

Appointment of
Specialty Doctor including CESR
training
in
EMERGENCY MEDICINE

421-MS-1112C

Harrogate & District NHS Foundation Trust
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SECTION 1 Job Description – General Details

Title:	Specialty Doctor in Emergency Medicine (EM)
Location:	Based at Harrogate & District Hospital, Harrogate
New or Replacement Post:	New
Accountable to:	Consultants in Emergency Medicine
Reports to:	Lead Clinician for Emergency Medicine
Works with:	Other Specialty Doctor colleagues Consultants in Emergency Medicine, trainees in Emergency Medicine, other members of the Multi-disciplinary team, Matron, Clinical Director, Assistant Director and other members of the Emergency Department (ED).
Key tasks:	<ul style="list-style-type: none"> • To work as part of the multi-disciplinary team in order to support and help to provide a comprehensive Emergency Medicine Service within the Trust • Maintenance of the highest clinical standards in the management of patients. • Assisting with teaching, training and assessment of junior staff and medical students, nursing staff and other members of the multi-disciplinary team • To actively participate in both departmental and Trust matters concerning Clinical Governance and audit. • To have responsibility for ensuring active participation in continuing medical education (CME).

Harrogate District Hospital Emergency Department is a small, friendly and dynamic department in a Trust which has a reputation for excellence. The senior medical team have a wide range of special interests including pre-hospital and critical care, trauma, post graduate education and paediatrics. There are also a number of Emergency Nurse Practitioners & advance care practitioners.

Our established CESR training posts have been created specifically to enable doctors with previous experience and interest in Emergency medicine, the opportunity to develop their career through a tailored training programme. This programme tends to run for around 4 years depending on the individuals previous experience, culminating in the requisite skills, experience and portfolio to support application for a Certificate of Eligibility for Specialist Registration (CESR) through the

GMC. The aim would be to ultimately have a career as a fully accredited consultant in Emergency Medicine.

The posts are based at Harrogate and District Hospital and have been designed to give the post holder the opportunity to acquire essential competencies in both emergency medicine and relevant allied specialties (paediatrics, acute medicine, anaesthetics and ITU). The programme will also include a teaching programme which parallels the ACCS curriculum and HST training during weekly teaching sessions, along with self-directed learning during the equivalent of half a day per week. There will also be the opportunity to engage in research and pre-hospital care if this is of interest or relevance to the individual. Each individual will have their training needs assessed and a programme built around that in conjunction with their colleagues training needs. Rotations to other specialties last for 4 months and the rest of the year would be spent refining emergency medicine skills and experience in the emergency department. Support with FRCER is available from colleagues, teaching & consultant input.

The current rota runs with 24 hr cover on a 10 PA basis. There are also likely to be additional weekend sessions to be taken up on a voluntary basis to enhance earnings.

You will be joining a cohesive senior medical team with a wide breadth of teaching experience and backgrounds.

Main Responsibilities

1. Direct Clinical Care

- Facilitate patient assessment, treatment and admission within the Emergency Department.
- Undertake the assessment and management of patients in the review clinic.
- Facilitate patient discharge.
- Liaison with other specialties and agencies including primary care within this process.
- Requesting diagnostic tests (such as X-Ray and laboratory investigations) and taking biological samples, manually and through the Trust's computerised systems.
- Supervise and provide advice, support and instruction to junior staff and nursing staff within the department.
- Undertake a senior role in the hospital Trauma Team and in the resuscitation of seriously ill patients.
- Act in accordance with the policies of the Emergency Department and the Trust and seek advice and assistance from the consultants when necessary.
- Provide medical care for patients on the wards under the care of the Emergency Medicine consultants.
- Ensure accurate and complete documentation is undertaken for all patient records in line with Trust protocols, this includes coding of clinical information.
- Undertake consultations with relatives concerning patients when appropriate, maintaining confidentiality at all times.
- When necessary accompany patients being transferred from ED to other areas, eg. Radiology Department for CT, Intensive Care or exceptionally to other hospitals.
- Communicate effectively with other healthcare professionals in and out of the Trust (eg. specialty teams, GP's about patient care when appropriate).

