infections
- Management of impacted teeth; management of complications
- Peri-radicular surgery
- Dentoalveolar surgery in relation to orthodontic treatment
- Intraoral and labial biopsy techniques
- Treatment of intra-oral benign and cystic lesions of hard and soft tissues
- Diagnosis and assessment of salivary gland disease and the management of benign salivary gland disease by intraoral techniques
- Insertion of osseointegrated dental implants including bone augmentation and soft tissue management

- Appropriate pain and anxiety control including the administration of standard conscious sedation techniques
- *Management of adults and children including the medically at risk patient*
- Management of oro-facial pain including temporomandibular joint disorders
- Clinical diagnosis of oral cancer and potentially malignant diseases familiarity with their management and appropriate referral
- *The diagnosis of dentofacial deformity and familiarity with its management and treatment*
- Diagnosis of oral mucosal diseases and familiarity with their management and appropriate referral.
- Demonstrate an awareness and understanding of clinical audit and its relevance to patient care
- Awareness of the importance of consent and related issues in the delivery of patient care
- Demonstrate an understanding of evidence based practice in line with clinical guidelines
- Have an understanding of clinical outcomes within the framework of evidence based training and also the importance of patient reported outcomes.
- Awareness of the ethical issues and the importance of medicolegal issues

The curriculum competencies will be delivered over the 3 years. The integrated nature of the training will mean that the trainees will come across a number of these aspects during the course of the 3 years.

The training is delivered by way of attendance on new patient clinics, joint clinics and personal treatment sessions. The weekly outline of the training programme is given below. The programme involves 7 sessions of direct clinical activity, of which 1-2 session will include a new patient clinic. The remaining sessions will be split across audit/governance, didactic teaching, administration and research.

KEY RESULT AREAS

The post holder will work under the predominantly under the direction of the Consultant in Oral Surgery but will also interact with the Consultant in Oral and Maxillofacial Surgery based at the Eastman Dental Hospital. The trainee will be reporting to the Consultant in Oral Surgery (Mr J Eyeson).

The trainees will be given full chairside support as appropriate and will receive a broad based training fulfilling the requirements of the training programme. The duties of the post will involve the following:

Clinical:

The clinical duties are generally to assist the consultants / trainers by:

- Providing a courteous and efficient Oral Surgery service to all users
- By actioning all enquiries & queries accurately and promptly thus enabling patients, referrers and clinicians needs to be met/exceeded.

- Delivering the clinical protocols for all patients undergoing treatment within the department to ensure that processes and procedures in place conform to local and national standards
- Ensuring that the whole team is aware of the process and protocols in place for a patient requiring dentoalveolar management
- Will be expected to carry out the full range of clinical care focussing on the planning and management of patients requiring minor oral surgical procedures, presenting with facial pain and myofascial pain dysfunction including preventative care in line with the competencies listed above.
- Undertaking continued professional development and be aware of any new clinical developments in dentistry, and to regularly update his/her skills and clinical practice.
- Undertaking teaching and training as appropriate for staff which will include clinicians, as well as support staff as appropriate and necessary. This will usually be undertaken towards the final year of the training programme.

The trainee accepts that he / she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate consultant / trainer where practicable. It has been agreed with the professions and the Department of Health that while juniors accept that they will perform such duties, the Secretary of State stresses that additional commitments arising under this sub-section are exceptional and in particular that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis

Quality Assurance & Safety

- Adhere to established audit standards and implement them such that all teams are following these
- Ensure that all notes are written legibly with the details of procedures
- Ensure that data collection forms are completely accurately to enable careful tracking of sedation provision and any variations
- Conform to the incident reporting guidelines
- Maintain an awareness of the ongoing changes in relation to the speciality
- Deliver the patient output to ensure that 18 week targets are met
- Contribute towards developing, monitoring and reviewing the service including preparing reports as required
- Undertake any training necessary to fulfil duties of the post including mandatory training in basic life support, fire training and data protection.

Administrative:

- Deal with complaints efficiently and effectively in line with Trust guidelines
- Attend all departmental/divisional and hospital meetings
- Produce effective communication with all users of the service including referrers

General

- To adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.
- To comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times.

- To take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure.
- To take personal responsibility for ensuring that UCLH resources are used efficiently and with minimum wastage, and to comply with the Trust's Standing Financial Instructions (SFIs).
- To comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps.
- To be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act.
- To maintain confidentiality at all times.

Other

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract. The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.

All staff will be regularly assessed on their knowledge, skills and behaviour, and application of all aspects of the job description, in line with the Trust's Personal Development Review (PDR) process. Annual appraisal, job planning & objective setting are core.

Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

Job Plan

Your job plan is anticipated to contain 10 Programmed Activities per week on average to be carried out primarily on UCLH sites and does not include an on-call commitment. This is an outline programme and you will be expected to discuss and agree a detailed job plan including your personal and professional objectives with your Educational supervisor within 3 months of your start date.

Proposed Job Plan

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Theatre	Theatre / Admin	Clinic	IV sedation	Clinic
Afternoon	Consultant Clinic	MOS/Clinic	Admin	MOS /Study	MOS

Clinics will run from 9.00am to 13.00pm and 14.00pm to 17.30pm.

