



**CARDIFF AND VALE NHS TRUST
CONSULTANT IN
AUDIOLOGICAL MEDICINE**

Job Description

CARDIFF AND VALE NHS TRUST

JOB DESCRIPTION

CONSULTANT IN AUDIOLOGICAL MEDICINE

1. THE JOB ITSELF

Title: Consultant Audiological Physician

Base Hospital: University Hospital of Wales

Other Hospitals at which duties are performed:

Occasional visits to other hospitals may be required at the request of the clinicians.

In view of the fact that the Trust is currently undertaking a review of its services and the locations at which they are undertaken, it is important to be aware that work patterns may change and the place(s) of duties modified.

1.1 Names of Senior and Consultant members of the Department

Mr Gareth Williams Consultant ENT Surgeon (Clinical Director)
Mr Alun Tomkinson Consultant ENT Surgeon
Mr Geoffrey Shone Consultant ENT Surgeon
Mr Stuart Quine Consultant ENT Surgeon
Mr Graham Roblin Consultant ENT Surgeon

1.2 Other Medical Staff in the Department

6 Specialist Registrars
4 Senior House Officers
2 House Officers
3 Nurse Practitioners (includes 1 paediatric)

The review of services and the implementation of Government initiatives may result in revision to junior staffing levels and support.

1.3 Other Relevant Staff

Jackie Harding Audiological Scientist
Wendy Rabaiotti Senior Audiologist Operational Manager
Sally Howells Directorate Manager Head and Neck Services

1.4 Secretarial Support and Accommodation

Secretarial support and office accommodation will be provided for the post holder.

2. WORK OF THE DEPARTMENT

The Department of Audiological Medicine was established at the University Hospital of Wales in 1985 when the first Professor was appointed.

The Department serves the local population of approximately 500,000 and in addition provides tertiary services for the whole of South Wales. The Department is headed by a single consultant with the assistance of 1 WTE Specialist Registrar and 0.2 WTE Associate Specialist.

The service is supported by a team consisting of an audiological scientist, audiological technicians and hearing therapists. The Department has two nurse practitioners and works closely with ENT.

As well as treating common conditions affecting hearing and balance the service provides treatment for more complex and difficult cases. It has close links with neurology and runs a regular joint neuro-otology with a consultant neurologist.

The postholder will also head the adult and paediatric cochlear team, the joint clinic being run by audiological medicine and ENT on a regular basis. The bone anchored hearing aid service and adult cochlear implant programme being based primarily in the Department. Paediatric services include the diagnosis, treatment and rehabilitation of congenital deafness.

The Department also supports the Newborn Hearing Screening providing the confirmatory and follow-up auditory tests. A weekly paediatric clinic provides specialist links with local health, educational and social services.

3. MAIN DUTIES AND RESPONSIBILITIES

3.1 Clinical

- 3.1.1 You will provide with consultant colleagues (as appropriate) a service in the speciality to the hospitals so designated, with responsibility for the prevention, diagnosis and treatment of illness.
- 3.1.2 You will have continuing responsibility for the care of patients in your charge in liaison with consultant colleagues and for the proper functioning of the department in line with the Operational Policy and Strategic Plan (as amended from time to time).
- 3.1.3 You will be responsible for the professional supervision and management of junior medical/dental staff. If appropriate the post holder will be named in the contracts of junior staff as the person responsible for overseeing their training and as an initial source of advice to such doctors regarding their careers.
- 3.1.4 You will be required to participate in continuing medical education in ways which are acceptable to the Chief Executive.
- 3.1.5 You will be required to participate in and contribute to Clinical Audit in line with the Trust's policy on the implementation of Clinical Governance.
- 3.1.6 Domiciliary consultations - as appropriate to Bro Taf residents in accordance with the Trust Policy.

3.1.7 Any other duties with other agencies that have been agreed with the employing Trust (e.g. Prison Service).

3.2 Teaching

3.2.1 You will be responsible for carrying out teaching, examination and accreditation duties as required and for contributing to and participating in postgraduate and continuing medical education activity and audit activities, locally and nationally.

3.2.2 All consultants teach and train at all levels of undergraduate and postgraduate education. There is a very active postgraduate training department, which organises medical and dental education led by the Dean of Postgraduate Medical and Dental Education, at Cardiff University's College of Medicine.

3.2.3 It is anticipated that an Honorary Clinical Teacher appointment will be offered to the successful candidate by Cardiff University.

3.3 Research

3.3.1 The successful candidate will be encouraged to participate fully in current research projects and to initiate projects of his/her own. Excellent research facilities are available on site and present research topics include outcome measures in Cochlear implantation. Genetic aspects of age-related hearing impairment and psychosocial aspects of genetic hearing impairment.

3.4 Management

3.4.1 You will be required to co-operate with local management in the efficient running of services and expected to share with consultant colleagues in the medical contribution to management. In addition it should be noted that a system of Clinical Directorship is in operation and close liaison with appropriate colleagues will be required.