Supporting Professional Activities

- Participate in and contribute towards the formal and informal training and assessment of colleagues, junior doctors, nurses, nurse practitioners, students and other health care professionals eg. ad hoc training and supervision, tutorials and lectures.
- Maintain an up-to-date record of personal training to satisfy continuous professional development requirements.
- Rotate to different specialities within the Trust according to CESR training needs.
- Actively participate in middle grade teaching programme.
- Assist in Trust clinical risk management requirements and work within the clinical governance framework as agreed with the Trust.
- Undertake and contribute to clinical audit projects.
- Clinical Management duties as delegated by and agreed with the EM consultants.
- Ensure regular appraisal is held with supervising consultant in accordance with Trust policy.
- Undertake mentoring of junior doctors under the guidance of the consultants.
- Maintain ATLS, ALS and paediatric resuscitation provider certification (this can be arranged prior to appointment if necessary).
- Participate in monitoring arrangements for hours of work.
- Deputise from time to time for absent colleagues, and exceptionally, perform additional duties in occasional emergencies and unforeseen circumstances to ensure the safe running of the Department.

SECTION 2 Person Specification Specialty Doctor, Emergency Medicine

Entry Criteria	Essential	Desirable
Qualifications	MBBS or equivalent medical qualification	ATLS and ALS provider status APLS or equivalent provider status
Eligibility	<p>Eligible for full registration with the GMC at time of appointment.</p> <p>Evidence of achievement of foundation competencies by time of appointment in line with GMC standards in <i>Good Medical Practice</i>.</p> <p>Evidence of achievement of CT2 competences in Emergency Medicine at time of application and likelihood of achieving CT3 competences in emergency medicine by the start date of the post. This includes experience in paediatric emergencies.</p> <p>4 years postgraduate training or equivalent in a specialty training programme or as fixed term specialty training post, or equivalent experience</p> <p>Eligibility to work in the UK.</p>	
Fitness To Practise	Applicant's knowledge is up to date and fit to practise safely	
Language Skills	<p>All applicants to have demonstrable skills in written and spoken English that are adequate to enable effective communication about medical topics with patients and colleagues, which could be demonstrated by one of the following:</p> <ul style="list-style-type: none"> • applicants have undertaken undergraduate medical training in English • applicants have scores in the academic International English Language Testing System (IELTS) or equivalent equal to those required for recruitment to MMC specialty training programmes. 	
Health	Meets professional health requirements (in line with GMC standards in <i>Good Medical Practice</i>)	
Application Completion	ALL sections of application form FULLY completed	
Clinical skills	<p>Acute care safe:</p> <p>Relevant specialty clinical knowledge: capacity to apply sound</p>	ATLS and ALS provider status APLS or equivalent provider status

Entry Criteria	Essential	Desirable
	<p>clinical knowledge relevant to the job.</p> <p>Clinical judgement: experience in making clinical decisions and managing risk. Knows when to seek help, able to prioritise clinical need.</p> <p>Practical skills: shows aptitude for practical skills, required in the job.</p> <p>Proven ability to work effectively in different clinical settings required in the job.</p>	<p>Successful completion of MCEM or intermediate FRCM</p>
Commitment to clinical governance / improving quality of patient care	<p>Clinical governance: Capacity to be alert to dangers or problems. Demonstrates awareness of good decision making. Aware of own limitations. Track record of engaging in clinical governance: reporting errors, learning from errors.</p> <p>Audit: evidence of active participation in audit.</p> <p>Teaching: experience of training and supervising junior staff</p>	<p>Research Skills: demonstrates understanding of the principles of research, evidence of relevant academic and research achievements</p> <p>Evidence of interest and experience in teaching</p>
Communication skills	<p>Effective communication skills: demonstrates clarity in written/spoken communication and capacity to adapt language as appropriate to the situation.</p> <p>Empathy and sensitivity: capacity to listen and take in others' perspectives.</p> <p>Works in partnership with patients: always considers patients preferences when discussing treatment options.</p> <p>Always considers the full impact of clinical decisions on the patients, Practice shared decision making.</p> <p>Directs and supports patients to access the information they need to support decision making.</p>	<p>Evidence of positive 360° feedback re communication skills</p>
Personal skills	<p>Team working: demonstrated experience working in a team, values the input of other professionals in the team.</p> <p>Managing others & team involvement: capacity to work co-</p>	<p>Leadership skills: experience in leading and managing the clinical shift in the Emergency Department</p> <p>Demonstrates skills needed for effective delegation within the team:</p>

