

DCHFT

Job Description

Job title	Consultant in General Surgery with special interest in Upper GI Surgery
Grade	Consultant
Professionally accountable to	Divisional Director
Managerially accountable to	Divisional Director of Operations
Base Hospital	Dorset County Hospital

1. KEY ELEMENTS OF THE POST

We are seeking to appoint an enthusiastic Consultant Upper GI Surgeon to join our friendly Surgical Unit at Dorset County Hospital. This is a newly created post, joining 2 other UGI surgeons. The successful candidate will join a 1 in 9 on call rota for general surgery. There will be a requirement to support the acute Upper GI bleed rota and help triage UGI fast track and routine UGI diagnostic pathways. The appointee will join the surgical team providing specialist Upper GI and general surgical services to the population of West Dorset and the adjoining areas

It is expected that the candidate would be on the specialist register with experience of emergency general surgery, laparoscopic Upper GI surgery and be JAG accredited in gastroscopy.

- The post-holder will be expected to provide high quality care for patients with Upper GI conditions including cholecystitis and pancreatitis, as well as meeting the increasing demand for routine general surgical procedures.
- The surgical department currently offers a “hot gallbladder” service, and the successful candidate would actively take part in supporting and developing this service.
- The Upper GI firm has an excellent track record in elective and emergency laparoscopic gallbladder surgery, with low conversion /complication rates. We are aiming to increase the numbers of Lap Choles performed as day case procedures in line with GIRFT.
- Experience in specialist Upper GI-laparoscopic surgery e.g. anti-reflux procedures is desirable but not essential.
- The post holder would be expected to carry out assessment and management of a range of upper GI conditions, including the triage of Upper GI cancer referrals and supporting Faster Diagnostic Standard, which we aim to be fully compliant with by March 2024.
- The post-holder would be a core member of a well-established and functioning network Upper GI MDT (DCH, UHD and UHS) which includes specialist cancer nurses and is expected to manage patients presenting locally, arranging staging investigations and being able to provide palliative and diagnostic surgical procedures. Radical cancer resections are performed at the tertiary cancer centres, (UHD or UHS)
- Other areas of specialist surgical practice e.g. Paediatric surgery or complex hernia surgery would be supported if of interest.
- The post-holder’s timetable will include outpatient clinics, day-surgery lists, in-patient theatre lists, Upper GI endoscopy sessions, ward rounds and patient administration. The successful applicant will also be involved in clinical governance, education, and training.

Timetable:

The anticipated fixed weekly programmed activities of the new appointee are 11 PAs. The current number of PAs for Supporting Professional Activities is 1 per full time locum Consultant.

The job plan is yet to be agreed, once the candidate has been appointed departmental job planning will take place, all consultants will have a revised job plan following this appointment.



2. INTRODUCTION

Dorset County Hospital NHS Foundation Trust's purpose is to deliver compassionate and safe health care to our patients. We are the acute and specialist healthcare provider for our communities, delivering high quality care to meet our patients' expectations.

Dorset County Hospital NHS Foundation Trust ("the Trust") achieved Foundation Trust status on 1 June 2007 under the Health and Social Care (Community Health and Standards) Act 2003. The Trust took over the responsibilities, staff and facilities of its predecessor organisation, West Dorset General Hospitals NHS Trust.

The Trust is the main provider of acute hospital care to the residents of West Dorset, North Dorset, Weymouth and Portland, a population of approximately 380,000 (Dorset Council population). It also provides specialist services to the whole of Dorset and beyond including renal services in Bournemouth and Poole, and South Somerset. It serves an area with a higher than average elderly population and lower than average proportion of school aged children. There is a wide range of populations ranging from affluent to some pockets of high deprivation. Dorset continues to experience an increasing total population. The main hospital site is situated close to the centre of the county town of Dorchester. It opened in 1987 and is a modern, attractive 365 bed hospital.

Dorset County Hospital has been selected for investment as part of the Government's New Hospitals Programme, allowing us to develop the hospital site over the next few years. A multi-storey carpark has recently been completed allowing space to start work on development of a new and expanded A&E department, critical care unit, main entrance and hospital support hub. New key worker housing and an integrated care hub are also being considered.

The geographical spread of the community the Trust serves requires it to deliver community based as well as hospital-based services. This is achieved through providing services in GP practices, in patient homes through Acute Hospital at Home and Discharge to Assess, and at community hospitals, in West Dorset, including Weymouth Community Hospital, Bridport Community Hospital, the Yeatman Community Hospital in Sherborne and Blandford Community Hospital. The Trust also works closely with social services to ensure integrated services are provided.

