

# WORKING FOR NHS DUMFRIES AND GALLOWAY



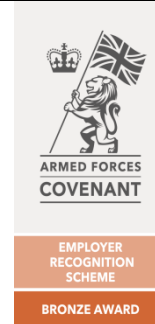
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## Section 1: Job Description

**Workforce Directorate**  
**Human Resources**  
**Recruitment Team**  
2<sup>nd</sup> Floor North, Mountainhall, DG1 4AP  
Email: dg.applications@nhs.net



### **JOB DESCRIPTION for the following vacancy:**

VACANCY REF No: **19.1090 (012898)**

VACANCY **Consultant Urologist**  
**Dumfries and Galloway Royal Infirmary**

SALARY: **£82,699 - £109,849**

HOURS: **Full Time 40 hpw**  
**Permanent**

**JOB PACK PENDING EXTERNAL ADVISOR APPROVAL**

### **JOB PURPOSE / ADVERT FOR POSITION INCLUDING ANY ADDITIONAL DETAILS:**

NHS Dumfries and Galloway are wish to appoint two dynamic Consultants to join the Urology Team based at Dumfries and Galloway Royal Infirmary. The main aspects of the role will include:

- Provision of outpatient, inpatient, day case and diagnostic services
- Provision of emergency services in-hours and the option to join the regional on-call aligned to NHS Ayrshire and Arran
- Clinical audit
- Weekly multi-disciplinary meetings

Junior medical support is provided by the Foundation Doctors within the surgical disciplines

The General Manager for the Acute Directorate is Carole Morton and the successful post holder will be managerially accountable to this person

The Clinical Director for General Surgical Division, including the Urology Department, is Miss Maria Bews-Hair and the successful post holder will be clinically accountable to this person.

## THE UROLOGY DEPARTMENT

The Department, providing a core elective and emergency urology service to the Dumfries & Galloway region, is based at Dumfries & Galloway Royal Infirmary. Out-patient and cystoscopy services are also provided at the Galloway Community Hospital in Stranraer. The department is supported by General Surgical colleagues, and junior staff.

The Department has close links with the renal physicians who manage the Renal Dialysis Unit within Mountainhall Treatment Centre, Dumfries.

The Department is part of the “managed clinical network” for cancer services for the South East of Scotland. As such, the oncology services are supported by the cancer facilities in Edinburgh.

At present, emergency admissions are accepted via the General Surgical team and the local on-site Urology team will be consulted when a Urology issue confirmed. There is an SLA in-situ with NHS Ayrshire and Arran for appropriate transfer of Urological emergencies out of hours.

### Wards

There are two main surgical Wards (*B3 & D9*), with urology admissions mainly to Ward B3. There are also dedicated Day Surgery and 23 Hour Units.

### Demand

The Urology department receives a high number of referrals per year (see the table below) and as such we are working on a range of improvements in order to manage demand effectively. The department is currently reviewing patient pathways in relation to cancer care, cystoscopy and routine out-patient follow up.

<b>Required Urology Input</b>	<b>Activity per year</b>
New Patients	1947
Return Patients (doctor led)	4178
Return patients (other clinic types)	1719
Cystoscopy	1834
Other Surgical Procedures	585

## THE DUTIES OF THE POST

The consultant job plan is flexible and open to negotiation on appointment. The job plan will be offered on a 10 PA contract (the balance between direct clinical care and supporting professional activities will be discussed and agreed between the Board and the successful applicant).

Discussion on the job plan will include the provision of:

- Theatre sessions
- Outpatient clinics
- Cystoscopy sessions
- Attendance at MDT
- Ward round/Clinical admin
- SPA

Clinical commitments are flexible to cover essential services during colleagues' leave. The final job plan will be agreed with the successful candidate on appointment.

The post-holder will be expected to take part in the supervision and training of medical students, junior medical and other professional staff and clinical audit.

