

**University Hospitals Dorset  
NHS Foundation Trust**

**JOB DESCRIPTION**

**Locum Consultant Ophthalmologist Glaucoma – upto 12 months**

**Substantive Consultant Ophthalmologist Glaucoma**

**THE POST**

This is a new appointment to increase to 3 glaucoma consultants, in addition to the existing glaucoma team.

The posts is mainly based at the Royal Bournemouth Hospital site with opportunities to manage patients at peripheral sites.

**UNIVERSITY HOSPITALS DORSET NHS FOUNDATION TRUST**

In 2020 we became University Hospitals Dorset NHS Foundation Trust in our new partnership with Bournemouth University, and the merger of Poole Hospital and Royal Bournemouth and Christchurch Hospitals. This is a really exciting time to join us!.

Our ambitious multi-million pound plans to develop our sites are well underway, with RBH as the designated major acute and emergency hospital in East Dorset, and Poole Hospital as the major planned care hospital.

Joining UHD gives you the opportunity to enjoy all that Dorset has to offer. Bournemouth is a vibrant university town attracting British and overseas students, and Poole has a large natural harbour and is perfect for water sports or relaxing at a quayside restaurant.

With both the New Forest and Isle of Purbeck on our doorstep, over 7 miles of stunning sandy blue flag beaches and coastal paths, we are located within an area of breath taking natural beauty providing a great place for you to achieve your rewarding work life balance.

**THE DISTRICT**

We provide general and specialist health care services for the residents of Poole, Bournemouth, Christchurch, East Dorset and the New Forest with a total population of over 550,000. During the summer months over one million holidaymakers visit the area.

**THE EYE UNIT**

This purpose built self contained unit includes a 14 bed ophthalmic inpatient ward and a separate 3 bed paediatric ward. There are 4 dedicated eye theatres. Three main intraocular theatres, with microscopes and video recording kit are equipped for all ophthalmic surgery including complex glaucoma, keratoplasty, vitrectomy, orbital, complicated cataract and dedicated high volume cataract surgery. There is an additional minor oculoplastic theatre.

There an orthoptic department with paediatric areas. The adjoining eye emergency department with 6 slit lamp rooms is supported by nurse practitioners, optometrists, and specialist registrars. The eye unit outpatients incorporates a dedicated macular suite, and 10 clinical rooms. Specialist clinics include glaucoma, vitreoretinal, cataract, ocular motility, neuro ophthalmology, medical retina, uveitis, macular, paediatrics, anterior segment, oculoplastic and orbit.

The out-patients department is well equipped with YAG, SLT and multisport argon lasers, Humphrey perimeters, digital fundus photography, B-scan ultra-sound, biometry, OCT, anterior segment camera and Pentacam. Imaging facilities consist of CT and MR at both Poole and Bournemouth.

Training and teaching is encouraged and within the Eye Unit there is an Eye Si cataract simulator and wet lab. There is a rolling half day set aside for audit and clinical governance once a month. In addition there are weekly teaching sessions in vitreoretinal, general ophthalmology, medical retina and journal clubs, staff opinion meetings and monthly joint neuro radiology MDTs.

Advanced nurse practitioner roles and extended orthoptist and optometrist roles support the glaucoma, oculoplastic, anterior segment, cataract, macular, and eye emergency services.

Peripheral out-patients clinics are carried out at Poole, Christchurch, Swanage and Wimborne, Blandford and the newly opened Dorset Health Village.

### **Medical Staff**

The structure of the Directorate is as follows:

Consultants:

Mr M Ramchandani	Glaucoma and cataract
Miss Neelima Aron	Locum glaucoma and cataract
Mr A Turnbull	Cataract and anterior segment / emergencies
Mr M Rashid	Cornea and anterior segment / emergencies
Mrs B N Matthews	Medical retina and uveitis
Mr O Anderson	Medical retina
Mr C Tassounis	Vitreoretinal and medical retina
Mr A M Morris	Vitreoretinal
Mr S Rowley	Vitreoretinal
Mr M Gillam	Oculoplastic and orbit / general
Miss Chihaia	Locum oculoplastic, cataract and general
Miss C Marsh	Paediatric, strabismus and oculoplastics
Mr J Kersey	Paediatric, adult strabismus and neuro ophthalmology
Mr Andrzej Olechowski	Paediatric, strabismus and cataract

