



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

***Caring for People, Keeping People Well***

## **JOB DESCRIPTION**

Locum SPECIALIST IN  
Lymphoma

(10 sessions per week)

Cardiff and Vale University Health Board is the operational name of Cardiff and Vale University Local Health Board.  
Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yw enw gweithredol Bwrdd Iechyd Lleol Prifysgol Caerdydd a'r Fro.

# CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD

## JOB DESCRIPTION

### SPECIALIST IN LYMPHOMA

#### 1. THE HEALTH BOARD

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 is designated as the first Major Trauma Centre to launch in Wales.

Cardiff and Vale University Health Board's hospital sites include: Barry Hospital, Cardiff Royal Infirmary, Children's Hospital for Wales, University Hospital Llandough, Rookwood Hospital, St. David's Hospital, University Dental Hospital, and University Hospital of Wales.

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.

#### 1.1 Values & Behaviours

Cardiff and Vale University Health Board has identified a framework of Values and Behaviours which should underpin the work of its staff in order to achieve success for the organisation (see below). 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.

OUR VALUES	OUR BEHAVIOURS How we are with patients, families, carers and colleagues	
	What we want to see from individuals and teams...	What we don't want to see from individuals and teams...
<b>Kind and caring</b>		
<b>Welcoming</b>	We will smile, be friendly, welcoming, polite and approachable	We will not be abrupt, rude, show aggressive behaviour, shout or bully
<b>Put people at ease</b>	We will put others at ease, be patient, calm and reassuring	We will not ignore people or fail to offer support and we won't leave people scared and anxious
<b>Values other people's time</b>	We will make time for people, consider their needs and make people feel comfortable	We will not be 'too busy', in a rush or say we can't make time for others
<b>Compassionate</b>	We will be kind, compassionate and look out for others	We will not make people feel stupid, belittled or treat people as an inconvenience
<b>Respectful</b>		
<b>Understanding</b>	We will put ourselves 'in other people's shoes' and show empathy and understanding	There will be no hierarchy, no egos, no lack of understanding for other's needs
<b>Attentive and helpful</b>	We will be helpful and attentive to the needs of others, protect people's dignity and respect people's time	There will be no poor planning and inefficiency, we will not waste people's time or keep people waiting
<b>Respectful</b>	We will value everyone as an individual and treat people equally and fairly	We will not put people under pressure or show favouritism, not be unfair or leave people feeling disempowered
<b>Appreciative</b>	We will recognise people's strengths, say thank you and celebrate success, empower and bring out the best in others	We will not blame and criticise or make judgments or assumptions. We will not take people for granted or forget to say 'thank you'
<b>Trust and integrity</b>		
<b>Listens</b>	We will take time to listen to and consider other people's views	We will not ignore other people's views or ideas or be dismissive of other's opinions
<b>Clear communication</b>	We will communicate honestly and openly, offer clear explanations, keep people informed and updated	We will not have unclear communication, a lack of transparency or give misleading or contradicting information
<b>Teamwork</b>	We will involve others, work as a team, share information and follow-up	We will not make decisions in isolation and fail to communicate with other teams / services
<b>Speaks up</b>	We will seek and give feedback, encourage and support people who speak up	We will not make people feel afraid to speak up and constructively challenge or reject feedback

Personal responsibility		
<b>Positive</b>	We will be enthusiastic, positive, pro-active and have a 'can do' approach	We will not be negative, moan, complain, and we will not 'sit back'
<b>Professional</b>	We will be professional, consistent, a role model and lead by example	We will not be unprofessional, inconsistent or lack pride in our work
<b>Excel</b>	We will take ownership and responsibility for providing a safe and excellent service	We will not pass the buck, say 'it's not my problem' and fail to deliver on our promises
<b>Keep improving</b>	We will be committed to learning and improving and developing ourselves and others	We will not put up barriers to new ways of learning and doing things

## 1.2 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.

## 2. THE HEALTH BOARD STRUCTURE

Medical Director: Professor Meriel Jenney

Medical & Dental services are delivered via 7 main Clinical Boards:-

Medicine	Surgery
Specialist Services	Clinical Diagnostics & Therapeutics
Children & Women's Services	Primary, Community & Intermediate Care
Mental Health	

This post sits within the Specialist Services Clinical Board.

Clinical Board Director – Dr Thomas Holmes  
 Clinical Board Head of Operations & Delivery – Jessica Castle

Clinical Director – Dr Raza Alikhan  
 Directorate Manager – Gareth Jenkins

### 3. THE JOB ITSELF

**Title of Post:** Haematology Specialist in Lymphoma

**Base:** University Hospital of Wales

**Other Locations at which duties to be performed:** University Hospital Llandough

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.

**Responsible to:** Clinical Director

#### 3.1 Names of Senior and Consultant members of the Department

The Clinical Haematology Directorate has 20 senior medical staff consisting of 17 NHS Consultants and 3 academic Consultants. In addition, there are close links with Consultant colleagues within Laboratory Haematology.

