



UK Health  
Security  
Agency

## Job Description

<b>Job Title</b>	Consultant Epidemiologist
<b>Group</b>	Health Protection Operations
<b>Division/Directorate</b>	Regions; Field Service Division
<b>Base/Location</b>	UKHSA Offices in Nottingham or Birmingham (with hybrid home/office working arrangements currently in place)  With occasional travel within the geographical area of responsibility and travel elsewhere as may be required by the post
<b>Pay Grade</b>	NHS Medical and Dental or Consultant pay scale or AfC Band 8d  If medically qualified the individual will be appointed to the point of the consultant salary scale (2003 contract) for England appropriate to their years of seniority or if from a background other than medicine to an equivalent Agenda for Change Band 8d  This post is within the Clinical Ring fence
<b>Hours/sessions per week</b>	10 Programmed Activities per week (NHS Medical and Dental pay scale)  37.5 hours per week (NHS Agenda for Change)  (part-time, job share or flexible working will be considered)
<b>Job type</b>	Permanent
<b>On call required</b>	Yes
<b>Security level</b>	BPSS

### INTRODUCTION

At the United Kingdom Health Security Agency (UKHSA) our mission is to provide health security for the nation by protecting from infectious disease and external hazards. We are a trusted source of advice to government and to the public, focusing on reducing inequalities in the way different communities experience and are impacted by infectious disease, environmental hazards, and other threats to health.

Our mission is challenging, innovative and in the spotlight. We will work to ensure our people have the diverse skills, experiences and backgrounds we need to thrive, that our employees are representative of the communities we serve and feel valued and enabled to play their part in delivering our work.

Creating our working culture is an ongoing process which we are developing by listening and learning together, hearing and acting upon diverse voices and opinions to develop a common sense of identity and effective ways of working.

## **Field Services Division**

The Field Services Division (FS) was established to provide a national comprehensive service which is geographically dispersed and integrates epidemiological, microbiological, infectious diseases and data sciences capacity and skills delivering surveillance and outbreak investigations consistently of the highest quality.

FS provides an effector arm for UKHSA, supporting the translation of evidence into practice as well as having a role in strengthening surveillance through closer links with the NHS and other partners. It also provides valuable links to academic centres and effective leadership and coordination of the UKHSA applied epidemiology training function.

## **JOB SUMMARY**

To provide field services, as a member of the Field Service and supported by information, administrative, and scientific staff within the local team and throughout the national Field Service. The post-holder will also contribute to the national UKHSA surveillance, epidemiology and outbreak control function.

The key elements of the service are:

- Surveillance of infectious disease and health effects from exposure to environmental hazards
- Advice and support to the Directors of Public Health, Regional Deputy Directors of Health Protection and other public health & NHS staff on health protection issues
- Advice and support to professionals on communicable disease control and outbreaks including provision of a field service
- Promotion of professional standards including training, research and audit

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Key Job Specific Responsibilities**

In delivering these responsibilities, the post holder will be expected to demonstrate a high level of expertise in the Faculty competencies set out in appendix 1 and to meet the person specifications.

1. The consultant will take a lead role in the daily reactive on-call service with Scientists, Information Officers, Epidemiology Fellows, Specialist Registrars in Public Health Medicine / Specialist Trainees and administration team.
2. The consultant will be expected to lead and complete major incidents or outbreaks across the team locality and national incidents where required
3. To provide epidemiological advice and support to Regional Deputy Directors of Health Protection, Consultants in Health Protection, Directors of Public Health and others involved in the control of communicable disease and infection and the management of regional and national incidents/outbreaks
4. To undertake the surveillance of communicable disease and infection, both in hospitals and the wider community, at local and national level where required, to ensure that timely and accurate information is available to those involved in the surveillance, prevention and control of communicable disease and infection at local, regional and national levels
5. Other duties as agreed by negotiation between the post holder and the Deputy Director of the Field Service.

## MANAGEMENT ARRANGEMENTS

The job plan and the job description will be subject to review in consultation with the post holder in the light of the needs of the employing organisation and the development of the speciality of public health and any wider developments in the field of public health.

