

Application & Recruitment Pack for Doctors & Consultants

Ophthalmology Consultant - Glaucoma



**LIFE CHANGING
CHANGING LIVES**



Welcome from Chief Medical Officer Ruth Williamson

Dear Candidate,

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

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

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

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

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

Our Values

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

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

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

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

We look forward to discussing further and receiving your application.

With best wishes

Dr Ruth Williamson
Chief Medical Officer

Our Strategy

Outstanding care for our patients:

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

Empower our teams:

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

Living within our means:

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

Innovating for the future:

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

Information about Hampshire Hospitals

NHS Foundation Trust

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

Services are provided across Basingstoke, Winchester and Andover sites.

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

Basingstoke and North Hampshire Hospital (BNHH)

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

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

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

Royal Hampshire County Hospital (RHCH), Winchester

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

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

Andover War Memorial Hospital

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

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

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

Hampshire Together: Modernising our Hospitals & Health Services

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

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

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

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

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

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

Relocating to Hampshire

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



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

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



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

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



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

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

Inclusion, equality & diversity

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

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

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

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

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

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

**LIFE CHANGING
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93

**NATIONALITIES
WORK FOR THE
TRUST**

23%

**OF OUR WORKFORCE
HAVE INDICATED THEY
ARE FROM AN ETHNIC
MINORITY
BACKGROUND**

76%

**OF OUR WORKFORCE IS
FEMALE**

Job Description & Person Specification

Job Title:	Glaucoma Consultant Ophthalmologist
Department:	Ophthalmology, Head and Neck
Division:	Surgical Division
Location:	Basingstoke
Accountable To:	The Clinical Director for Ophthalmology
Professionally Responsible To:	Chief Medical Officer

JOB SUMMARY

This is an exciting opportunity to join the ophthalmology department within Hampshire Hospitals. The ophthalmology department spans across 3 sites and this role is working at the Basingstoke and North Hampshire site.

Each site has an outpatient setting, day case theatres, minor ops rooms, lasers, injection rooms and pre assessment areas.

The glaucoma service has a robust virtual screening program for follow ups patients.

This post is for an Ophthalmologist with a subspecialist interest in **glaucoma**. Someone who will lead the Glaucoma service at the Basingstoke site and to continue to develop the service to ensure excellent patient care.

Visits to the Trust

Prospective candidates are encouraged to contact Hampshire Hospitals (see below) to discuss the post.

Shortlisted candidates will be expected to visit the hospital.

Applicants will be reimbursed travelling expenses for:

1. Pre-interview visits for short-listed candidates only (maximum of 2 visits)
2. Attendance at interview

Contacts:

Mr William Meacock

Clinical Director for Ophthalmology

William.meacock@hhft.nhs.uk

OPHTHALMIC MEDICAL STAFFING

Consultants

Mr William Meacock – Clinical Director

Mr Ian Ambrose – Glaucoma lead

Miss Varuni Gunasekera – Medical Retina lead Basingstoke

Mr Sambath Tiramoul – Medical Retina lead Winchester

Miss Sonali Nagendran – Plastics lead

Miss Linda Okafor – Cataract lead

Mr Kalman Hodosi

Mr Charles Sandy

Mr Hall

Mr Luke Clifford

Miss Kate Bush

We also have 5 specialty doctors, 2 training grade doctors, 4 WTE orthoptists, 3 optometrists, a contact lens practitioner and a dedicated ophthalmic photographer on the Basingstoke site.

ROLE AND RESPONSIBILITIES OF THE POST HOLDER

The post holder will:

- Work with colleagues to provide a consultant-led service with the highest standard of care
- Work with the multi-professional team to develop care pathways and clinical guidelines
- Develop and maintain good working practices within wards, outpatients and A&E
- Collaborate and promote close working links with colleagues in tertiary centres, community services and primary care
- Offer support and leadership to junior medical colleagues, nursing colleagues and other members of the multi-disciplinary team

The appointee will be expected to participate in and share responsibility with the existing consultants for:

- The clinical workload of the department and service development
- Develop and provide services in glaucoma
- The administrative affairs of the department
- The on call rota for the hospital, on an equal basis with other full-time consultants (with internal cover where appropriate). The rota is part of the Frimley Park Hospital on call rota which runs weekly (Mon-Sunday) on a 1 in 12 frequency.
- The management of the department and in due course, have the opportunity to rotate into the clinical leadership of the department

The post holder will:

- Participate in the Postgraduate and Undergraduate teaching programmes, and teaching of other healthcare professionals, within the department
- Support and teach colleagues on a day to day basis, for example, during handovers, ward rounds and out patient clinics
- Participate in appraisal and assessment of junior medical colleagues, as delegated by the Unit Training Director

Location of Work

Activities will be undertaken at the Basingstoke & North Hampshire Hospital.

Job Plan

This is for a 10 PA contract. The provisional timetable will involve a mixture of theatres, outpatient work as well as SPA, admin time and non-face-to-face direct clinical contact time. Given the variable nature of clinical work, it is accepted that some activities may over and under run. If, however, an activity regularly over or under runs, then it may be appropriate to review this job plan and/or the support provided. There will be the opportunity to discuss the timetable ie when the sessions are carried out.

