Candidate information pack

Consultant Orthodontist
William Harvey Hospital
344-MED4244SSW
Dear candidate,

Welcome to East Kent Hospitals University NHS Foundation Trust.

We are a pioneering Trust, on an exciting journey of healthcare transformation, with award-winning research and innovation, and a strong team ethos. We’re looking for positive clinical leaders who want to help us deliver first-class patient care to a fascinating and complex population and be part of something special.

We provide the full range of district general hospital services, and some regional specialities, including the country’s best performing trauma unit and robotic surgery.

The William Harvey Hospital in Ashford, and Queen Elizabeth, The Queen Mother Hospital in Margate, are east Kent’s district general hospitals, while Kent & Canterbury Hospital in Canterbury is a specialist services hub which provides adult medical care, inpatient renal, urology and vascular services. Our new hospital in Dover, the Buckland, and Royal Victoria Hospital, Folkestone, provide a variety of outpatient, diagnostic and minor injury services, alongside a range of services throughout the local area.

As you would expect from a large teaching Trust, we prize training doctors, nurses and other health professionals and work closely with local universities and King’s College, University of London.

We are working closely with a nationally-renowned vanguard to drive pioneering local care, and have a clear clinically-led strategy to transform secondary care in east Kent from next year to deliver outstanding standards of care across all specialties. We support clinicians who see opportunities to make tertiary care available locally for our population, and we have a strong research ethic, being the highest recruiter to research studies in the county.

Our vision is ‘great healthcare from great people’, and we are proud of what we have achieved to date for our population and are excited about what’s to come.

If you would like to be part of this exciting journey, your rewarding work-life will be complemented by the advantages of living in the Garden of England, with a choice of rural, seaside and picturesque places to enjoy and live in, alongside the essentials like excellent schools and easy access to London – and Europe.

One of the largest acute trusts in England, we have a predicted turnover of £540 million for 2015/16. We serve a population of 759,000 people, employ 7,950 staff and have 1,100 beds across three main acute hospital sites. We achieved Foundation Trust status in 2009.

If you think this could be the start of something special, please apply as quickly as possible using the electronic application form on the NHS Jobs website, because we will close the advert for this job once we’ve received sufficient applications.

If you have a disability or long-term health problem, we are committed to offering reasonable adjustments throughout the recruitment process and employment. If you would like more information or support, please contact the Resourcing Team on 01227 866450 or resourcing@nhs.net, who will be happy to help.

Sandra Le Blanc, Director of Human Resources
Our vision, mission and values

Our vision is: “Great healthcare from great people”
Our vision is deliberately simple but sums up what we want to achieve for every patient every day.

Our mission is: “Together we care: improving health and lives”
Our mission statement explains why we exist – what East Kent Hospitals is here to do.

Our values are:

- People feel cared for as individuals
- People feel safe, reassured and involved
- People feel teamwork, trust and respect sit at the heart of everything we do
- People feel confident we are making a difference

Our values describe what’s important to us and what we want it to feel like to work and be treated here.

Our priorities are:

Patients
We want to enable all our patients (and clients who are not ill) to take control of all aspects of their healthcare by 2021.

People
We want to identify, recruit, educate and develop a talent pipeline of clinicians, healthcare professionals and broader teams of leaders, skilled at delivering integrated care and designing and implementing innovative solutions for performance improvement.

Provision
We want to clearly identify ‘what business we are in’, ‘what we want to be known for’ and ‘what our core services are’. We need to provide the right services and do it well.

Partnerships
We want to define and deliver sustainable services and patient pathways together with our health and social care partners, by 2021.

You can find out more about what we do on our website at www.ekhuft.nhs.uk and view our organisational structure charts here.
Job Description

1. THE TRUST

East Kent Hospitals University NHS Foundation Trust is one of the largest acute Trusts in the country. We have an income of £500m and employ over 7000 staff. We care for a population of around 750,000 people.

We provide hospital services from three large hospitals in Ashford, Canterbury and Margate as well as two community hospitals in Dover and Folkestone.