The Consultant will:

1. Be expected to take on the line management of some staff. Where line management responsibilities are agreed this will include recruitment, appraisals, disciplinary and grievance responsibilities.
2. Manage budgets as agreed
3. Manage Specialty Registrars in Public Health and Field Epidemiology Training Programme (FETP) trainees
4. Medically qualified members of the Service are expected to play certain roles in medical leadership, in relationships with the medical profession and in bringing a medical perspective to public health advice. A medically qualified holder of this post would be expected to share these roles with other medically qualified members of the team.

## ADDITIONAL DUTIES

1. The post holder may also be required to travel outside the area to assist with the epidemiological investigations of outbreaks in other parts of the country.
2. The post-holder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change following a transition to UKHSA. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures
3. The post holder will participate in departmental quality improvement programmes including clinical audit
4. As a Category 1 responder under the Civil Contingencies Act 2004, UKHSA has a set of civil protection responsibilities which it must fulfil in the response to any emergency or major incident. Staff may be asked to contribute to the preparedness for and response to major incidents and emergencies (as defined in the UKHSA Concept of Operations) as required.

## PROFESSIONAL OBLIGATIONS

The Consultant will be expected to:

1. Participate in the organisation's appraisal scheme including the professional appraisal scheme and ensure appraisal and development of any staff for which s/he is responsible.
2. Contribute actively to the training programme for Foundation Year Doctors/Specialty Registrars in Public Health as appropriate, and to the training of practitioners and primary care professionals within the locality
3. Pursue a programme of CPD, in accordance with Faculty of Public Health requirements, or other recognised body, and undertake revalidation, audit or other measures required to remain on the GMC/GDC Specialist Register or the UK Public Health (Specialist) Register or other specialist register as appropriate
4. Complete all Civil Service mandatory training as required, e.g. fire safety, information governance, counter-fraud, bribery and corruption

These professional obligations will be reflected in the job plan. The post-holder may also have external

professional responsibilities, e.g. in respect of training or work for the Faculty of Public Health. Time allocation for these additional responsibilities will need to be agreed with the Deputy Director of the Field Service.

## **ACADEMIC LINKS**

The team is research active and there are links and active participation with several academic institutions.

## **KEY WORKING RELATIONSHIPS**

The post holder will develop working relationships and communicate regularly with a wide range of individuals, clinical and non-clinical, internal and external to UKHSA. This will include;

### **Internal**

- UKHSA National Incident Command Cell
- Director of Field Services and Deputy Director of Field Service
- Consultant Epidemiologists, Consultants in Public Health Infection, scientists and information staff across the Field Service
- Chief Scientific Advisor Group Director and Deputy Directors
- Consultants in Health Protection and Health Protection information staff in UKHSA Regions
- Microbiology services of UKHSA
- Consultant Epidemiologists and scientists in units, regions and divisions
- Colleagues in Chief Scientific Advisor Group
- Knowledge and Information Teams
- PAN Regional Director and Regional Deputy Directors for Health Protection as well as other regional staff
- Colleagues in other UKHSA Groups

### **External**

- Directors of Public Health and staff working in Local Authorities
- Clinical and laboratory staff in NHS
- Academic colleagues
- Department of Health

## **APPOINTMENT:**

- a) A detailed job plan will be agreed between the post holder and the line manager which will be reviewed annually.
- b) Appendix 1 details the Faculty of Public Health competencies expected of all consultants/specialists in public health irrespective of their background.

