CONSULTANT GENERAL RADIOLOGIST with an interest in HEAD AND NECK RADIOLOGY

1.0 ACCOUNTABILITY

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<tr>
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<th>Chief Executive</th>
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<tbody>
<tr>
<td>Professionally accountable to:</td>
<td>Medical Director</td>
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<tr>
<td>Managerially accountable to:</td>
<td>Clinical Director Radiology Swansea</td>
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2.0 INTRODUCTION

We expect everyone that works for the Health Board, regardless of their role, to share and uphold our values in all that they do:
Caring for each other, in every human contact in all of our communities and each of our hospitals
Working together, as patients, families, carers, staff and communities so that we always put patients first
Always improving, so that we are at our best for every patient and for each other.

2.1 Job Summary

2.2 This post will be joining a compliment of 25 Consultant Radiologists responsible for the provision of Radiological services to the West side of the Health Board (Swansea). There are 9 consultants in Bridgend (the East of ABMU).

This is a replacement post joining two remaining Head and Neck radiologists and will be based in Morriston Hospital, Swansea with sessions in Singleton or Neath Port Talbot Hospital. Morriston is a busy tertiary hospital with a large Emergency Department, acute medical and surgical admissions and a large Intensive Therapy Unit. Other major specialties, based on the Morriston site include ENT surgery, Cardio-Thoracic Surgery, Spinal Surgery, Oro-Maxillo-Facial Surgery, the Regional Burns and Plastics centre, Cardiology, Paediatrics, tertiary Neurology, Renal and Respiratory Medicine.

There are currently four MRI scanners in the Health Board, one in each base Hospital with high specification multi-slice CT scanners also present on each site. Two Aquilion one Toshiba scanners are present in Morriston. The MR scanner in Singleton is a 3T GE machine. The opportunity for research at the Institute of Life Sciences would be available to the successful candidates. Within ILS2 is a further 3T scanner and high specification multislice CT scanner. Plans are in place for a mobile PET-CT service.

Abertawe Bro Morgannwg University Local Health Board launched on 1st October 2009 combines the former Abertawe Bro Morgannwg University NHS Trust (previously Bro Morgannwg NHS Trust and Swansea NHS Trust) and the three Local Health Boards; Bridgend, Neath Port Talbot and Swansea.

Acute, intermediate, primary and community care and mental health services are integrated into the one Abertawe Bro Morgannwg University Local Health Board. Services continue to be delivered across a network.
of primary care practices, Community Clinics, Health Centres and a number of Community Hospitals, supported by 4 main acute hospitals - Morriston, Neath Port Talbot, Princess of Wales and Singleton.

The Abertawe Bro Morgannwg University Local Health Board provides services to around 600,000 people (with a wider catchment for tertiary neurology services), primarily serving the populations of Bridgend, Neath Port Talbot, Swansea and the Western Vale of Glamorgan and their respective communities. In addition, the LHB provides a large range of regional and sub-regional services, including Burns and Plastics, Cardiac Surgery, Forensic Mental Health and Learning Disability Services.

Working across Boundaries

At the current time this post is based at Morriston hospital, Swansea with sessions in Singleton or Neath Port Talbot Hospital. We are reconfiguring our services to ensure they remain safe and sustainable in the future, and there may be occasions when you will be requested to work at other locations within ABMU NHS Health Board. We reserve the right to transfer you, following consultation, to any of its locations, in accordance with the needs of the service. In such circumstances, a change of base may carry an entitlement to excess travel payments.

2.2 Consultants and senior staff in the specialty

Morriston/Singleton Hospitals, Swansea

Dr David Martin (Respiratory, ITU)
Dr David Roberts (Respiratory, Vascular IR)
Dr Anthony Davies (Vascular IR, Cardiac)
Dr Carl Sullivan (Vascular IR)
Dr Liam McKnight (GU and Gynae)
Dr Sally Meecham-Jones (Paediatric and Gynae)
Dr Simon Davies (MSK)
Dr Tishi Ninan (MSK, Cardiac)
Dr Suresh Kumar Dalavaye (MSK, Cardiac)
Mr Chris Greenhall (dental radiology and Head and Neck)*
Dr Marta Bulik-Passinska (GI/Cross Sectional)
Dr Sharon Evans (Non interventional vascular)
Dr Peter Chowdhury (GI)
Dr Derrian Markham (GI)
Dr Toby Wells (GI/GU)
Dr Moni Sah (MSK)
Dr Rafal Colta (MSK)
Dr Victoria Trainer (Nuclear Medicine)