We became a Foundation Trust on 1 March 2009. This gives us greater freedom in making decisions about how we develop our hospital services and makes us more accountable to our local community.

NHS Foundation Trusts are a key part of the NHS. They are autonomous organisations, free from central Government control. They decide how to improve their services and can retain any surpluses they generate or borrow money to support these investments. They establish strong connections with their local communities; local people can become members and governors.

These freedoms mean NHS Foundation Trusts can better shape their healthcare services around local needs and priorities. NHS Foundation Trusts remain providers of healthcare according to core NHS principles: free care, based on need and not ability to pay.

We are also a University Trust and deliver an excellent teaching programme for junior doctors and provide placements for many medical students.

As part of your background research on East Kent Hospitals University NHS Foundation Trust and the NHS, you may find the following websites useful:

Further information about East Kent Hospitals University NHS Foundation Trust is available on our website: http://www.ekhuft.nhs.uk/home-page


The constitution of East Kent Hospitals University NHS Foundation Trust is available as follows and includes full details of the public constituency, along with eligibility and disqualification criteria: http://www.monitor-nhsft.gov.uk/about-nhs-foundation-trusts/nhs-foundation-trust-directory/east-kent-hospitals-university-nhs-founda

Monitor is the Independent Regulator of NHS Foundation Trusts. You will find a range of publications and useful documents including the Foundation Trust Code of Governance on their website: http://www.monitor-nhsft.gov.uk

The Care Quality Commission is the independent regulator of all health and social care services in England: http://www.cqc.org.uk
The Department of Health has information including latest policy initiatives: www.dh.gov.uk

2. GENERAL INFORMATION

The East Kent Hospitals University Foundation Trust serves a population of over 750,000 (approximately 20% over the age of 65). The population is spread across a geographical area of over 700 square miles of a largely rural area with main urban population in Ashford, Folkestone, Canterbury, Dover, Margate, and Ramsgate.

Ashford is an expanding business and agricultural centre and has an International Station linking it to the Continent via the Channel Tunnel. It is a designated area for growth. Canterbury is an ecclesiastical and business centre and the University of Kent is based in the city. Margate and the surrounding coastal towns have a high proportion of elderly and disadvantaged people and the population increases in the summer with the influx of visitors. Thanet is an area of regeneration receiving European funding and Manston airport is being developed to serve Kent.

There are many areas of unspoilt countryside and a wide variety of quiet secluded beaches. The countryside is mainly arable farm land, but in the immediate vicinity of Canterbury fruit farming predominates. The Stour valley runs through the area and there are areas of great natural beauty and charm. The Thanet coast is on a list of best wildlife sites in Europe. Places of historic interest include Canterbury Cathedral, Dover, Deal and Walmer castles.

There are excellent schools, both private and state. Regular fast train services and the M2 and M20 motorways provide easy access to London. The Continent is within immediate reach through the Channel ports and Channel Tunnel. There are also outstanding sporting facilities, both indoor and outdoor. Sports associated with the coast such as sailing and windsurfing are well served and golfers can enjoy many courses, including championship golf courses.
3. HOSPITAL SERVICES

EKHUFT provides the majority of its services from the following hospitals:

William Harvey Hospital (WHH), Ashford

The William Harvey Hospital (WHH), Ashford provides a full range of accident, emergency and elective services. This hospital is located on the outskirts of Ashford 2 miles from the Ashford International Station and adjacent to the M20, junction 10. The hospital was commissioned in 1977 and the site has been developed and substantially upgraded over the years and more recently been re-organised into medical and surgical floors. Recent developments have included the development of a NICU (neonatal intensive care unit); robotic pharmacy facilities; women’s health and stroke units. The site accommodates the single head and neck unit including maxillo-facial services. It has a cardiac catheter laboratory which undertakes therapeutic interventions; Primary Coronary Angiography Services began in April 2010.