## Person Specification

	Essential	Desirable	Assessment
<b>Education / Qualifications</b>			
1. GMC full and specialist register with a license to practice (or be eligible for registration within six months of interview) or  UK Public Health Register (UKPHR) for Public Health Specialists or be eligible within 6 months	✓		C
2. If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/infectious diseases medicine or medical microbiology, candidates must have equivalent training and/or appropriate experience of public health medicine/infectious diseases medicine/or medical microbiology practice	✓		C
3. Public health specialty registrar applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry at the date of interview; all other applicants must provide verifiable signed documentary evidence that they have applied for inclusion in the GMC/GDC/UKPHR specialist registers [see shortlisting notes below for additional guidance]	✓		
4. If an applicant is UK trained, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview  If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT	✓		C
5. Applicants must meet minimum CPD requirements in accordance with the requirements of Faculty of Public Health/ Royal College of Pathologists/Royal College of Physicians or other recognised body	✓		C
6. MFPH by examination (or exemption or assessment) or equivalent MRCPPath or MRCP	✓		C
<b>Personal qualities</b>			
7. Strong commitment to public health principles	✓		A/I
8. Able to prioritise work, and work well against a background of change and uncertainty	✓		A/I
9. Adaptable to situations, can handle people of all capabilities and attitudes	✓		A/I
10. Commitment to team-working, and respect and consideration for the skills of others	✓		A/I
11. Self-motivated, pro-active, and innovative	✓		A/I
12. High standards of professional probity	✓		A/I
<b>Experience</b>			
13. Significant strategic experience of leadership for public health	✓		A/I
14. Staff management and training	✓		A/I
15. Practical experience in facilitating change	✓		A/I
16. Scientific publications, presentation of papers at conferences, seminars etc		✓	A/I
17. Experience of communicable disease control in a wide variety of settings including out of hours on call	✓		A/I
18. Experience and demonstrable competency in dealing with environmental hazards/chemical incidents	✓		A/I
19. Experience of working with other agencies	✓		A/I
20. Experience of emergency planning	✓		A/I

21. Experience in the application of epidemiological methods such as case-control and cohort studies to investigate public health problems	✓		A/I
<b>Skills</b>			
22. Strategic thinker with proven leadership skills	✓		A/I
23. Proven excellent oral and written communication skills (including presentation skills and dealing with the media)	✓		A/I
24. Proven and effective interpersonal, motivational and influencing skills	✓		A/I
25. Ability to respond appropriately in unplanned and unforeseen circumstances	✓		A/I
26. Sensible negotiator with practical expectation of what can be achieved	✓		A/I
27. Substantially numerate, with highly developed analytical skills using qualitative and quantitative data	✓		A/I
28. Ability to undertake prophylaxis, diagnosis and treatment of infectious diseases of public health importance		✓	A/I
29. Ability to apply epidemiological methods and statistics	✓		A/I
30. Ability to design, develop, interpret and implement policies	✓		A/I
31. Resource and staff management skills	✓		A/I
32. Project Management skills	✓		A/I
33. Budget management skills	✓		A/I
34. Training and mentoring skills		✓	A/I
<b>Knowledge</b>			
35. High level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation.	✓		A/I
36. Understanding of NHS and local government cultures, structures and policies	✓		A/I
37. Knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice	✓		A/I
38. Understanding of social and political environment	✓		A/I
39. Understanding of interfaces between health and social care	✓		A/I
40. An understanding of the public sector duty and the inequality duty and their applications to public health practice	✓		A/I
41. Knowledge of grant development and research methodology		✓	A/I
42. Understanding of key agencies involved in health protection	✓		A/I
43. Understanding of laboratory microbiology services, clinical infectious diseases services and clinical toxicology services	✓		A/I
<b>Equality and diversity</b>			
44. An understanding of and commitment to equality of opportunity and good working relationships, both in terms of day-to-day working practices, but also in relation to management systems	✓		I
<b>*Assessment will take place with reference to the following information</b>			
<b>A = Application form      I = Interview      C = Certificate      T = Test</b>			

## **Terms and Conditions of Service**

This is an appointment to the terms and conditions of service for doctors in public health medicine and community health service and hospital medical and dental staff England and Wales or on NHS Agenda for Change terms and conditions of service if from a non-medical background.

The salary for this post will be to the point of the consultant medical salary scale for England appropriate to your years of seniority or on NHS Agenda for Change terms and conditions Band 8d for non-medical candidates.

If medically qualified, the post holder will be eligible for local and national Clinical Excellence awards and any existing awards held will be honoured.

Membership of the National Health Service Pension Scheme is available, unless an employee decides to opt out or is ineligible to join.

Because of the nature of the work of this post it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974. Applicants are, therefore, not entitled to withhold information about convictions including those which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by Public Health England. Information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

This appointment is subject to completion of a satisfactory medical questionnaire which may involve a medical examination. You may also be required to undergo medical examinations in the future and/or at intervals stipulated by Public Health England.

### **Indemnity**

The post holder will be indemnified by UK Health Security Agency for all duties undertaken as part of their contract of employment. The post holder is encouraged to take out adequate defense cover as appropriate to cover them for any work which does not fall within the scope of UK Health Security Agency's indemnity scheme.

