



Model job description: supplementary information

Introduction and purpose

This document is intended for use alongside the model job descriptions, when preparing a consultant-level job description, person specification, job plan and selection criteria. It is important that these documents include all information relevant to the post and that they are as informative as possible for all potential applicants.

Model job descriptions, person specification, job plan and job planning guidelines are available from the College [website](#).

Appointment

State that any applicant who is unable, for personal reasons, to work full time will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis with the employing body in consultation with consultant colleagues.

The content of this job description represents an outline of the post only and is therefore not a precise indication of duties and responsibilities. The job description is intended to be flexible and will be subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

General information

Describe the location: city or town and the surrounding area, the size of population, etc.

Give details of the local area and schooling, as well as local recreational amenities, etc.

Academic facilities

Give details of undergraduate and postgraduate medical schools and/or links with local universities.

The relevant school and numbers of academic staff and key research interests should be given.



The library and postgraduate education facilities

Details of the library facilities and postgraduate education facilities should be provided, including facilities for computer gateways to medical databases. Details of video-conferencing should be included if available.

For a consultant appointed as head of department or laboratory director (with managerial responsibility)

The person appointed will normally have managerial responsibility for the work of the department, including responsibility for the departmental budget and the appointment of staff within the department.

The line of accountability will depend on the management structure of the employing body; however, the appointee will usually be accountable to the clinical director of pathology or to an equivalent appointment.

Although a consultant head of department may delegate certain managerial responsibilities to senior staff within the department, they will remain accountable overall for those duties to the appropriate manager.

For a consultant responsible to a head of department, director or clinical director

The person appointed will have such administrative or managerial duties as may be delegated by the head of department, director or clinical director.

Division of responsibilities and lead roles (for example, head of department or lead clinician, laboratory director) should be stated and whether these change with mutual agreement.

Mentoring

The job description should include information about access to [mentoring](#) for newly appointed consultants. Every newly appointed consultant should be offered a mentoring opportunity, which may vary by employing body or specialty however the mentoring arrangements for the person recommended for appointment at the committee should be discussed and agreed by the committee as part of its decision-making process.

Administration

The appointee will share responsibility with the other consultants for contributing to the management of the department within the employing body's structure. They will act as custodian of data under the Data Protection Act and custodian of stored samples. Service and administrative duties on various committees, which should be specified here.



Communication

Ensure all communication, which may be complex, contentious or sensitive, is undertaken in a responsive and inclusive manner, focusing on improvement and ways to move forward.

Ensure all communication is presented appropriately to the different recipients, according to levels of understanding, type of communication being imparted and possible barriers such as language, culture, understanding, or physical or mental health conditions.

Confidentiality

Information relating to patients, employees and business of the employing body must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the [Whistleblowing Policy \(Freedom of Speech policy\)](#).

Codes of professional conduct

Staff are required to abide by the professional code of conduct relevant to their employing body.

Policies

It is the responsibility of staff to be familiar with the employing body's policies that affect them, and work within the scope set out in them. These can be found on the employing body's website or intranet site. Any queries should be raised via the line manager. Managers are responsible for ensuring staff know of, and work within, the employing body's policies, procedures and protocols.

Controls assurance

Controls assurance is an 'overarching' policy providing a framework of control covering a whole range of other NHS policies enshrined in the 18 controls assurance standards. Through self-assessment and external and internal audit, the employing body is expected to monitor their progress against these standards. Risk management is the core standard. Staff responsibilities will be outlined in the [Risk Management Strategy](#).

IT skills

Members of staff should be skilled in IT to the required level for the job. The employing body reserves the right for these skills to be developed appropriately.

Health clearance

State whether a full medical examination will or will not normally be required, however the successful appointee will be required to complete a health questionnaire and will also be required to produce evidence of a satisfactory chest X-ray within the last year. Posts are offered on the understanding that the appointee will comply with requirements regarding immunisations. Applicants for posts that include performance of Exposure Prone Procedures will be asked to supply written evidence of the degree of their immunity to hepatitis B to the Occupational Health Department. If not immunised, the



result of a test that indicates freedom from carrier state will be required and immunisation should then be commenced.