Queen Elizabeth the Queen Mother Hospital (QEQMH), Margate

The Queen Elizabeth, the Queen Mother Hospital (QEQMH), Margate provides the full range of accident, emergency and elective services. The hospital dates back to the 1930’s when the St Peters Road building was constructed. Between 1996 and 1998 many services were relocated and expanded into the main site of the QEQMH. Recent developments have included new operating theatres; ITU facilities; children’s inpatient and out patient facilities; a cardiac catheter laboratory; out patient department and a cancer unit completed in 2007. There have been extensive improvements to staff accommodation.

Kent and Canterbury Hospital (KCH), Canterbury

The Kent and Canterbury Hospital (KCH) provides a range of important inpatient services. The hospital is located on the outskirts of the Cathedral City of Canterbury. The main hospital building was constructed in 1937, but has been developed considerably since then. The hospital stands adjacent to the Kent County cricket ground. New investments have included a day surgery suite, an endoscopy suite and a state of the art child ambulatory day centre. It hosts the base for the renal services for Kent which have been expanded and developed in conjunction with vascular surgery and interventional radiology within purpose built accommodation. A birthing unit provides low risk deliveries on this site.

EKHUT also provides a smaller range of services from two community hospitals sites.

The Royal Victoria Hospital (RVH), Folkestone

The Royal Victoria Hospital (RVH) provides an important supporting role. The hospital building is Victorian, but has been upgraded over the years to provide a minor injuries unit, a Walk-in Centre, a thriving outpatients department, the Derry Unit which offers specialist genito-urinary outpatient procedures. Many of these services are provided in partnership with the Eastern & Coastal Primary Care Trust.
Recent plans have been agreed and are progressing to concentrate services to the west of the site and sell off the remaining properties.

**Buckland Hospital (BH), Dover**

The Buckland Hospital (BH) also provides an essential supporting role. The hospital was built at the turn of the last century in Coombe Valley, Dover. It has a minor injuries unit; outpatient facilities; birthing unit and children’s ambulatory unit. There are plans for a purpose built community hospital in Dover.

Further details about the services available from the different hospitals and departments can be found at [http://www.eastkenthospitalstrust.nhs.uk](http://www.eastkenthospitalstrust.nhs.uk).
THE SURGICAL DIVISION

<table>
<thead>
<tr>
<th>Divisional Director:</th>
<th>Mrs Chris Hudson</th>
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<tr>
<td>Divisional Medical Director:</td>
<td>Mr Nicholas Goodger</td>
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<tr>
<td>Divisional Head of Nursing:</td>
<td>Mrs Heather Munroe</td>
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The surgical division comprises the surgical specialities of general, colorectal, breast & vascular surgery, trauma and orthopaedics, urology, ophthalmology, ENT, oral & maxillofacial surgery (including dental specialities) and the department of anaesthesia and intensive care. The division oversees surgical services across all of the Trust sites.

THE DEPARTMENT OF ORAL & MAXILLOFACIAL SURGERY

Maxillofacial Surgery

The Maxillofacial Unit is a self-contained department with purpose built facilities. It was completed in March 2011 and comprises a reception area, 6 single clinical rooms and a four chair poly clinic. There is a 2 bay recovery area, an intra oral and OPG and Cone Beam CT x-ray room.

There is a state of the art Maxillofacial Laboratory situated on the floor above the clinical area.

All of the inpatient surgery is carried out at the William Harvey Hospital and is bedded on the dedicated Head and Neck Specialist ward named Rotary Ward. Day stay surgery is performed on the three main sites, William Harvey Hospital, Kent and Canterbury Hospital and Queen Elizabeth Queen Mary Hospital, Margate. Outpatient clinics are carried out at the 3 sites above and at Buckland Hospital, Dover. Small satellite departments are located at the Kent & Canterbury and at the Queen Elizabeth the Queen Mother Hospitals.

