

*Living Well, Caring Well, Working Together*

# **CONSULTANT IN ADULT PSYCHIATRY Vale LMHT**

(10 sessions per week)

## **Job Description**



**CVUHB-CO-WAL-2023-01424 (Approved)**



## **PART A – THE JOB ITSELF**

**Post title:** Consultant in Adult Psychiatry  
(Replacement post)

**Base location:** Vale LMHT, Barry Hospital

This is a replacement post with responsibility for the Eastern Vale. The successful candidate will act as Consultant Psychiatrist within the established Vale Locality Mental Health Team, alongside 2.0 WTE Consultant colleagues covering the Central Vale and Western Vale.

The post holder will act as Responsible Clinician for patients in hospital and the community under the Mental Health Act 1983 and in accordance with the Wales Mental Health Measure. The post holder will be supported by a Consultant colleague in the Crisis Service who manages the early part of acute admissions (up to 14 days).

The Vale LMHT serves the whole Vale of Glamorgan local authority area, divided into three clusters (EAST, WEST and CENTRAL). The three consultant psychiatrists in the Vale locality team, as a whole, serve a total population of 125,000, 63% of whom are of usual working age.

A weekly multidisciplinary referral meeting is held in which referrals are discussed and individual care pathways are agreed. A weekly MDT is held at which assessments are presented, complex cases are discussed and in-patients are reviewed.

There is an average of 150 new referrals a month which are screened and allocated, with the majority being seen initially by non-medical members of the team or signposted to appropriate agencies.

The number of inpatients vary and are currently accommodated in the new purpose-built Acute Adult In-Patient Unit Hafan Y Coed at University Hospital Llandough which also has a high care ward where patients may be accommodated if needed.

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

University Hospital Llandough (UHL)

University Hospital of Wales (UHW)

As the nature of the post suggests, all community locations including service users' homes, police stations, GP surgeries and other community facilities are potential sites of work.

In view of the fact that the Health Board is currently undertaking a review of its services and the locations at which they are undertaken, it is important to be aware that work patterns may change and the place(s) of duties modified.

### **Accountability:**

The post holder will be professionally accountable to the Medical Director and managerially accountable to the Clinical Board Director.

This post sits within the Adult Mental Health Directorate which forms part of the Mental Health Clinical Board.



Clinical Board Director: Dr Neil Jones  
Clinical Board Head of Operations & Delivery: Mr Daniel Crossland

Clinical Director: Dr Pamela Yerassimou  
Directorate Manager: Mrs Heather Hancock

### **Names of Senior & Consultant members of the Department**

Dr Pamela Yerassimou	General Adult Psychiatry & Clinical Director
Dr Somashekara Shivashankar	General Adult Psychiatry & College Tutor
Dr Izabela Jurewicz	General Adult Psychiatry & Eating Disorder Lead
Dr Seb Viola	General Adult Psychiatry & Psychotherapy Lead
Dr Bhushan Vaidya	General Adult Psychiatry
THIS POST	General Adult Psychiatry
Dr Ibrahim Elbadrmany	General Adult Psychiatry
Dr Lucy Bigham	General Adult Psychiatry
Dr Delia Annear	General Adult Psychiatry
Dr Deepali Mahajan	General Adult Psychiatry
Dr Maria Seruis	North Crisis Resolution & Home Treatment
Dr Emma Morgan	South Crisis Resolution & Home Treatment
Dr Alec Thomas	Low Secure Forensic Psychiatry
Dr David Seeley	Low Secure Forensic Psychiatry
Dr Ben Duffin-Jones	Low Secure Forensic Psychiatry
Dr Tayyeb Tahir	Liaison Psychiatry
Dr Katie Fergus	Rehabilitation & Recovery
Dr Adeline Cutinha	Rehabilitation & Recovery
Dr Neil Jones	Substance Misuse
Dr Zelda Summers	Substance Misuse
Dr Mathew Hoskins	PICU & Traumatic Stress Wales
Dr Sarah Fitch	Perinatal Psychiatry
Dr Emily Harrington	First Episode Psychosis

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

3.00 WTE Consultant Psychiatrists (including this post). The post holder will work closely with the other Consultant Psychiatrists based in the Vale LMHT and there will be cross cover for annual, study and short periods of sick leave. The post holder will supply nominal RC cover to the detained patients of the other Consultants and vice versa when they are not contracted to work.