### **Flexibility**

The post holder may, with their agreement - which should not reasonably be withheld - be required to undertake other duties which fall within the grading of the post to meet the needs of this new and developing service. The employing organisation is currently working in a climate of great change. It is therefore expected that all staff will develop flexible working practices both within any relevant local public health networks and at other organisational levels as appropriate, to be able to meet the challenges and opportunities of working in public health within the new and existing structures.

### **Mobility**

The post holder will be expected to work at any establishment at any time throughout the duration of their contract. The post holder will also be required to travel internationally to assist with the delivery of IHR strengthening projects as required.

### **Confidentiality**

The post-holder has an obligation not to disclose any information of a confidential nature concerning patients, employees, contractors or the confidential business of the organization and as part of the induction programme will need to understand and implement the civil service confidentiality arrangements.

### **Public Interest Disclosure**

Should the post holder have cause for genuine concern about an issue (including one that would normally

be subject to the above paragraph) and believes that disclosure would be in the public interest, they should have a right to speak out and be afforded statutory protection and should follow local procedures for disclosure of information in the public interest.

**Data protection**

If required to do so, the post holder will obtain, process and use information held on a computer or word processor in a fair and lawful way. The post holder will hold data only for the specified registered purpose and use or disclose data only to authorised persons or organisations as instructed in accordance with the Data Protection Act.

**Health and safety**

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and its amendments and by food hygiene legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

**Smoking policy**

The employing organisation has a policy that smoking is not allowed in the work place.

**Equal opportunities policy**

It is the aim of the employing organisation to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, sexual orientation, nationality, ethnic or national origins or disability or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, there is an Equal Opportunities Policy in place and it is for each employee to contribute to its success.



**APPENDIX 1 - Faculty of Public Health: CORE COMPETENCY AREAS****Faculty of Public Health: Competencies expected of all public health consultants/ specialist**

All consultants irrespective of their background are expected to be proficient in the competencies set out below.

**1. Use of public health intelligence to survey and assess a population's health and wellbeing**

*To be able to synthesise data into information about the surveillance or assessment of a population's health and wellbeing from multiple sources that can be communicated clearly and inform action planning to improve population health outcomes.*

**2. Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations**

*To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.*

**3. Policy and strategy development and implementation**

*To be able to influence and contribute to the development of policy and lead the development and implementation of a strategy.*

**4. Strategic leadership and collaborative working for health**

*To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.*

**5. Health Improvement, Determinants of Health, and Health Communication**

*To influence and act on the broad determinants and behaviours influencing health at a system, community and individual level.*

**6. Health Protection**

*To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response.*

**7. Health and Care Public Health**

*To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness and equity of health and care services through applying insights from multiple sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.*

**8. Academic public health**

*To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer-reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.*

**9. Professional, personal and ethical development**

*To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practice within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHRs Code of Conduct.*

**10. Integration and application for consultant practice**

*To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.*

## Appendix 2

### Civil Service Competency Framework 2012-2017 - Core competencies

As a civil servant your performance and appraisal will be assessed against the civil service core competencies below:

Strategic cluster – setting direction:	People cluster – engaging people:	Performance cluster – delivering results:
1. Seeing the big picture 2. Changing and improving 3. Making effective decisions	1. Leading and communicating 2. Collaborating and partnering 3. Building capability for all	1. Achieving commercial outcomes 2. Delivering value for money 3. Managing a quality service 4. Delivering at pace

### ADDITIONAL INFORMATION

In addition to the job specific requirements above this role will require adherence to the following:

#### Performance Development and Appraisal

All employees are required to partake in a monthly and quarterly review of their work. The process is described here: [Personal development - Performance development and appraisals \(ukhsa.gov.uk\)](https://www.ukhsa.gov.uk/personal-development-performance-development-and-appraisals)

#### Code of conduct and revalidation process for professionally qualified employee groups

All employees are required to work in accordance with their professional group's code of conduct and revalidation process as appropriate and relevant to their role (e.g. NMC, GMC, Department of Health Code of Conduct for Senior Managers, CIPD, etc).