We are particularly proud that the latest national data from the Trauma Audit Research Network showed that patients arriving at DCH with severe and life-threatening injuries have the best outcomes in the whole of the Wessex area.

Trust Strategy – People, Place & Partnerships

We will put our people first and work together to deliver accessible, outstanding care and help make the west of Dorset a healthier place for all.

Our mission

Outstanding care for people in ways which matter to them.

Our vision

Dorset County Hospital, working with our health and social care partners, will be at the heart of improving the wellbeing of our communities. We have recently appointed a joint Chief Executive Officer and Chairperson between DCHFT and Dorset Healthcare, the countywide provider of community and mental health services.

Our strategy:

[Your Future Hospital: Dorset County Hospital NHS Foundation Trust Strategy 2025](#)

The hospital is currently in the middle of a huge capital expenditure programme to develop infrastructure and clinical footprint including extending both the ED and Critical care services.

Dorset is a medium-sized county with a smaller than average, sparsely distributed, mainly rural population. Over a quarter of the population is of retirement age (in the whole of England, this figure is less than a fifth). The population of Dorset has been growing faster than the national average, particularly in the older age groups.

Overall, health for people living in Dorset is good and premature death rates are low, but there is still variation that needs to be addressed.

Services core to our operation as a provider of acute care are:

- ✂ Full accident and emergency services for major and minor illnesses and injuries including a fracture clinic.
- ✂ Emergency assessment and treatment services, including critical care (the hospital is a trauma unit).
- ✂ Elective (planned) surgery and medical treatments, including day surgery.
- ✂ A wide range of medical and outpatient services.
- ✂ Maternity services, including a midwife-led birthing unit community midwifery support, antenatal care, postnatal care and home births. There is a Special Care Baby Unit.
- ✂ Children's services, including emergency assessment, inpatient and outpatient services.
- ✂ Diagnostic services, including fully accredited pathology, liquid-based cytology, CT scanning, MRI scanning, ultrasound, cardiac angiography, and interventional radiology.
- ✂ Renal services to all of Dorset and parts of Somerset.
- ✂ A wide range of therapy services, including physiotherapy, occupational therapy, and dietetics.
- ✂ Service for older people, including an acute stroke unit.

∞ Teaching, training and research.

3. THE LOCALITY

West Dorset with its outstanding scenery and rugged coastline is a most enjoyable part of the country, characterised by a number of small towns, each with a distinct identity. Covering a large geographical area (670 square miles), its coastline is protected by World Heritage as a site of outstanding natural beauty. The hospital is a short walk away from the centre of Dorchester, the traditional county town of West Dorset, made famous by the novels of Thomas Hardy. The town has a quiet centre, although with the influx of people relocating from London, Essex, the Midlands and Home Counties, new shops and restaurants are starting to open adding to the mix of modern and traditional. The hospital is close to the town and is on one site. It is easily accessed by bus and rail networks and there is parking on site. New developments such as Poundbury in Dorchester have an exciting mix of residential and commercial property and many new and successful businesses have been started there.

Living Here



The majority of people live in the South of the area in and around Weymouth, Portland and Dorchester and the remainder of the population lives in the centres of Lyme Regis, Bridport, Sherborne, Blandford, Sturminster Newton and Shaftesbury. There are a good range of recreational facilities, from cinemas to sailing at the National Sailing Academy (Home of the Olympic Sailing). West Dorset has a lot to offer all people and is an ideal opportunity to achieve a great work-life balance.

Dorset has very good state schools at all levels, and there are a number of private schools in Dorchester, Sherborne, Blandford, Poole and Bournemouth

4. THE DEPARTMENT OF GENERAL SURGERY

The Department provides the following services:

- Upper Gastro-intestinal
- Vascular
- Colorectal
- Endoscopy
- Surgical Oncology
- Endocrine Surgery
- Breast Surgery



