

*Living Well, Caring Well, Working Together*

**CONSULTANT IN  
OBSTETRICS & GYNAECOLOGY**  
with interest in  
**Fertility and Paediatrics  
& Adolescent Gynaecology**

(10 sessions per week)

Job Description

## PART A – THE JOB ITSELF

**Post title:** Consultant in Obstetrics & Gynaecology with interest in Fertility and Paediatrics & Adolescent Gynaecology

**Base location:** University Hospital of Wales (UHW)

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

Clinics at University Hospital Llandough (UHL), Cardiff Royal Infirmary and The Barry Hospital.

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 Obstetrics & Gynaecology Directorate which forms part of the Children & Women's Clinical Board.

Clinical Board Director:	Mr Sandeep Hemmadi
Clinical Board Head of Operations & Delivery:	Mrs Catherine Wood

Clinical Director:	Dr Anju Kumar
Directorate Manager:	Mr Rhodri John

**Names of Consultant members of the Department**

Miss Meena Ali	Obstetrician and Gynaecologist & Undergraduate Tutor
Miss Pina Amin	Obstetrician with a special interest in endocrine, fetal monitoring & patient safety Lead
Mr Bryan Beattie	Obstetrician and sub-specialist in fetal medicine, Lead for fetal medicine
Miss Sahar Boctor	Gynaecologist
Mr Kiron Bhal	Gynaecologist and sub-specialist in urogynaecology
Mr Henry Cole	Obstetrician, obstetric lead and lead for PROMPT
Mr Nigel Davies	Gynaecologist with an interest in paediatric adolescent gynaecology and menopause
Mr Mark Denbow	Obstetrician and subspecialist fetomaternal medicine
Miss Anna Denereaz	Obstetrician and gynaecologist with an interest in menopause
Ms Anna Darbhamulla	Obstetrician and gynaecologist with an interest in pelvic floor trauma and college tutor
Miss Claire Francis	Obstetrician with a special interest in maternal cardiac disease and lead for neonatal mortality review



Mr Anthony Griffiths	Obstetrician and Gynaecologist with an interest in endometriosis
Mr Robert Howells	Gynaecologist and subspecialist in gynaecology
Miss Angharad Jones	Gynaecologist with an interest in advanced laparoscopic surgery
Dr Sadie Jones	Gynaecologist and subspecialist in gynaecology, research & development lead for obstetrics & gynaecology
Dr Anju Kumar	Gynaecologist and Clinical Director
Miss Monique Latibeaudiere	Obstetrician and Gynaecologist and lead for early pregnancy service
Mr Kenneth Lim	Gynaecologist and subspecialist in gynaecology
Dr Amy Robb	Obstetrician and labour ward lead
Miss Ewelina Rzycka	Gynaecologist with an interest in gynaecological oncology and clinical risk lead for gynaecology
Miss Cerys Scarr	Obstetrician and clinical risk lead for obstetrics
Dr Caroline Scherf	Gynaecologist with a special interest in sexual and reproductive health
Mr Lutfi Shamsuddin	Gynaecologist with an interest in advanced laparoscopic surgery
Dr Aarti Sharma	Gynaecologist and subspecialist in gynaecology
Miss Anju Sinha	Gynaecologist and gynaecology lead
Miss Catherine Stone	Obstetrician and gynaecologist, audit lead and antenatal care lead
Miss Caryl Thomas	Obstetrician and Gynaecologist with an interest in advanced laparoscopic surgery

### **Summary of other Medical Staff in the Department**

20 Specialty Registrars  
1 Sub-specialty Trainees in Gynae-oncology  
2 GPVTS Trainees  
5 F2 doctors  
5 MTI Clinical & teaching fellows  
2 Oncology research fellows

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

### **Other Relevant Staff**

Mrs Lois Mortimer                      Head of Midwifery & Directorate Lead Nurse

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

Secretarial support will be provided for the post holder from University Hospital of Wales (UHW) by sharing one of the existing Consultant's secretaries. It is anticipated that the post holder will share office accommodation.

## WORK OF THE DEPARTMENT

The UHB has evolved from the merger of two acute Trusts and a Community Trust. The Obstetrics & Gynaecology service is largely provided from the UHW site with some activity in University Hospital Llandough (UHL). The department of obstetrics and gynaecology, provides midwife led and obstetric led care to women within Cardiff and the Vale of Glamorgan. Around 1/5 of our antenatal care is provided from University Hospital Llandough and this is both midwife and obstetric led care. The UHB also provides a tertiary service for fetal medicine, maternal medicine, infertility and gynae-oncology.