Entry Criteria	Essential	Desirable
	<p>operatively with others and demonstrate leadership when appropriate. Capacity to work effectively in multi-professional teams.</p> <p>Coping with pressure: capacity to operate under pressure. Demonstrates initiative and resilience to cope with setbacks & adapt to rapidly changing circumstances.</p> <p>Problem solving & decision making: capacity to use logical/lateral thinking to solve problems & make decisions.</p> <p>Organisation & planning: capacity to organise oneself and prioritise own work. Demonstrates punctuality, preparation and self-discipline. Understands importance of information technology.</p> <p>Flexible approach to work: able to adapt and work with employers to deliver improved patient care.</p> <p>Equality and diversity: promotes equality and values diversity</p>	
Probity	<p>Professional integrity and respect for others: capacity to take responsibility for own actions and demonstrate a non-judgmental approach towards others. Displays honesty, integrity, awareness of confidentiality and ethical issues.</p>	
Commitment to ongoing professional development	<p>Learning and personal development: demonstrates interest in the specialty required for the job. Demonstrates a commitment to maintaining professional skills and knowledge relevant to the job.</p> <p>Demonstrates a willingness to fully engage in appraisal. Self-awareness and ability to accept and learn from feedback.</p>	<p>Extracurricular activities / achievements relevant to the post</p> <p>Has successfully undertake specialty exams relevant to Emergency medicine</p>

SECTION 3: Duties of the Post

3.1 Job Plan

A formal job plan will be agreed between the appointee and the service's Lead Clinician, on behalf of the Medical Director, three months after the commencement date of the appointee. This will be signed by the Chief Executive and will be effective from the commencement date of the appointment.

The job plan for the first three months will be based on the provisional timetable shown below.

The Job Plan will then be reviewed annually, following the Appraisal Meeting. Appraisals are conducted 12 months after appointment where for newly appointed Specialty doctors or 12 months after the previous appraisal if appointee has previously worked as a Specialty doctor. The Job Plan will be a prospective agreement that sets out a Specialty doctor's duties, responsibilities and objectives for the coming year. It should cover all aspects of a Specialty doctor's professional practice including clinical work, teaching, research, education and managerial responsibilities. It should provide a clear schedule of commitments, both internal and external. In addition, it should include personal objectives, including details of their link to wider service objectives, and details of the support required by the consultant to fulfil the job plan and the objectives.

3.2 Current Timetable

The following template shows the current rota, which provides scheduling details of the clinical activity and clinically related activity components of the job plan which occur at regular times in the week. Agreement should be reached between the appointee and the Lead Clinician with regard to the scheduling of all other activities, including the Supporting Professional Activities. The rota is a full shift pattern.

Current Rota template based upon 10 Programmed Activities. There is the opportunity to enhance income by undertaking programmed, additional, voluntary weekend shifts.

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1		09-17 cpd	1500-2300	1500-2300	1500-2300		
2	0700-1500	0700-1500		09-17 cpd	12-21 M in		
3	2200-0730	2200-0730	2200-0730	2200-0730			
4	1500-2300	1500-2300			2200-0730	2200-0730	2200-0730
5			10-18 F	10-18 F	10-18 F		
6	15-23 F	15-23 F				1300-2300	1300-2300
7		09-17 cpd	0700-1500	0700-1600	0700-1500		
8	07-15 F	07-15 F	07-15 F	07-15 F	07-15 F		
9	09-17 cpd	09-17 cpd	1500-2300	1500-2300	1500-2300		
10	1500-2300	1500-2300	12-21 Min	12-21 Min	09-17 cpd		
11	2200-0730	2200-0730	2200-0730	2200-0730			
12	10-18 F	10-18 F			2200-0730	2200-0730	2200-0730
13			09-17 cpd	0700-1600	0700-1500		
14	0700-1500	0700-1500	0700-1500			0700-1700	0700-1700
15			15-23 F	15-23 F	15-23 F		
16	12-21 M in	12-21 M in	09-17 cpd	09-17 cpd			

3.3 Teaching and Training

The department are keen that Specialty Doctors participate in teaching and training of junior staff, medical students and other clinical staff groups. Regular weekly teaching is programmed for specialty doctor, HST's, junior doctors & ACP's. The Middle grade teaching programme is designed to support the FRCCEM curriculum.

3.4 Study & Training

The applicant is expected to participate in professional continuing medical education; study leave is provided for this purpose, and the appointee will be entitled to apply to the Trust Study Leave Committee for a contribution to funding of this activity.