#### Information governance

UKHSA processes (collects, uses and shares) large volumes of data and information of different types and forms, including personal data about identifiable individuals. Information governance (IG) is about managing the risks to the confidentiality, integrity and availability of all this data and information.

UKHSA data and information must be managed in accordance with the requirements of data protection and related law, and best practice standards and guidance. As an employee, you are responsible for:

- 1) protecting the confidentiality of UKHSA data and information by:
  - complying with the Data Protection Act 2018 (incorporating the General Data Protection Regulation)
  - complying with the common law duty of confidentiality, the Caldicott Principles and the NHS Code of Practice on Confidentiality when processing personal data

- complying with the policies, procedures and guidance in place to protect the confidentiality of UKHSA data and information, for example by:
  - only accessing the UKHSA data and information you have approval to use for your role, and not sharing this access to UKHSA data and information with anyone else
  - not attempting to circumvent the managerial, procedural and technical security controls in place to protect UKHSA data and information
  - not processing UKHSA personal data outside UKHSA office sites without approval
- 2) complying with the policies, procedures and guidance in place to protect the integrity (in other words, the accuracy and completeness) of UKHSA data and information, for example by:
    - only altering UKHSA data and information if you have approval to do so as part of your role
  - 3) complying with the policies, procedures and guidance in place to protect the availability of UKHSA data and information, for example by:
    - complying with the policies, procedures and guidance on the secure and acceptable use of UKHSA ICT systems and equipment
  - 4) complying with the law and UKHSA policies, procedures and guidance on the management of records, including the proper use of the Government Security Classifications.
  - 5) reporting incidents affecting the confidentiality, integrity and availability UKHSA data and information, for example, unauthorized access to UKHSA data and information, or the loss or compromise of UKHSA ICT systems or equipment
  - 6) completing the annual information governance training appropriate to your role

UKHSA reserves the right to monitor your access to UKHSA data and information, including your use of UKHSA ICT systems and equipment, in order to assure your compliance with data protection and related law, and with the UKHSA policies, procedures and guidance in place to support this.

Failure to comply with these requirements may result in disciplinary action being taken, and sanctions being applied up to and including your dismissal.

You are personally accountable for deliberate or avoidable data protection breaches. Failure to comply with the Data Protection Act 2018 may result in you being reported by UKHSA to the Information Commissioner's Office, which may lead to criminal prosecution.

### **Conflict of interests**

UKHSA employees must not use their official position, or any information obtained through their role in UKHSA to further their private interests or the interests of others. This means any circumstances where there is, or could be perceived to be, a conflict of interest between the individual's role in UKHSA and any other business or private capacity interests that they are involved with, where the other interests could influence how an individual carries out their role.

In accordance with UKHSA [Code of Conduct Policy](#), and based on the requirements set out in the [Civil Service Code](#), the [Civil Service Management Code](#), you must declare all Outside Interests, both before commencing in-post and within ten working days of any addition or change. Outside interests, be they business, hobby or trade, must not compromise or conflict with the appointment and role in UKHSA.

A key test of whether an Outside Interest could be perceived to be a conflict of interest is where there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

A Conflict of Interest Declaration Form must be completed when joining the department and If there is the possibility of a conflict of interest whilst in-post. You must also inform your Line Manager whenever you make a declaration/register an interest.

In addition, the Policy requires you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public or voluntary organisation) or in any activity which may compete for any contract to supply goods or services to UKHSA. You must register such interests with UKHSA, either on appointment or within ten working days of whenever such interests are acquired.

You should not engage in these activities or outside employment without the written consent of UKHSA, which will not be withheld unreasonably. It is your responsibility to ensure that you are not placed in a position that may give rise to a conflict between your private interests and your UKHSA duties and that these do not bring, or potentially bring, UKHSA into disrepute.

## **Diversity**

An important part of our mission at the UKHSA is to help reduce health inequalities across the UK. The Covid-19 pandemic highlighted how certain groups are impacted negatively by health inequality, and we want to ensure we learn from these challenges. To do that effectively we need to continue building a talented workforce that represents the diversity of our population. Our ethos is to be an inclusive organisation for all our employees and stakeholders, where differences drive innovative solutions to meet the needs of our workforce and wider communities. This in turn produces more accountable and trusted public services and better decisions; better because they are more attuned to the needs and interests of all our communities, helping to address inequality. We are committed to ensuring our culture and ways of working allow all of our people to thrive at work.