##### Consultants

Dr Raza Alikhan – Clinical director

##### Transplant/CART

Dr Keith Wilson – Programme Director for South Wales Bone Marrow Transplant Programme (SWBMT)

Dr Wendy Ingram - Deputy CD and Deputy lead for SWBMT Programme

Dr Emma Kempshall

Dr Ceri Jones – CART clinical lead

Dr Jim Murray

##### Myeloid

Professor Steve Knapper

Dr Jonathan Kell

Dr Caroline Alvares

##### Lymphoid

Dr Clare Rowntree

Dr Simona Gatto

Dr Emily Hopkins

Dr Nagah Elmusharaf

##### Myeloma

Dr Ceri Bygrave

##### Coagulation

Dr Raza Alikhan

Dr Deepan Gosrani (Training Programme Director)

Dr Samya Obaji

Prof Peter Collins

Dr Rachel Rayment

Dr Heledd Roberts

Dr Dinesh Ranasinghe – specialist post

##### Haematology lab lead

Dr Andrew Goringe

### **3.2 Other Medical Staff in the Department**

10 Specialist Registrars  
1 Clinical Fellow  
2 Core Medical Trainees  
2 Foundation Trainees

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

### **3.3 Other Relevant Staff**

Mr Gareth Jenkins	Directorate Manager
Mrs Nicola Carter	Service Manager haemato-oncology
Mr Jordan Willmer	Service Manager non-malignant haematology
Mrs Janelle Courtney	Lead Nurse

Advanced Nurse Practitioner, Nurse Practitioner roles and Clinical Nurse Specialists are also attached to each disease specific area across haematology. The medical teams along with the specialist nursing teams provide a comprehensive integrated service delivery model.

## **4. THE HOSPITAL(S)**

### **University Hospital of Wales**

In 1971, UHW was officially opened and rapidly established itself as one of the foremost teaching hospitals in the UK and the flagship of Wales.

In addition the hospital manages a number of services of a regional and sub-regional nature, namely Cardiology, Cardiac Surgery, Neurology, Neurosurgery, Medical Genetics, Bone Marrow Transplantation and Renal Transplant. Cardiff University's School of Medicine is based on the site and consequently the hospital is regarded as the major teaching hospital within Wales. With one or two exceptions the NHS service side is interlinked with professorial departments and both the NHS and School elements are heavily involved in research and development and have gained eminent reputations both nationally and internationally.

The hospital provides for the fullest integration of a 924-bed hospital and medical school in one complex. Three blocks running north south with 6 subsidiary 'link' blocks comprise the main complex. The main building is 10 storeys high with numerous peripheral developments.

Each week the hospital sees around 5,000 outpatients, 500 inpatients and 200 day cases. The Main operating theatre suite is one of the largest in Great Britain with 10 theatres and 12,000 cases per year.

Emergency services are located within state of the art accommodation on the University Hospital of Wales site. It is an extremely busy department with approximately 100,000 attendances per year.

### **Children's Hospital for Wales**

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.

There is a Paediatric Intensive Care Unit led by 7 Paediatric Intensivists and full supporting team. A new dedicated Young Persons (In-patient) Unit is also established at UHW and a Teenage Cancer Unit opened in 2009.

### **University Hospital Llandough**

University Hospital Llandough is a Teaching Hospital with 453 beds currently in use. The hospital is situated five miles from the centre of Cardiff and all major specialties are represented providing a range of medical services to the people of Bro Taf particularly but not exclusively to those in the west of Cardiff and the Vale of Glamorgan.

In addition to standard services offered, the hospital also provides specialist services including Mental Health, the Therapeutics & Toxicology Centre and regional poisons unit. The hospital also provides some services not available at the other major site, such as the CF Unit, Diabetic Retinopathy Service and the Sleep Studies Centre.

There is a major academic presence at Llandough Hospital. The Academic Centre houses research laboratories and offices of Professors in Medicine for the Elderly, Clinical Pharmacology, Respiratory Medicine, Community Child Health and Diabetes. The Wound Healing Research Unit, Bone Research Unit and Research Department for Diabetic Medicine incorporating a Clinical Investigation Unit and Bro Taf Diabetic Retinopathy Screening Service are based at Llandough. Considerable undergraduate and postgraduate teaching takes place and a new Postgraduate Centre was opened in 1998.

The Orthopaedic Department has recently expanded to include an Orthopaedic Centre which has four laminar air flow theatres, 15 short stay beds, 4 day case beds and an outpatient department which incorporates an MRI scanner.

## **5. THE WORK OF THE DEPARTMENT**

The Haematological Cancer Service at UHW is the largest in Wales and one of the busiest in the UK. It provides a secondary Haematology service to the population of Cardiff and the Vale of Glamorgan (around 500,000 people) and the regional service to the population of South and West Wales. It is the only level 4 Haematology unit in Wales. The clinical service is supported by highly sophisticated diagnostics within the Directorate of Laboratory Medicine.