3 Associate Specialists  
4 Specialty Doctors  
6 Specialist Registrars  
1 Clinical Fellow  
2 Clinical Assistant sessions  
5 Hospital Optometrist  
8 Orthoptists

**Consultants undertake a second on call rota and the successful candidate will be required to participate in a 1 in 8 rota. There is a separate 1 in 3 Vitreoretinal on call rota.**

### **Management:**

Acting Directorate Manager	Miss Charlotte Freeman-Laurence
Clinical Director	Mr Mahesh Ramchandani
Matron	Mrs Lucy Merrifield

### **THE POST ITSELF**

Applications are invited for the post of Consultant Ophthalmologist within the Glaucoma Service.

This is a new substantive, permanent, full time, third glaucoma consultant post.

This is an exciting opportunity to join a forward thinking and enthusiastic department. We implement the latest techniques to directly benefit patients. In the glaucoma service we routinely carry out trabeculectomies, tube operations – Baerveldt, Ahmed and Paul, MIGS procedures – iStent, and Hydrus and Omni planned. We have modern glaucoma lasers including SLT, cyclodiode and endoscopic diode. There is expansion of the glaucoma service to join an existing team of two glaucoma consultants, two associate specialists, a glaucoma specialist grade, trust grades, optometrists, nurse practitioners and specialist registrars. We have excellent links with local opticians in Dorset and through the glaucoma forum, an excellent network of supportive glaucoma consultant colleagues throughout Wessex Deanery and the South West Region.

The service is supported by a newly commissioned community ophthalmology glaucoma scheme which will manage low risk and glaucoma suspect patients freeing up resources within the Trust to look after the more complex treatments.

In December 2021 we launched a pioneering Health Village for technician lead virtual clinics in our new diagnostic hub and clinician lead cataract facility. This will complement our main sites at Royal Bournemouth Hospital, and Poole Hospital and peripheral clinics at Christchurch, Wimborne, Swanage, and Blandford Community Hospitals.

We are passionate about teaching with dedicated sessions throughout the week, monthly clinical governance and audit half days, monthly neuro radiology / ophthalmology MDT, and staff opinion rounds and journal clubs.

Applicants should be able to fit into a friendly, cohesive and enthusiastic unit. They will have a principal interest in glaucoma, and will be expected to contribute to the cataract and appropriate eye emergency services. They should have a desire to teach and will be expected to participate in clinical audit and governance. Enthusiasm to pursue clinical research is desirable. They will be required to undertake management duties and work in a multidisciplinary team.

Applicants must already be on the GMC specialist register or within 6 months of the interview date have a certificate of completion of specialist training. Participation in the 1 in 8 second on-call rota is essential.

Please note, the job description contains an illustrative job plan, and the final timetable will be discussed and agreed upon appointment.

Sample Work Programme shown below, 11PA's including second on call and SPA duties. 5% cat A on call supplement. (A 10 PA contract with a reduced clinical session is possible by discussion.)

Monday	am pm	Cataract / glaucoma clinic alt SPA
Tuesday	am pm	Theatre Virtual clinic
Wednesday	am pm	Theatre Administration
Thursday	am pm	Administration / SPA Glaucoma clinic
Friday	am pm	Glaucoma clinic Laser / clinic alt

**NB. These are provisional work programs. The final programs will be agreed with the successful applicant dependant on their skillset and needs.** A degree of flexibility is required from the successful candidate to maximise the use of available resources. The exact schedule may change according to clinic space and theatre availability.

### **Further Information and Visits**

Informal enquires are welcome and interested applicants are encouraged to visit the unit and discuss the post with Mr Mahesh Ramchandani, Clinical Director and Consultant Ophthalmologist on [0300 019 6051](tel:03000196051) or email: [Mahesh.Ramchandani@uhd.nhs.uk](mailto:Mahesh.Ramchandani@uhd.nhs.uk)

### **CONDITIONS OF APPOINTMENT**

The salary is based on previous service and in accordance with the consultant payscale. £84,559 - £114,003

There is a 1 in 8 second on call commitment.