2.5 WTE Specialty Doctor posts.

Currently there are two JTG doctors assigned to Vale CMHT and eligible post holders may be assigned a STG doctor. The review of services and the implementation of Government initiatives may result in revision to junior staffing levels and support.

## **Other Relevant Staff**

The service consists of a full MDT:

15.0 WTE	Community Mental Health Nurses
3.00 WTE	Health Care Support Workers
1.90 WTE	Psychology
3.90 WTE	Occupational Therapists
1.00 WTE	Occupational Therapy Technician
7.50 WTE	Social Workers
5.80 WTE	Community Support Workers
0.50 WTE	Carer assessor
10.36 WTE	Admin and Clerical

The Integrated Manager is responsible for ensuring that UHB policies and procedures for safe functioning of the LMHT are followed, including referral processes, assessment and adherence to the requirements of the MHA 1983 and the Mental Health (2010) Measure. The post holder will be expected to work in close co-operation with this manager.

## **Secretarial Support and Office Facilities**

The service is supported by a dedicated administrative team consisting of CMHT lead administrator, dedicated, medical secretary and additional reception staff. Computer access and office accommodation will be provided.

## **WORK OF THE DEPARTMENT**

The Adult Mental Health Directorate is responsible for providing a comprehensive range of mental health services to Cardiff and the Vale of Glamorgan (population of 498,571 served). The Directorate focuses its services on individuals aged between 16 and 65 years of age with severe and/or enduring mental health problems. Services have been organised within the context of eight discrete neighbourhoods within Cardiff and the Vale of Glamorgan, each neighbourhood served by its own CMHT. The three Vale CMHTs have been merged into one larger Locality Team.

In-patient facilities are located at Hafan Y Coed Unit at University Hospital Llandough and at other locations around Cardiff. The post holder may be required to work at any of these units. Liaison work with other hospitals in the catchment area may be necessary from time to time.

## **Academic links**

Cardiff and Vale University Health Board is a teaching Health Board and has close links with Cardiff University which has an international reputation for research in Psychiatry, particularly in the area of psychiatric genetic epidemiology and neuroscience.

The University Hospital Llandough campus accommodates the College of Medicine's Postgraduate Centre for Psychiatry. There is a three-year programme of lectures, demonstrations and tutorials for students studying for the MRCPsych examination. The programme allows junior doctors from across South Wales to benefit from day-release study days on Wednesday.

During term-time, there are regular, weekly postgraduate lectures. These lectures usually involve eminent speakers in the field of psychiatry. There is an excellent medical library with a full-time librarian.

There is a trainers committee chaired by a Royal College of Psychiatrists approved tutor. This committee, in conjunction with the University Department of Psychological Medicine, is responsible for the rotational training of junior medical staff and is recognised and approved by the Royal College of Psychiatrists.

There are 23 junior training posts on the rotational scheme and the training programme includes placements in General Psychiatry, Child & Adolescent Psychiatry, Learning Disabilities, Forensic Psychiatry, Addiction Services, Psychiatry of Old Age, and specific placements to Liaison Psychiatry. Experience in the Crisis Resolution and Home Treatment Service is available at the University Hospital of Wales.

Within the Clinical Board there are a variable number of senior training grades – usually six. There are also a number of Research Fellows attached to the Division of Psychological Medicine who have honorary senior training grade contracts.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Clinical:**

- To provide with Consultant colleagues (as appropriate) a service in the speciality to the hospitals so designated, with responsibility for the prevention, diagnosis and treatment of illness and promotion of health.
- To have continuing responsibility for the care of patients in your charge (as appropriate) in liaison with Consultant colleagues and for the proper functioning of the department in line with the Operational Policy and Strategic Plan (as amended from time to time).
- To be responsible for the professional supervision and management of junior medical staff. If appropriate the post holder will be named in the contracts of junior staff as the person responsible for overseeing their training and as an initial source of advice to such doctors regarding their careers.
- To participate in continuing medical education in ways which are acceptable to the Chief Executive. The UHB supports the requirements for continuing professional development and is committed to providing time and financial support for these activities in line with the UHB Policy. There is an expectation to remain in good standing for CPD with the Royal College of Psychiatrists. There are local arrangements for access to peer review groups and mentoring for new Consultants.
- To participate in and contribute to Clinical Audit in line with the Health Board's policy on the implementation of Clinical Governance.
- Domiciliary consultations (as appropriate) to Cardiff and Vale residents in accordance with the Health Board Policy.