3.4.2 You will be required to work within the financial and other restraints decided upon by the Trust. Additional expenses of any kind will not be committed without the approval of the appropriate manager/budget holder.

3.4.3 Subject to the Terms and Conditions of Service you will be expected to observe policies and procedures of the Trust, drawn up in consultation with the profession where they involve clinical matters.

3.4.4 You will be expected to pursue local and national employment and personnel policies and procedures in the management of employees of the Trust.

3.4.5 You will be required to ensure that arrangements are in place for adequate medical/dental staff to be available in relation to the treatment and care of patients.

4. PROVISIONAL WORK PROGRAMME

(as required under paragraph 30A of the Terms and Conditions of Service)

4.1 PROPOSED WEEKLY TIMETABLE OF PROGRAMMED DUTIES (i.e. regular scheduled NHS activities in accordance with the criteria detailed under the Amendment of the National Consultant Contract in Wales). The duties described here are provisional and will be the subject of annual review and will form a composite part of the JOB PLAN which will be agreed between the post holder and the Chief Executive or a nominated deputy.

		Sessions	Hours	Hospital / Location	Type of work
Monday	AM				
	PM				
Tuesday	AM	one	3.75	UHW	Tinnitus clinic
	PM	one	3.75	UHW	Hearing Aid Rehabilitation clinic
Wednesday	AM			UHW	Joint Neuro-otology Clinic 1x monthly. Adolescent clinic 2 x monthly. Intellectual Disability clinic 1 x monthly
	PM	one	3.75	UHW	
Thursday	AM	one	3.75	UHW	Neuro-otology clinic
	PM	one	3.75	UHW	Audiological Rehabilitation clinic
Friday	AM	One	3.75	UHW	Adolescent & Adult Audiological Medicine
	PM				
Weekend				none	
On-call				No on-call commitment	

Notes:

A full-time work programme will typically comprise seven sessions of direct clinical care and three sessions of supporting professional activities. A full session is normally between three and four hours duration.

Direct clinical care covers:-

- Outpatient clinics
- Clinical diagnostic work
- Other patient treatment
- Public health duties
- Multi-disciplinary meetings about direct patient care
- Administration directly related to patient care e.g. referrals, notes etc.

Supporting professional activities covers:-

- Training
- Continuing professional development
- Teaching
- Audit
- Job planning
- Appraisal
- Research
- Clinical management
- Local clinical governance activities

5. REVIEW OF THIS JOB DESCRIPTION IN RELATION TO JOB PLANS

This job description will form a composite part of a Job Plan which will include your main duties, responsibilities and expected outcomes. The Job Plan will be agreed on an annual basis between you and your Clinical Director and confirmed by the Service Group General Manager. In cases where it is not possible to agree a Job Plan, either initially or at an annual review, the appeal mechanism will be as laid out in the Amendment of the National Contract in Wales.

Annual job plan reviews will also be supported by the Consultant appraisal system which reviews a Consultant's work and performance and identifies development needs as subsequently reflected in a personal development plan.

6. MAIN CONDITIONS OF SERVICE

- 6.1** This post is covered by the National Health Service Terms and Conditions of Service for Hospital Medical and Dental Staff (Wales) and General Whitley Council Conditions of

Service and the Amendment of the National Consultant Contract in Wales. Details of these may be obtained from the Medical/Dental Personnel Department.

- 6.2** The post is pensionable unless the appointee opts out of the scheme or is ineligible to join. Remuneration will be subject to deduction of pension contributions in accordance with the Department of Health regulations.
- 6.3** The post holder will be managerially accountable to the Clinical Director and professionally accountable to the Medical Director.
- 6.4** Candidates 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, in consultation with consultant colleagues and the Medical Director.
- 6.5** The salary applicable is on the Consultant pay scale (Wales) and will be specified in the contract. (See also paras 6.11 and 6.17).
- 6.6** The consultant appointed will be required to live in a location which is within reasonable travelling time from the place of work as agreed with the Clinical Director.
- 6.7** The post holder is required to travel as necessary between hospitals / clinics. A planned and cost effective approach is expected.
- 6.8** The post holder is required to comply with the appropriate Health and Safety Policies as may be in force.
- 6.9** Reimbursement of removal and associated expenses will be in accordance with the Trust Policy.
- 6.10** The consultant will be required to maintain his/her private residence in contact with the public telephone service. Assistance can be given with the cost of installation and rental charges.
- 6.11** There must be no conflict of interest between NHS work and private work. All Consultants undertaking private practice must therefore demonstrate that they are fulfilling their NHS commitments.
- 6.12** You must provide us with evidence which is acceptable to the Occupational Health Department, that you are not a carrier of Hepatitis B. This would normally be a pathology report from a laboratory in the UK or alternatively a report from another NHS Occupational Health Department within the UK. It will not be possible to confirm this appointment unless this condition is met. Before starting work you may therefore need to attend the Occupational Health Department for assessment. If this is not possible, then you must attend on the day you start work.
- 6.13** The Trust will require the successful candidate to have and maintain full registration with the General Medical Council / General Dental Council.
- 6.14** As you will only be indemnified for duties undertaken on behalf of the Cardiff and Vale NHS Trust, you are strongly advised to ensure that you have appropriate Professional Defence Organisation Cover for duties outside the scope of the Trust, and for private activity within the Trust.