### **BOURNEMOUTH UNIVERSITY PARTNERSHIP**

University Hospitals Dorset NHS Foundation Trust received university hospital status in 2020 in recognition of the depth of research, education and practice that exists between UHD and Bournemouth University. Both organisations are committed to helping people live better, for longer, with UHD actively engaged in supporting the learning of BU students through a series of clinical placements for nursing, midwifery and students on allied health courses. In addition, a number of research projects are taking place in fields such as orthopaedics and medical imaging, while BU also provides training and professional development opportunities for UHD staff. Drawing on this collective expertise creates opportunities for students and university and hospital staff and, crucially, promotes better patient outcomes. A Medical School is planned.

### **TRANSFORMING HOSPITAL SERVICES IN DORSET**

This is a very exciting time to join University Hospitals Dorset NHS Foundation Trust as we are transforming our services and redeveloping our hospitals in Bournemouth, Christchurch and Poole. This follows the merger of Poole Hospital NHS Foundation Trust and The Royal Bournemouth and Christchurch Hospitals NHS Foundation Trust in October 2020. We are working in alignment with our partners in the Our Dorset Integrated Care System (ICS), which will see over £400m investment in local services across Dorset.

### **CLINICAL SERVICES REVIEW**

Bournemouth Hospital will be the major emergency care hospital for east Dorset, with Poole Hospital becoming the major planned care hospital. This entails a substantial capital development programme with a review and design process for those services affected.

Christchurch Hospital will continue to act as a community hub with a new in-patient palliative care unit and an enhanced range of outpatient services.

The scale of the changes is huge and will take at least five years to implement, including:

- £147m investment in new hospital services in east Dorset
- New emergency department and critical care unit at Royal Bournemouth Hospital (RBH)
- Major redevelopment of operating theatres at Poole Hospital, including a new extension incorporating eight new theatres plus internal refurbishment work
- A new purpose-built women's and children's unit at RBH
- Innovative new community hub at Poole Hospital
- New community hospital beds at RBH and relocation of some services to Christchurch Hospital and community localities

Our vision is to join up our services so they can be delivered in a more integrated way, improving outcomes for patients, make better use of all our resources, and ensuring that services can be provided on a sustainable basis.

Our aim is to develop our workforce, establishing modern, well-equipped centres of excellence, with standardisation of education and training that attracts and retains skilled clinical and non-clinical staff to Dorset.

## ROYAL BOURNEMOUTH HOSPITAL

RBH is located on the south coast, close to the New Forest in the east and the Jurassic coastline in the west. This is a major tourist area and during the summer months over one million holidaymakers visit Bournemouth including substantial numbers of foreign language students.

On this site are specialised services including the **Dorset Heart Centre**, a first class specialised adult cardiac services for a population of one million, including much of Dorset and parts of Wiltshire and Hampshire as well as general cardiology for the local population, **elective orthopaedics**, one of the largest hip and knee replacement centres in Europe, focusing exclusively on elective surgery, providing high quality comprehensive care for patients with painful bone and joint conditions. **Interventional radiology**, is well equipped, with CT / MRI suite (four scanners) two dedicated digital imaging labs for interventional radiology and state of the art PACs implementation. There is also a busy imaging service located at Christchurch hospital. The Jigsaw Building, officially opened by Her Royal Highness, The Princess Royal in 2016, houses a multi -million pound centre with facilities for the treatment of cancer and blood disorders, and a Women's Health Unit on the first floor. There is a 24 hour Emergency Department with over 99,000 attendances annually – facilities include an upgraded emergency helicopter landing area.

As Royal Bournemouth Hospital becomes the **major emergency care centre** for east Dorset, we are building a new centre in front of the hospital which will house:

- The new Emergency Department will be larger than both the existing Emergency Departments at Poole and Royal Bournemouth put together.
- The new Maternity Unit will be a brand-new purpose-built department. The delivery ward will have 16 birthing rooms in total, including seven rooms with pools, four standard rooms, two rooms for twin births, one higher dependency room and two specialist bereavement rooms. There will also be two obstetric theatres
- The Children's Unit will include two higher dependency beds, an assessment unit and an adolescent area. Being close to the Neonatal and Maternity Unit enables faster patient response times and better cohesion of the team as they are consolidated in one area. Having paediatrics at the same site as ophthalmology will provide much better joined up care for emergency, inpatients and outpatients.