- The successful candidate will participate in the on-call rota to cover all UHB hospitals and community out-of-hours. The on-call commitment is currently 1 in 24 but is subject to change according to service need and current workforce provision.
- Any other duties with other agencies that have been agreed with the employing Health Board.

### **Teaching:**

- To be responsible for carrying out teaching, examination and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical education activity and audit activities, locally and nationally.
- All Consultants teach and train at all levels of undergraduate and postgraduate education. There is a very active postgraduate training department, which organises medical and dental education led by the Dean of Postgraduate Medical & Dental Education.
- It is anticipated that an Honorary Clinical Teacher appointment will be offered to the successful candidate by Cardiff University as applicable.

### **Research:**

- Consultants are encouraged to participate fully in current research projects and to initiate projects of their own. The National Centre for Mental Health (NCMH) is the first Biomedical Research Centre in Wales and it brings Cardiff's world-leading research experts together with frontline mental health professionals to improve patient care. Funded by the Welsh Assembly Government's National Institute for Social Care and Health Research, and hosted within Cardiff and Vale University Health Board, the Centre's experts from Cardiff University Neuroscience and Mental Health Research Institute will work alongside clinicians and clinical researchers from all parts of Wales. There is a regular and stimulating programme of academic meetings and seminars.

### **Management:**

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





- To pursue local and national employment and personnel policies and procedures in the management of employees of the Health Board.
- To ensure that arrangements are in place for adequate medical/dental staff to be available in relation to the treatment and care of patients.
- To conform to best management practice in respect of patient activity and waiting lists.

## **WELLBEING SERVICES**

The post holder would have access to the Occupational Health Department, based at University Hospital Llandough and may self-refer or be referred by their manager.

### **Employee Wellbeing Team:**

- From time to time we all need support and this is available via the Employee Health and Wellbeing. They are a self-referral service that offers a range of interventions for people with mild to moderate mental health conditions. Managers and colleagues do play an important role in signposting staff to access this service, however, it is important that the individual self-refers. The Employee Wellbeing Service is made up of counsellors, Assistant Psychological Therapy Practitioners, and a clinic coordinator. As employees of the health board, the team know the workplace context, culture, policies, procedures and can signpost you effectively to both internal and external local services.
- They offer an initial Resource Appointment which is an opportunity for you to talk about any issue or situation, home or work-related. The aim of the Resource Appointment is to give you the resources to work through your issues. After a Resource appointment you may be given a number of resources to work on, referred to a more appropriate service, offered Guided Self Help (CBT interventions), or offered up to 6 sessions of brief focused counselling.

### **Support following Serious Incidents:**

- Supporting the wellbeing of the post holder after serious incidents that involve patients in their care (e.g. homicide or suicide) is paramount, and a dedicated senior clinician will provide support and advice as needed after the incident. Details of the senior clinician able to offer this support will be provided via the Medical Directorate at the time of initial induction.

### **Timely job planning reviews when there are changes in regard to the pre-agreed workload:**

- If there are changes to the pre-agreed workload a timely meeting with the line manager before cover starts will enable discussion of the feasibility of the change within the constraints of needing to manage a safe workload. Additional support will be sourced if required. A timely job plan adjustment will be arranged if a new working arrangement is to proceed.

### Local initiatives/resources that promote workforce wellbeing:

- The health board has several initiatives to support wellbeing that the post holder is encouraged to participate in. These currently include flexible working, lease vehicle scheme, retail and restaurant discounts and wellbeing events. The post holder will form part of a consultant peer group who meet regularly.