The 27-bed inpatient ward provides for intensive chemotherapy for all classes of malignant haematological disease, and its complications. Patients with haemoglobinopathy and haemophilia are managed in the same area when needing in-patient care. The Directorate has recently assumed clinical and managerial responsibility for the Teenage Cancer Trust Unit (TCTU) which provides care for teenagers and young adults with cancer. Medical cover in the TCTU is shared between Adult Haematology, Paediatric Haematology and Velindre Cancer Centre

depending on the patient's disease and consultant. Dr Clare Rowntree is the clinical lead for this service

### **Clinical Activity:**

The lymphoma team in Cardiff and Vale University Health Board Haematology department consists of 4 consultants, an advanced nurse Practitioner (ANP), 2 clinical nurse specialists (CNSs) and a band 8a pharmacist. The team also has 2 clinical sessions of support from a consultant clinical oncologist from Velindre Cancer Centre.

The team provides a secondary care service to patients with lymphoid malignancies within Cardiff and Vale (C&V). This service covers a large outpatient practice, day unit chemotherapy treatments in 2 hospital sites within C&V (UHW and UHL), an ambulatory care service and an in-patient service on B4Haematology and the Teenage Cancer Trust Unit.

The lymphoma team also provide many complex tertiary services for south Wales including the teenage and young (TYA) adult cancer service, the acute lymphoblastic leukemia (ALL) service, a service for patients with central nervous system lymphomas and complex aggressive lymphomas eg Burkitt lymphomas as well as providing support to the WHSCC commissioned CAR-T cellular therapies service for lymphoid malignancies. The lymphoma team in C&V also run a portfolio of phase I, II and III clinical trials for patients with lymphoid malignancies from across south Wales. In addition, the team provide medical cover to the hematology day unit in Llandough (UHL) and provide 50% of the ward attending and on-call for the haematology directorate.

The successful candidate will work within the lymphoma team being primarily based in the outpatient departments in UHW and UHL. The post holder will have a significant role in managing patients that are on active immunochemotherapy for both first line and relapsed lymphoma treatment. There will also be a commitment to support the in-patient and ambulatory care services when needed. The post holder will provide support to nursing colleagues who run a large 'patient initiated follow up' service for patients in remission post immunochemotherapy treatment when required. The successful candidate will also get the opportunity to be trained in assessing patients for CAR-T therapy if they wish. There will also be opportunities to be involved in the management of adolescent and adult patients with acute lymphoblastic leukemia if the candidate would like to learn about this aspect of treating lymphoid malignancies

## **6. MAIN DUTIES AND RESPONSIBILITIES**

### **6.1 Clinical**

- 6.1.1 You will provide with senior 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.
- 6.1.2 The post holder will contribute to the clinical and quality aspects of the Lymphoma services
- 6.1.3 You will provide direct clinical care to in-patient, day centre and out-patient areas.

- 6.1.4 You will give appropriate, effective and safe advice to health care professionals seeking guidance from senior medical or nursing colleagues.
- 6.1.5 You will maintain close liaison with other members of the multi-disciplinary team.
- 6.1.6 You will be expected to help in teaching aspects of diagnosis, treatment and management of diseases to junior medical staff and nursing staff.
- 6.1.7 Any other duties with other agencies that have been agreed with the employing Health Board.

## **6.2 Continuing Education**

It is important for the appointee to keep abreast of current knowledge/legislation and developments regarding his or her particular speciality. In addition, the appointee would be expected to participate fully in continuing medical education (CME) / continuous professional development (CPD) and to pursue specific goals

There is also the opportunity to participate fully in the postgraduate activities within the University of Wales School of Medicine.

There is a very active postgraduate training department, which organises medical and dental education led by the Dean of Postgraduate Medical and Dental Education within Health Education and Improvement Wales (HEIW).

Time off for study leave may be granted for education purposes to attend courses at the discretion of the Clinical Director and in accordance with the UHB Policy. This will be subject to the leave being planned well in advance and provided the clinical service is covered. At least six weeks notice is required. A Study Leave Approval Form must be completed and authorised by the Consultant and Clinical Director.

## **6.3 Research**

Personal clinical research will be encouraged in addition to participating in current programmes. Excellent research facilities are available on site.

The successful candidate will be encouraged to gain some experience in clinical trial research with support from the substantive consultants within the lymphoma team.