- 6.15 The Consultant appointed will be required to possess an appropriate certificate of Specialist Training.
- 6.16 So far as is practicable the consultant appointed will be expected to provide cover for annual and study leave of consultant colleagues.
- 6.17 When first appointed, the Trust has discretion to fix the starting salary at any of the two next incremental points above the minimum of the scale by reasons of age, special experience, service in HM Forces or in a developing country, and qualifications.

6.18 The Ionising Radiation (Medical Exposure) Regulations 2000

The Ionising Radiation (Medical Exposure) Regulations 2000 impose a legal responsibility on Trusts for all staff who refer patients for medical radiation exposures such as diagnostic x-rays to supply sufficient data to enable those considering the request to decide whether the procedure is justified.

6.19 Disclosure of Criminal Background of Those with Access to Patients

It is the policy of the Trust that in accordance with the appropriate legislation, pre-employment Disclosure Checks are undertaken on all newly appointed Doctors and Dentists. The Criminal Records Bureau is authorised to disclose in confidence to the Trust details of any criminal record including unspent and spent convictions, cautions, reprimands and final warnings.

Applicants being considered for this post must provide this information on the application form before they can be considered.

Any information disclosed will be treated in the strictest confidence and all circumstances will be taken into account before any decision is reached. The successful applicant will be required to complete a CRB Disclosure Check application form and to provide the appropriate documentation. Applicants should be aware that a refusal to comply with this procedure may prevent further consideration for the post.

7. GENERAL INFORMATION FOR APPLICANTS

- 7.1 Applicants who are related to any member or senior office holder of the Cardiff and Vale NHS Trust should clearly indicate in their application the name of the member or officer to whom related, and indicate the nature of the relationship. A candidate deliberately concealing such a relationship would be disqualified.
- 7.2 Candidates are asked to note that canvassing of any member of the Advisory Appointments Committee or the Employing Trust will disqualify them. This should, however, not deter candidates from approaching any person for further information about the post.
- 7.3 Any offer of appointment will be subject to the receipt of three satisfactory references.
- 7.4 The nature of the work of this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of the Offenders Act 1974 (Exemption Order 1975). Applicants 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 Trust. Any information given will be completely confidential and

will be considered only in relation to an application for positions to which the Order applies.

- 7.5** Travelling expenses will be reimbursed for only one pre-interview visit, and only then to those candidates selected for interview. Shortlisted candidates who visit the District on a second occasion, say on the evening prior to interview, or at the specific request of management, will be granted travel and appropriate subsistence expenses on that occasion also. In the case of candidates travelling from abroad, travelling expenses are payable only from the point of entry to the United Kingdom.

8. DATE WHEN POST VACANT

On retirement of the current postholder in September 2005

9. DETAILS FOR VISITING

Candidates who may wish to see the Department(s) involved are invited to contact:-

Mr Gareth Williams ENT Surgeon Clinical Director (Head and Neck Services)

Shortlisted candidates are also encouraged to contact :-

Mrs Alison Davies, General Manager (Surgical Services), University Hospital Of Wales
(029) 20745258 and any other senior official deemed appropriate.

CARDIFF AND VALE NHS TRUST

**PERSON SPECIFICATION FORM FOR
CONSULTANT IN AUDIOLOGICAL MEDICINE**

REQUIREMENTS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Full GMC/GDC Registration ➤ On Specialist Register for specialty / Specialist Registrar with CCST due within 3 months of interview date 	
EXPERIENCE	<ul style="list-style-type: none"> ➤ 	<ul style="list-style-type: none"> ➤
ABILITY	<ul style="list-style-type: none"> ➤ Commitment to team approach and multi-disciplinary working ➤ Counselling and communication skills 	<ul style="list-style-type: none"> ➤ Computing skills
AUDIT	<ul style="list-style-type: none"> ➤ Evidence of participation in clinical audit and understanding role of audit in improving medical practice ➤ Understanding of clinical risk management and clinical governance 	
RESEARCH	<ul style="list-style-type: none"> ➤ Active research interests 	<ul style="list-style-type: none"> ➤ Evidence of initiating, progressing and concluding research projects with publication
MANAGEMENT	<ul style="list-style-type: none"> ➤ Commitment to participating in and understanding of the management process 	<ul style="list-style-type: none"> ➤ Evidence of management training
TEACHING	<ul style="list-style-type: none"> ➤ Evidence of teaching medical/dental students and junior doctors/dentists 	<ul style="list-style-type: none"> ➤ Organisation of (undergraduate and/or postgraduate) teaching programmes
PERSONAL QUALITIES	<ul style="list-style-type: none"> ➤ Evidence of ability to work both in a team and alone ➤ Flexible approach 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> ➤ Satisfactory Immigration Status ➤ Satisfactory Health Clearance ➤ Satisfactory Disclosure Check 	