Outstanding Care, Outstanding Careers

STAFFING

Treves Surgical Unit

Mr Kyle Mitchell	Consultant Surgeon - Upper GI, Guardian of Safe Working
Mr Sudhindra Rao	Consultant Surgeon – Upper GI
Mr Anjay Talwar	Consultant Colorectal, Assistant Clinical Director
Mr Benjamin Stubbs	Consultant Colorectal/IBD – Clinical Lead
Mr Paul Ng	Consultant Colorectal/IBD – Governance lead
Mr James Orbell	Consultant Colorectal – Cancer MDT Lead
Mr Nathan Curtis	Consultant Colorectal Surgeon – Director of Clinical Research
<i>Vacant Post</i>	<i>Consultant General/Upper GI Surgeon</i>
Mr Ori Ron	Visiting Consultant – Paediatric Surgery

Mr Alex Watson	Consultant Vascular Surgeon
Mr James Metcalfe	Consultant Vascular Surgeon

Mr Tomasz Graja	Consultant Oncoplastic Breast & General Surgeon
Ms Vivien Ng	Consultant Oncoplastic Breast Surgeon
Ms Caroline Osborne	Visiting Consultant Oncoplastic Breast Surgeon (Part Time)

Mrs Julie Lane	Colorectal Nurse Consultant and Clinical Director
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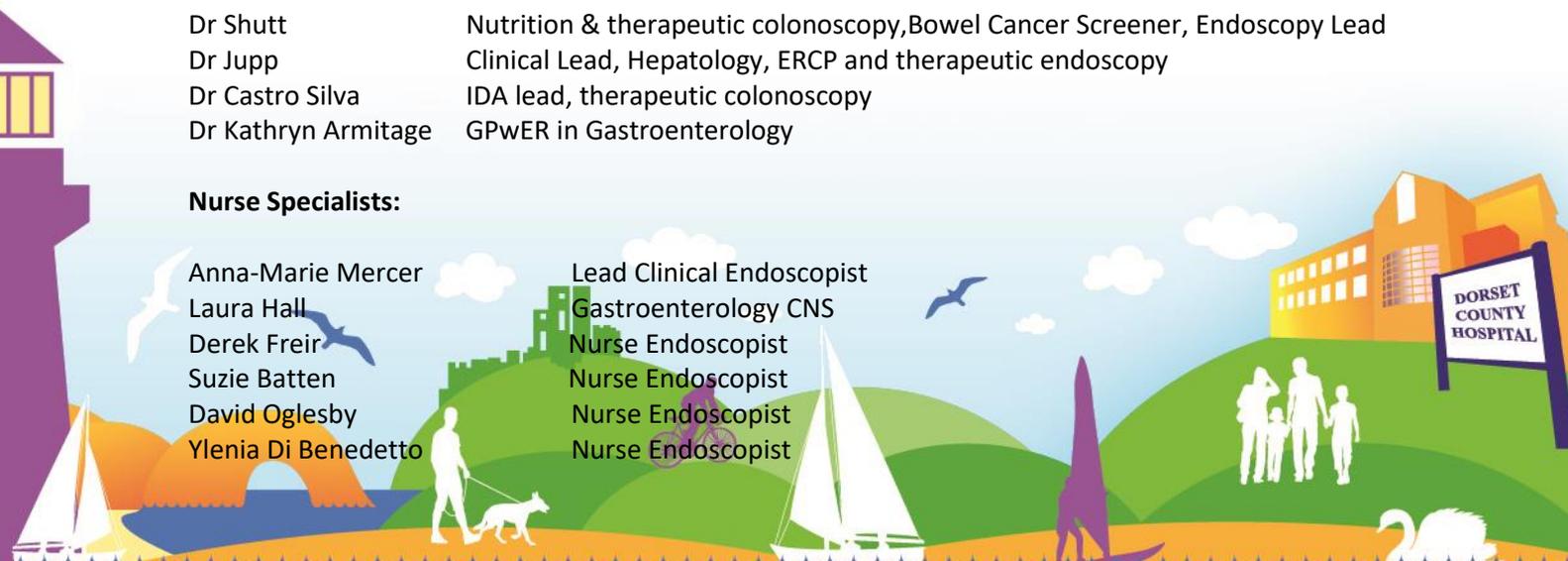
6 Speciality Doctors
4 Specialist Registrars
1 CT2 Trainee
1 CT1 Trainee
9 Foundation Year 1 Doctors
3 Specialist Surgical ACPs

The Department of Gastroenterology includes the following members of staff.

