JOB DESCRIPTION & PERSON SPECIFICATION
(Incorporating general information about UCL Hospitals NHS Foundation Trust)

for

SPECIALTY REGISTRAR in Restorative Dentistry

at

UNIVERSITY COLLEGE LONDON HOSPITALS
NHS FOUNDATION TRUST

June 2016
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>An Introduction to this appointment</td>
<td>3</td>
</tr>
<tr>
<td>Section 2</td>
<td>About the Trust</td>
<td>5</td>
</tr>
<tr>
<td>Section 3</td>
<td>About the Clinical Board, Division &amp; Department</td>
<td>8</td>
</tr>
<tr>
<td>Section 4</td>
<td>The Role and Responsibilities</td>
<td>12</td>
</tr>
<tr>
<td>Section 5</td>
<td>Terms and Conditions of Employment</td>
<td>15</td>
</tr>
<tr>
<td>Section 6</td>
<td>Person Specification</td>
<td>19</td>
</tr>
</tbody>
</table>
UNIVERSITY COLLEGE LONDON HOSPITALS NHS FOUNDATION TRUST

1. The Appointment

This is a full time position for one full time Specialty Registrar (StR) post in Restorative Dentistry based at the Eastman Dental Hospital. The post will provide the occupant with the level of knowledge, competence and understanding necessary to fulfil the training requirements of trainees aspiring to become a Consultant in Restorative dentistry.

The clinical component focuses on the integrated care of patients across the monospecialities and is arranged such that the Specialty Registrar will major in one of the monospecialities of restorative dentistry at a time over a 12 month period during which time he/she will also spend one session weekly in each of the other departments. The trainee will rotate annually into each of the restorative disciplines. The trainee will be expected to participate in a full range of patient care and will be assessed and appraised on a regular basis. All patient care is provided under the guidance of named clinical supervisors with exposure to a wide range of other experienced clinicians being available. The training will also provide exposure to a range of other activities involving audit, management, teaching and research. The focus of the training is to expose the trainee to management and leadership and all trainees will have the opportunity for taking on an acting up role as a consultant under the guidance of a named consultant in preparation for the intended outcome of becoming a consultant in their last year of training.

The trainee will have an induction period at the start of the programme which will include trust and local policies. He/She will be supported by an educational supervisor who will play a key role in establishing the learning objectives customised to the trainee within the curriculum of the training programme as well as ensuring that the trainee is monitored throughout their training via discussion, feedback and appraisal. A key focus of the programme will be to enable the trainee to learn by using reflective feedback through the different mechanisms by which the training is delivered.

The trainee will be expected to comply and adhere to the hospitals mandatory training requirements and will be expected to observe and follow the trusts code of conduct including the trust values in line with the training programme. The trainee will also be expected to have the ability to work as a team member and considerable importance is attached to maintaining awareness in the profession at large. The opportunity of those wishing to undertake a higher degree during the course of their training is available and any interests should be expressed as soon as possible. An integral and important part of this training post is the integrated working with other members as well as the monospecialty trainees. It is anticipated that the successful candidate will take up their appointment as soon as possible by mutual arrangement.

Visits to the Hospitals

General enquiries, about the job or for an informal discussion about this post should be directed to Mr Robert Crawford (020 3456 2323), Ms Ulpee Darbar (020 3456 1268) or Mr Steve Bassi (020 3456 1083).

Short-listed candidates are encouraged to visit the hospitals before being interviewed by the Advisory Appointments Committee. Arrangements can be made by contacting the above.
2. University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population. It has played a leading role in the reform of the NHS, and in 2004, was one of the first NHS trusts to achieve Foundation Trust status.