3.5 Relationships with other Departments:

The Emergency Department works with all specialties in the Trust. In addition there are links with the GP out of hours service and pre-hospital care.

SECTION 4: The Department of Emergency Medicine

The Department

The medical staffing consists of 6 WTE consultants, 14 Middle grade doctors (Specialty doctors and Specialty trainees), 9 junior – level doctors (2 F2 posts, 1 CT3 Emergency Medicine, 2 CT1 ACCS, 4 GP Specialty training registrars) and 2 F1 doctors. There are also a number of Emergency Nurse Practitioners & Advanced care practitioners within the department. The middle grade tier of doctors provide 24 hour full shift cover with shop-floor consultant support during working hours and on call at other times. There is a trauma team for major trauma. There is a monthly teaching programme for middle grade staff and dedicated sessions in the job plan for CPD. In addition there is a monthly radiology meeting to discuss cases of interest. A library of reference books is available in the department. In addition there is access to extensive medical resources on the hospital intranet and internet.

Workload

The Emergency Department sees in the region of 50,000 new patients per year. This includes adults and children. The total number of return patients is approximately 6,000 per year. About half of these are planned and are seen in daily review clinics.

4.2 Staffing:

The present medical staff establishment comprises:

Consultant & Specialist Medical Staff	Special Interests
Dr Jennifer Lockwood	Clinical lead Quality lead for ED & innovation lead for the trust
Dr Victoria Holloway	College tutor, CESR lead, ultrasound
Mr Michael Smith	Pre hospital care, critical care, trauma TARN lead
Dr Alison Walker	Pre hospital care & Research
Dr Mohan Paladagu	Specialist doctor, ACP lead
Dr Gaynor Creaby	Paediatric EM (sub specialty trained) child safeguarding
Dr Umar Bhatti	Interest in education. Ultrasound & simulation
Dr Cat Marshall	Specialist doctor , interest in medical education
Dr Kanwal Uzair	Specialist doctor , interest in medical student education

Career Grade Medical Staff	
Specialty Doctors	11

Trainee Medical Staff	
Specialist Registrars/Specialty Registrars Y3+	4
Specialty Registrars CT1&2/ FY2s & clinical fellows	12

SECTION 5 General Information

Harrogate and District NHS Foundation Trust

Harrogate and District NHS Foundation Trust (the Trust) was founded under the Health and Social Care (Community Health and Standards) Act 2003 and authorised as an NHS Foundation Trust from 1 January 2005. The Trust is the principal provider of hospital services to the population of Harrogate and surrounding district, and also provides services to north and west Leeds representing a catchment population of approximately 900,000. Since April 2011, the Trust has provided a wide range of community-based services covering the Harrogate and District locality and some services covering the whole of North Yorkshire. On 1 April 2016 the Trust extended its catchment area to include the provision of a range of children's services across Darlington, County Durham and Middlesbrough.

Harrogate District Hospital has an Emergency Department, extensive outpatient facilities, Intensive Therapy Unit and High Dependency Unit, Coronary Care Unit, plus five main theatres and a Day Surgery Unit featuring three theatres. The purpose built Sir Robert Ogden Macmillan Centre (SROMC), opened in March 2014, and provides assessment and treatment, principally for the diagnosis and treatment of patients with cancer. Dedicated purpose built facilities are also provided on site for Cardiology, Endoscopy, Pathology, Pharmacy, Radiology and Therapy Services, as well as a Child Development Centre, Stroke Unit and Women's Unit. The Trust also has a central delivery ward and Maternity services, together with an Early Pregnancy Assessment Unit.

The Lascelles Neurological Rehabilitation Unit provides care for inpatients with a range of neurological conditions and brain injuries.

Ripon Community Hospital has an inpatient ward and offers a range of outpatient services to the communities of Ripon and the surrounding area.

HDFT also acts as the first contact for access to more specialist services through alliance based working with neighbouring hospitals. These extended services are provided by visiting Consultants, or alternatively, by the patient travelling to hospitals in York or Leeds.

The range of hospital services that are provided in partnership with York Teaching Hospitals NHS Foundation Trust (YHFT) include Breast and Cervical Screening, Dermatology, Ear Nose and Throat (ENT), Neurophysiology, Non-Surgical Oncology, Ophthalmology, Oral and Maxillofacial Surgery, Orthodontics, Renal Medicine, Rheumatology, Urology, Plastic Surgery, Vascular Services, and a Satellite Renal Unit. The latter two services are managed by YHFT, but provided at facilities on the Harrogate District Hospital (HDH) site.