## POOLE HOSPITAL

The hospital provides a wide range of acute services to people in Poole, east Dorset and Purbeck with over 600 beds, including 74 for day cases and serves as the major trauma centre for east Dorset. All the principal specialties are represented including medical, elderly, surgical and child health emergency admissions to include general surgery, trauma, ENT, oral and maxillofacial surgery, obstetrics, gynaecology, paediatrics, general medicine, neurology, rheumatology and dermatology. As the designated Cancer Centre for Dorset, the Trust provides cancer services for the whole of Dorset.

Poole Hospital is significantly expanding their operating theatre complex and day-case facilities, and opening 72 community beds. This will help reduce waiting times and prevent cancelled operations for patients requiring planned care. Poole Hospital will become the major planned care centre for east Dorset with a major redevelopment, including a new extension incorporating eight new theatres plus internal refurbishment work. This will lead to:

fewer cancellations due to emergency admissions  
a systemic and predictable workflow with less delays  
increased patient safety through reduced variation  
a clear and sustainable pathway for patients  
getting patients to the right place at the right time

The hospital will also have an expanded 24/7 Urgent Treatment Centre (UTC) treating around 60,000 patients a year.

### **CHRISTCHURCH HOSPITAL**

Two miles from the Royal Bournemouth Hospital, Christchurch Hospital set in attractive grounds, which are listed as a conservation area, provides a pleasant environment for rehabilitation and a range of outpatient services. An all-age rehabilitation service has been developed, particularly in the award-winning Day Hospital. There is excellent infrastructure to support rehabilitation with superb physiotherapy and occupational therapy facilities. Outpatient clinics have expanded over recent years and include gastroenterology, breast, oncology, plastic surgery, ophthalmology, podiatry and medicine for the elderly. Dermatology and rheumatology outpatient services are also provided at Christchurch Hospital together with diagnostic services and palliative care (the Macmillan Unit).

The hospital has completed a multi-million pound investment which will secure NHS services on site and ensure the hospital remains a key part of the community for years to come. Many patient services have been improved, a new entrance and X-ray Department has been built and a new GP surgery, a pharmacy and community clinics have been opened. A quality nursing home and senior living accommodation have also opened on site as part of the project. There are now plans to redevelop the site further, including replacing the palliative care Macmillan Unit, and creating a senior living facility.

### **OTHER FACILITIES**

The library is professionally staffed and there are comprehensive reference, lending and inter-library facilities. Computer aided literature searches are available. The library is available around the clock by means of a key available from the porters lodge. There are similar facilities at Poole Hospital and there is a specialised library in the Cardiac Department. The Postgraduate Medical Centre has a very active education programme to which the medical staff make a major contribution. There are regular weekly lectures, journal clubs, fortnightly SHO Core Curriculum and weekly Physicians Grand Round which supports the excellent specialty training programmes held departmentally.

#### **Other on site facilities include:**

- Day Nursery
- Doctors' Mess (with IT facilities)
- IT Learning Centre
- Auto-bank
- Staff Car Park (subject to charge & availability)

### **THE SURROUNDING AREA**

Dorset is renowned as a premier destination for coastal living due to its miles of unspoilt beaches, Poole Bay - the world's second largest natural harbour and the spectacular world heritage Jurassic Coast. The ancient riverside town of Christchurch, Poole, the Isle of Purbeck and the New Forest National Park offer areas of outstanding natural beauty and recreational facilities. There are a choice of theatres, cinemas and concert halls, including the Bournemouth International Centre and The Lighthouse Theatre which is the home of the Bournemouth Symphony Orchestra. There are excellent shopping areas nearby as well as numerous restaurants and pubs, both in town and the countryside. A wide variety of sporting and leisure activities are offered among them facilities for golf, tennis, sailing and most waters ports. Additionally there are many areas for walking, cycling and riding. There are two leisure complexes adjacent to the hospital and they offer facilities such as indoor swimming pools, gym/fitness room, squash courts etc. Bournemouth has its own University as well as a number of college and further education sites. There are many excellent schools in the area. The travel time by rail to London (Waterloo) is approximately 1 hour 40 minutes and by road (M27, M3) approximately two hours. Bournemouth Airport has an increasing number of domestic and international flights and there is easy access to Southampton and Heathrow airports.

## **MAIN CONDITIONS OF SERVICE**

Full Registration with the General Medical Council and license to practice is required.