UCLH provides academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We achieve our vision through our Values and Annual Objectives. Developed in partnership with over 1000 staff and patients, our Values guide everything that we do, how we make our decisions and how we are with patients and each other:

We put your safety > and wellbeing above everything

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<tr>
<th>Deliver the best outcomes</th>
<th>Keep people safe</th>
<th>Reassuringly professional</th>
<th>Take personal responsibility</th>
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We offer you the kindness > we would want for a loved one

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<tr>
<th>Respect individuals</th>
<th>Friendly and courteous</th>
<th>Attentive and helpful</th>
<th>Protect your dignity</th>
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We achieve through teamwork >

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<tr>
<th>Listen and hear</th>
<th>Explain and involve</th>
<th>Work in partnership</th>
<th>Respect everyone’s time</th>
</tr>
</thead>
</table>

We strive to keep improving >

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<tr>
<th>Courage to give and receive feedback</th>
<th>Efficient and simplified</th>
<th>Deliver through learning</th>
<th>Innovate and research</th>
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The state-of-the-art University College Hospital (UCH), which opened in 2005, is the focal point of the Trust alongside the following specialist hospitals:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- University College Hospital Macmillan Cancer Centre
- Royal National Throat, Nose and Ear Hospital
- Royal London Hospital for Integrated Medicine
- Hospital for Tropical Diseases
- National Hospital for Neurology and Neurosurgery
- Heart Hospital
- Eastman Dental Hospital
In 2008, a new academic health science partnership – known as UCL Partners – was formed, supporting over 3,500 scientists, senior researchers and consultants, with a combined annual turnover of around £2 billion. By pooling resources and expertise, UCL Partners, which together treats over 1.5 million patients every year, will be able to produce more world-class research in key areas, including cancer and heart disease, and deliver the benefits more rapidly to patients.

UCLP comprises five of London’s biggest and best known hospitals and research centres: UCL (University College London), Great Ormond Street Hospital for Children NHS Trust (GOSH), Moorfields Eye Hospital NHS Foundation Trust, the Royal Free London NHS Foundation Trust and University College London Hospitals NHS Foundation Trust.

**New Cancer Centre**
The Trust’s brand new purpose-built University College Hospital Macmillan Cancer Centre houses outpatients and day care cancer services, a dedicated teenage and young adult cancer service, and a private patients’ facility run by HCA International.

The five storey building has been designed with the needs of patients and modern cancer care in mind, with an abundance of natural light, open spaces and a rooftop garden that is open to all. To ensure that the building is truly patient-focused, patients have been involved in both the design of the building and how the services within it operate.

**The services we provide**
UCLH provides high quality accident and emergency, general medical and general surgical services to the people who live, work and visit north central London. In addition, the hospital group is home to many specialist services, which attract patients from all over the UK.

Some of the key services are:

- Cancer services
- Cardiac services
- Infectious diseases
- Neurosciences
- Oral health
- Women’s health.

**Our Staff**
The Foundation Trust has a combined staff of over 7,000. Roughly 17% are doctors and dentists, 32% nurses or midwives and 51% are allied healthcare professionals, scientific and technical staff, managers, administrators and support staff; other key services such as catering, portering and domestic services are provided by our external partner, Interserve.

**Our Patients**
Every year we treat close to 60,000 patients in hospital, either as inpatients or day cases. We also see nearly 500,000 outpatients per year. The majority of our patients are from our closest health authority areas: Camden, Islington, Kensington, Chelsea, Westminster and Haringey and the north Thames area in general.

Further information about the Trust, its strategic direction and hospitals can be found on the Trust’s Website: [www.uclh.nhs.uk](http://www.uclh.nhs.uk)
University College Medical School

The Trust is closely associated with University College London (UCL), London’s global, multi-faculty university. UCL Medical School (UCLMS) is one of the highest rated medical schools in the country and is a Division within the Faculty of Medical Sciences, UCL School of Life and Medical Sciences (SLMS). www.ucl.ac.uk/slms

The academic activity of SLMS is delivered by four Faculties: Brain Sciences (Dean, Professor Alan Thompson), Life Sciences (Dean, Professor Mary Collins, Medical Sciences (Interim Dean, Professor Jean McEwan) and Population Health Sciences (Dean, Professor Graham Hart). Activity is largely centred on three main sites - the Bloomsbury Campus, the Royal Free Campus and the Whittington Campus. Associated hospitals include Eastman Dental Hospital, Great Ormond Street Hospital for Children, Moorfields Hospital; University College Hospitals, including the National Hospital for Neurology and Neurosurgery; Royal Free Hospital and the Whittington Hospital. There are also strong academic links with many other NHS Trusts in Greater London and the South East.