## **General Provisions**

- The successful candidate is required to work within the local management structure and co-operate with other professional colleagues to ensure the efficient running of the service and will take part, with other consultant colleagues in the medical contribution to management.
- Subject to the provision of terms and conditions of service, the postholder is required to observe the organisation's agreed Policies and Procedures, drawn up in consultation with the profession on clinical matters, and to follow the Standing Orders and Financial Instructions of the organisation.
- The postholder is required to ensure that there are adequate arrangements in place for hospital staff involved in the care of patients for contacting him/her when necessary.
- The postholder is required to comply with the Organisation's and the Department's Standing Operating Procedures including Health and Safety Policies.
- The post-holder will be professionally accountable to the Clinical Director.
- The post-holder will be managerially responsible to the General Manager.

## **Travel**

Any travel allocation will be included within the Total Programmed Activities and will be determined by the location at which Direct Clinical Care and Supporting Professional activities are carried out.

## **Research**

Research is encouraged and supported by an active Research and Development Committee. The appointee will be encouraged to develop research interests associated with their specialist interest.

## **Administration**

This activity covers the management of individual patients including out patient administration, results reporting, letters/phone calls to patients, carers, GPs and members of the wider multidisciplinary team involved in the patients care.

## **On call arrangements**

The post holder will join a 1 in 2 On-Call Rota which operates from Monday morning (8 am) until Friday evening (5 pm).

## **Supporting Professional Activities**

SPA time is intended for such activities as revalidation, appraisal, personal audit, and professional development (occurring outwith the 30 days of study leave entitlement in any three year period). Time permitting, it may also cover minimal teaching, training and non-clinical administration. SPA allocation will require to be evidenced as being mutually beneficial and required by the department. Adjustment to the programme to incorporate any additional SPAs will require other activities to be reviewed to accommodate any increase as necessary. It will be requested that SPAs are delivered at the normal place of work, unless there are mutual advantages to it being performed elsewhere. A prospective job plan is included above as an indication. The successful applicant will have the opportunity to discuss and negotiate the actual job plan with the Clinical Director/Acute Services Medical Director and the General Manager on appointment and it is anticipated that this will be reviewed in a reasonable period following appointment. When timetabled activities are cancelled it is anticipated that the successful applicant will be available to fulfil other service commitments. The exact timing and location of SPAs, and flexibility around these, will be agreed during this meeting with the Clinical Director/Associate Medical Director and the General Manager.

**Private Practice**

If the postholder wishes to undertake any private practice, he/she is obliged to inform his/her employer at the time of appointment of his/her intention to do so. This should be submitted in writing to the Medical Director.

The postholder shall be free to undertake private practice without approval provided such work is undertaken outside the time agreed in the job plan for programmed activities and is in accordance with the national terms and conditions to service. (Refer Section 6 of the New Consultant Contract).

**Annual Appraisal and Job Planning**

You shall also be required to participate in annual appraisal. Job planning is linked closely with, but is separate to, the agreed appraisal scheme for consultants. The job plan review will take into account the outcome of the appraisal discussion and reflect the agreed personal development plan.

This post will require the successful applicant to obtain Non Disclosure Criminal Conviction Declaration / Standard Disclosure / PVG Clearance.

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## Section 2: Person Specification

