

Recruitment of Substantive Consultants Paperwork



Dear Manager

Please ensure that this document is fully completed before sending to the Medical Workforce Team, Level 7, Derriford Hospital to begin the advertisement process. Any paperwork that is incomplete will be sent back to you for completion. The flowchart below outlines the steps in the process to be followed in order to advertise a post.

RECRUITMENT PROCESS



Department & Job Summary
Consultant in XXX

Introduction

Department to complete

The work of the department

Department to complete

The Job Itself

Department to complete

Duties of the Post

Department to complete

Facilities and Support

Department to complete

JOB PLAN

For illustrative purposes only the actual timetable will be agreed with the Clinical Director.

10 PA Job Plan this includes

Proposed timetable

		Type (DCC/SPA)	PA
Monday	AM		
	PM		
Tuesday	AM		
	PM		
Wednesday	AM		
	PM		
Thursday	AM		
	PM		
Friday	AM		
	PM		
Additional			
		Total DCC	
		Total SPA	
		Total PAs	

***The sessions on this timetable should be considered illustrative only.**

ON CALL

Frequency of rota commitment	Category A (tick as appropriate)	Category B (tick as appropriate)
1 in 1 - 1 in 4 rota	8%	3%
1 in 5 – 1 in 8 rota	5%	2%
1 in 9 or less	3%	1%
Agreed PA value of on call		
Agreed on call rota frequency		

Person Specification

	Essential	Desirable
Education, qualifications & special training	<p>Successfully completed an ATLS and APLS provider course.</p> <p>Level 3 child protection training.</p> <p>To be on the appropriate GMC Specialist Register or eligible for admission within six months of interview.</p>	<p>Higher degree.</p> <p>Current ATLS provider status.</p> <p>Postgraduate prizes and awards.</p> <p>Other medical qualifications.</p> <p>Experience outside specialty.</p>
Particular skills and experience	<p>Demonstrate evidence of good general training.</p> <p>Attended appropriate basic specialty courses.</p> <p>Demonstrate evidence of having had a good specialty training in _____</p> <p>Evidence of ability to perform advanced _____ procedures.</p> <p>Ability to lead a team.</p>	<p>Understanding of NHS.</p> <p>Good time management.</p> <p>Demonstrate evidence of wide based knowledge.</p> <p>Attended appropriate courses/meetings in the last 6 years covering the spectrum of the entire specialty.</p> <p>_____ fellowship or equivalent.</p> <p>Attended _____ specific meeting in the last 5 years.</p> <p>Attended advanced surgical / Medical ---- courses.</p> <p>Comprehensive knowledge of ----- specialty.</p>
Research & clinical audit	<p>Presentations or publications in peer reviewed journals.</p> <p>Able to conduct clinical audit.</p>	<p>Current research.</p> <p>Research in a specialty interest or trauma.</p> <p>Extensively published.</p> <p>Presentations at local/ regional/national/ international meetings.</p>

		<p>Publications and presentations in area of —</p> <p>Demonstrate an enthusiasm to continue with research and clinical audit.</p> <p>Relevant audit projects.</p> <p>Statistical knowledge.</p>
Teaching	Ability to teach clinical and practical skills.	<p>Evidence of experience and ability in teaching.</p> <p>Supervision of projects.</p> <p>ATLS instructor.</p>
Communication & interpersonal skills	<p>Well presented CV.</p> <p>Ability to work in a team.</p> <p>Ability to delegate appropriately.</p>	<p>Evidence of good communication skills.</p> <p>Information technology skills.</p> <p>Leadership skills.</p>
Management	Willingness to participate in management process.	Evidence of interest and ability in management.
Practical Requirements	Full UK Driving Licence	

Business Case for Consultant Appointment

Service Line		Specialty:	
Service Line Manager:		Number of current Consultants in specialty:	
Summary case on need for post:			
New post or like for like replacement post:		Is a locum required prior to this appointment being made?	
Date job description & job plan sent to Royal College:		Financial approval sought (please enter ERP number):	
Signature of Care Group Manager for Clinical Services): Date:			

Approvals

Approvals	Signature Required from:	Date
Confirmation that the appointment is in the Service Line's Business Plan	Service Line Manager or Service Line Director:	
Job description & job plan considered by Senior Medical Appointments Group (SMAG)	HMSC or LNC Chair:	
Appointment to be approved	Medical Director:	
Appointment to be approved	Chief Operating Officer or Chief Executive:	
Comments by any of the above parties:		

NB: electronic signatures are accepted

Financial Considerations

In the appointment of a new Consultant the department must give consideration to the following:

Recurrent costs in directorate

- Salary to include:
 - Basic pay
 - Clinical Excellence Awards
 - On-call payments
- Travel costs
- Study Leave
- Secretary
- Junior staff
- Technicians
- Nursing staff
- Marginal cost of additional work to include:Path
 - Drugs
 - M&S
 - Hotel services
 - Blood products
- Revenue consequences of capital investment

Recurrent costs in other directorates

- Theatres (main and day sessions)
- Outpatient clinics
- Anaesthetic sessions to include:
 - Theatre
 - ICU
 - HDU
 - Acute Pain service required
- Pathology recharges
- Imaging recharges
- Medical records
- Physiotherapy
- O.T.
- Dietetics
- Library charges

Non-recurrent costs

- Accommodation (work and office space)
- Equipment
- PC
- Furniture