Consultant Staff

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Interest</th>
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<tbody>
<tr>
<td>Mr C W Hendy (Oral &amp; Maxillofacial Surgeon)</td>
<td>Head &amp; Neck Oncology&lt;br&gt;Maxillofacial reconstructive surgery&lt;br&gt;Salivary gland surgery</td>
</tr>
<tr>
<td>Name</td>
<td>Specialties</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------------------------------------------</td>
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</table>
| Mr N M Goodger (Oral & Maxillofacial Surgeon) | Head & Neck Oncology  
Maxillofacial reconstructive surgery  
Salivary gland surgery  
Orthognathic surgery |
| Mr J McKenzie (Oral & Maxillofacial Surgeon) | Head & Neck Oncology  
Maxillofacial reconstructive surgery  
Salivary gland surgery  
Orthognathic surgery |
| MR D F Tighe (Oral & Maxillofacial Surgeon) | Head & Neck Oncology  
Maxillofacial reconstructive surgery  
Salivary gland surgery  
Orthognathic surgery |
| 5th Consultant commences in post February 2018 (Oral & Maxillofacial Surgeon) | Head & Neck Oncology  
Maxillofacial reconstructive surgery  
Salivary gland surgery  
Orthognathic surgery |
| Mr A T DiBiase (Consultant Orthodontist) | Cleft lip & palate and facial deformity |
| Mr G Power (Consultant Orthodontist)    | Cleft lip & palate and facial deformity |
| Mr A E Elder (Consultant Restorative Dentist) | Specialist restorative dentistry |

**Non-Consultant Staff**

**Staff and Associate Specialist Grade Staff:**

Mr A Rajagopal  Associate Specialist in Oral & Maxillofacial Surgery  
Mr M Patel  Staff Grade in Oral & Maxillofacial surgery
Ms J Jandu Staff Grade in Oral & Maxillofacial surgery
Ms A Al-Shawaf Clinical Assistant in Oral & Maxillofacial surgery

**Training grades:**

1 x Maxillofacial StR: rotating to East Grinstead and Brighton / Eastbourne

3 x Orthodontic StR: rotating to Kings College Dental Institute and Royal London hospital

2 x StR in restorative dentistry

6 x DCT in oral & maxillofacial surgery

1 x DCT in restorative dentistry

1 x Honorary Clinical Attachment in oral & maxillofacial Surgery

### Nursing/Support Staff

- Dental Nurse Manager Mrs F Thornton
- Chief Maxillofacial Technician Mrs R Jenner
- Orthodontic Therapist Mrs H Stout
- Dental Therapist Ms A Nally

The Maxillofacial Laboratory has 5 technicians. There is Dental Nurse support at the 3 acute sites and secretarial support across all the sites.

The Trust hosts medical students on attachment from GKT, UCL and Imperial Medical Schools and became a University Hospital linked to GKT in 2009.

### Duties of the post

The post is based at the William Harvey Hospital, Ashford but may be required to cover treatment sessions at the other sites.

The clinical work involves assessment, advice, planning and treatment in accordance with defined referral guidelines agreed at the local Specialty Interest
Group (MCN): severe malocclusions with highest treatment need (IOTN DHC 5), complex malocclusions requiring multidisciplinary care, patients with behavioural and medical problems. Treatment advice and planning is provided for local general and specialist practitioners and dentists with a special interest. The successful application would be part of the South Thames Cleft Service based at the Evelina Children’s Hospital, London, providing treatment and support locally for patients from East Kent. The successful applicant will share responsibility for the supervision and training of junior staff (2 part time specialist trainees, 1 part time post CCST specialist trainee, and 5 SHOs)

Other responsibilities include:

Junior staff: Recruitment, appointment and educational supervision including educational contracts, regular appraisal, organisation of study leave, annual leave and rotas

Budget: Co-operate with the Clinical Director and Clinical Services Manager on budget issues

Communication: This will include responsibility for and arrangement of:
(i) Communication and liaison with all other medical and service departments within the hospital including: General Management, Medical Records, Social Work Department
(ii) Communication with General Practitioners will include telephone discussion of problems and writing of letters about cases seen in the department
(iii) Communication with other hospitals and special departments in other hospitals

Teaching: Junior doctors and medical students, nurses and other paramedical staff in the team in speciality and special interest

There is no on-call commitment associated with this post.