UCLMS provides the curriculum and overview of the teaching for the medical undergraduates. It also offers a wide range of graduate programmes and houses many interdisciplinary research teams. The Medical School has consistently received one of the highest ratings in the UK in the HEFCE research assessments undertaken during the last twelve years. Professor Jane Dacre is Director of UCL Medical School and also acts as Vice-Dean, Campus Director (Whittington Campus). Professor Sir John Tooke is the Vice-Provost (Health) and Head of the Medical School and Professor Anthony Schapira is Vice-Dean and Campus Director (Royal Free Campus).

The Trust has an arrangement with the Medical School to provide clinical teaching for the MBBS undergraduate programme, for which purpose it receives NHS funds from the Service Increment for Teaching (SIFT).
3. The Clinical Board, Division & Department

Specialist Hospital Board
The Clinical Board for Specialist Hospitals was established 1 April 2001. It comprises the following divisions:

- Eastman Dental Hospital
- Heart Hospital
- Paediatric and Adolescent Division
- Queen’s Square (National Hospital for Neurology and Neurosurgery)
- Women’s Health Division
- Royal London Hospital for Integrated Medicine
- Royal National Throat Nose and Ear Hospital

The Board is the largest in the Trust with over 2,000 staff. It provides specialist services to patients all over the country as well as general services to the local community.

Eastman Dental Hospital
The Eastman Dental Division sits within the Specialist Hospitals Board led by Dr Gill Gaskin, Medical Director. Although most patients are seen at the Eastman Dental Hospital, the hospital is integrated with the main UCLH campus. All day case activity and inpatient care is undertaken on the main campus. The Maxillofacial team is split across the Eastman and UCLH site with the oncology work being undertaken at the UCLH site. Both teams work together to foster excellent patient care. The Eastman also has interface clinics with a number of the medical specialties in the main Trust e.g. Paediatrics to ensure that oral health is an integral part of patient care. Jointly with the maxillofacial team at UCLH, the Eastman provides trauma cover for surrounding hospitals, namely the Royal Free Hospital, the Whittington Hospital, St Mary’s Hospital and Great Ormond Street Hospital for Children.

The Dental Hospital has undergone extensive restructuring which includes the establishment of a satellite sterilization unit, the merger of the training schools for Dental Care Professionals and continues to prepare for its future move to a new location anticipated in 2018. Despite the external challenges the Hospital has maintained a high output and delivery with excellent outcomes and has maintained its clinical staffing to achieve excellence in patient care.

The Hospital is closely affiliated with the Institute which is part of University College London and together they are known as the ‘Eastman’. The Institute is a unique postgraduate centre for oral health care sciences offering first class research, teaching and clinical training and jointly the Eastman is able to enhance the experience of those working and training at the forefront of clinical research and patient care. The hospital also incorporates the Burkhart School of Dental Hygiene and Dental Therapy and the School of Dental Nursing which have recently merged offering high quality training for all members of the dental team. The training experience of all is enriched by the high demand on our services. Last year ~90000 patients were seen as outpatients in the Eastman Directorate.
Clinical Departments (Units)
The clinical departments have recently been reorganized to form a new divisional and Department/Units structure

Growth and Development: which comprises orthodontics, orthognathics and paediatric dentistry

Oral Surgery, Oral Medicine & Oral Pathology: including special needs

Restorative: which comprises fixed and removable prosthodontics (including conservative dentistry), endodontics, implantology, periodontology, and training for dental care professionals

The clinical Department/Units cover all aspects of dentistry and medically related fields. In addition to the traditional subjects novel academic departments supporting clinical advancements and new areas of training include:

- Biomedical Informatics
- Continuing Professional Development
- Information Technology
- Primary Care Dentistry

Various training programmes are available including several which are recognised as contributing to specialisation. These include:

- Conservative Dentistry
- Dental Implantology
- Endodontics
- Oral and Maxillofacial Surgery
- Oral Medicine
- Oral Pathology
- Orthodontics
- Paediatric Dentistry
- Periodontology
- Prosthetic Dentistry
- Prosthodontics
- Special Needs Dentistry
- Surgical Dentistry

Research Facilities
The Institute has extensive dedicated research facilities on site readily accessible to clinicians with an interest in research as well as those employed as researchers. There are facilities for:

- Anaerobic Bacteriology
- Impedence Measurement
- Materials Testing
- Nucleic Acid Technology
- Tissue and Cell Culture

Collaborative research is encouraged within UCL and beyond.