This post is covered by the terms and conditions of service of Terms and Conditions – Consultants (England) 2003, which should be read in conjunction with the General Whitley Council Conditions of Service and as amended from time to time.

This is a full-time post. This will comprise a main contract of employment for ten programmed activities and a supplementary annual contract for any temporary additional programmed activities. Temporary additional programmed activities will be reviewed at the same time as the job plan.

Any consultant who is 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 this job plan will be discussed between the Consultant and Chief Executive, in conjunction with consultant colleagues, if appropriate.

Removal expenses for the post holder will be paid, in accordance with the Trust conditions.

## **POSTGRADUATE MEDICAL EDUCATION**

The Royal Bournemouth Hospital has an active postgraduate medical education centre which organises a weekly General Grand Round, core curriculum training for Junior Doctors, Induction, Training Courses for Consultants in Generic Skills and supports weekly general and specialist medical departmental meetings and training programmes.

The successful candidate will be expected to provide teaching for the doctors in training in their department. He/she will be expected to share with consultant colleagues the role of Educational Supervisor. This will involve the provision of supportive formal appraisals to doctors in training at regular intervals, induction at the beginning of their contracts and career advice as appropriate. Advice on the role of Educational Supervisor can be obtained from the Clinical Tutor. There is an exceptional library based at the Postgraduate Centre and meetings of general and specialist medical content are held regularly during the week. The Trust is fully committed to supporting continuing medical education for Consultants (CME) and study leave will be available according to statutory guidelines. Overall this equates to 30 days over 3 years and funding is available for approved CME and other educational activity through the Medical Directorate

## **CONSULTANT APPRAISAL**

All consultants are required to have a job plan setting out their main duties and responsibilities, including a work programme specifying their weekly timetable. The job description and job plan are subject to review once a year by the post-holder and the Chief Executive or other Directorate Manager (for example: Clinical Director) on his behalf. For this purpose, both the post-holder and the Chief Executive will have a copy of the current job description/job plan, including an up-to-date work programme and relevant departmental statistical information, together with notes of any new or proposed service or other developments. Formal appraisal will be undertaken once a year and there is Trust support given.

## **PERSONAL AND PROFESSIONAL DEVELOPMENT**

The post holders will be required to keep themselves fully up-to-date with their relevant areas of practice and be able to demonstrate this to the satisfaction of the Trust. Professional or study leave will be granted at the discretion of the Trust, in line with the prevailing Terms and Conditions of Service, to support appropriate study, postgraduate training activities, relevant CME courses and agreed appropriate personal development needs. The post holders are required by the Trust to take part in annual appraisal and performance review with a nominated peer. In addition a 5 year 360-degree appraisal will support the process of re-validation. Attendance at the Trust's Induction programme is required, commensurate with the post. Most of the induction topics are now on a three yearly basis although there are a few such as Information Governance which will require yearly updates.

## **MENTORING**

All newly appointed consultants will be offered a mentor on commencement of their post. This person will be a senior consultant from within the hospital.

## **CLINICAL GOVERNANCE**

The hospital has an active programme of clinical governance, lead by Dr A O'Donnell, Medical Director. The department has a rolling programme of governance meetings which are compulsory.

## **DBS/DISCLOSURE and BARRING SERVICE (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health (DoH) and the Department for Education and Skills (DfES) of those considered unsuitable for this type of work.

## **REHABILITATION OF OFFENDERS**

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants are, therefore, not entitled to withhold information about convictions and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the exemption order is applied.

## **MEDICAL CLEARANCE**

The appointee will be required to complete a health assessment form and may be required to undergo a health assessment.

## **ACCOMMODATION**

A single room may be provided in the Hospital for which a charge will be made. Married accommodation is limited so early notification of your requirements is advised. Married accommodation is subject to a tenancy agreement and a charge will be made.

## **HEALTH and SAFETY**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSWR) 1999, and in other relevant regulations and guidance notes.

### **All Staff**

In accordance with HASAWA and the Trust Health and Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.



- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

## **SMOKING**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

## **INFECTION PREVENTION AND CONTROL**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

### **Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:**

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff comply with all Trust and department health and safety policies and procedures.

### **Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:**

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

## **DATA PROTECTION**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

## **EQUALITY and DIVERSITY**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

## **CARBON SUSTAINABILITY**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 10% carbon reduction by 2016

*This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.*