The duties and responsibilities in this job description may need further discussion in the future to ensure that they continue to meet the needs of the service, future service developments and the post holder.
**Patient Safety, Clinical Governance, Education and Training**

The Trust is fully committed to a clinical governance policy. Consultants are expected to comply with the Trust Clinical Governance Programme, audit their own clinical outcomes, report clinical incidents, alert the trust to risk, participate in annual appraisal and work to foster good team relationships.

It is expected that appointee will plan a programme of personal development and continuing medical education (CME) through the appraisal process to ensure that adequate study and training is undertaken both to maintain their skills, knowledge and expertise and to ensure revalidation. There is extensive local CME and the Trust supports reasonable costs for formal study leave.

An annual review of the job plan will take place between the Clinical Director/Clinical Lead and the Consultant in accordance with the arrangements in the New Contract. This will include discussions regarding the needs of the service, with agreement of objectives for clinical standards, goals and workload.

Each of the three main hospital sites has a well-equipped multidisciplinary Education Centre, including internet facilities and a library. Each runs full programmes of educational meetings. The Trust is designated as an Associate University Provider NHS Trust for undergraduate education. Pre-registration house officers are recruited to the Trust from London medical schools on matching schemes.

All Consultants have responsibilities for teaching doctors, students and non-medical healthcare professionals, and should ensure they use the time allowed in their working week for duties of teaching and supervision. New Consultants are required to enrol on the Deanery Certificate of Teaching programme within the first 12 months of appointment. All Consultants should include some element of educational development within their personal development plan, using at least one half day per year of their external study leave to this end.

An annual review of the job plan will take place between the Divisional Medical Director/Clinical Lead and the Consultant in accordance with the arrangements in the new contract. This will include discussions regarding the needs of the service, with agreement of objectives for clinical standards, goals and workload.
Research and Innovation

The Trust wishes to “make a difference to the experience and outcomes of health care to the people of Kent, the NHS and internationally through Research, Enquiry and Innovation” and we have an ambitious strategy to deliver this vision from 2016 to 2020. You can read more about our approach to research on our website.

We are one of the most research-active acute Trusts in the Kent, Surrey and Sussex region, with over 120 NIHR CRN Portfolio studies open to recruitment across more than 20 specialty areas, with at least 15 new industry funded/sponsored studies opening each year. All newly appointed Consultants are encouraged to take on the role of Principal Investigator and considerable training and support is available.

Trust clinicians are also actively supported in developing their own research ideas and participate in local, regional & international academic collaborations. We have been awarded research funding (£100k to £2m) by NIHR (RfPB and HTA), MRC, Pfizer and other major funding bodies in recent years. The Trust also has internal funding schemes to assist researchers, including those without previous experience, to gain pump-priming monies for individual projects, or to support individual sessional research time.

We have a strategic alliance with University of Kent’s KentHealth, and have active collaborations between the Trust and all our local universities (UoK, Canterbury Christ Church University (CCCU) and Medway School of Pharmacy) as well as many other UK and international partners. A number of staff hold joint University-Trust appointments, including Centre for Health Services Studies at UoK, and the England Centre for Practice Development at CCCU with its expertise in sustainable transformation and development.

The Trust wishes to increase the number of joint appointments, and applicants who have commensurate research experience are invited to contact Dr Tim Doulton, Director of Research and Innovation.

Infection Control

In accordance with the Health Act (2006) all staff are expected to comply with National and local Infection Control policies and procedures, and any other related infection prevention policies or procedures. In addition, all staff whose normal duties are directly or indirectly concerned with patient care should ensure they have received annual mandatory training (including hand hygiene). It is expected that all Consultants will lead by example in this area which receives maximum attention.

Summary Terms and Conditions of Appointment

The post will be appointed to under the Terms and Conditions of Service for Hospital Medical and Dental Staff as amended from time to time. The post-holder is required to be fully registered with the General Medical Council and on the Specialist Register or eligible for inclusion on the Specialist Register within six months of the date of interview.
The appointee will be required to reside not more than 30 minutes away from their main base, unless specific approval is given by the Chief Executive and Medical Director. The post-holder's private residence shall be maintained in contact with the public telephone service.

The passing of a medical examination is a condition of employment. Every Consultant must adhere to the Trust policies and procedures including documentation of all activity both in outpatients and theatre.