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1 Functional groups are known as units within the Eastman Dental Institute in accordance with University College London practice. However within UCLH Trust, they are referred to as departments. Both terms are used in the document
Other Facilities
The Institute and Hospital have been steadily improving facilities and technology to enhance the learning environment. As part of UCL there are also close links with other units within the university. The following are available on site:

- An Information Centre with 34 computers for access to academic networks and the world wide web, a wide range of contemporary audio visual materials and an extensive collection of books and journals.
- Lecture theatres and seminar rooms with contemporary audiovisual facilities.
- A refectory for staff, students and patients.

The Eastman Dental Hospital works closely with Health Education England in enhancing the professional development of the general dental practitioner in managing patients with dental disease by offering modular hands on training programmes. In addition to this, the Eastman Continuing Professional Development Unit is a dedicated training facility based just a short walk away from the main Eastman building at 123 Gray's Inn Road and offers short courses and longer programmes for all members of the dental team.

Work and Interests of the Restorative Division

The division encompasses the three monospecialities of Restorative Dentistry - Endodontics, Periodontology and Prosthodontics including implant dentistry. Each area has a first class reputation for its patient care, teaching & training as well as its research activities both nationally and internationally. All the departments provide advice and treatment often of an advanced nature to patients with complex and integrated problems referred by general dental practitioners and other hospitals and departments within the Eastman.

A central focus of the Division is to provide high quality patient care through the educational training programme for Specialist Registrars in Restorative Dentistry and graduates in training at Masters and Specialist levels in all three disciplines. We attract trainees from across the world.

The special interests of the departments varies within each area and covers a wide range of multidisciplinary clinics which include hypodontia and clefts, periodontology/orthodontics, dental anomalies and maxillofacial reconstructive work as well as those with aggressive periodontitis, complex restorative rehabilitation, complex endodontic interventions as well as fixed and removable problems. The departments are supported by a team of consultants who are dedicated to the concept of optimal and safe patient care in the context of teaching and research as well as providing an efficient and effective service to the referring practitioner and patients and our trainees. Patient care is driven by innovative methods and focuses on using the latest developments in the furtherance of knowledge and patient care.

The 3 areas within the Division occupy a total of 35 clinical chairs with access to other chairs available if needed. The clinical activity is supported by a full range of staff which include 1:1 chair side assistance, secretarial support and administrative support including reception staff. In addition there is open access to all clinical staff including lecturers, specialist practitioners, and consultants both honorary and substantive.

All 3 areas have regular staff meetings and comply with the code of conduct for quality assurance and governance with a key focus on hand washing and infection control including accurate data collection.
Consultant & Senior Clinical Staff of the Restorative Division and Units:

Mr Tim Hodgson  Clinical Director of Eastman Dental Hospital
Prof Kishor Gulabivala  Academic Head of Restorative Dentistry
Training Programme Director for Endodontology

Prosthodontics
- Mr Steve Bassi  Consultant and Clinical Lead
- Mr Nicholas Lewis  Consultant
- Mrs K Denhard  Consultant
- Mr Matt Garrett  Consultant
- Mr K Hemmings  Consultant – 5 sessions
- Ms D Bomfin  Consultant
- Dr A McDonald  Senior Lecturer & Academic Head of Department – 8 sessions

Periodontology
- Mr K Patel  Consultant and Clinical Lead
- Ms U Darbar  Consultant
- Mrs Z Hussain  Consultant
- Dr Francesco D’Aiuto  Acting Academic Head of Department
  Senior Lecturer & Honorary Consultant
- Professor Ian Needleman  Honorary Consultant
- Vacant  Senior Lecturer

Endodontics
- Mr R Crawford  Consultant and Clinical Lead (shared)
- Mr G St George  Consultant and Clinical Lead (shared)
- Mr K Gadhia  Consultant
- Professor K Gulabivala  Professor & Academic Head of Department

IT Facilities
All staff have access to IT facilities. The Department is supported by the Trusts Electronic Patient Record with the intention of having all imaging integrated into the Trusts PACS system.