Dr Shaheena Sadiq – (Neuro-radiology, Head and Neck)
Dr Hannah Khirwadker (Neuro-radiology)
Dr Rachel Smith (Neuro-radiology)
Dr Srinivas Rao (Neuro-radiology)*

Dr Suzanne Vaughan (Breast and Gynae)*
Dr Dylan Wynn Jones (Breast)
Dr Sian Jenkins (Cross-sectional)*

*denotes part time, 4 sessions or more outside Swansea
Princess of Wales Hospital, Bridgend & Neath Port Talbot Hospitals

Dr Gareth Tudor
Dr Tudor Young
Dr Sian Phillips
Dr Gareth Herdman
Dr Chris Goodwin
Dr Namir Al Mokhtar
Dr Aisling Butler
Dr Jane Blethyn
Dr Dawn Allison

2.3 Other medical staff in the specialty

None.

2.4 Other relevant staff and members of the multi disciplinary team

125 Radiographers (West)
77 Radiographers (East)

All four Radiology departments have the latest in up to date imaging facilities, there is MRI unit on each site – 1.5T at Morriston, Neath and Bridgend Hospitals with a 3T unit in Singleton Hospital. All units have multislice CT with Morriston having two back to back CT scanners.

There are gamma cameras at all four sites with an additional SPECT CT at the Singleton site within the Medical Physics department.

The latest in Ultrasound technology is available on all four sites with a regular rolling replacement programme in place across the Health Board ensuring adequate and timely replacement occurs.

Excellent fluoroscopy suites are available in all four sites, with excellent capacity for intervention.

There are two separate PACS systems in place at present in the West (Swansea) there is an AGFA system while in the Neath and Bridgend units there is a Fuji system. Integrated image transfer across the Health Board occurs. ABMU is currently engaging with the All Wales PACS project whose chosen supplier is Fuji

All radiologists are supplied with a laptop for on call purposes, VPN and Citrix access is in place to access PACS from home.
2.5 Support Facilities

You will have use of office facilities, secretarial support and IT provision including a computer with use of the Internet. You will be provided with login in to NHS digital systems through the National Active Directory (NADEX) and will be provided with an NHS email account which we will use to communicate with you and expect that you will review regularly.

We have public Wifi in most of our sites and you are encouraged to bring your own smartphone or tablet for mobile working. An app that allows access to the intranet and your outlook account securely will be provided for you on request.

There are designated car parking spaces for staff on all our hospital sites. At the current time there are no charges for parking by staff within Health Board sites.

3.0 MAIN DUTIES AND RESPONSIBILITIES

3.1 Clinical

You will provide a clinical service, with colleagues, which will include the responsibility for the prevention, diagnosis and treatment of illness.

Working with consultant colleagues and the multi-professional team you will have continuing responsibility for the well-being of all patients under your care; allowing for proper delegation to, and training of staff. In partnership with clinical and managerial colleagues you will also have responsibility for the safe, efficient and effective functioning of the services in which you work in line with the values, operational policies and integrated medium term plan (IMTP) of the Health Board. You are encouraged to consider how services can be improved and to report any concerns about safety.

You will be required to adhere to the principles of good medical practice as laid down by the General Medical Council.

You will be required to participate in the Health Board’s risk management process, clinical governance and any other healthcare governance activities within the department, the Radiology Department and the Health Board. Adherence to the Caldicott Principles of information governance is mandatory.

You will be required to maintain a licence to practice through revalidation, to undergo satisfactory annual appraisal using the all Wales online Medical Appraisal Scheme (“MARS”) and to formulate a Personal Development Plan, in conjunction with the Clinical lead, to identify training and development needs. You will be expected to participate in sufficient personal and professional development to fulfill Royal College and GMC requirements. You will also be required to undergo a job plan review at least annually and to agree and then meet service outcomes.

You will be expected to make a significant contribution to the service and Radiology Department planning process through active participation in the clinical Morriston delivery unit structure.

You will adhere to all policies, which cover radiation exposures as currently outlined in IRMER regulations. The Health Board is committed to meet its obligations to minimize infection. You will be required to comply with current procedures for the control of infection, including dress-code, to challenge non-compliance by colleagues, and to attend training in infection control provided by the Health Board.

