

Living Well, Caring Well, Working Together

CONSULTANT VASCULAR SURGEON
South East Wales
Regional Vascular Network

(10 sessions per week)

Job Description



PART A – THE JOB ITSELF

Post title: Consultant Vascular Surgeon
(New post)

Base location: University Hospital of Wales (Major Arterial Centre)

Other locations at which duties are performed:

Spoke hospitals within the South East Wales Vascular Network (non-arterial sites) i.e. University Hospital Llandough, Royal Glamorgan Hospital, Royal Gwent Hospital, Prince Charles Hospital, Nevill Hall Hospital, and The Grange University Hospital.

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 Vascular Department, General Surgery Directorate which forms part of the Surgery Clinical Board.

Clinical Board Director: Dr Abrie Theron
Clinical Board Head of Operations & Delivery: Rachel Thomas

Clinical Director: Susan Hill
Directorate Manager: Laura Jones
Network Manager: Oliver Harness

Names of Senior & Consultant members of the Department

Mr D Bosanquet	Consultant Vascular Surgeon
Mr K Conway	Consultant Vascular Surgeon
Mr H Davies	Consultant Vascular Surgeon
Miss S Hill	Consultant Vascular Surgeon (CD)
Mr D Lewis	Consultant Vascular Surgeon
Ms D Lowry	Consultant Vascular Surgeon (Locum)
Mr D McLain	Consultant Vascular Surgeon
Mr L Meecham	Consultant Vascular Surgeon
Mr J Nicholls	Consultant Vascular Surgeon
Mr M Rocker	Consultant Vascular Surgeon
Mr I Williams	Consultant Vascular Surgeon

Summary of other Medical Staff in the Department

Dr Chris Chick	Consultant Interventional Radiologist
Dr Andrew Gordon	Consultant Interventional Radiologist
Dr Nimit Goyal	Consultant Interventional Radiologist
Dr Rhodri Thomas	Consultant Interventional Radiologist
Dr Richard White	Consultant Interventional Radiologist
Dr Chris Williams	Consultant Interventional Radiologist
Dr Andrew Wood	Consultant Interventional Radiologist
Dr Ghali Salahia	Consultant Interventional Radiologist

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

Other Relevant Staff

Mrs Annie Clothier	Band 7 Specialist Nurse ABUHB
Mrs Gininna Conway	Band 7 Specialist Nurse CAVUHB
Mrs Tracey Hutchings	Band 7 Specialist Nurse ABUHB
Mrs Rhiannon Joseph	Ward Manager CAVUHB
Mrs Elizabeth Owen	Band 7 Specialist Nurse CAVUHB
Mrs Kate Rowlands	Band 7 Specialist Nurse CAVUHB
Mrs Elaine Townsend	Band 7 Specialist Nurse CTMUHB
Mrs Elizabeth Willis	Band 7 Specialist Nurse CAVUHB

Other closely related specialists who may provide useful information and support include: -

- Physiotherapists
- Palliative Care Nurses
- Pathologists
- Radiologists
- Dieticians
- Occupational therapists
- Clinical psychologist
- Podiatrists

Secretarial Support and Office Facilities

The successful candidate will spend approximately 60% of their job plan in the major arterial centre and will be supported by the vascular secretarial staff in the University Hospital of Wales (based on the B2 Vascular corridor). When covering the non-arterial sites, the successful candidate will be supported by the vascular secretaries in the respective hospitals.

WORK OF THE DEPARTMENT

Centralisation of all arterial surgery and vascular in-patient care for South Powys, Cwm Taf Morgannwg, Aneurin Bevan and Cardiff and Vale Health Boards occurred in July 2022. Consolidating the long-standing regional emergency service. Elective and emergency arterial surgery will only be performed on the University Hospital of Wales site, unless the patient is in-extremis. The spoke sites continue to have a vascular presence in the form of out-patient clinics, venous surgery and a ward liaison service. The successful candidate will be expected to have spoke site duties, in addition to operating and managing patients in UHW.