- Sessions for audit, teaching and ward rounds to be worked flexibly.
- On-call 1:5 weekdays only, 1:12 weekends at Frimley Park Hospital.
- An 10PA job plan that involves 2 theatre sessions (2.25PA), 1 PA admin, 5 PA for outpatient work (mixture of F2F and virtual) and 1.5 PA for SPA

All Consultants are expected to undergo annual Appraisal and review of their Job Plans and Professional and Personal Objectives.

On Call

On call duties for out of hours emergencies are currently linked with Frimley Park Hospital on a third on-call basis. However, these arrangements may be subject to change and could be varied by mutual agreement between the post-holder and the trust according to clinical need.

Inpatients

The ophthalmology department has no ring fenced elective or non-elective beds.

Operating Theatres

Operating sessions will be carried out in dedicated ophthalmology theatres in Basingstoke and North Hampshire Hospital which are equipped for modern phacoemulsification surgery.

Outpatients

Outpatient clinics are held at the Basingstoke and North Hampshire Hospital in Basingstoke.

CLINICAL GOVERNANCE

Medical Practice

All members of the Trust's medical staff are expected to practice within the GMC/GDC guidelines; in particular those contained within the publications Good Medical Practice and Maintaining Good Medical Practice.

All of the above provide an outline of the duties of doctors who are registered with the GMC and in particular emphasise the responsibility of every doctor to ensure standards of good clinical care, share good practice, keep up to date with clinical skills, and to work in teams and maintain good relationships with colleagues in all

disciplines. The Trust is committed to the support of these principles and provides funds for education and development of all grades of staff.

Clinical Audit

Medical staff are also expected to participate in national initiatives relevant to their specialty, for example, national confidential enquiries. The post holders will be responsible for maintaining satisfactory patient notes.

Appraisal

The Trust operates an annual appraisal system, which identifies personal and professional development needs; agree plans for them to be met, while reviewing the doctor's work and performance and considering the doctor's contribution to the quality and improvement of service delivery. The annual appraisal and documentation forms the evidence needed to meet the requirements for the GMC/GDC Revalidation process

Professional and Personal Development

The Trust is committed to supporting the professional and personal development of consultant staff.

Service provision and cover during absences

The consultant has a continuing responsibility for the care of patients in his/her charge and for the proper functioning of the service allowing for appropriate delegation for the training of his/her staff. Consultant staff must ensure that in/outpatient services are covered during his/her planned absences. Where fixed commitments need to be cancelled during planned absences appropriate notice (6 weeks) must be given. Absences must be co-ordinated with other consultant staff in the specialty to ensure senior cover is always available.

Administrative support

Administrative and secretarial support is provided.

ABOUT THE DIRECTORATE AND DEPARTMENT

OPHTHALMIC MEDICAL STAFFING

Consultants

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Mr Ian Ambrose – Glaucoma lead
Miss Varuni Gunasekera – Medical Retina lead Basingstoke
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hampshirehospitalscareers.co.uk

PERSON SPECIFICATION	
<i>Professional Qualifications</i>	
Essential	Desirable
<ul style="list-style-type: none"> • Full GMC registration with a licence to practice • Holder of Certificate of Completion of Training (CCT), or Postgraduate thesis or within six months of award of CCT or equivalent by date of interview 	<ul style="list-style-type: none"> • Fellowship level training in complimentary subspecialist interest
<i>Clinical Experience & Knowledge</i>	
Essential	Desirable
<ul style="list-style-type: none"> • Experience in cataract surgery • Experience in all aspects of Ophthalmology • Training and experience in subspecialty area • Completed a full training programme • Experience of and participation in clinical audit 	<ul style="list-style-type: none"> • Experience of risk management
<i>Research & Teaching skills:</i>	
Essential	Desirable
<ul style="list-style-type: none"> • Good written and verbal communication skills and able to communicate effectively with patients, colleagues and all levels of staff • Teaching/presentation skills • Good IT skills 	<ul style="list-style-type: none"> • Management skills or qualification • Educational qualification

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

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

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

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

Basic Pay and Pay Thresholds

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

Pre-employment Checks

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

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

Disclosure & Barring Service (Previously CRB)

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

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

Clinical Governance

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

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

Confidentiality

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

Conflict of Interest

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

Data Protection

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

Equality and Diversity

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

Health and Safety

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

Hepatitis B

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

Ionising Radiation Use

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

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

Private Practice

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

Public Transport and Car Parking

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

Relocation Expenses

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

Residential Criteria

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

Service Commitment

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

Staff Involvement

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

NHS Pension scheme

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

No Smoking

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

Relocation Guidance for Senior Medical Staff

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

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

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

Reasonable relocation expenses which may be claimed are:

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

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

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

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

Part A

HHFT RELOCATION EXPENSES – INTENTION TO CLAIM

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

Name of applicant.....

Post appointed to.....

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

A. Details of accommodation in area of previous employment

1. Address.....

.....

2. Type of accommodation.....

3. Was accommodation rented or owner occupied?

B. Details of new post

4. Job.....

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

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

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

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

C. Details of accommodation in HHFT area if known

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

Address.....

.....

11. Is this accommodation rented or owner occupied?

12. Is this address to be permanent or temporary?

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

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

Signed Date

E. Budget Holder/Divisional Director

Approved by

Position Date

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