3.2 Education and Training

We place great importance on our University status and have strong educational links to the Colleges of Medicine in Swansea and Cardiff and the College of Human and Health Science in Swansea and you will be responsible for carrying out training, teaching, examination of healthcare staff and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical education activity, locally and sometimes nationally.

The Multi-professional education centre (MPEC) in Princess of Wales Hospital contains clinical skills and resuscitation training facilities, a library, seminar rooms and lecture theatres. The centre is home to modern IT systems, experienced clinical teachers and technical support staff.
A staff Education Centre at Morriston Hospital, shared with the College of Medicine, with raked lecture theatres, seminar rooms and common rooms opened in 2015 as part of a substantial investment on the site to replace older facilities.

There is a small library and education centre at Cefn Coed Hospital to support the staff who work there. Singleton Hospital has a well-stocked library and seminar rooms for staff as well as education facilities for the College of Medicine in its own facilities. Neath Port Talbot Hospital has an education centre and library on the top floor of the main hospital building. All five libraries are integrated to provide support for students and staff across the Health Board.

3.3 Research
We are a University Health Board and you will be encouraged to participate in or actively support research and development in line with our Research and Development strategy and in discussion with the Director of Research and Development. The time required for supported research activities will be agreed through the job planning process.

4.0 UNIVERSITY PARTNERS

4.1 Swansea University
Swansea University was established in 1920 and was a constituent college of the University of Wales for 87 years. More recently it became completely independent and having received its royal charter in 2008 is entitled to grant its own degrees. The University currently offers around 350 undergraduate courses and 100 postgraduate courses to 14,500 undergraduate and postgraduate students. The University has two campuses. The main campus is located in parkland adjacent to Singleton Hospital and includes the Colleges of Medicine, College of Human and Health Science, Institutes of Life Science and the Data Science Building housing the Farr Institute. By September 2015 a second, 65 acre, Bay Campus will open, housing the College of Engineering and School of Management together with central support services for students, facilities and meeting rooms and an impressive Great Hall that will house an auditorium for 800 and lecture theatres at the entrance to Swansea.

4.2 College of Medicine – Swansea University
Established in 2004, Swansea University’s College of Medicine is an internationally-recognised centre of excellence in medical research, education and innovation. It delivers a comprehensive education and training portfolio, from undergraduate and postgraduate programmes in medicine and life sciences, to professional graduate training and research, as well as working closely with NHS partners to achieve excellence in teaching, research and clinical service. The College of Medicine is home to Wales’s only fast-track Graduate Entry Medicine (GEM) Programme and has joined the General Medical Council’s (GMC) distinguished list of UK medical schools entitled to award UK primary medical qualifications (PMQs). It also offers a range of BSc genetics and biochemistry programmes, training life scientists of the future in its own state-of-the-art multidisciplinary research facility, the Institute of Life Science (ILS).

The College’s research enterprise contributed significantly to Swansea University’s performance in the UK Research Assessment Exercise (RAE) 2008 with 70% of the work rated as internationally excellent or having international recognition and 20% rated as world-leading. The results of the Research Excellence Framework (REF) 2014, shows that Swansea now ranks 26th in the UK from a ranking of 56 in 2008. This is the greatest improvement in ranking achieved by any UK University.

The College links strongly to the NHS, in particular with our Health Board but also Hywel Dda Health Board and Public Health Wales. The College hosts several all-Wales research networks in epilepsy, diabetes, asthma, unscheduled treatment care and mental health.
4.3 **School of Medicine, Cardiff University**

Since its foundation in 1893, the School of Medicine has been committed to the pursuit of improved human health, through education, research and engagement with the wider world. It is a major centre for teaching and research and makes a positive difference to the way medicine is practised in Wales, the UK and internationally. The School of Medicine at Cardiff is one of the largest in the UK, employing nearly 500 academic and 300 support staff. Over 1000 undergraduate and 1100 postgraduate students are currently enrolled on medical and science courses. As a major international centre for teaching and research, staff and students make a world-leading contribution to medicine and are committed to the pursuit of improved human health through education, research and engagement with the wider world. The School has recently invested heavily in a programme of curriculum development, is rated among the top 10 medical schools in the UK and the top 100 world-wide and is among the five most rapidly improving medical schools in the UK. As part of this programme they are also in the midst of developing a new assessment strategy for all undergraduate and postgraduate programmes.