## **Emergency Response**

Given the nature of the work of UKHSA, as a Category 1 responder, you may be required in an emergency, if deemed a necessity, to redeploy to another role at short notice. You may also be required to work at any other location, within reasonable travelling distance of your permanent home address, in line with the provisions set out in your contract of employment.

## **Health and safety**

You must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of yourself and others and ensure the agreed safety procedures are carried out to maintain a safe environment for service users, employees and visitors.

Group/divisional directors - are responsible for coordinating health and safety activities in their divisions and will determine the necessary management structure and arrangements. Directors will ensure that their actions and decisions at work reinforce the requirements of UKHSA's health and safety policy and arrangements.

Managers - are responsible for implementing the organisation's health and safety policies and arrangements and for ensuring that risk assessments, safe systems of work, control measures and employee training are up to date and effective. Managers will inspect premises, ensure accidents and incidents are reported/investigated and assist in auditing health and safety management arrangements.

All employees must comply with any health and safety training: report all accidents, incidents, illnesses and untoward occurrences to line management without undue delay and must not interfere with or misuse anything provided in the interest of the health, safety and welfare of other employees.

### **Risk management**

All employees have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### **Safeguarding Children and Vulnerable Adults and Disclosure and Barring Service (DBS)**

#### **(If applicable)**

If the post holder is required to have contact with vulnerable adults or persons under the age of 18 then the post holder will be subject to a criminal record check from the Disclosure and Barring Service prior to the appointment being confirmed. The disclosure will include details of cautions, reprimands, and final warnings, as well as convictions if applicable. All employees must be familiar with and adhere to the UKHSA child protection and safeguarding adult and children policies and procedures. Employees must comply with all statutory legislation and guidance relating to safeguarding children and vulnerable adults. All employees are required to attend child protection and safeguarding adults awareness training, additional training and supervision regarding child protection relevant to their position and role.

## Appendix 3

### Shortlisting notes

The Faculty of Public Health advises that in order to be shortlisted for a consultant post, applicants who are not yet on the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register (UKPHR) **must provide verifiable signed documentary evidence** that an application for inclusion on one of these specialist registers is **guaranteed** and is simply the time taken to process application.

#### 1. Applicants in training grades

##### a. Medical and dental applicants

All medical/dental applicants must have Full and Specialist registration (with a license to practice) with the General Medical Council or General Dental Council (GMC/GDC), **or be eligible for registration within six months of interview**. Once a candidate is a holder of the Certificate of Completion of Training (CCT), registration with the relevant register is guaranteed.

Applicants that are UK trained, must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview demonstrated by a letter from the Training Programme.

##### b. Non-Medical Applicants in training programme

All nonmedical applicants must be registered with the UKPHR **or be registered within six months of the interview**. Applicants must provide proof (confirmation from UKPHR or the CCT) of this at interview.

#### 2. Applicants in non training grades

Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT.

Applicants from a medical background would normally be expected to have gained full specialist registration with the GMC through the Certificate of Eligibility for Specialist Registration (CESR) route. However, exceptionally, individuals who can demonstrate that they have submitted CESR application to the GMC may be considered for shortlisting.

Applicants from a background other than medicine would normally be expected to have gained full specialist registration with the UKPHR. However, exceptionally, individuals who can demonstrate that they have submitted a portfolio application to the UKPHR may be considered for shortlisting. **Suitable evidence at interview will be a letter from the UKPHR setting out likelihood of acceptance of portfolio.**

Employers are advised that individuals should not take up consultant in public health posts (including DPH posts) until such point as they have gained entry to the GMC Specialist Register/GDC Specialist List in dental public health/UK Public Health (Specialist) Register. Although applicants will be able to provide documentary evidence that an application is in progress, no guarantee can be made as to the outcome of an application to the GMC/GDC/UKPHR specialist registers. The exception to this is when the candidate holds the CCT.

The above guidance applies to applications for both general and defined specialist registration with the UKPHR. Individuals with defined specialist registration are eligible for consideration for shortlisting for, and appointment to, consultant posts including those at DPH level. In all appointments, employers will wish to ensure that an applicant's areas of competence meet those required in the person specification.