Consultants:	Clinical Interests:
Dr Shutt	Nutrition & therapeutic colonoscopy, Bowel Cancer Screener, Endoscopy Lead
Dr Jupp	Clinical Lead, Hepatology, ERCP and therapeutic endoscopy
Dr Castro Silva	IDA lead, therapeutic colonoscopy
Dr Kathryn Armitage	GPwER in Gastroenterology

Nurse Specialists:

Anna-Marie Mercer	Lead Clinical Endoscopist
Laura Hall	Gastroenterology CNS
Derek Freir	Nurse Endoscopist
Suzie Batten	Nurse Endoscopist
David Oglesby	Nurse Endoscopist
Ylenia Di Benedetto	Nurse Endoscopist



Arabis Oglesby	IBD Nurse
Kelly Blackmore	IBD Nurse
Heather Caines	IBD Nurse
Katie Travers	IBD Pharmacist
Diane Hill	Nutrition Nurse Specialist
Caroline Langley	Upper GI Cancer CNS

5. SERVICES RELEVANT TO THE POST

Theatres

Our Theatre Suite has 7 main theatres, 4 with laminar flow and two-day surgery theatres. There is one off site theatre situated at Weymouth Community Hospital. The Hospital is a major trauma unit and consequently carries out a significant amount of emergency surgery. There are several specialties who operate through the department, these include Upper GI, General Surgery, Colorectal, Urology, Breast, ENT, Gynaecology, Minor Vascular, Maxillofacial and Ophthalmology.

All our elective main theatre patients are admitted through the Surgical Admissions Lounge on the day of surgery.

All patients on an elective pathway will receive a pre-assessment review either via a health questionnaire or face to face assessment with a nurse specialist.

Endoscopy

We have a JAG accredited Endoscopy department with 3 procedure rooms, providing diagnostic and therapeutic endoscopy including deep sedation lists with anaesthetic support, ERCP and Bowel Screening. All procedure rooms are fully equipped with Olympus stacks and HD endoscopes. We use the HICCS endoscopy reporting system which links directly to NED (National Endoscopy Database). There is daily availability in the department for in-patient emergencies. Out of hours emergency endoscopy is undertaken in theatres with a fully trained team.

We have recently recruited a lead clinical endoscopist who will support and develop our clinical endoscopy team which comprises 1 upper GI clinical endoscopist, 1 dual trained endoscopist, 2 lower GI endoscopists, 1 trainee lower GI endoscopist.

We support, promote, and provide training for our colo-rectal, gastro and upper GI trainees.

We work closely with the Dorset endoscopy network and have close links with UHD (University Hospital Dorset) at both the Poole and Bournemouth sites.

A full range of therapeutic techniques are performed including argon-plasma coagulation, endoscopic mucosal resection, upper GI and colonic stenting and Capsule endoscopy. We have recently purchased nasal endoscopes and have forged links with SWETA (Southwest Endoscopy Training Academy) to develop a nurse led naso-endoscopy service.

The unit performs all GI endoscopy with approximately 8000 GI procedures per annum. We also provide bronchoscopy, thoracoscopy and EBUS with the visiting respiratory team. The department is led by Clinical Lead Dr James Shutt – consultant Gastroenterologist.

Cancer Services

Dorset County Hospital has an upper GI cancer fast track service and we aim to manage these patients in line with national guidelines, including the Faster Diagnostic Standard. Service development is currently underway to streamline the process and meet the current targets in face of rising service demands. There is a weekly regional virtual upper GI cancer multidisciplinary meeting held with dedicated local radiology, histopathology, oncology, surgery and palliative care support; with video conferencing from the Multidisciplinary team at the Royal Bournemouth Hospital (where endoscopic ultrasound and oesophageal/gastric cancer surgery is performed). A hepatobiliary surgeon from University Hospital Southampton, where all hepatobiliary cancer surgery is performed, also attends the virtual MDT. Oncology services are provided by Dr Gorf and colleagues from Poole Hospital, chemotherapy administered at DCH's Fortuneswell day unit, with radiotherapy based at Poole.

Radiology

There are four radiologists with an interest in gastrointestinal radiology, and three interventional radiologists that perform the full range of hepatobiliary and gastrointestinal procedures including PTC with biliary stenting, rendezvous procedures, embolisation and joint luminal stenting procedures.

Hepatology

Dr Jupp has a dedicated hepatology clinic once a week, although general hepatology cases are seen in all clinics. Specialist clinics in viral hepatitis (with Viral Hepatitis Clinical Nurse Specialist from the Royal Bournemouth Hospital) are held weekly in Weymouth.