## **6.4 Administrative**

- 6.4.1 You will be responsible for undertaking the administrative duties associated with the care of patients and the administration of the department.
- 6.4.2 All employees have an individual responsibility to adhere to the Infection Control Policy and to protect themselves, the patient, visitors and colleagues from the risk of infection. The individual responsibility will include the requirement to attend training at intervals determined by the Health Board and understand Infection Control issues as they pertain to their workplace. They will report any identified infection risk and take necessary precautions/actions to prevent transmission.
- 6.4.3 Under the provisions of the Data Protection Act 1998 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 UHB intranet) regarding their responsibilities'

- 6.4.4 Travel as necessary between hospitals/clinics will be required but a planned and cost-effective approach will be expected.
- 6.4.5 You will be required to participate and contribute to Clinical Audit in line with the Health Board's policy on the implementation of Clinical Governance.
- 6.4.6 The successful candidate will be encouraged to attend departmental meetings.

## **6.5 Management**

- 6.5.1 You will be required 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.
- 6.5.2 You 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.
- 6.5.3 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.
- 6.5.4 You will be expected to pursue local and national employment and personnel policies and procedures in the management of employees of the Health Board.
- 6.5.5 You will be required to ensure that arrangements are in place for adequate medical/dental staff to be available in relation to the treatment and care of patients.
- 6.5.6 You will be required to conform to best management practice in respect of patient activity and waiting lists.

## 7. PROVISIONAL WORK PROGRAMME

**PROPOSED WEEKLY TIMETABLE OF PROGRAMMED DUTIES** (i.e. regular scheduled NHS activities). 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	4	UHW	Patient admin. Support for lymphoma in-patient and ambulatory care activity
	PM	1 SPA	4	UHW / Off site	Lymphoid journal club SPA
<b>Tuesday</b>	AM	1 DCC	4	UHW or UHL	Virtual clinic – CLL and low grade lymphoma patients
	PM	1 DCC	4	UHW or UHL	Preparation of pre chemotherapy patient list for Wednesday Patient admin
<b>Wednesday</b>	AM	1.5 DCC	6	UHW	Lymphoma MDT Lymphoma clinic
	PM	0.5 DCC	2	UHW	General haematology MDT
<b>Thursday</b>	AM	1 DCC	4	UHL	Low grade lymphoma and CLL clinic
	PM	1 DCC	4	UHL	New cases CLL / low grade lymphoma Patient admin
<b>Friday</b>	AM	1 DCC	4	UHW	Support nursing colleagues with patient follow up queries Support for lymphoma in-patient / ambulatory care activity
	PM	1 SPA	4		SPA
<b>Weekend</b>	<b>Nil</b>	N/A			
<b>On-call</b>	<b>Nil</b>	N/A			

**Notes:** A full-time work programme will normally comprise ten sessions per week and it is anticipated that the post holder will have 'in the order of two sessions per week' for supporting professional activities included within this (based on a basic full-time commitment) subject to a minimum of one session; the remaining sessions will be

dedicated to direct clinical care. A full session is normally four hours duration. The notional split of DCC/SPA time will be subject to Job Plan Review and agreement. All posts in the Health Board are compliant with the European Working Time Directive.

Mentoring arrangements are available in the Directorate and a senior clinician may be provided to the successful candidate if desired.

Direct clinical care covers:-

- Emergency duties (including emergency work carried out in working hours only for this post as no on-call)
- Ward rounds
- Outpatient clinics
- Clinical diagnostic work
- Other patient treatment
- Multi-disciplinary meetings about direct patient care
- Administration directly related to patient care e.g. referrals, notes etc.

Supporting professional activities covers:-

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

## **8. JOB LIMITATION**

At no time should you work at a level exceeding your competence. All medical staff therefore have a responsibility to inform those supervising their duties if they have any concerns regarding this or if they feel that they are not competent to perform a particular duty.

## **9. 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 Terms and Conditions of Service – Specialist (Wales).

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

## **10. MAIN CONDITIONS OF SERVICE**

- 10.1** This post is covered by the National Health Service Terms & Conditions of Service - Specialist (Wales), as amended from time to time. Details of these may be obtained from the Medical Workforce Department.
- 10.2** 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.
- 10.3** 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 Clinical Director.
- 10.4** 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 and Social Security regulations.
- 10.5** The post holder will be managerially accountable through the Clinical Director to the Clinical Board Director, and professionally accountable to the Medical Director.
- 10.6** The salary applicable is on the Specialist – Wales pay scale and will be specified in the Contract.
- 10.7** 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.
- 10.8** The appointee will be required to maintain his/her private residence in contact with the public telephone service.
- 10.9** There must be no conflict of interest between NHS work and private work. All Specialists undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.
- 10.10** The appointee is entitled to annual leave at the rate of six weeks and three days a year. Applications for annual leave must be submitted in writing at least six weeks before the leave is taken. It must also be requested having first taken into account your colleagues leave so as to enable adequate clinical cover to be maintained.
- 10.11** 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).

## **11. CONDITIONS OF APPOINTMENT**

- 11.1** 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.

**11.2** The UHB will require the successful candidate to have, and maintain, full registration with a Licence to Practice with the General Medical Council throughout the duration of the contract and to abide by professional codes of conduct.