The Princess of Wales Hospital in Bridgend is affiliated with Cardiff University’s School of Medicine, with around 700 undergraduate medical students spending time in the hospital each year, some 300 in the speciality of General Surgery, where the involvement in medical student teaching includes:

- First-year students: introduction to hospital medicine.
- Second-year students: teaching basic clinical skills (history taking and examination).
- Third and fourth-year students: clinical placements directed at consolidating basic clinical skills developing and shaping “medical” knowledge, skills and behaviours and preparation for examinations.
- Final year students: “student assistantship” placements directed at preparing individual students for junior doctor posts by means of “apprenticeship”-like training.

Undergraduate medical education is co-ordinated and supervised by an Honorary Senior Lecturer Dr Tom Lawson, and an Honorary Lecturer Mr Steve Shearing, supported by an undergraduate education manager Mrs Julie Jones.

4.4 **Cardiff Research Institutes**

Across the school of Medicine, five institutes lead research that covers a spectrum from basic laboratory science to bedside practice. These are the Institute of Psychological Medicine and Clinical Neurosciences, the Institute of Infection & Immunity, the Institute of Primary Care & Public Health, the Institute of Cancer & Genetics, and the Institute of Molecular & Experimental Medicine. Alongside these research Institutes, core functions of the school are provided by the Institute of Medical Education and the Institute of Translation, Innovation, Methodology & Engagement (TIME).

The only dental school in Wales provides unique and important leadership in dental research, teaching and patient care. Located at the University Dental Hospital on Cardiff University's Heath Park campus, a 53 acre site shared with the University Hospital of Wales.

Research facilities have recently been enhanced with the £11m Henry Wellcome Building for Biomedical Research in Wales. The building includes state-of-the-art laboratories and equipment for research into Infection & Immunity, Cancer Biology and Psychiatric Genetics, adjacent to a purpose-built Clinical Research Facility.

4.5 **Other University partners**

The Health Board also works closely with other Colleges within Swansea University (Computer science, engineering, management) and with the **University of South Wales**, particularly for nurse education and also **University of Wales, Trinity St. David**.

5.0 **MANAGEMENT AND CLINICAL LEADERSHIP**

Consultants have an important leadership role in their teams and the Health Board. You will be required to
work closely with your clinical and management colleagues in the safe and efficient running of services and are expected to contribute, with colleagues, to the management, improvement and modernisation of the services in which you work. You may also be asked to contribute nationally to support the NHS in Wales. There is a requirement to work within the financial and other constraints determined by the Health Board and set out in the integrated medium term plan (IMTP) and you will be expected to contribute to the development and annual review of the IMTP. Additional expenses or resources of any kind must not be committed without the approval of the appropriate manager/budget holder.

Subject to the terms and conditions of service, you will be expected to observe all relevant policies and procedures of the Health Board, drawn up in consultation with the professions, where they involve both clinical and non-clinical matters.

You will be expected to be familiar with and comply with local and national employment and Human Resources policies and procedures in the management of employees of the Health Board.

You will be required to ensure that arrangements are in place for the organisation of medical staff and that they are allocated duties in accordance with the work of the specialty and within the level of their competence.

6.0 RESPONSIBILITIES AND DUTIES SPECIFIC TO THE POST

- The successful candidates will be expected to participate in the general on-call rota for Swansea on a 1 in 17 basis and also participate in the Duty Radiologist rota covering inpatient scanning in Morriston. There is a separate neuro-radiology on-call rota (currently 1:4) which covers MRI and provides support to the general radiologists who cover CT brain out of hours. The Health Board has made a commitment to improve radiology provision on weekends. Currently a ‘predictable on-call session’ i.e. resident session is provided on each weekend day between 11-3pm for time back in lieu. This may change depending on the needs of the department. Home tele-radiology is available with Citrix access and the ability to MPR. Outsourcing of CT after 11pm has commenced.

7.0. PROVISIONAL WORK PROGRAMME

The provisional work programme is attached at Appendix 1.

This job plan which will be subject to review in accordance with paragraph 30(d) of the Medical and Dental Staff (Wales) Handbook (1 December 2003).

8.0 GENERAL INFORMATION FOR APPLICANTS

If you are related to any member of staff in a senior officer position in the Health Board you should clearly indicate in your application the name of the officer to whom you are related and indicate the nature of the relationship. Deliberately concealing such a relationship would result in disqualification.