Applicants should be aware of the [guidance](#) for HIV infected health care workers from the Department of Health and Social Care and the General Medical Council or General Dental Council.

Health and safety

Appointees are required to ensure they are aware of, and comply with, policies and procedures relating to health and safety (whether these are statutory or relating to the employing body) and assist in ensuring the compliance of other staff.

Infection prevention and control

The employing body considers compliance with the Infection Prevention and Control Policy and Procedures, including hand hygiene, is the responsibility of all employees who work in clinical areas. Failure to do so may result in formal action being taken against an employee.

Training in radiation protection

It is a legal requirement for any doctor who personally directs or performs radiological investigations (other than radiologists) to have attended a recognised course in radiation protection and possess a Core of Knowledge Certificate. This includes all medical staff who undertake X-ray films in theatre. For radiopharmaceutical exposure, this includes medical staff who administer radiopharmaceuticals for diagnostic or therapeutic purposes or who clinically direct them.

Indemnity

The employing body will cover all medical staff for NHS work under the NHS Indemnity. The employing body is required to encourage medical and dental staff to ensure that they have adequate defence cover for any work that does not fall within the scope of the Indemnity Scheme. Any private practice undertaken on NHS premises must be covered by subscription to a medical defence organisation.

Disclosure and Barring Service checks

To include [statement](#) on [application](#) or otherwise of DBS checks (Disclosure and Barring Service, formerly known as CRB, Criminal Records Bureau).

For Northern Ireland it is [access NI criminal](#) disclosure check

Children's rights

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the United Nations Convention on the Rights of the Child ([UNCRC](#)).



Safeguarding children and vulnerable adults

The employing body is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the employing body there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

Privacy and dignity, respect and equality of opportunity

The employing body is committed to ensuring that all current and potential staff, patients and visitors are treated with dignity, fairness and respect regardless of [protected characteristics](#). These are age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, ethnicity, religion or belief, gender, sexual orientation and employment status.

UK visas and immigration

Applicants should be aware that regardless of country of origin, their ability to communicate in written and spoken English to the standard required to carry out the post will be [assessed](#) during the selection process.

Applications from job seekers who require [Tier 2](#) sponsorship to work in the UK are welcome and will be considered alongside all other applications.

Induction and development reviews

All medical staff are required to undertake the employing body's induction as soon as possible after commencing work. They are also expected to have a local induction to their place of work, which will be undertaken by their line manager or nominated person and sent to the Learning and Development Department for record keeping.

Major incident or civil unrest

In the event of a major incident or civil unrest, all employing body employees will be expected to report for duty on notification. All employees are also expected to play an active part in training and preparation for a major incident or civil unrest.

Working Time Regulations

The employing body is committed to the principle that no member of staff should work, on average, more than 48 hours per week. Staff who do exceed this limit need to complete an opt-out form. Any member of staff who undertakes any work outside the employing body, regardless of whether they exceed 48 hours or not, must inform their manager of this in writing.

Place of work

While the duties of the appointment will be primarily at the hospital(s) stated, the appointment will be made to the employing body and there will be a commitment occasionally to attend any other hospital



or clinic within the employing body, as may be necessary from time to time (for example, in emergencies).

Place of residence

The successful appointee will be required to reside within a reasonable distance of the employing body. This will normally be within ten miles; however, this is subject to the discretion of the employing body.

Removal expenses

Reasonable removal expenses will be paid if agreed with the department prior to appointment, subject to a maximum, currently £X.

Travelling expenses

Travelling expenses are paid in accordance with the terms and conditions of the employing body.

Potential applicants wishing to visit the employing body will be reimbursed for two preliminary visits (one informal visit prior to application and one for the formal visit before interview) plus actual interview expenses. **If a post is offered and subsequently refused, expenses will not be reimbursed.**

Interviewed applicants travelling from outside the UK will be entitled to travelling and subsistence expenses; however, only in respect of the journey from the point of entry in the UK to the interview location.

Further information

List the HR or medical HR personnel who may be contacted for further information by potentially interested applicants. This should include details such as direct telephone number and email address.