**11.3** 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 UHB, and for private activity within the UHB.

#### **11.4 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 exposure such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

### **12. DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO PATIENTS**

It is the policy of this UHB 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 UHB, 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 taken into account 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.

### **13. GENERAL INFORMATION FOR APPLICANTS**

**13.1** Applicants who are related to any member or senior office holder of the Cardiff and Vale UHB should clearly indicate in their application, the name of the member or officer to whom they are related and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.

**13.2** An offer of appointment will be subject to the receipt of three satisfactory references.

**13.3** The nature of the work of this post is exempt from the provisions of Section 4(2) of the Rehabilitation of 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 UHB. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

- 13.4** Travelling expenses will be reimbursed for only one pre-interview visit, and only then to those candidates selected for an interview. Shortlisted candidates who visit the UHB on a second occasion, say on the evening prior to the 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.
- 13.5** 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.

## **14. CARDIFF AND THE VALE OF GLAMORGAN GENERAL INFORMATION**

### **Cardiff**

Cardiff, the City and the Capital of Wales, has a typical air of a cosmopolitan city, being the administrative, business, cultural and education centre for Wales.

Cardiff is a city of contrasts. A castle with 1900 years of history stands alongside a modern shopping centre and a spectacular Civic Centre. The development of some 2,700 acres of Cardiff Bay has created a 500-acre lake, 8 miles of waterfront and new commercial and leisure environments.

Westwards the scene changes as you approach the pastoral Vale of Glamorgan, a rich farming area.

The country's 25 mile long coastline contrasts the hustle and bustle of the docks at Cardiff and Barry with the holiday atmosphere of Barry Island and Penarth.

### **Shopping**

Many of Britain's finest department stores fill the pedestrianised Cardiff City centre along with numerous specialty shops. Four excellent shopping malls and seven superb Victorian and Edwardian arcades provide a comfortable shopping environment all year round.

### **Live Entertainment**

There are several theatre groups and Cardiff welcomes many touring companies to the New Theatre, the Sherman Theatres and the Chapter Arts Centre. Concerts and exhibitions are well served by St David's Hall, Motorpoint Arena and the Millennium Centre. There are also more than a dozen art galleries and a number of cinemas.

### **Night Life**

Restaurants in Cardiff are excellent and there is a wide choice of night clubs, discos, a jazz centre and pubs.

### **Sports and Leisure**

For sports enthusiasts there is a multitude of facilities available. Cardiff is the home of the National Sports Centre for Wales, which is located in Sophia Gardens. Nearby is the Millennium Stadium, home of the Welsh Rugby team and Ninian Park, Cardiff City Football Club's base. Extensive new facilities have been developed

within the new international Sports Village located in Cardiff Bay. There are eight golf courses in and around Cardiff and facilities for tennis, bowls, rowing, a ski slope and an equestrian centre.

Cardiff also offers peace and relaxation in its magnificent city parks. Bute Gardens alongside the Castle features beautiful formal gardens and lawns stretching out as far as the eye can see – perfect for a picnic or a quiet walk.

### **Accommodation**

Housing to buy and rent is in good supply and there is a wide variety on the market. Prices are generally average for the UK excluding the south east of England. There are a number of new housing estates being built within Cardiff and there are numerous established villages a short journey away.

### **Education**

Both Primary and Secondary schools are excellent. There are 27 well established comprehensive schools in the country, most of which have sixth forms that obtain good examination results. These include 4 Catholic Schools and 2 Church of Wales High Schools. There are also a number of independent schools in the area.

### **Communications**

#### **By Road**

Cardiff is linked directly to the National Motorway System. The M4 passes to the north of the city. London is a comfortable drive away. From the north of England, Scotland and the Midlands, the M5 and M50 link with the M4. From the south of England and the south west the M25 and the M5 link with the M4.

Access from Ireland, West Wales and the ferry ports is via the A48 and M4.

#### **By Rail**

Cardiff is less than 2 hours from London by Inter-City Service. British Rail operates high speed trains between most main cities connecting with ferry ports and Cardiff. The new Sprinter Service runs from Birmingham, Manchester, Liverpool, Bristol, Southampton and Portsmouth.

#### **By Air**

Cardiff has an International Airport with direct scheduled flights from Amsterdam, Paris, Dusseldorf, the Channel Islands, Isle of Man, Dublin, Glasgow and Belfast, with charter flights from Florida, Toronto and European destinations during the summer months. Cardiff (Wales) Airport is located 10 miles to the south west of the City.

## **15. DATE POST IS VACANT**

Immediately.