Any Consultant, who for personal reasons is unable to work full-time will be eligible to be considered for this post; if such a person is appointed modification of the job content will be discussed on a personal basis in consultation with the Divisional Medical Director.

**Salary**

The Consultant salary scale is currently £76,761 - £103,490 per annum (pro rata where applicable).

**Annual leave**

The annual leave entitlement is six weeks and two days and applications are subject to approval by the Divisional Medical Director. A minimum of eight weeks’ notice of leave arrangements is requested so that adequate cover arrangements can be made. Annual leave entitlements increased for consultants with seven or more years of completed service with effect from 1 April 2005 by an additional 2 days.

**Study leave**

Study leave is available according to local agreements. All clinical staff are required to give eight weeks’ notice.

**Removal Expenses**

Where a practitioner intends to claim reimbursement of removal or associated expenses, it is important that he/she first obtains a copy of the Trust’s policy on removal expenses and should discuss the proposals with the Human Resources department prior to taking up duty.

**Visiting Arrangements**

Visits by prospective applicants are encouraged and may be arranged through Mr Gavin Power, Consultant Orthodontist,. Tel 01233 633331 ext 86045 or contact Mr Andrew DiBiase, Consultant Orthodontist 01227 766877 c/o extension 74845.

**Candidates who are shortlisted for interview will be expected to attend a site visit as part of the selection process. Details on how this can be arranged will be sent to you with your invitation to interview.**
## Person Specification

<table>
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<tr>
<th>Criteria Group</th>
<th>Essential</th>
<th>Desirable</th>
<th>Measurement/Testing method</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>• Full registration with the United Kingdom General Dental Council (GDC)</td>
<td>• On the GDC Specialist Register in Orthodontics</td>
<td>2 years post CCST</td>
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<td>Application Form</td>
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<td>Skills</td>
<td>• Specialist Membership in Orthodontics or equivalent</td>
<td>• Fellowship in Dental Surgery or Membership of the Faculty of Dental Surgery or equivalent</td>
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<td></td>
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<td>• Intercollegiate Fellowship examination in Orthodontics or equivalent</td>
<td>Application Form and evidence bought to interview</td>
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<td>Values and Commitments – People feel cared for as individuals</td>
<td>• Welcoming and polite</td>
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<td>Interview</td>
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<td></td>
<td>• Attentive and helpful</td>
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<td>• Respect others’ time</td>
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<td>• Speak up on behalf of those who can’t</td>
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<td>Values and Commitments – People feel safe, reassured and involved</td>
<td>• Consistently safe</td>
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<td>Application Form</td>
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<td>• Vigilant about safety</td>
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<td>Interview</td>
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<td></td>
<td>• Reassuringly professional</td>
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<td>• Listen and clearly communicate</td>
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<td>Values and Commitments – People feel teamwork, mutual trust and respect sit at the heart of everything we do</td>
<td>• Respect people and their dignity</td>
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<td></td>
<td>• Work as a team</td>
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<td>• Take responsibility</td>
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<td>• Be a leader</td>
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<tr>
<td>Values and Commitments – People feel confident we are making a difference</td>
<td>• Delivers the best outcomes</td>
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<td>Application Form</td>
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<td>• Appreciate good work</td>
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<td>Interview</td>
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<td>• Always improving our selves/services</td>
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<tr>
<td>Other</td>
<td>• Candidates must be able to demonstrate the ability to travel effectively between sites</td>
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<td>Application Form and evidence bought to interview</td>
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<td></td>
<td>• Upholds and models the Trust values</td>
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## Additional Terms and Conditions Summary