Direct Clinical Care Activities (*)

1. Assist with the development of the clinical service in the Department/Unit and help to foster good relationships between the Division and General Dental Practitioners and other health care providers.
2. New Patient and personal treatment Clinics to maintain referral load
3. Carry out all administrative duties relevant to the above.
4. Co-ordinate the clinical activities of the Department in conjunction with the consultant and their team in relation to service provision, teaching and clinical research.
5. Develop and foster integrated working with other providers to promote the department

Other Programmed Activities

1. Ensure that patient care is delivered within the 18 week pathway.
2. Promote a collaborative and seamless working relationship with the whole team
3. Be actively involved in the Department's clinical effectiveness programme including audit, research and development.
4. Undertake any other duties appropriate to the grade, which may be required by the Consultant &/or educational supervisor
5. Work effectively as part of a Department/Unit with both an NHS and an academic component.
6. Assist and participate as required in the continuing professional development activities of the Department/Unit towards both general dental practitioners and specialists in Restorative Dentistry and the associated "monospecialities".
7. Depending on the level of experience, participate in the training needs of the senior house surgeons

Assessment & Appraisal:

The trainee will undergo regular appraisals and a formal assessment once a year which will take place with the Deanery.

The trainee will be expected to keep a training portfolio which should be regularly updated alongside a log book.

The appraisal will normally take place with the Educational Supervisor and the trainee will be expected to submit their portfolio and progress record of the 6 months at this time.

Study Leave:

All trainees are entitled to the agreed level of study leave. Any requests for study leave have to be approved by the Educational supervisor and the appropriate forms completed at least 6 weeks prior to the leave being taken.

Retrospective requests for study leave will not be granted.

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 on to 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. Failure to do so may result in an application being rejected or, if discovered after appointment that such information has been withheld, this may lead to dismissal.

Specialty Registrar Terms and Conditions

The Terms and Conditions referred to in the contract can be viewed in full on the Trust's Public Folders (Human Resources/New consultant contract) or via the NHS Employers' website

(www.nhsemployers.org/PayAndConditions/consultants_and_dental_consultants.asp).

Criminal Record

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 are, therefore, not entitled to withhold information about 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 Act 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.

It is mandatory for the Trust to 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.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making the decision the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust's published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light. If you would like to discuss what effect any conviction you have might have on your application, in confidence, for advice, please contact a Senior Officer in the Personnel Department.

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

It is the aim of the Trust to ensure that no applicant or employee receives less favourable treatment on grounds of sex, race, colour, nationality, disability or sexuality and is not disadvantaged by conditions or requirements which cannot be shown to be justifiable. To this end, the Trust values and promotes diversity and equality in the work place. The Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success.

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. The Trust also operates a No Smoking Policy, which does not allow smoking at work other than in a designated area.

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 a post, all employees MUST report to the Occupational Health 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 HR Department or the Occupational Health Department. All matters discussed will remain confidential.

Insurance Policy

The Authority accepts no responsibility for damage to or loss of personal property with the exception of small valuables handed to their officials for safe custody. Staff are therefore recommended to take out an insurance policy to cover personal property.

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.

Job Sharing

UCLH has a job sharing policy under which all posts are open to job sharing, with or without a partner.

No Smoking

In light of overwhelming evidence that smoking can seriously damage health UCLH operates a "No Smoking Policy" which does not allow smoking at work other than in a designated area. Smoking is a Health and Safety issue, and all staff has a responsibility to ensure that smoking does not occur in public areas and to be aware of, not only health risks, but also the risks of unnecessary fire alarm activation. The Occupational Health Department will provide advice on smoking facilities and resources available to assist those staff who wish to give up smoking.

Private Practice

All consultants should adhere to the national Code of Conduct for Private Practice. Private Practice should as far as possible, be undertaken within UCLH facilities, always ensuring that the needs of the practitioner can be met. In this way income generated can be used to further develop patient care within the Trust.

Public Transport and Car Parking

Car Parking facilities at the Trust are limited. The current car parking policy and permit allocation policy has recently been revised and permit applications should be directed to the Facilities department [Karin Roberts].

Recruitment & Selection

All employees who are responsible for recruiting new staff are required to have completed recruitment and selection training before they can be involved in any recruitment process.

Relocation Expenses

Assistance may be given to newly appointed Consultants with part of the cost of their removal expenses, providing (generally) this is the first appointment in the National Health Service and also that the removal is necessary to comply with UCLH requirements concerning the place of residence [see below].

Residential Criteria

It is considered acceptable for new employees to commute a distance of approximately 25 miles to the hospital unless there are exceptional circumstances or job requirements that prevent this. Trust staff must be able to contact a consultant by telephone.

Service Commitment

UCLH expects its employees to communicate to colleagues, patients and visitors in a polite and courteous manner at all times, to adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer 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 its staff to influence discussions which affect them and their working conditions.

Staff Nursery/Crèche

UCLH has childcare provision at three nurseries for employees. The nurseries are based in the following areas:

- The Mousehole nursery (23 Devonshire St.)
- The Fig Tree (4 St. Pancras Way)

Places at these nurseries are available for babies and children aged 4 months – 5 years. If a place is not immediately available, names will be placed on a central waiting list.

Superannuation Scheme

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

- A pension and a tax free lump sum on retirement
- Life assurance cover
- Voluntary early retirement benefits
- Ill-health retirement benefits
- Redundancy benefits
- Family benefits
- Options to increase benefits

All pension benefits are based on salary and length of membership of the Scheme. Contribution rates for most members is 6% of pay, but the real cost is normally around 3.5% because of the tax relief on contributions and the lower rate of National Insurance contributions paid as members opt out of the State Earnings Related Pension Scheme. Legislative changes affecting the NHS pension scheme from 6th April 2006 include the Gender Recognition and Civil Partnerships Acts and the Finance Act 2004, introduces new upper limits on tax free pension benefits and certain Child allowances. Medical, dental and ophthalmic practitioners and high earners can find out more via www.nhspa.gov.uk/scheme-booklets.cfm.

No contribution will be made by the Trust to personal pension plans for those who opt out of the above scheme.