**16. DETAILS FOR VISITING**

Candidates wishing to visit the hospital can make arrangements by contacting:-

Dr Clare Rowntree  
Clare.Rowntree@wales.nhs.uk

**CARDIFF AND VALE UNIVERSITY LOCAL HEALTH BOARD**

**PERSON SPECIFICATION FORM FOR SPECIALIST IN CLINICAL HAEMATOLOGY**

<b>ROLE / UHB-SPECIFIC REQUIREMENTS</b>			
<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full GMC / GDC registration with a licence to practise</li> </ul>	<ul style="list-style-type: none"> <li>• Academic excellence</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 12 years' postgraduate medical / dental work including a minimum of 6 years within the specialty at Specialty Doctor / SAS grade level or equivalent (overseas experience to be assessed in individual cases)</li> <li>• Extensive experience in managing patients with Haematological malignancies</li> <li>• Experience in prescribing chemotherapy for adult patients with haematological malignancies</li> </ul>		Application / Interview
<b>Audit</b>	<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 engagement with revalidation</li> </ul>		Application / Interview
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Flexible approach</li> <li>• Demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues</li> <li>• Values aligned to those of the Health Board</li> </ul>		Application / Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Computing skills</li> <li>• Commitment to participating in and understanding of the management process</li> <li>• Satisfactory Immigration Status</li> <li>• Satisfactory Health Clearance</li> <li>• Satisfactory Disclosure Check</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of management training</li> </ul>	Application / Interview / Employment checks

GENERAL REQUIREMENTS					
Domain	Capabilities	Key for this post*	Required but not key*	Examples of appropriate evidence	To be evidenced at interview
<b>Professional Values &amp; Behaviours, Skills and Knowledge</b>	1.1 Practises with the professional values and behaviours expected of all doctors as set out in GMC Good Medical Practice and the Generic Professional Capabilities Framework (or equivalent for dentists)	YES		<ul style="list-style-type: none"> <li>• Participation in annual appraisal</li> <li>• Multi-source feedback</li> <li>• Patient feedback</li> <li>• Mandatory training as set out in UK Core Skills Training Framework</li> <li>• Interview</li> </ul>	X
	1.2 Demonstrates the underpinning subject-specific competences i.e. knowledge, skills and behaviours relevant to the role setting and scope	YES		<ul style="list-style-type: none"> <li>• Work-based evidence using appropriate existing tools e.g. scope of practice &amp; workload as evidenced in job plan, log books, audit of personal practice, references from colleagues, evidence collected for annual appraisal and job planning</li> <li>• Knowledge-based evidence e.g. accredited courses, CPD diary, professional or higher qualifications</li> </ul>	X
	1.3 Clinically evaluates and manages a patient, formulating a prioritised differential diagnosis, initiating an appropriate management plan, and reviewing and adjusting this depending on the outcomes of treatment	YES		<ul style="list-style-type: none"> <li>• Multi-source feedback</li> <li>• Patient feedback</li> <li>• Reflective pieces</li> <li>• References from colleagues</li> <li>• Personal clinical audit</li> <li>• Evidence collected for annual appraisal and job planning</li> </ul>	X

Domain	Capabilities	Key for this post	Required but not key	Examples of appropriate evidence	To be evidenced at interview
	1.4 Manages the difficulties of dealing with complexity and uncertainty in the care of patients; employing expertise and clinical decision-making skills of a senior and independent / autonomous practitioner ( <i>All senior doctors/dentists (including Consultants and GP's) work independently/autonomously to a level of defined competencies, as agreed within local clinical governance frameworks</i> )	YES		<ul style="list-style-type: none"> <li>See 1.3 for examples</li> </ul>	X
	1.5 Critically reflects on own competence, understands own limits, and seeks help when required	YES		<ul style="list-style-type: none"> <li>See 1.3 for examples</li> </ul>	X
	1.6 Communicates effectively and is able to share decision-making with patients, relatives and carers; treats patients as individuals, promoting a person-centred approach to their care, including self-management	YES		<ul style="list-style-type: none"> <li>See 1.3 for examples</li> </ul>	X
	1.7 Respects patients' dignity, ensures confidentiality and appropriate communication where potentially difficult or where barriers exist, e.g. using interpreters and making adjustments for patients with communication difficulties	YES		<ul style="list-style-type: none"> <li>See 1.3 for examples</li> <li>EDI training</li> <li>Unconscious bias training</li> <li>Interview</li> </ul>	X
	1.8 Demonstrates key generic clinical skills around the areas of consent; ensuring humane interventions, prescribing medicines safely and using medical devices safely	YES		<ul style="list-style-type: none"> <li>See 1.3 for examples</li> <li>Relevant courses</li> <li>Interview</li> </ul>	
	1.9 Adheres to professional requirements, participating in annual appraisal, job planning and reviews of performance and progression	YES		<ul style="list-style-type: none"> <li>Evidence of appraisal and addressing objectives</li> </ul>	X
	1.10 Awareness of legal responsibilities relevant to the role, such as around mental capacity and deprivation of liberty; data protection; equality and diversity	YES		<ul style="list-style-type: none"> <li>Interview</li> <li>Evidence of learning / courses / qualifications in specific specialties</li> </ul>	
	1.11 Applies basic principles of public health; including population health, promoting health and wellbeing, work nutrition, exercise, vaccination and illness prevention, as relevant to their specialty	YES		<ul style="list-style-type: none"> <li>Job plan</li> <li>Interview</li> </ul>	