In addition, HDFT has a number of established clinical links with Leeds Teaching Hospitals Trust (LTHT). These include Coronary Heart Disease, Neurology, Specialist Paediatrics and access to specialist Cancer Services.

The Trust actively seeks to provide opportunities for patients to access services provided by HDFT through Patient Choice, and it continues to work in partnership with Clinical Commissioning Groups to expand secondary care services where possible into Leeds. In line with this the Trust provides outpatient outreach clinics at Wetherby Primary Care Centre and Yeadon Health Centre for the

specialities of Orthopaedics, Dermatology, General Surgery, Gynaecology, Maternity, Paediatrics, Neurology, Respiratory, Gastroenterology, Urology, Vascular and Rheumatology clinics. Further outpatient clinics for ENT services at Chapeltown Health Centre and for Orthopaedic services at the Street Lane GP practice in Leeds. In addition, in collaboration with LTHT Endoscopy and gastroenterology services are also now provided at Wharfedale Hospital.

In terms of community based services, the Trust provides services including:

- Children and Family Services;
- Community Equipment and Wheelchairs Stores;
- Community Podiatry Services;
- District and Community Nursing;
- Health Visitors;
- GP Out of Hours Services;
- Infection Prevention and Control/Tuberculosis Liaison Services;
- Minor Injury Units at Ripon Community Hospital and the Selby War Memorial Hospital;
- Older People and Vulnerable Adults Services;
- Safeguarding Children Services;
- Salaried Dental Services; and
- Specialist Community Services.

The overall catchment population for these services can be as great as 1.2million people.

5.2 Directorate structure

Each Directorate is headed by a Clinical Director who works with the Management team to undertake the day-to-day provision of services. Each Directorate comprises a number of services headed by an Operational Director. Operational Directors report to the Clinical Director who in turn reports to the Medical Director.

Directorates receive operational support from Finance, Human Resources, Planning and Information representatives.

5.3 Harrogate and District

Harrogate is surrounded by the beautiful countryside of the Yorkshire Dales but the cities of Leeds and York are also conveniently close by. Knaresborough and Ripon are the market towns which surround Harrogate. Originally a spa town in the Victorian era, Harrogate is now famous for its shops and many festivals. It has also developed a new role as a national and international conference centre, but retains much of its older charm.

Leisure/Recreation

There are excellent facilities in the area for most sports and outdoor activities. Harrogate also has its own Turkish Baths and Health Spa, and for the enthusiastic spectator, Harrogate Rugby Union Football Club and Harrogate Town Football Club are located near to the hospital site.

Harrogate boasts excellent shopping facilities including department stores, boutiques and high street favourites.

The town is also a gold medal winner of Europe in Bloom and offers recreational facilities including parks, gardens and nature trails.

Housing/Education

There is a very good choice of housing in a variety of town and country settings. The range of state and public schools is wide, including a number of special schools, and standards are high. There are also universities in Leeds and York.

Transport

Harrogate is equidistant from London and Edinburgh and there are frequent connections by intercity rail links in addition to good motorway access. The Leeds/Bradford Airport for national and international connections is easily accessible.

TERMS AND CONDITIONS OF SERVICE

Except where varied within this statement, the terms and conditions of the appointment offered are set out in the Terms and Conditions of Consultants (England) 2003 as amended from time to time.

The Trust has established a Local Negotiating Committee for negotiating changes to terms and conditions of service, which will then be incorporated into the handbooks and become a part of your employment contract.

The appointment is superannuable and unless you choose not to join the NHS Pension Scheme your remuneration will be subject to deduction of superannuation contributions in accordance with the Scheme. Details of the Scheme are given in the Scheme Guide which is available from the Pensions Section, Directorate of Finance, Strayside Wing, Harrogate District Hospital.

The post holder's private residence will be maintained in contact with the public telephone service and shall be within 10 miles travelling distance of Harrogate District Hospital.

The Trust will be pleased to consider applications from candidates wishing to work on a job share basis.

This job description and the job plan are subject to annual review by the Chief Executive or his nominee.

NO SMOKING POLICY

The Trust operates a no smoking policy. Disciplinary action may be taken against you if you smoke in any Trust premises, on Trust land or in Trust vehicles including whilst on paid or unpaid breaks.