### PROVISIONAL WORK PROGRAMME

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

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

		Sessions	Hours	Hospital / Location	Type of work
<b>Monday</b>	AM	1 DCC	3 – 4	Vale LMHT	Clinic
	PM	1 DCC	3 – 4	Vale LMHT	Patient-related admin MDT meeting
<b>Tuesday</b>	AM	1 DCC	3 – 4	Vale LMHT	Clinic
	PM	1 SPA	3 – 4	Vale LMHT	Supporting professional activities
<b>Wednesday</b>	AM	1 DCC	3 – 4	Vale LMHT	Clinic
	PM	1 DCC	3 – 4	Vale LMHT	MHRT, patient-related admin, emergency reviews
<b>Thursday</b>	AM	1 DCC	3 – 4	Hafan Y Coed	Ward round
	PM	1 DCC	3 – 4	Variable	Special interest clinic
<b>Friday</b>	AM	1 SPA	3 – 4	Hafan Y Coed	Supporting professional activities
	PM	1 DCC	3 – 4	Hafan Y Coed / Vale LMHT	Urgent reviews
<b>Weekend</b>					
<b>On-call</b>					Currently 1 in 24



## Notes:

1½ sessions will be allocated within the job plan for Core Supporting Professional Activities. Additional SPA time will be arranged by mutual agreement between the Consultant appointee and Directorate where additional SPA time / activity can be identified and evidenced in specific SPA roles. The notional split of DCC/SPA time will be subject to Job Plan Review and agreement. If sufficient outcomes from SPA time cannot be evidenced, SPA sessions may be reallocated to DCC sessions by agreement. A full session is normally 3¾ hours duration.

Mentoring arrangements are available in the Directorate and a senior clinician may be provided to the successful candidate if desired. The UHB also runs a Corporate Consultant Induction Programme for new Consultant appointees.

### Direct clinical care (DCC) covers:-

- Emergency duties (including emergency work carried out during or arising from on-call)
- Operating sessions including pre and post-operative care
- Ward rounds
- Outpatient clinics
- Clinical diagnostic work
- Other patient treatment
- Public health duties
- Multi-disciplinary meetings about direct patient care
- Administration directly related to patient care e.g. referrals, notes etc.

### Supporting professional activities (SPA) covers:-

- Training
- Continuing professional development
- Teaching
- Audit
- Job planning
- Appraisal
- Research
- Clinical management
- Local clinical governance activities

**Date when Post is Vacant**

Immediately.

**CONTACT DETAILS FOR ENQUIRIES**

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

Dr Pamela Yerassimou, Clinical Director (Adult Mental Health Services)

☎ (029) 2182 4500

E-mail: [Pamela.Yerassimou@wales.nhs.uk](mailto:Pamela.Yerassimou@wales.nhs.uk)

Dr Bhushan Vaidya, General Adult Consultant – Vale LMHT

☎ (01446) 454300

E-mail: [Deepali.Mahajan@wales.nhs.uk](mailto:Deepali.Mahajan@wales.nhs.uk)

Dr Emma Morgan, Medical Workforce Lead

☎ (029) 2182 4930

E-mail: [emma.morgan@wales.nhs.uk](mailto:emma.morgan@wales.nhs.uk)

Shortlisted candidates are also encouraged to contact :-

Dr Neil Jones, Clinical Board Director – Mental Health Services

☎ (029) 2182 4996

E-mail: [neil.jones3@wales.nhs.uk](mailto:neil.jones3@wales.nhs.uk)

Mr Daniel Crossland, Director of Operations & Delivery – Mental Health Services

☎ (029) 2182 4996

E-mail: [daniel.crossland@wales.nhs.uk](mailto:daniel.crossland@wales.nhs.uk)

Ms Heather Hancock, Directorate Manager (Adult Mental Health Services)

☎ (029) 2182 4968

E-mail: [Heather.Hancock@wales.nhs.uk](mailto:Heather.Hancock@wales.nhs.uk)

and any other senior official deemed appropriate.