The Obstetrics & Gynaecology Directorate works closely with colleagues within Cardiff University's College of Medicine. Cardiff University's Schools of Medicine and Dentistry are the premier medical education institutions in Wales. Education and research are combined on site with 962 beds in one complex and with the main theatres dealing with 12,000 cases per year.

### Obstetrics

The department comprises of two busy antenatal departments delivering a wide variety of midwife led and obstetric led care. We run combined medical antenatal clinics, a joint obstetric haematology clinic, preterm birth, rainbow and multiple pregnancy clinics. Tertiary fetal medicine clinics and a tertiary combined obstetric cardiac clinic are hosted by the department, both taking referrals for south wales.

The current intrapartum service provides care for around 5,400 births a year, split between the consultant led labour ward and an alongside midwifery led unit. There is a high level of multidisciplinary working within the intrapartum areas and the department has a good reputation nationally and beyond for its work around management of post-partum haemorrhage and nearside patient testing of coagulation. PROMPT training has been embedded and runs at least every month. The department is supported with a large level 3 neonatal unit and tertiary referral paediatric surgery.

There are a wide range of meetings and quality improvement initiatives for the post holder to engage with. There are twice weekly clinical risk meetings, monthly audit, quality and safety and perinatal meetings. The maternity professional forum, reviewing all obstetric guidelines, happens monthly as does the perinatal mortality review forum. There is ample opportunity for the post holder to get involved in these areas. Current initiatives include the recent pre-term birth prevention clinic and implementing BAPM guidance around preterm birth. There are opportunities to get involved with PROMPT and helping with training in the department.

## Gynaecology

There is a comprehensive gynaecology service that is innovative and has close links with Cardiff University in the development of research and teaching. There are a range of specialist clinics including USC clinic, fibroid, prolapse, outpatient procedure, VIN clinic, vulval clinic, gynae-oncology clinic, chronic pelvic pain clinic and sub-fertility. In addition, there are regular joint clinics including adolescence clinic and haematology clinic.

There is a state-of-the-art outpatient operating suite that provides outpatient hysteroscopic resections, ablations and Sonata system for outpatient management of fibroids. We run a one-stop hysteroscopy PMB clinic through the outpatient operating suite each week.

The urogynaecology service offers a complete package of care to women with urogynaecology issues. We provide urodynamics, video-urodynamics, cystoscopies and botox in the urogynae suite. This is provided by the urogynae consultants who work closely with nurse practitioners. All the various surgical treatments for urogynaecological conditions are offered along with minimal invasive approach where applicable.

The gynae-oncology department manages over 400 cancers per annum. The department provides comprehensive surgical treatments including total laparoscopic hysterectomies and laparoscopic radical hysterectomies. The department delivers services with an enhanced recovery after surgery programme. There are excellent relationships with urology, colorectal surgery, pathology and radiology through a weekly MDT meeting. The department has trained a number of sub-specialist trainees that have progressed to success consultant careers.

The endometriosis team delivers care for women with chronic pelvic pain and is an accredited BSGE endometriosis centre. There is a dedicated multidisciplinary pain clinic and MDT meeting. There is excellent links with radiology, urology and colorectal surgery. The department also provides a highly successful RCOG advanced gynaecological laparoscopic training.

The pregnancy advisory service looks after the management of women with unplanned pregnancies. We also deal with tertiary referral patients with complex underlying medical problems who need a termination. Medical and surgical treatments are provided, both as inpatient and outpatient. The department also provides Manual Vacuum Aspiration (MVA) techniques and training is provided for specialty trainees.

The department has an emergency gynaecology stream which offers same day treatment to women with acute gynaecological problems. The department also has a comprehensive early pregnancy assessment unit.



## **MAIN DUTIES AND RESPONSIBILITIES**

### **Clinical:**

- To provide with Consultant colleagues (as appropriate) a service in the speciality to the hospitals so designated, with responsibility for the prevention, diagnosis and treatment of illness and promotion of health.
- To have continuing responsibility for the care of patients in your charge (as appropriate) in liaison with Consultant colleagues and for the proper functioning of the department in line with the Operational Policy and Strategic Plan (as amended from time to time).
- To be responsible for the professional supervision and management of junior medical staff. If appropriate the post holder will be named in the contracts of junior staff as the person responsible for overseeing their training and as an initial source of advice to such doctors regarding their careers.
- To participate in continuing medical education in ways which are acceptable to the Chief Executive. The UHB supports the requirements for continuing professional development and is committed to providing time and financial support for these activities in line with the UHB Policy.
- To participate in and contribute to Clinical Audit in line with the Health Board's policy on the implementation of Clinical Governance.
- Domiciliary consultations (as appropriate) to Cardiff and Vale residents in accordance with the Health Board Policy.
- The successful candidate is expected to take part in a 1/10-12 week-day on-call for covering Gynaecology and will be expected to take an equal share in the Consultant weekend on-call rota (currently 1/10) and a full share of bank holidays. The on-call commitment is subject to change subject to job planning and 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.