The vascular unit has a dedicated 36-bed vascular ward, access to a modern interventional radiology suite and dedicated vascular theatre. The business case for an operational hybrid theatre is currently with the Welsh Government. The successful candidate will join an enthusiastic and friendly team of vascular surgeons, vascular interventionalists, vascular anaesthetists, vascular clinical nurse specialists and surgical care practitioners. We have a long-established endovascular service in the network. The weekly regional aortic aneurysm MDT takes place in Cardiff, with open / endovascular treatments taking place in UHW and Grange University Hospitals. The treatment of lower limb peripheral vascular disease has assumed a greater focus within the department, with the development of an endovascular practice using the newest technology. Endovascular treatment of patients with lower limb peripheral vascular disease is undertaken by both vascular surgeons and interventional radiologists.

In addition to the weekly regional aortic aneurysm MDT there is also a peripheral vascular MDT in which we discuss cases referred to the unit prior to treatment. The vascular surgeons contribute to the out-of-hours South East Wales Vascular Network on-call rota (1:9 basis).

The current vascular surgeons perform open / endovascular aneurysm treatments, carotid surgery and lower-limb salvage. We also have a well-established endovenous service. The newly appointed consultant would be expected to work within this structure, although there are opportunities within the team for personal development.

The University Hospital of Wales is the regional Major Trauma Centre for South Wales. The vascular service is also involved in provision of complex thoracic aortic services in conjunction with the cardiothoracic department, with opportunities for joint operating. There is also active participation in a range of multi-disciplinary procedures with other surgical specialities.

This post will have responsibilities in line with those defined in the **Provision of Vascular Services 2021**. The successful candidate will be expected to submit full data the National Vascular Registry and actively participate in the aortic aneurysm M&M meeting and the vascular audit meetings.

Job Summary

The post will be based at the University Hospital of Wales, Cardiff, with the successful candidate contributing on a 1-in-9 basis to the out-of-hours South East Wales Vascular Network. Following vascular centralisation arterial surgery is only performed on the University Hospital of Wales (Major Arterial Centre) site. The successful candidate will be expected to provide services to one of the spoke sites in three Health Board areas covered by the South East Wales Vascular Network. The job plan includes 2 theatre sessions per week in the vascular theatre, 2 out-patient clinics and a day-case list. Participation in endovascular procedures are encouraged and dedicated lists will be allocated when the hybrid theatre is operational. The new incumbent will be expected to participate in the existing vascular programmes.

Cardiff is the site of the Children's Hospital for Wales (CHFW) which is adjacent to UHW. It is expected for the successful candidate to be prepared to be involved in the management of paediatric vascular trauma cases as and when they arise. We appreciate paediatric experience may be limited for some candidates therefore there will be senior mentorship available for all cases.

Cardiff & Vale, Aneurin Bevan and Cwm Taf Morgannwg University Health Boards are committed to providing timeouts access to skilled appraisers to allow the successful candidate to undergo meaningful yearly appraisals, and the Health Boards' Responsible Officer actively supports clinicians in completing their revalidation.

Our 65 to 84 and 85+ age groups are projected to have the largest increase by 2036, when an estimated one in four people in Wales will be aged 65 and over. These projections will have significant implications for the way in which we design and provide health (and increasingly integrated health and social care) services. With an increasing population and especially an increasing older population it is even more important that we support the people living in our communities to live long and healthy lives, free from the limiting effects of multiple chronic conditions.

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.
- 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 network hospitals. The on-call commitment is currently 1 in 9 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. Excellent research facilities are available on site.

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 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.