**Con1439-Adult Psych Vale**



## PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
Qualifications	<ul style="list-style-type: none"> <li>• Full GMC registration with a licence to practise</li> <li>• On Specialist Register for specialty / Specialty Registrar with CCT / CESR (Combined Programme) due within 6 months of interview date</li> <li>• Eligible for Approved Clinician (Wales) status</li> </ul>	<ul style="list-style-type: none"> <li>• MRCPsych or equivalent</li> </ul>	Application and pre-employment checks
Experience	<ul style="list-style-type: none"> <li>• Comprehensive training and experience in Psychiatry including in-patient and community work</li> </ul>	<ul style="list-style-type: none"> <li>• Psychotherapy experience</li> </ul>	Application & interview
Skills	<ul style="list-style-type: none"> <li>• Evidence of effective team and multidisciplinary working</li> <li>• Effective and demonstrable communication skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues</li> <li>• Effective IT (computer) skills</li> <li>• Self-motivated and flexible approach to work</li> <li>• Values aligned to those of the Health Board</li> </ul>		Application & interview
Clinical Governance	<ul style="list-style-type: none"> <li>• Evidence of participation in clinical audit and understanding role of audit in improving medical practice</li> <li>• Understanding of clinical risk management and clinical governance</li> <li>• Evidence of proactive engagement with appraisal and revalidation</li> </ul>		Application & interview



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



## PART B – THE HEALTH BOARD AND ITS VALUES

Cardiff and Vale University Health Board was established in October 2009 and is one of the largest NHS organisations in the UK. We have a responsibility for the promotion of health and well-being of around 475,000 people living in Cardiff and the Vale of Glamorgan, the provision of local primary care services, running of health centres, community health teams, hospitals – providing treatment and care when health and well-being isn't the best it could be.

We are increasingly focusing the planning and delivery of our care based on neighbourhoods and localities to help ensure people receive care as close to home as possible where it is safe and effective to do so. We also provide specialist services for people across South Wales and in some cases the whole of Wales.

The Health Board also serves a wider population of 2.5 million people across South and Mid Wales and manages a number of services of a regional and sub-regional nature namely cardiology, cardiac surgery, PICU, neurology, neurosurgery, medical genetics, bone marrow transplantation, renal transplant and toxicology. On-site services include 24/7 PCI, stroke thrombolysis, ophthalmology, maxillo-facial, trauma, general medicine, general surgery, urology and paediatrics. From September 2020, University Hospital of Wales was designated as the first Major Trauma Centre to launch in Wales. In 2022-23, the Health Board's total turnover was £1.86 billion and it employs over 16,000 staff.

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

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

### Living Well, Caring Well, Working Together

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

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

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

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

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

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

### **NHS Wales Core Principles**

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

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

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



## The Cardiff and Vale UHB Structure

Chief Executive: Suzanne Rankin

Executive Medical Director & Responsible Officer: Professor Meriel Jenney  
Deputy Medical Director: Dr Richard Skone

Medical & Dental services are delivered via 7 main Clinical Boards and the All Wales Medical Genomics Service as listed below:

Medicine	Surgery
Specialist Services	Clinical Diagnostics & Therapeutics
Children & Women's Services	Primary, Community & Intermediate Care
Mental Health	All Wales Medical Genomics Service

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## **PART C – SUPPORTING INFORMATION**

### **REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS**

This job description will form a composite part of a Job Plan which will include your main duties, responsibilities and expected outcomes. The Job Plan will be agreed on an annual basis between you and your Clinical Director and confirmed by the Clinical Board Director. In cases where it is not possible to agree a Job Plan, either initially or at an annual review, the appeal mechanism will be as laid out in the Amendment of the National Contract in Wales.

Annual job plan reviews will also be supported by the Consultant appraisal system which reviews a Consultant's work and performance and identifies development needs as subsequently reflected in a personal development plan.

### **MAIN CONDITIONS OF SERVICE**

- This post is covered by the terms and conditions of service, including pay and leave entitlement, which apply to medical and dental staff employed in Wales as amended from time to time. Details of these may be obtained from the Medical Workforce Department.
- The post is pensionable unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health regulations.
- Candidates unable for personal reasons to work full-time will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis, in consultation with consultant colleagues and the Medical Director.
- The salary applicable is on the Consultant pay scale (Wales) and will be specified in the contract. Consultants in Wales paid on one of the first three points of the substantive Consultant pay scale also receive a Wales recruitment incentive payment.
- The Consultant appointed will be required to live in a location which is within reasonable travelling time from the place of work as agreed with the Clinical Director.
- The post holder is required to travel as necessary between hospitals / clinics. A planned and cost-effective approach is expected.
- The post holder is required to comply with the appropriate Health and Safety Policies as may be in force including commitment to an effective risk management process. As part of this, all staff are required to adhere to the Health Board's Infection Prevention & Control policies and procedures to make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. The post holder is therefore required to attend mandatory infection control training provided for them by the Health Board and to take active steps to prevent and reduce hospital acquired infections.