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications and Specialist Skills</b>	<p>Primary Medical Qualification.</p> <p>GMC Registered with Licence to Practice</p> <p>Entry onto the GMC Specialist Register (within 6 months from the date of the AAC).</p> <p>Appropriate Royal College Membership</p>	
<b>Eligibility</b>	Eligibility to Work in the UK	
<b>Clinical Experience</b>	CCT or within 6 months of certificate <i>or</i> experience as established Consultant	Experience of ensuring patient safety & person centred approach.
<b>Management Experience</b>	<p>Organisational awareness</p> <p>Ability to make decisions</p> <p>Apply knowledge and evidence</p> <p>Ability to improve services through change</p>	<p>Evaluate impact</p> <p>Identifying context for change</p> <p>Encouraging improvement and innovation</p> <p>Experience of planning, managing resources &amp; people</p>
<b>Teaching</b>	Experience of Teaching and training Undergraduate/ Postgraduate and Junior Medical Staff	<p>Attendance at courses to develop teaching skills.</p> <p>Postgraduate qualification in medical education.</p>
<b>Research</b>	<p>Evidence of involvement in and understanding of research methodology and publication of findings.</p> <p>Research/critical review of literature.</p> <p>Publications in the last five years.</p>	Higher degree.
<b>Audit</b>	Evidence of participation in audit.	<p>Evidence of having changed practice as a result of audit.</p> <p>Evidence of having revisited the audit to assess improvement.</p>
<b>Personal Attributes</b>	<p>Alignment with the Board's Core &amp; Professional Behaviours (as outlined on page 14).</p> <p>Flexible approach to service delivery and committed approach to development.</p> <p>Committed to share in professional, managerial and teaching responsibilities necessary to fulfil the obligations of the Directorate to the Board and its workforce.</p>	

<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
	<p>A commitment to personal / unit CPD.</p> <p>Ability and willingness to work the on-call rota.</p> <p>Ability and willingness to work a more flexible pattern of working in the future if required, including evening and weekend work.</p>	

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## Section 3: How to Arrange a Visit & Guidance on completing the NHS Application Form

### **How to Visit**

If you would like to visit the Department please contact our Medical Staffing Team on 01387 272782 or by e-mail to [dumf-uhb.medicaldentaladmin@nhs.net](mailto:dumf-uhb.medicaldentaladmin@nhs.net) who will be more than happy to make arrangements for you.

**All personal data processed by NHS Dumfries and Galloway for the purpose of recruitment is performed in line with our Data Protection Notice. This is available from:**

[http://www.nhsdg.scot.nhs.uk/Departments\\_and\\_Services/Data\\_Protection\\_Notices](http://www.nhsdg.scot.nhs.uk/Departments_and_Services/Data_Protection_Notices)

### **General guidance on completing the NHS Application Form**

If you are using a paper copy version of our application form, please use black ink and write clearly in BLOCK CAPITALS. This makes the form much easier to read and clearer when we process this.

The job reference number can be copied from the job advert as can the job location.

We will insert the candidate number once you have returned the form to our office.

The people who look through your completed form (short listing team) to see if you have the skills and abilities needed for the job, will only see 'Part C' of your application. They will only see your candidate ID number and all personal details will be anonymous.

Please fill in all sections of the application form. If some parts are not relevant, write 'not applicable' or 'N/A' in that space. If you need more space to complete any section, please feel free to use extra sheets of paper. Please do not put your name or any identifying information on this as this also needs to remain anonymous. Please secure this to the relevant section, where we will add a candidate number to this once received.

### **Personal Details section**

This gives us your contact details such as name and address. Under 'title' you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer.

We may need to contact you at some time throughout the recruitment process. Please let us know the most suitable method of contacting you, for example a text message, email or phone call and, the most convenient time.

Applications from candidates who require a Tier 2 Certificate of Sponsorship (formerly Work Permit) will only be considered if no suitable UK or EEA national is identified for this post. For further information on the UK Border Agency's new Points Based System which now governs the way individuals from outside the EEA can work in the UK please visit [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk) or telephone 0870 606 7766 for more information. NHS Dumfries and Galloway will not provide maintenance in relation to Visa applications.

## **Declarations**

You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified. If in doubt please email us at [dumf-uhb.medicaldentaladmin@nhs.net](mailto:dumf-uhb.medicaldentaladmin@nhs.net)

Please note that having a conviction will not automatically disqualify you from securing employment with the Board. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction you may be managed through a conduct process where the outcome may be a warning up to and including dismissal.

Remember to read, consider and sign the declaration at the bottom of page 3.

## **Qualifications section**

When completing your application you should give full details of your qualifications, training and experience. This must include a full employment history, detailing any gaps within your employment history.