For further information, please see: [http://www.uclh.nhs.uk/EDH](http://www.uclh.nhs.uk/EDH) and [http://www.ucl.ac.uk/eastman](http://www.ucl.ac.uk/eastman)
### 4. The Role & Responsibilities

#### Job Plan

Your job plan is anticipated to contain 10 Programmed Activities per week which will be carried out on the Eastman Site and will include outreach clinics. It does not include on-call commitments. An outline of the job plan is given below with one didactic teaching session per week lead by the group of Specialist Registrars and supported by one or more consultants. These sessions may involve trainees from other specialities within the Eastman and sometimes from other trusts.

This is an outline programme and you will be expected to discuss and agree a detailed personal development plan to meet your training needs which will include your personal and professional objectives within the first 4 weeks with your Educational Supervisors and Training Programme Director. Training is designed to progress in logical sequential steps, with integrated cognitive, technical and clinical skills development progressing through learning building blocks commencing from basic to the more advanced forms of care. The plan is customized to each individual’s training needs based on their previous experience and background.

The trainee will be accountable to Ms Nanayakkara, Programme Director for Restorative Dentistry and will report to the Educational Supervisor in each rotation (Ms Ulpee Darbar [Periodontology], Mr Robert Crawford [Endodontology] and Mr Steve Bassi [Prosthodontics] for their day to day activity.

The trainee will work closely with the other Speciality Registrars (6 substantive posts plus on occasion a StR from the combined forces training programme) with training and duties within the individual units of the Restorative Division. The key focus of the training programme will be:

1. Participation in consultant led new patient clinics where a range of patients referred by general dental practitioners and other providers are seen and a diagnosis and treatment plan provided.
2. Treatment of patients involving a range of care with varying complexity including multidisciplinary involvement in an outpatient setting under local anaesthesia, sedation and general anaesthesia.
3. Emergency management of patients undergoing treatment at the Eastman.
4. Attendance at joint clinics and provision of care to patients taken from these clinics
5. Attendance at outreach clinics held at Watford, Chase Farm and Luton.
6. Planning and restorative management of patients diagnosed with head and neck cancer
7. Management of patients with other acquired and congenital disorders
8. The trainee will be expected to undertake research in a subject of his/her choice within the broad field of restorative dentistry. The publication of such research and of other articles is encouraged and expected.
9. He/she will also be encouraged and expected to take part in audit at both departmental and hospital level.
10. Participate in training of DCPs when and if appropriate

Over and above this the trainee should be aware of and will be expected to:
1. Perform against the trusts guidelines for patient care including the maintenance of satisfactory clinical records, dealing with complaints, ensuring that the appropriate pathways for recording patient attendances are followed and maintained
2. Ensure that all patients seen are reported on the Trust Electronic Patient Management System
3. All guidelines for correspondence including discharge to the referring practitioner and patient is undertaken within accepted time frames
4. Ensure that all patients allocated to them are under a named consultant
5. Ensure that a portfolio of patients treated and other activities is maintained and kept up to date.

The trainee will occasionally have to perform duties in unforeseen circumstances at the request of the appropriate consultants. This training programme will be closely monitored alongside the trainee’s progress and trainees will be expected to maintain an up to date Log diary which will be used for monitoring the trainee’s progress throughout the course of the training. Assessments and appraisals led by Educational Supervisors are held regularly to help the trainee in their development. The Specialty Registrar will be expected to take part in the various assessments, including the ARCP, arranged by the Postgraduate Deany.

The job description is a reflection of the current situation and will be reviewed regularly in discussion with the post-holder depending on the needs of the trainee in line with the Hospital/Institute and Units goals.