- Reimbursement of removal and associated expenses will only be offered in exceptional circumstances following consideration and agreement by the Medical Director and in accordance with the criteria as laid out in the Health Board Policy.
- The Consultant will be required to maintain their private residence in contact with the public telephone service.
- There must be no conflict of interest between NHS work and private work. All Consultants undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.
- You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.
- The Health Board will require the successful candidate to have and maintain full registration with a licence to practise with the General Medical Council and to abide by professional codes of conduct.
- As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale University Health Board, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the Health Board, and for private activity within the Health Board.
- The Consultant appointed will be required to possess an appropriate Certificate of Completion of Training / Certificate Confirming Eligibility for Specialist Registration.
- So far as is practicable the Consultant appointed will be expected to provide cover for annual and study leave of Consultant colleagues.
- When first appointed, the Health Board has discretion to fix the starting salary at any of the two next incremental points above the minimum of the scale by reasons of special experience, service in HM Forces or in a developing country, and qualifications.
- Under the provisions of the General Data Protection Regulation (GDPR), it is the responsibility of each member of staff to ensure that all personal data (information that is capable of identifying a living individual) relating to patients, staff and others to which they have access to in the course of employment is regarded as strictly confidential. Staff must refer to the Health Board's Data Protection Policy (available via the Health Board intranet) regarding their responsibilities.

- **Appraisal / Revalidation**

All licensed doctors / dentists who are registered with the General Medical Council are required to 'revalidate' every five years in order to maintain their licence to practise. To inform this process, it is important that GMC licensed doctors / dentists participate in the UHB's annual appraisal reviews which are based on the General Medical Council's 'Good Medical Practice' principles and include a Patient and Peer Multi-Source Feedback process. The post holder will be expected to use the Medical Appraisal & Revalidation System (MARS).

- **The Ionising Radiation (Medical Exposure) Regulations 2017**

The Ionising Radiation (Medical Exposure) Regulations 2017 impose a legal responsibility on Health Boards for all staff who refer patients for medical radiation exposures such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

- **Disclosure of Criminal Background of Those with Access to Patients**

It is the policy of the Health Board that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Disclosure & Barring Service is authorised to disclose in confidence to the Health Board details of any criminal record including unspent and spent convictions, cautions, reprimands and final warnings. Applicants being considered for this post must provide this information on the application form before they can be considered. Any information disclosed will be treated in the strictest confidence and all circumstances will be considered before any decision is reached. The successful applicant will be required to complete a DBS Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

- **Equality and Diversity**

All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or non-belief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

- **Dignity at Work**

The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.



- **Welsh Language**

All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills.

- **No Smoking**

To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients.

## **GENERAL INFORMATION FOR APPLICANTS**

- Applicants who are related to any member or senior office holder of the Cardiff and Vale University Health Board should clearly indicate in their application the name of the member or officer to whom related, and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.
- Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee or the Employing Health Board will disqualify them. This should, however, not deter candidates from approaching any person for further information about the post.
- Any offer of appointment will be subject to the receipt of three satisfactory references. Note that applicants who are already in a substantive Consultant / Honorary Consultant post or in a Locum Consultant post for more than 12 months will be required to provide the details of their current / most recent Medical Director (or equivalent) as an additional referee.
- The nature of the work of this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions under the Act and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Health Board. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.
- Travelling expenses will be reimbursed for only one pre-interview visit, and only then to those candidates selected for interview. Shortlisted candidates who visit the District on a second occasion, say on the evening prior to interview, or at the specific request of management, will be granted travel and appropriate subsistence expenses on that occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom. Reimbursement of expenses shall not be made to a candidate who withdraws their application or refuses an offer of an appointment.

For further information about our Health Board and its surrounding area, please refer to the '[Welcome to Cardiff and University Health Board](#)' document.