Other

There is a fully staffed Nutrition Team comprising Consultant Gastroenterologist (Dr Shutt), Clinical Nurse Specialist, Dietician and Pharmacist, holding twice weekly nutrition rounds, and daily input to all artificially fed patients in the hospital.

6. COMMUNICATION AND WORKING RELATIONSHIPS

Dorset County Hospital prides itself on promoting good teamwork and respect for other members of staff, community partners and patients alike. As Consultant within the Surgical team we would encourage the successful candidate to provide and promote good communication and develop excellent working relationships both within the Trust and with partner organisations. On a day to day basis this will involve providing leadership to the junior surgical team and working closely with colleagues in the wider multidisciplinary team to provide excellence in UGI and general surgical care. We encourage good communication with our primary care colleagues and endeavour to provide a first class service to our patients by being responsive and accessible dependent on need.

Management Structure

Chief Executive	Matthew Bryant
Director of Nursing	Jo Howarth
Director of Operations	Anita Thomas
Director of Finance	Chris Hearn
Director of Human Resources	Nicola Plumb
Medical Director	Prof Alastair Hutchison
Divisional Director	Audrey Ryan
Divisional Director of Operations	Stuart Coalwood

The Trust has 2 Clinical Divisions: Urgent and Integrated Care Division, and Surgical and Family Division. Each Division is headed by a Divisional Director, a Divisional Director of Operations and a Head of Nursing & Quality. Each Division is responsible for delivering high quality patient treatment and care within the resources allocated to it. All medical staff within the division are expected to take an active part in its affairs.

The successful candidate will be professionally accountable to the Divisional Director and managerially accountable to the Divisional Director of Operations. Senior medical staff undergo annual appraisals, at which objectives are set and reviewed.

Each division is made up of care groups. General Surgery sits in the Division of Surgery and Family Services, as part of the General Surgery, Gastroenterology and Endoscopy care group

Postgraduate Education

The Thomas Sydenham Education Centre is a new facility located at Dorset County Hospital.

Associate Director of Education	Dr Paul Murray
Foundation Programme Directors	Dr Adam Nicholls/Dr Tamsin Ribbons
Royal College Tutor	Dr Jo Taylor
Associate Director of Education	Mrs E Hartley
Library and Informatics Manager	Mrs Morag Evans
Medical Education Manager	Mrs Selina Norman

The successful candidate will be offered the opportunity of continuing professional development, including training in non-clinical aspects of the post. He/she will take responsibility for the educational supervision of (advising, counselling and agreeing training and development plans for) junior medical

staff and non-career grade medical staff. He/she will be expected to participate in the clinical supervision and training of junior medical staff as laid down in the Trust Education Contract.

All staff involved in interviewing will be required to participate in Equal Opportunities training within 18 months from appointment. Equal Opportunities training for Consultants are being provided from within the Trust. All staff shall undergo annual basic life support, fire and manual handling training.

Objectives and Appraisals

The Clinical Director will set a number of objectives in liaison with the Executive team and in consultation with the post holder, which should be achieved over the following 12 months, with a review at the end of this period. These will be set within the context of the Trust's annual appraisal process. Consultant appraisals are a professional process of constructive dialogue, in which the doctor being appraised has a formal structured opportunity to reflect on his/her work and to consider how his/her effectiveness might be improved.

Terms and Conditions of Service

Salary

The successful applicant will receive a salary based on the pay scale in the Consultant Contract and will be agreed on appointment

Pension

There is the option of joining the NHS Superannuation scheme. Employee's contributions are dependent on salary. Employer contributions are 14% of salary.

Annual Leave

Entitlement to annual leave is at the following rates per year, exclusive of public holidays and extra statutory days:

Number of Years of Completed Service as a Consultant	
Up to Seven Years	Seven or More Years
Six Weeks	Six Weeks + two days

Public Holidays

Entitlement to ten days public holidays (including the two statutory days) to be taken in accordance with Section 2 of the General Council Conditions of Service or days in lieu thereof.

Sick Pay

There is a sick pay scheme; the period of payment is made depending on the length of NHS service. The minimum is 1 months' full pay and 2 months' half pay; the maximum is 6 months' full pay and 6 months' half pay.

Appraisal

It is a contractual requirement that all clinical staff participate in the Trust's appraisal process.

Outside Employment and Financial Interest

In accordance with the Trust's Standards of Business Conduct and Employment Law (supported by the BMA), it is a contractual requirement that a clinician must seek permission from his/her main employer before working for another employer and in particular working for another employer providing services to NHS patients. The person appointed must also declare any financial interests or relationships that may affect the Trust's policies or decisions.