**Provisional timetable**

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<th>Fri</th>
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<tr>
<td>AM</td>
<td>Pt treatment (Major rotation/MDT)</td>
<td>Consultant Clinic (Major Rotation)</td>
<td>Pt treatment (Major rotation/Outreach)</td>
<td>Pt treatment (Other restorative areas &amp; MDT)</td>
</tr>
<tr>
<td>PM</td>
<td>Study</td>
<td>Admin</td>
<td>Didactic session</td>
<td>Pt treatment (Other restorative areas/Outreach)</td>
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The timetable is reviewed with the trainee at mid-rotation and at the end-of-rotation appraisals and customised to reflect the training requirements of the post-holder.

**On Call Rota**

There is no on call commitment with this appointment.

**Clinical Governance, and other duties and obligations**

Clinical governance is assuming an ever greater importance within the NHS, and within the Division and Trust. All staff are expected to contribute to the development of governance in its widest sense.

The new post-holder will have an overriding duty of care to patients, and are expected to comply with best practice standards and Trust policies for patient and personal safety. This includes in particular a requirement for compliance with Trust policies on hand hygiene, IV
line insertion, taking blood cultures, and other policies for the prevention of healthcare-associated infection (HCAI).

In line with HSC 2003/11 it is UCLH Trust policy that clinicians who wish to introduce an interventional procedure that the clinician has not performed before or the clinician has only performed outside the NHS, must seek approval from their Divisional and Medical Directors. The intention to introduce the procedure must then be notified to the Clinical Effectiveness Steering Group. The committee will require assurance that the Divisional Clinical Director has reviewed the safety and efficacy of the procedure if it is not subject to NICE guidance, and that the Lead Clinician has discussed any equipment or staff training issues associated with it with the relevant general manager(s). If the proposed interventional procedure does not appear on the NICE website, the clinician should register it with the Interventional Procedure Programme on the NICE website. The Clinical Effectiveness Coordinator in the Governance department is available to help and advise clinicians wishing to introduce a new procedure and can be contacted on 08451 555 000 ext.3411.

**Administrative and secretarial support**

The post-holder will be supported by reception staff (1.6) and will also have appropriate secretarial duties. The appointee will have a shared office and a PC. He/she will also have access to the Information Centre, which is equipped with state of the art computing.

### 5. Terms and Conditions of Employment

The Trust is entitled at any time to deduct from the post-holder’s salary, or any other monies payable to the post-holder by the Trust, any overpayment of salary or wages, under-deduction of charges, over-payment of holiday entitlement or any other sum which the post-holder may owe to the Trust and, if this is insufficient, the Trust may require payment of the balance.

The Workforce Directorate is responsible for ensuring that the Trust complies with its legal obligation, which includes any prohibition on offering an appointment, and with any requirements stipulated by regulatory bodies. It is essential that staff and patients are confident that every worker has been checked to ensure the Trust has confirmed his/her:

- Identity
- Criminal record (where applicable)
- Essential qualifications
- Professional registration
- References
- Occupational health clearance
- Eligibility to work in the UK (work permit/visa)

**Clinical Governance**

The post-holder will comply with the Trust’s clinical governance requirements and participate in related initiatives where appropriate. This will include participating in clinical audit and review of outcomes, working towards achievement of national and local performance management targets, complying with risk management policies, and participating in the consultant appraisal process.

The post-holder will also be responsible for maintaining satisfactory patient notes and, when relevant, for entering data onto a computer database in accordance with the rules and regulations of the Data Protection Act.
Confidentiality
All employees and honorary appointees are required to exercise discretion and maintain confidentiality at all times.

Conflict of Interest
All applicants to any post within the Trust are required to declare any involvement directly with any firm, company or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or, if discovered (after appointment) that such information has been withheld, this may lead to dismissal.

Criminal Record
In view of the nature of the work this post is exempt from the provision of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption order 1975). Applicants therefore must disclose information regarding convictions including those which for other purposes are “spent” under the provisions of the Act. You are, therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent” under this Action and any cautions. In the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.

The Trust will check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making the decision the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust’s published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light. If you would like to discuss what effect any conviction you have might have on your application, in confidence, for advice, please contact a Senior Officer in the Workforce Team.

Data Protection
In accordance with the Data Protection Act (1998), the Trust is authorised, if required to do so, to obtain, process and/or use information held on a computer in a fair and lawful way. The Trust is authorised to hold data only for the specific registered purpose and not to use or disclose it in anyway incompatible with such purpose. It is further authorised to disclose data only to authorised organisations as instructed.