PRIVATE PRACTICE

Private practice arrangements should be compatible with NHS commitments and agreed with the appropriate Trust manager.

VISITING AND APPOINTMENT ARRANGEMENTS

Interested applicants are encouraged to contact Dr Victoria Holloway, or Dr Jen Lockwood for a preliminary discussion of the post or to arrange an informal visit. Please call (01423) 553302 and arrangements will be made.

SECTION 6 General Conditions of Appointment

6.1 General Conditions of Appointment

- i. The appointee will be expected to cover for colleagues' absence from duty on the basis of mutually agreed arrangements with the Department and with the Employing Trust. This is arranged by mutual agreement of colleagues and approval of the Lead Clinician, in accordance with standard Trust and NHS regulations. It is essential that six weeks notice is given to allow for proper planning and prevent cancellations of patients' appointments/surgery. This includes all forms of leave.
- ii. The Trust requires the successful candidate to have and maintain full registration with the General Medical and to fulfil the duties and responsibilities of a doctor as set down by the General Medical Council.
- iii. All appointments are subject to satisfactory Occupational Health Clearance being obtained.
- iv. The appointment is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation Act 1974 (Exemptions) Order 1975. Applicants are not entitled therefore to withhold information about convictions which for other purposes are "spent" under the provision of the Act, and in the event of employing 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 in relation to an application for positions to which the Order applies.
- vi. This post falls within the scope of The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2007 and Section 115 of the Police Act 1997. In accordance with these pieces of legislation the Trust is obliged to check the background of all candidates appointed to medical posts with the Criminal Records Bureau. Accordingly you will be expected to undertake a 'disclosure' check.
- vii. Study leave is granted in accordance with the Medical and Dental terms and conditions of service, currently equivalent to 10 days per year (or 30 days over 3 years). Preference will be given to courses which are organised locally within the region.
- viii. In accordance with the Trust's Removal Expenses policy in appropriate cases assistance may be given in respect of removal costs
- ix. All medical staff employed at the Trust should ensure they are familiar with, and apply, the agreed procedure for reporting concerns, quickly and confidentially, relating to the conduct, performance or health of medical colleagues.

SECTION 7 Application Information

Applications to be submitted in the form of:

- **NHS Jobs Application form** on-line at:- <http://www.jobs.nhs.uk>

When providing details of your referees, please ensure that you observe the following:

- If you are currently a trainee we require one reference from the Training Programme Director of your rotation, and two references from Consultants you are currently working for or have recently worked for.
- If you are currently a Staff Grade, Specialty Doctor or Associate Specialist, we require one reference from your Medical Director and two references from Consultants you are currently working with or have recently worked with.

Visits

Visiting the Department should be arranged through the EM secretaries on 01423 553302/3295. Candidates wishing to have informal discussion regarding this post could ring: ED on 01423 553280, or Dr Holloway on the number above.

Please note: Expenses of short-listed candidates will be reimbursed at rates equivalent to those listed in the Terms and Conditions of Service for Hospital Medical and Dental Staff.

Interview Process

The process will consist of an interview allowing the panel to explore criteria in the Person Specification and any other areas of specific questioning.

Further information about the Trust

Information about Harrogate & District NHS Foundation Trust can be found on our website at www.hdft.nhs.uk.

Appendix 1 Employment standard checks

Please be aware that there are a number of mandatory checks which NHS Organisations are obliged to undertake before job offers can be made. At interview you will be asked to bring documentation to facilitate completion of these checks.

Identity checks

We regret we will be unable to proceed with interviews unless identity can be verified in the proscribed format.

Candidates must produce either

- two forms of photographic evidence and one document confirming address

or

- one form of photographic evidence and two documents confirming address

Photographic evidence	Non-photographic evidence
<ul style="list-style-type: none"> • Current passport • Current photocard driving licence • National ID card 	<ul style="list-style-type: none"> • Full birth certificate issued within 6 weeks of birth • Current full (not provisional) paper driving licence • Adoption certificate • Marriage/ civil partnership certificate • Divorce or annulment papers
<p>Evidence of address</p> <ul style="list-style-type: none"> • Utility bill (gas/ electricity or phone)*. Mobile phone bills are not acceptable. • Current UK photocard or paper driving licence (photocard only counts as 1 item) • Bank, building society or credit union statement containing current address*. • Mortgage statement from recognised lender*. • Local council rent card or tenancy agreement*. <p>* These must be dated within three months of interview date and confirm name and address.</p> <p>Online bills or statements are not acceptable as evidence.</p>	