Whilst you must note that canvassing of any member of the Advisory Appointments Committee or the employing Health Board will disqualify you, we encourage applicants to seek further information about the post and you may wish also to approach University partners about academic opportunities.

Any offer of appointment will be subject to the receipt of three satisfactory references.

The nature of the work of this post is exempt from the provisions of Section 4 [2] Rehabilitation of Offenders Act 1974 [Exemption Order 1975]. You 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 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 if you are selected for interview. In the case of travelling from abroad, traveling expenses are payable only from the point of entry into the UK. In the event of the successful candidate declining the offer of employment, no expenses will be
reimbursed.

Reimbursement for Relocation Expenses when appointed will be considered and will be in accordance with the Health Board policy at the time of appointment.

You will be required to declare at all times any financial interests you may have in respect of agencies with whom the Health Board may enter into contract for the supply of goods and/or services. These will include the receipt of hospitality, funding for travel or conferences or goods in kind. Such interests should be communicated, in writing to Board Secretary and also declared on any application for study or professional leave.

The terms and conditions of service, including pay, are determined by the Medical and Dental Staff (Wales) Handbook and the General Whitley Council Conditions of Service and any changes to those conditions which the Minister for Health & Social Services may authorise from time to time.

The salary applicable is on the pay scale for Consultants in Wales and will be specified in your contract of employment.

Where it is agreed that the post will be filled on a part time basis, the job plan will be agreed accordingly. If you wish to undertake private practice work you may do so, provided that you continue to meet all the obligations of your job description and personal job plan in regard to the discharge of your NHS work. There must be no conflict of interest between your NHS and private work which should be carried out in uncontracted time that is clearly identified in your job plan.

Your private residence shall be maintained in contact with the public telephone service and given the particular nature of your work you are required to live in a location which is within reasonable travelling time from your place of work as agreed with your Clinical Lead, unless specific approval is given in advance to your residing at a greater distance, by the Unit Medical Director.

Job Limitations
At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Lead Consultant / Clinical Director. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

Confidentiality
In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.

Health & Safety
The post holder is required to co-operate with the Health Boards to ensure health and safety duties and requirements are complied with. It is the post holder’s personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

Risk Management
The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Health Board’s Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
Safeguarding Children
The Health Board is committed to safeguarding children therefore all staff must attend the required level of safeguarding children training.

Records Management
The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they are have any doubts about the correct management of records with which they work.

Job Description
This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description may be reviewed periodically to take into account changes and developments in service requirements.

No Smoking: To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke free.

9.0 DISCLOSURE OF CRIMINAL BACKGROUND OF THOSE WITH ACCESS TO CHILDREN AND VULNERABLE ADULTS
In order to minimise any possible risk of abuse of children or vulnerable adults a check will be made with the Disclosure and Barring Services (DBS) on the possible criminal background of the successful candidate for this post. The DBS is authorised to disclose in confidence to ABMU Health Board’s nominated officers, details of any criminal record, including cautions and bind over orders and “spent” convictions. You will be required to undertake the Disclosure Check, although applicants should be aware that a refusal to comply with this procedure will prevent further consideration for the post. Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached.

10. DETAILS FOR VISITING BEFORE INTERVIEW
Candidates who may wish to seek further information or who would like to arrange to visit the Health Board are invited and encouraged to contact:

Dr Derrian Markham          Clinical Lead Radiology Swansea
                              01792 703144 (Sec)

Mr Chris Morris            Radiology Services Manager (Swansea)
                              01792 703531 (Sec)

For further information on the area please refer to the Consultant Information Pack online at NHS Jobs or our website.
CONSULTANT General RADIOLOGIST with an interest in Head and Neck GI Radiology

PROVISIONAL JOB PLAN (may be subject to alteration)

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<th>Sessions</th>
<th>Hours</th>
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Note

This is a standard 10 session job plan (37.5hrs) which will be subject to review, three months after appointment and then no less frequently than annually.

Opportunities for additional direct clinical care (DCC) sessions and the requirement for and use of time for Supporting Professional Activities (SPA) will be discussed with you at each job plan review, however in the first three months it is expected that you will use one SPA session to ensure that you are introduced successfully into the Health Board.

By mutual agreement, one SPA session may be carried out outside the Health Board and any un-contracted time must be identified clearly.

It is expected that you will receive mentoring from a consultant colleague who will be identified to you at appointment to help support your transition into the Health Board and early years working with us.