Equality and Diversity
To comply with the Trust’s Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times.

Health and Safety
Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
**Hepatitis B**
All employees who perform “exposure prone procedures” should be immunised against Hepatitis B. Antibody response should be checked on a regular basis. If successful in being appointed to a post, all employees MUST report to the Occupational Health Department within two weeks of starting in post. Failure to comply with this, or the new regulations pertaining to Hepatitis B, may result in an employee being suspended from duty. For further information, either contact the HR Department or the Occupational Health Department. All matters discussed will remain confidential.

**Insurance Policy**
The trust accepts no responsibility for damage to or loss of personal property with the exception of small valuables handed to their officials for safe custody. Staff are therefore recommended to take out an insurance policy to cover personal property.

**Ionising Radiation Use**
Under the Ionising Radiation (Medical Exposure) Regulations 2000 the Trust is obliged to maintain a register of all persons entitled to act as “Practitioners” or “Operators” (i.e. to justify or to carry out a medical exposure) and to keep records of their training.

If your post includes the responsibilities of either “Practitioner” or “Operator” as defined by these regulations you must provide the Trust with evidence of training. This should include evidence of completion of an approved training course plus details of practical experience.

Please note that if, during the course of your duties, you refer a person for a medical exposure you are obliged to provide sufficient relevant clinical information to the Practitioner to justify the use of Ionising radiation. You are expected to follow any guidelines for such referrals, which the Trust provides.

**Job Sharing**
UCLH has a job sharing policy under which all posts are open to job sharing, with or without a job share partner.

**No Smoking**
UCLH operates a “No Smoking Policy” which does not allow smoking at work, in trust buildings, entrances or grounds. Smoking is a Health and Safety issue, and all staff have a responsibility to ensure that smoking does not occur in public areas or entrances and to be aware of, not only health risks, but also the risks of unnecessary fire alarm activation. The Trust has a comprehensive staff support programme for staff who wish to give up smoking. For more information, contact the stop smoking services Manager.

**Public Transport and Car Parking**
Car Parking facilities at the Trust are limited. The current car parking policy and permit allocation policy has recently been revised and permit applications should be directed to the Head of Staff Services.

**Recruitment & Selection**
All employees who are responsible for recruiting new staff are required to have completed recruitment and selection training before they can be involved in any recruitment process.

**Residential Criteria**
It is considered acceptable for new employees to commute a distance of approximately 25 miles to the hospital unless there are exceptional circumstances or job requirements that prevent this. Trust staff must be able to contact a consultant by telephone.
**Service Commitment**
UCLH expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times and to adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times.

**Staff Involvement**
The Trust is committed to involving staff at all levels to improve patient services and working lives. The Trust continually strives to improve internal communication systems and encourage staff involvement in organisational and service developments – including business planning – to enable staff to influence discussions which affect them and their working conditions.

**Staff Nursery/Crèche**
UCLH has childcare provision at three nurseries for employees. The nurseries are based in the following areas:
- The Mousehole nursery (23 Devonshire St.)
- The Fig Tree (4 St. Pancras Way)

Places at these nurseries are available for babies and children aged 4 months – 5 years. If a place is not immediately available, names will be placed on a central waiting list.

**NHS Pension scheme**
The post-holder will be entitled to join or remain in the NHS Superannuation Scheme, which provides:

- A pension and a tax free lump sum on retirement
- Life assurance cover
- Voluntary early retirement benefits
- Ill-health retirement benefits
- Redundancy benefits
- Family benefits
- Options to increase benefits

All pension benefits are based on salary and length of membership of the Scheme. Contribution rates for members vary according to their level of pensionable pay. Contribution rates for an individual on the consultant contract would currently start at 9.9%, but the real cost is lower because of the tax relief on contributions and the lower rate of National Insurance contributions paid as members opt out of the State Earnings Related Pension Scheme. Further details are available from the NHS Pensions Agency website, accessible via http://www.nhsbsa.nhs.uk/pensions

The Trust does not make contributions to personal pension plans for those who opt out of the above scheme.