Hours of Work

The post is full time covering 10 PAs (40 hours) plus one additional PA plus on call commitments. A request to move from full-time to part-time will be considered in accordance with the Trusts Flexible Working Procedure.

Location

The post is based at Dorset County Hospital, Dorchester, but the appointee may be required to undertake some sessions at other peripheral sites within West Dorset.

Study Leave

The Trust wishes all medical staff to keep fully up to date within their specialty and encourage doctors to take study leave on this basis. Guidelines for study leave for Consultants and other medical staff have been produced by the Trust which follow the National Guidelines. Study leave may be granted

within a maximum of 30 days within any period of 3 years. A copy of the complete guidelines is available from the HR intranet page.

Major Incident

In the event of a Major Incident being declared all staff (whether on or off duty) are expected to respond in accordance with the Trust's Major Incident Policy.

Non-Pay Benefits

The trust has developed a staff benefit scheme that covers entertainment, travel, shopping and house conveyancing discounts and child care benefits. Further information is available from the Human Resources Department.

Other Terms and Conditions of Service

All other current terms and conditions of service offered by the Trust are identical to the National Conditions of Service for Hospital Medical Staff.

It is the Trust's policy to implement pay awards as per the national agreements for staff holding Trust contracts.

Removal Expenses

A package of expenses is available to cover the reasonable cost of removal. The amount of reimbursement will depend on individual circumstances and is paid in two instalments. Details of the provisions are contained within the Trust's removal expenses policy.

It is important that the successful candidate agrees the level of reimbursement of removal expenses with the Deputy Director of Human Resources before committing any expenditure

Commencement of Duties

The appointee will be required to take up the post no later than three months from the date of the offer of an appointment unless a special agreement has been made between the appointee and the Trust. Candidates who are unable to take up the post within the specified period should indicate this on their application.

The post is subject to an Exemption Order under the Provisions of Section 4 (2) of the Rehabilitation of Offenders Act.

Confidentiality

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

Visiting

Candidates are welcome to visit the Hospital by arrangement with Natalie Violet, Service Manager for Surgery and Gastroenterology on 01305 253183 who will make arrangements for informal visits to meet the relevant Consultants, Medical Director and the Chief Executive.

Interview Arrangements

The interview date will be confirmed

Health and Safety

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/ incidents.

Equal Opportunities

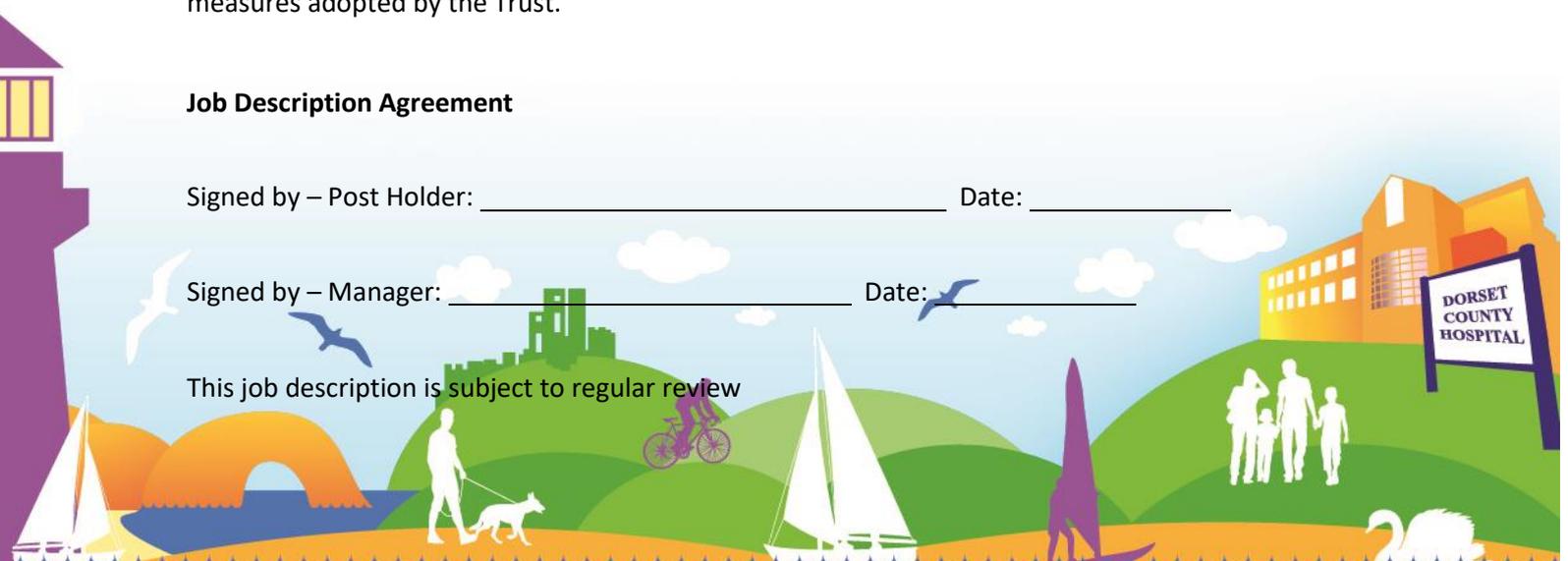
Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunities in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