<table>
<thead>
<tr>
<th>Confidentiality</th>
<th>The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.</th>
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<tbody>
<tr>
<td>Data Protection</td>
<td>The postholder, for the purposes of the Data Protection Act 1998, consents to the processing of all or any personal data including sensitive personal data as defined under the Data Protection Act 1998 (in manual, electronic or any other form) relevant to their employment, by the Trust and/or any public body or any other third party as nominated by the Trust for the purposes of audit and bound by a duty of confidentiality.</td>
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<tr>
<td>Risk Management</td>
<td>The post holder will ensure compliance with the Trust’s risk management policies and procedures. These describe the Trust’s commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.</td>
</tr>
<tr>
<td>Infection Control</td>
<td>In accordance with the Health Act (2006) all staff are expected to comply with National and local Infection Control policies and procedures and any other related infection prevention policies or procedures. In addition all staff who's normal duties are directly or indirectly concerned with patient care should ensure they have received annual mandatory training (including hand hygiene).</td>
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<tr>
<td>Equal Opportunities</td>
<td>The post holder will treat all colleagues, service users and members of the public with respect and dignity regardless of their gender, age, race, colour, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, real or suspected HIV/Aids status, criminal background and Trade Union status. The Trust has Policy for Equality and it is the responsibility of all staff to ensure that this is implemented.</td>
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<tr>
<td>Safeguarding Children</td>
<td>Everyone employed by the Trust regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all concerns for the safety and welfare of children and young people are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Safeguarding Children procedures and the Trust’s supplementary Safeguarding Children Policy which is accessed electronically on the Trust's Intranet site. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend Safeguarding Children training and updates at the competency level appropriate to the work you do and in accordance with the Trust's Safeguarding Children Strategy.</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>Everyone employed by the Trust regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is</td>
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essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. You have a responsibility to support appropriate investigations either internally or externally. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust’s vulnerable adult protection training guidance.

| Health & Safety | All staff must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors. |
| Professional and NHS Codes of Conduct | You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the ‘Code of Conduct for NHS Managers’ and ‘Standards of Business Conduct for NHS staff’. |
| Financial Management and Control of Resources | All staff are responsible for the security and the property of the Trust, avoiding loss or damage, and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust’s ‘Policy Relating to the Financial Management and Control of Resources’. |
| Mandatory Training | All staff are required to attend mandatory training as designated by the Trust. |
| No Smoking | East Kent Hospitals University NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises. |

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.
### Proposed Job Plan

**Please note:** All job plans for new consultant appointments must total 10 Programmed Activities maximum including predictable and unpredictable on-call.

<table>
<thead>
<tr>
<th>Work Timetable</th>
<th>Direct Clinical Care (DCC)</th>
<th>Supporting Professional Activities (SPA)</th>
</tr>
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<tbody>
<tr>
<td><strong>Session</strong></td>
<td><strong>Description</strong></td>
<td><strong>OP</strong> <strong>Travel</strong></td>
</tr>
<tr>
<td>Mon am</td>
<td></td>
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<tr>
<td>Mon pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues am</td>
<td></td>
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<tr>
<td>Tues pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed am</td>
<td>9am -1pm OPD New Patient Clinic</td>
<td>3.5</td>
</tr>
<tr>
<td>Wed pm</td>
<td>1.00 – 2.00pm Teaching 2.00-5.30 OPD Treatment</td>
<td>3</td>
</tr>
<tr>
<td>Thurs am</td>
<td>9am -1pm SPA</td>
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<tr>
<td>Thurs pm</td>
<td>2pm – 5.30pm OPD Treatment</td>
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</tr>
<tr>
<td>Fri am</td>
<td>9am – 1pm OPD Treatment wks 1,4 Joint clinic - restorative wk2 Join clinic cleft wk 3</td>
<td>3.5</td>
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<tr>
<td>Fri pm</td>
<td>2.00pm – 5.00pm Joint Clinic Orthognathic wk 1 OPD Treatment wks 2,3,4</td>
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<td>Total DCC hours (basic)</td>
<td>19 ( (4.75) )</td>
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<tr>
<td>Sat</td>
<td>Predictable on-call:</td>
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<tr>
<td></td>
<td>Unpredictable on-call:</td>
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<tr>
<td>Sun</td>
<td>Total DCC hours (premium)</td>
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<tr>
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<td>Predictable on-call:</td>
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<tr>
<td></td>
<td>Unpredictable on-call:</td>
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<tr>
<td>TOTAL PA’s</td>
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