## **Employment History section**

This is where you provide information on all the jobs you have done previously.

Please provide an explanation for any gaps in employment history.

Remember that if a job you have done in the past supports or is similar to the job you are applying for, please tell us more about it in your 'support of application' statement on page 6 of the application form – use a separate sheet if you require more space.

## **References section**

Please provide the names and addresses of two referees, including **your two most recent employers** and covering **at least 3 years'** previous employment (where applicable).

Your referees **will not** be contacted unless you are the 'preferred candidate' after interview. The preferred candidate is someone who is the preferred choice for the job, subject to satisfactory pre employment checks.

## **Driving Licence**

You only need to complete this if the job for which you are applying requires you to drive. Please check the job description / person specification. For example, some jobs with the Transport Dept may require you to be able to drive class C1 and D1 vehicles.

## **Statement in support of your application**

This is one of the most important parts of the form. In here you say why it is you want this job, and can list all your skills and abilities that you think help to match up you against the 'person specification'.

## **Where did you see the advert section**

Please advise where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is.

## **Equal opportunities monitoring**

Please note that all details provided on this section (Part D) will remain totally anonymous. It will be detached from the rest of the form as soon as we receive it and remain anonymous.

We want to ensure that there are no barriers to joining our workforce. As an employer, NHSScotland aims to be fully inclusive. One way we can ensure this is to analyse all the data provided in this section and ensure that job opportunities are being accessed by as wide a community as possible.

We do prefer to receive email applications to [dg.applications@nhs.net](mailto:dg.applications@nhs.net) - however we also accept paper copy applications, please could send your paper application to: Recruitment Team, Human Resources, Mountainhall Treatment Centre, Dumfries DG1 4AP

### **Interview Guarantee Scheme**

NHS Dumfries & Galloway is positive about disabled people and as such we provide job opportunities for disabled people. NHS Dumfries & Galloway operates a Job Interview Guarantee (JIG) which means that if a candidate advises us that they have a disability, and meet the minimum criteria outlined within the Person Specification, they will be guaranteed an interview. Reasonable adjustments will be made for disabled candidates at both the application and selection process stages.

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## WORKING FOR NHS DUMFRIES AND GALLOWAY

### About us

NHS Dumfries and Galloway serves a population of 148,190 within a large geographical area about 2,400 square miles. Dumfries and Galloway stretches from Langholm in the East to Drummorie in the West, and from Kirkconnel and Carsphairn in the North down to Sandyhills on the Solway Coast. The Health Board employs around 4500 staff excluding GPs and Dentists.



### Our Services

We have just moved into our new hospital, as state of the art purpose built facility situated on the Garroch Site, on the western outskirts of the town. This new hospital has 344 single rooms, an emergency care centre, a critical care unit and a new combined theatres complex.

Full information on the NHS Dumfries & Galloway Change Programme can be found on our Change website – <http://www.dg-change.org.uk/>



Our new Dumfries & Galloway Royal Infirmary is the main hospital for the region, providing a wide range of inpatient and outpatient health services.

The Galloway Community Hospital serves Stranraer and the west of the region, is an intermediate unit providing maternity services, and medical & surgical beds, ambulatory care, theatres and renal. There are bedded units within eight cottage hospitals which provide care services such as minor injuries units. Midpark Hospital

provides inpatient facilities for mental health patients.

Find out more about NHS Dumfries & Galloway by visiting our website which is at this web address: [http://www.nhsdq.scot.nhs.uk/Dumfries\\_and\\_Galloway\\_NHS](http://www.nhsdq.scot.nhs.uk/Dumfries_and_Galloway_NHS)

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## ‘Our Region’

The region is home to an abundance of rare wildlife, lush green forests and sandy beaches, many of which form part of the UNESCO Biosphere covering Galloway and Southern Ayrshire. In 2009 the Galloway Forest Park was also unveiled as the UK’s first, and Western Europe’s largest, Dark Sky Park.