- To contribute to ATSM and SITMs training programmes.

### **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.

### **Management:**

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



## PROVISIONAL WORK PROGRAMME

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

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

		<b>Sessions</b>	<b>Hours</b>	<b>Type of work</b>
<b>Monday</b>	AM	1 DCC	09:00-12:45	Labour ward / Emergency Gynae
	PM	1 DCC	13:00-17:00	Labour ward / Emergency Gynae
<b>Tuesday</b>	AM	1 SPA	09:00-12:45	Supporting professional activities
	PM	1 DCC	13:00-16:45	Gynae clinic
<b>Wednesday</b>	AM	1 DCC	09:00-12:45	Admin (including vetting of referrals)
	PM	1 DCC	13:00-16:45	Fertility clinic (currently at Cardiff Royal Infirmary)
<b>Thursday</b>	AM	0.625 DCC / 0.5 SPA	09:00-12:45	Theatre / Supporting professional activities (Educational supervision)
	PM	0.625 DCC / 0.4 SPA	13:15-17:00	Theatre / Supporting professional activities
<b>Friday</b>	AM	1 DCC	09:00-12:45	PAG clinic
	PM			<i>Uncontracted time</i>
<b>On-call</b>		1 DCC		1 in 10 on-call rota (covering Emergency Gynae over week-days and weekends)





## Notes:

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**

Immediately.

### **CONTACT DETAILS FOR ENQUIRIES**

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

Mrs Anju Kumar, Clinical Director  
E-mail: [Anju.Kumar2@wales.nhs.uk](mailto:Anju.Kumar2@wales.nhs.uk)

Mrs Anju Sinha, Gynae Lead  
E-mail: [Anju.Sinha@wales.nhs.uk](mailto:Anju.Sinha@wales.nhs.uk)

Mr Rhodri John, Directorate Manager  
E-mail: [Rhodri.John3@wales.nhs.uk](mailto:Rhodri.John3@wales.nhs.uk)

Shortlisted candidates are also encouraged to contact :-

Mr Sandeep Hemmadi, Clinical Board Director – Children & Women's Services  
E-mail: [Sandeep.Hemmadi@wales.nhs.uk](mailto:Sandeep.Hemmadi@wales.nhs.uk)

and any other senior official deemed appropriate.

***Con1448-O&G Fertility Paeds Adol Gynae***





## PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
Qualifications	<ul style="list-style-type: none"> <li>• Full GMC registration with a licence to practise</li> <li>• On Specialist Register for specialty / Specialty Registrar with CCT / CESR (Combined Programme) due within 6 months of interview date</li> <li>• MRCOG or equivalent</li> <li>• ATSM in Fertility</li> <li>• ATSM in Paediatrics &amp; Adolescent Gynaecology</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in ultrasound</li> <li>• MD thesis in relevant specialty</li> </ul>	Application and pre-employment checks
Experience	<ul style="list-style-type: none"> <li>• Able to demonstrate ability to work in a regional service at a Consultant level</li> <li>• Evidence of recent participation in emergency drills</li> <li>• Competencies in Ultrasound scanning</li> </ul>	<ul style="list-style-type: none"> <li>• Sub-specialist training in Fertility</li> </ul>	Application & interview
Skills	<ul style="list-style-type: none"> <li>• Evidence of effective team and multidisciplinary working</li> <li>• Effective and demonstrable communication skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues</li> <li>• Effective IT (computer) skills</li> <li>• Self-motivated and flexible approach to work</li> <li>• Values aligned to those of the Health Board</li> </ul>		Application & interview
Clinical Governance	<ul style="list-style-type: none"> <li>• Evidence of participation in clinical audit and understanding role of audit in improving medical practice</li> <li>• Understanding of clinical risk management and clinical governance</li> <li>• Evidence of proactive engagement with appraisal and revalidation</li> </ul>		Application & interview



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



## PART B – THE HEALTH BOARD AND ITS VALUES

Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 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 2022-23, the Health Board's total turnover was £1.86 billion and it employs over 16,000 staff.

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

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

### Living Well, Caring Well, Working Together

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

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

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

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

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

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

### NHS Wales Core Principles

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

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

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



## The Cardiff and Vale UHB Structure

Chief Executive: Suzanne Rankin

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 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.