Domain	Capabilities	Key for this post	Required but not key	Examples of appropriate evidence	To be evidenced at interview
<b>Leadership &amp; Teamworking</b>	2.1 Awareness of their leadership responsibilities as a clinician and demonstrates appropriate leadership behaviour; managing situations that are unfamiliar, complex or unpredictable and seeking to build collaboration with, and confidence in, others	YES		<ul style="list-style-type: none"> <li>• Examples of initiatives taken that have affected change</li> <li>• Examples of involvement in collaborative leadership work</li> <li>• Interview</li> </ul>	X
	2.2 Demonstrates understanding of a range of leadership principles, approaches and techniques so can adapt leadership behaviours to improve engagement and outcomes – appreciates own leadership style and its impact on others	YES		<ul style="list-style-type: none"> <li>• Leadership courses</li> <li>• Evidence of effective leadership</li> </ul>	
	2.3 Develops effective relationships across teams and contributes to work and success of these teams – promotes and participates in both multidisciplinary and interprofessional team working	YES		<ul style="list-style-type: none"> <li>• Evidence of participation in or leading MDT</li> <li>• Evidence of teamwork</li> <li>• Interview</li> </ul>	X
	2.4 Critically reflects on decision-making processes and explains those decisions to others in an honest and transparent way	YES		<ul style="list-style-type: none"> <li>• Evidence of reflective practice</li> <li>• Interview</li> </ul>	
	2.5 Critically appraises performance of self, colleagues or peers and systems to enhance performance and support development	YES		<ul style="list-style-type: none"> <li>• Examples of successful situations</li> </ul>	
	2.6 Demonstrates ability to challenge others, escalating concerns when necessary	YES		<ul style="list-style-type: none"> <li>• Interview</li> </ul>	
	2.7 Develops practice in response to changing population health need, engaging in horizon scanning for future developments	YES		<ul style="list-style-type: none"> <li>• Log book</li> <li>• Outcome data / audit</li> <li>• Interview</li> </ul>	
<b>Patient Safety &amp; Quality Improvement</b>	3.1 Takes prompt action where there is an issue with the safety or quality of patient care, raises and escalates concerns through clinical governance systems where necessary	YES		<ul style="list-style-type: none"> <li>• Reflective practice with examples</li> <li>• Interview</li> </ul>	X
	3.2 Applies basic human factors principles and practice at individual, team, organisation and system levels	YES		<ul style="list-style-type: none"> <li>• Multi-source feedback</li> <li>• Interview</li> <li>• Evidence of attendance at Human Factors course</li> </ul>	

Domain	Capabilities	Key for this post	Required but not key	Examples of appropriate evidence	To be evidenced at interview
	3.3 Collaborates with multidisciplinary and interprofessional teams to manage risk and issues across organisations and settings, with respect for and recognition of the roles of other health professionals	YES		<ul style="list-style-type: none"> <li>• Examples of involvement</li> <li>• Multi-source feedback</li> <li>• Interview</li> </ul>	X
	3.4 Advocates for, and contributes to, organisational learning	YES		<ul style="list-style-type: none"> <li>• Interview</li> </ul>	
	3.5 Seeks feedback and involvement from individuals, families, carers, communities and colleagues in safety and quality service improvements reviews	YES		<ul style="list-style-type: none"> <li>• Multi-source feedback</li> <li>• Patient feedback</li> </ul>	
	3.6 Leads new practice and service redesign in response to feedback, evaluation and need, promoting best practice	YES		<ul style="list-style-type: none"> <li>• Examples of success</li> </ul>	
	3.7 Evaluates and audits own and others' clinical practice and acts on the findings	YES		<ul style="list-style-type: none"> <li>• Examples of successful change</li> <li>• Interview</li> </ul>	X
	3.8 Reflects on personal behaviour and practice, responding to learning opportunities	YES		<ul style="list-style-type: none"> <li>• Examples of reflective practice</li> <li>• Interview</li> </ul>	
	3.9 Implements quality improvement methods and repeats quality improvement cycles to refine practice; designing projects and evaluating their impact	YES		<ul style="list-style-type: none"> <li>• Audits</li> <li>• QI projects</li> <li>• Attendance at QI training</li> </ul>	
	3.10 Critically appraises and synthesises the outcomes of audit, inquiries, critical incidents or complaints and implements appropriate changes	YES		<ul style="list-style-type: none"> <li>• Examples of involvement</li> <li>• Interview</li> </ul>	
	3.11 Engages with relevant stakeholders to develop and implement robust governance systems and systematic documentation processes	YES		<ul style="list-style-type: none"> <li>• Examples of involvement</li> <li>• Multi-source feedback</li> </ul>	
<b>Safeguarding Vulnerable Groups</b>	4.1 Recognises and takes responsibility for safeguarding children, young people and adults, using appropriate systems for identifying, sharing information, recording and raising concerns, obtaining advice and taking action	YES		<ul style="list-style-type: none"> <li>• Safeguarding courses</li> <li>• Interview</li> </ul>	
	4.2 Applies appropriate equality and diversity legislation, including disability discrimination requirements, in the context of patient care	YES		<ul style="list-style-type: none"> <li>• EDI training</li> <li>• Interview</li> </ul>	