The area is the warmest part of Scotland and the undiscovered 200 miles of coastline along the Solway Firth are often referred to as the Scottish Riviera thanks to its secluded rocky coves and quiet beaches.

It is home to fewer than 150,000 warm and welcoming people whose love of getting together to share good times have earned the region its reputation as a happy and friendly place.

In addition to spectacular countryside and outside pursuits Dumfries and Galloway offers you and your family beautiful and affordable housing, schools which perform consistently well in national rankings and easy and convenient commutes for a more relaxed quality of life.

Many of our staff have been drawn to the region by the exceptional career opportunities, plus the improved work life balance and focus on family life are also great attractions.

The region offers all the advantages of life in local towns with friendly and safe neighbourhoods and good quality facilities on your doorstep. In addition, the main city centres are within reach if on occasion you want a little more.

For further information on schools, property and things to do in Dumfries & Galloway please follow the links below:

Schools: <http://www.dumgal.gov.uk/schools>

D&G Solicitors Property Centre: <http://www.dgspc.co.uk/>

Visit Scotland: <https://www.visitscotland.com/destinations-maps/dumfries-galloway/>

Big Burns Supper: <http://bigburnssupper.com/>

7Stanes: <http://www.7stanesmountainbiking.com/>

Spring Fling: <http://www.spring-fling.co.uk/>

Undiscovered Dumfries: <http://www.undiscoveredscotland.co.uk/dumfries/dumfries/>

## Section 5: Main Terms and Conditions of Service

In accordance with the Terms and Conditions of Service for Hospital Medical and Dental Staff (Scotland) employed in the National Health Service, as amended by the Secretary of State for Scotland, and subsequently the Scottish Parliament, from time to time.

<b>Salary:</b>	The current salary applicable to a full time post is <b>£82,699 - £109,849</b> depending on experience, plus banding depending on rota
<b>Leave:</b>	6 weeks annual leave dependant on experience pro rata plus 10 public holidays pro rata. Entitlement to 30 days study leaves over a 3 year period.
<b>Occupational Sick Pay:</b>	During the first year of service – one month full pay (and after completing 4 months service) 2 months half pay During the second year of service – 2 months full pay and 2 months half pay During the third year of service – 4 months full pay and 4 months half pay During the fourth year of service – 5 months full pay and 5 months half pay During the fifth year of service – 5 months full pay and 5 months half pay After completing 5 years of service - 6 months full pay and 6 months half pay
<b>Pension:</b>	You will be automatically enrolled into the NHS Pension scheme (Scottish Public Pension Agency). The benefits of which can be found at <a href="http://www.sppa.gov.uk/">http://www.sppa.gov.uk/</a>
<b>Base:</b>	Your principal place of work is Dumfries and Galloway Royal Infirmary. Other work locations and off site working may be agreed. You may be required to work at any site within your employing organisation, including new sites.
<b>Notice Period:</b>	Three Calendar Months
<b>Hours of Duty:</b>	The post holder will join a 1 in 2 On-Call Rota which operates from Monday morning (8 am) until Friday evening (5 pm).

The full Hospital Medical and Dental Staff (Scotland) Terms & Conditions can be found at: <http://www.msg.scot.nhs.uk/pay/medical>

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## Section 6: Staff Benefits & Further Information

BENEFIT	DESCRIPTION	FURTHER INFORMATION
NHS Credit Union	The Board offers staff the opportunity to manage short/ longer term savings and to offer very competitive rates for personal loans	Further information can be found on: <a href="http://www.nhscreditunion.com">www.nhscreditunion.com</a>
Cycle to Work Scheme	The Board offer staff the opportunity to by a bike through a Salary Sacrifice Scheme	Further information can be found on: <a href="http://www.cyclescheme.co.uk">www.cyclescheme.co.uk</a>
Relocation Expenses	Board Relocation entitlement up to £8,000 in accordance with current policy	Further Information can be gained from the Medical Staffing Department
Accommodation	Single accommodation available for first 12 weeks	Further information can be gained from the Residence Officer

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