Job Description Agreement

Signed by – Post Holder: _____ Date: _____

Signed by – Manager: _____ Date: _____

This job description is subject to regular review



Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.

The Trust operates a No Smoking Policy.

ID badges must be worn while on duty.

Person Specification & Shortlisting Form – Consultant in General Surgery with Special Interest in Upper GI Surgery			
Category	Criteria	Shortlisting score	How Assessed
Education, Qualifications & Training	Full GMC Registration with a licence to practise Entry on the GMC Specialist Register via; <ul style="list-style-type: none"> • CCT (proposed CCT date must be within 6mths of interview) • CESAR or • European Community Rights 	Y/N (Essential)	Application form and certificates at interview
	An appropriate higher surgical qualification FRCS (General Surgery) with declaration of Upper GI or equivalent	Y/N (Essential)	Application form and certificates at interview
Experience & Knowledge	Minimum 3 years clinical experience in Upper GI surgery at Registrar level or equivalent	/10	Application form and interview
	Experience demonstrating potential ability to cope with the demands of a DGH based Consultant	/10	Application form, technical specification interview and formal interview
	Experience in a special interest that will complement those existing in the department	/10	Application form and interview
	JAG accreditation in gastroscopy	/10	Application form and interview
	Experience of multidisciplinary working	/10	Application form and interview
	Evidence of working independently	/10	Application form and interview
Current Skills & Abilities	Willingness and ability to fulfil the general service elements of the job description	/10	Application form, technical specification interview and formal interview
	Evidence of the clinical skills required to fulfil the General Surgical and Upper GI elements of the job as in the job description and technical specification	/10	Application form, technical specification interview and formal interview

Team Working and Service Development	Evidence of leadership and service development Ability to develop effective working relationships across teams and contribute to the work and success of those teams	/10	Application form, presentation and interview
Understanding and Participation in Clinical Governance	Evidence of understanding of clinical governance Knowledge of and direct involvement in audit Knowledge and principles of research and evidence of involvement in research	/10	Application form, presentation and interview
Management Training, Organisational Skills and Strategic Vision	Evidence of general management training and skills appropriate for the post.	/10	Application form, presentation and interview
	Evidence of ability to contribute to the strategic direction of the Trust		Application form, presentation and interview
	Knowledge of organisational aspects of the NHS		Application form, presentation and interview
Teaching and communication	Evidence of teaching experience and abilities appropriate to the post.	/10	Application form, presentation and interview
	Ability to present effectively to an audience		presentation and interview
	Ability to communicate effectively		presentation and interview

Each candidate will be score against the person specification using the following as a guide. Applicants will need to attain a minimum score in each of the following categories in order to be invited to interview:

8 – 10 points = fully meets or exceeds the criteria

4 – 7 points = significantly meets criteria although fall short on minor aspects

1 – 3 points = partially meets criteria but falls shorts on key aspects

0 points = does not meet criteria

Education, Qualifications and Training – fulfilment essential

Experience - minimum score of 45/60

Current Skills, Abilities and Knowledge – minimum score of 16/20

Team working, Clinical Governance, Management & Teaching – minimum score of 32/40

Total shortlisting score - minimum score of 93/120

If more than four applicants meet or exceed all the requirements only those candidates with the four highest scores will be invited to interview. In a tie situation there will be a process of random selection supervised by the personnel department.

If fewer than four applicants meet the requirements the short listing panel will decide whether any of the other applicants should be shortlisted.



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