Domain	Capabilities	Key for this post	Required but not key	Examples of appropriate evidence	To be evidenced at interview
<b>Education &amp; Training</b>	5.1 Critically assesses own learning needs and ensures a personal development plan reflects both clinical practice and the relevant generic capabilities to lead and develop services	YES		<ul style="list-style-type: none"> <li>• Audit</li> <li>• Examples of success</li> <li>• Interview</li> </ul>	X
	5.2 Promotes and participates in individual and team learning; supporting the educational needs of individuals and teams for uni-professional, multidisciplinary and interprofessional learning	YES		<ul style="list-style-type: none"> <li>• Evidence of teaching and training of medical / dental students or trainees or allied health professionals</li> <li>• Examples of involvement</li> <li>• Outcomes / audit</li> </ul>	
	5.3 Identifies and creates safe and supportive working and learning environments	YES		<ul style="list-style-type: none"> <li>• Guideline awareness and successful examples</li> </ul>	
	5.4 Can act as a role model, educator, supervisor, coach or mentor for medical and non-medical practitioners	YES		<ul style="list-style-type: none"> <li>• Examples of role</li> </ul>	
	5.5 Creates effective learning opportunities and provides developmental feedback, both verbally and in writing, to learners and doctors/dentists in training, as required by the role	YES		<ul style="list-style-type: none"> <li>• Examples of teaching successes</li> <li>• Interview</li> </ul>	
	5.6 Plans and provides effective teaching and training activities as required by the role	YES		<ul style="list-style-type: none"> <li>• Teaching experience examples</li> </ul>	
	5.7 Understands how to raise concerns about the behaviour or performance of any learner who is under their clinical supervision (leadership)	YES		<ul style="list-style-type: none"> <li>• Examples of successful interventions</li> <li>• Interview</li> </ul>	
	5.8 Takes part in patient education	YES		<ul style="list-style-type: none"> <li>• Examples</li> <li>• Patient feedback</li> </ul>	
<b>Research &amp; Scholarship</b>	6.1 Keeps up-to-date with current research and best practice in the individual's specific area of practice, through appropriate continuing professional developmental activities and their own independent study and reflection	YES		<ul style="list-style-type: none"> <li>• Examples of CPD – diary with reflection</li> </ul>	

Domain	Capabilities	Key for this post	Required but not key	Examples of appropriate evidence	To be evidenced at interview
	6.2 Critically appraises and understands the relevance of the literature, conducting literature searches and reviews; disseminates best practice including from quality improvement projects	YES		<ul style="list-style-type: none"> <li>• Participation in research training courses or recruitment for NIHR research studies</li> <li>• Presentation / publication of conference abstracts</li> <li>• Reviewer of papers / conference abstracts</li> <li>• Publications, including guideline development</li> <li>• Interview</li> </ul>	
	6.3 Locates and uses clinical guidelines appropriately	YES		<ul style="list-style-type: none"> <li>• Examples in clinical practice</li> <li>• Interview knowledge of relevant guidelines</li> </ul>	
	6.4 Communicates and interprets research evidence in a meaningful way for patients to support shared decision-making	YES		<ul style="list-style-type: none"> <li>• Examples of implementation of evidence-based change</li> </ul>	
	6.5 Works towards identifying the need for further research to strengthen the evidence base or where there are gaps in knowledge, networking with teams within and outside the organisation	YES		<ul style="list-style-type: none"> <li>• Evidence of research activities and knowledge of current limitations in evidence</li> <li>• Interview</li> </ul>	

### **NOTES:**

- \* **Key for this post:** Greater depth or level of expertise is required  
**Required but not key:** The same depth or level of expertise may not be needed for this particular post.

**Evidence:** Some capabilities will be fully required at the time of appointment while others may be developed by the post holder while in the role. Those capabilities pre-populated with an **X** in the final column are those which will need to be evidenced at interview for the recruitment panel. They require a higher level of evidence or documentation because they relate to increased clinical responsibility and autonomy. For those capabilities not checked, evidence of current safe practice should suffice for those already working at the required level but they may be explored during the interview process. Other capabilities will be key but need not be addressed in the interview itself. Where capabilities are to be developed prospectively, they will be assessed at future appraisals.