Where candidates are unable to provide any of the photographic ID listed they must produce two forms of non-photographic ID and two forms of address ID. In addition they must submit a passport sized photo endorsed on the back with the signature of a 'person of standing' (magistrate/ medical practitioner/ officer in the armed forces/ teacher/ lecturer/ lawyer/ bank manager or civil servant) in the community who has known them for at least three years. A signed statement (including name, address and telephone number) is also required from that person confirming the period the candidate have been known to them.

Right to Work checks

In order to comply with immigration regulations, all candidates are asked to bring evidence of their immigration status to interview. The evidence required is as follows:

Candidates with EEA nationality –

- Valid passport for UK or EEA country or Switzerland
- National identity card for EEA country or Switzerland
- Permanent residence card issued by UK Borders & Immigration Agency to family member of EEA Citizen
- Full UK/ Channel Islands/ Isle of Man or Irish birth or adoption certificate together with official documentation confirming National Insurance number

Candidates from outside the EEA or with limited leave to remain in the UK -

- Valid passport with valid visa stamp together with documentation from Work Permits UK/ Borders & Immigration Agency confirming approved immigration category (candidates upon spouse or dependents visas should also bring evidence of the principal permit holders passport and immigration status)

These documents may be the same as produced for identity checks.

Occupational Health check

Please note the successful candidate will be required to undertake an Occupation Health check.

Disclosure and Barring check (formerly CRB)

The post which you have applied for falls under the scope of The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2007 and Section 115 of the Police Act 1997. In accordance with these pieces of legislation the Trust is obliged to check the background of all candidates appointed to this post with the Criminal Records Bureau.

This post also falls under the Protection of Children Act 1999 (PoCA). This is either because the postholder is deemed to have regular unsupervised access to children as part of their normal duties (a 'regulated' position). Appointees to positions covered by PoCA are **unable to commence** in post until full clearance is received. Accordingly an early appointment will be made for the successful candidate to complete the form and present identity documentation.

To complete checks the following identity documentation will be required. Candidates will be asked to bring documentation with them to interview. This may be the same documentation as is presented for identity checks.

- a) one item from Group 1 and a further two items from Group 1 or 2
- or
- b) five items from Group 2

The documents produced must be in the candidate's current name and confirm both date of birth and current address. Candidates are advised to bring as many of the documents as possible.

- | | |
|---|---|
| <p>Group 1</p> <ul style="list-style-type: none"> o photographic evidence of <u>passport</u> (including the number, nationality and issue date) o photographic evidence of UK photocard driving licence (photocard and counterpart) o UK paper driving licence, | <ul style="list-style-type: none"> o EU National Identity card o UK Birth certificate (issued within 12 months of birth date) o UK adoption certificate. |
| <p>Group 2</p> <ul style="list-style-type: none"> o UK paper driving licence, o bank statement/ building society statement/ utility bill/ credit card (received within the last 3 months) o mortgage statement (received within last 12 months) o valid insurance certificate (issued within last 12 months) o TV licence (issued within last 12 months) o Council Tax statement (issued within last 12 months) o P45/P60 o UK National Insurance card | <ul style="list-style-type: none"> o UK National Health Service card o marriage/ civil partnership certificate o birth certificate o UK issued visa (issued within last 12 months) o photographic evidence photocard driving licence (photocard and counterpart) o paper driving licence, o P45/P60, and o vehicle registration document (document V5 old style or V5C new style only). |

Verification of employment history and references

Character references will be requested from the referees listed in your application in time for the interview date.

The Trust are unable to offer posts without verification of employment history (education) spanning the entirety of three years' previous employment and previous two employers. Employment history will only be verified for the preferred candidate(s). Requests for verification will be sent directly to the relevant Human Resources departments. If you are identified as a preferred candidate please be prepared to provide further contact information.

Professional registration/ qualifications

Candidates will be asked to provide documentary evidence of their professional registration relevant to the post.

Further documentary evidence of relevant qualifications which demonstrate candidates meet the criteria stated in the person specification will be required.

Declaration form

Interview candidates will be sent a Declaration form regarding criminal convictions and fitness to practice.