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	Hospital / Location	Type of work
Monday	AM	1	University Hospital of Wales	Patient-related admin
	PM	1	University Hospital of Wales	MDT AAA / Peripheral
Tuesday	AM	0.25	Spoke site (CTM 1:4)	Outpatient clinic & travel
		0.25	University Hospital of Wales 1:11	Theatre (EVAR)
	PM	0.25	University Hospital of Wales 1:11	Theatre (EVAR)
Wednesday	AM	1	University Hospital of Wales	Core Supporting Professional Activities
	PM	1	Spoke site	Varicose veins Theatre list and travel
Thursday	AM	0.25	Spoke site (C&V UHL)	Outpatient clinic & travel
	PM	0.5 0.5	University Hospital of Wales	Supporting professional activities Flexible DCC session
Friday	AM	1	University Hospital of Wales	Main Theatre
	PM	1	University Hospital of Wales	Main Theatre
Weekend				
On-call		1	University Hospital of Wales	1:11 Consultant of the week / Surgeon of the week
		1	Non-resident on-call	1:9 out-of-hours

All routine duties of the Consultant are cancelled during the 1:11 Consultant and Surgeon of the Week (COW / SOW)

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.

All new Consultants will be provided with a full and comprehensive induction and continued support programme. This includes working closely with a dedicated mentor, opportunities to network with other Consultants who are new to the UHB, meet and develop working relationships with senior colleagues in medical and surgical director offices and other Executive members. New Consultants will also be closely supported by the directorate management to ensure smooth integration and quickly resolve any operational issues.

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:-

Miss Susan Hill, Vascular Network Clinical Director

☎ (029) 2184 5349

E-mail: Susan.Hill@wales.nhs.uk

Shortlisted candidates are also encouraged to contact :-

Dr Abrie.Theron, Clinical Board Director - Surgery

E-mail: Abraham.Theron@wales.nhs.uk

and any other senior official deemed appropriate.

CON1456-Vascular Surgery



PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
Qualifications	<ul style="list-style-type: none"> • Full GMC registration with a licence to practise • On Specialist Register for specialty / Specialty Registrar with CCT / CESR (Combined Programme) due within 6 months of interview date 	<ul style="list-style-type: none"> • Relevant Higher Degree e.g. MD, PhD, MSc 	Application and pre-employment checks
Experience	<ul style="list-style-type: none"> • Broad training and experience in elective and emergency vascular surgery • Previous experience in vascular surgery including endovascular and endovenous experience • Knowledge of UK hospital systems (or equivalent) • Knowledge and participation in CPD 	<ul style="list-style-type: none"> • Able to perform peripheral angioplasty independently • Able to perform aortic endovascular procedures independently 	Application & interview
Skills	<ul style="list-style-type: none"> • Evidence of effective team and multidisciplinary working • Effective and demonstrable communication skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues • Effective IT (computer) skills • Self-motivated and flexible approach to work • Values aligned to those of the Health Board 		Application & interview
Clinical Governance	<ul style="list-style-type: none"> • Evidence of participation in clinical audit and understanding role of audit in improving medical practice • Understanding of clinical risk management and clinical governance • Evidence of proactive engagement with appraisal and revalidation (or equivalent) 		Application & interview



Criteria	Essential	Desirable	Measured by
Research	<ul style="list-style-type: none">• Evidence of active research interests• Ability to critically appraise research	<ul style="list-style-type: none">• Evidence of initiating, progressing and concluding research projects with publication	Application & interview
Teaching	<ul style="list-style-type: none">• Evidence of teaching medical students and junior doctors	<ul style="list-style-type: none">• Organisation of (undergraduate and / or postgraduate) teaching programmes	Application & interview
Management	<ul style="list-style-type: none">• Commitment to participating in and understanding of the management process• Evidence of effective leadership skills	<ul style="list-style-type: none">• Evidence of management training	Application & interview
Other requirements	<ul style="list-style-type: none">• Satisfactory immigration / right to work status• Satisfactory Occupational Health clearance• Satisfactory Disclosure (DBS) check or equivalent• Travel to other locations to fulfil requirements of the job plan		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 535,000 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:

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

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

Interim Medical Director & Responsible Officer: 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

Cardiff and Vale University Health Board - A Great Place to Work and Learn





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.