Job Description

CONSULTANT RADIOLOGIST

February 2015
INTRODUCTION

NHS Dumfries and Galloway are looking to appoint 4 new Consultants to join an outstanding radiological services department. Based in Dumfries and Galloway Royal Infirmary, the successful applicant will work as part of a 7 strong Radiologist team. The main aspects of the role will include:

- Plain image reporting
- Ultrasound scanning
- CT and MR reporting
- Supervision and training of radiographers
- Teaching of medical and radiography students
- Clinical audit
- Weekly multi-disciplinary meetings

Dumfries & Galloway Royal Infirmary, a 352 bed district general hospital serving a population of 150,000, is based in the University town of Dumfries. The region offers beautiful countryside, from rugged cliffs and sandy beaches to forests, hills and rolling plains. There are a wide range of activities on offer, with watersports, fishing, birdwatching, golf, mountain-biking or cycling along the network of rural roads and much more. House prices are low, schools are good and you are within 2 hours of Edinburgh, Glasgow, Lake District and Newcastle.

Staffing

<table>
<thead>
<tr>
<th>Consultants</th>
<th>Special Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr David Hill <em>(retiring July 2015)</em></td>
<td>Ultrasound scanning, DEXA scanning</td>
</tr>
<tr>
<td>Dr Petr Hrobar</td>
<td>CT, non-vascular intervention</td>
</tr>
<tr>
<td>Vacant-filled by long-term locum</td>
<td>Breast radiology</td>
</tr>
<tr>
<td>Vacant</td>
<td>Cardiovascular and interventional radiology</td>
</tr>
<tr>
<td>Dr Faisal Haque</td>
<td>Cross-sectional and MSK imaging</td>
</tr>
<tr>
<td>Dr Richard McDonald</td>
<td>Cross-sectional imaging and non-vascular intervention</td>
</tr>
<tr>
<td>Vacancy (new post)</td>
<td></td>
</tr>
</tbody>
</table>

Area Radiographer/Service Manager – Richard Cannon

General Manager-Nicole Hamlet

Diagnostics Clinical Director – Dr Martin Connor, Consultant Microbiologist
The Radiology Department

The Radiology Department based at Dumfries and Galloway Royal Infirmary, was completely refurbished in 2009.

Radiology equipment comprises:
- Plain film radiography (4 rooms)
- Dental radiography plus OPT
- Fluoroscopy unit – Siemens Sireskop SD digital screening room.
- Angiography unit - Philips Allura Exper FD20, installed 2009.
- Ultrasound
  - Siemens Antares, in the breast imaging suite.
  - 2 x GE Logiq E9
  - Aloka Prosound Alpha 10, including transvaginal transducers.
  - B-KHawk EXL for laparoscopic, intra-operative and transrectal ultrasound in theatre
  - Sonosite Micromaxx – portable machine
- CT Scanner – Toshiba Aquilion 64, installed 2009.
- MR Scanner- GE Signa HDx 1.5T, installed 2008 in purpose-built accommodation.
- DEXA Scanner – GE Prodigy Lunar

Services are also provided at Galloway Community Hospital, Stranraer (opened January 2007), where there are 22 surgical and 20 medical beds. Equipment here comprises DR general radiography, Toshiba Aquilion 16-slice CT scanner and an Aloka Prosound Alpha 10 ultrasound machine. The Galloway Community Hospital is fully integrated into the regionwide PACS. Images are reported by radiologists at DGRI. Ultrasound scanning is carried out by sonographers.

Nuclear medicine referrals are to Carlisle and Edinburgh. There are no current plans to provide this service in Dumfries.

Dumfries and Stranraer are filmless environments with Carestream RIS and PACS, supported by DR and CR in Dumfries, and DR at Stranraer

Home access to PACS and RIS for on call is available via broadband VPN. Equipment is installed to allow teleconferencing with teleradiology and telepathology for multidisciplinary meetings with Edinburgh.

Vascular interventional radiology is currently provided by the local vascular surgeons.

There are regular multi-disciplinary meetings in general surgery, gastro-intestinal, breast and lung oncology, haematology and urology. There are regular educational and social meetings with radiology colleagues in Cumbria.

Role extension for radiographers is encouraged, with the following currently being in place:
- A red dot system is in operation for A&E films.
- There are 5 trained sonographers + 2 vacant posts, who currently carry out and report on general abdominal/pelvic and vascular ultrasound in Radiology (18 PAs/week). They carry out obstetric ultrasound scanning in the adjacent Maternity wing (16 PAs/week) and provide the aortic aneurysm screening programme scanning. Sonographers also visit Stranraer regularly.
- Radiographers provide a videofluoroscopy service for patients with swallowing disorders.
- Radiographers are trained to carry out intravenous contrast injections for CT examinations.
- 3 radiographers, 2 in Dumfries and one in Stranraer, report A&E trauma images.
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 10PA contract (the balance between direct clinical care and supporting professional activities will be discussed and agreed between the Board and the successful applicant). The current on call commitment is 1 in 6 with prospective cover, becoming 1 in 7 after these appointments, attracting a 5% availability supplement.

An indicative job plan is detailed below:

<table>
<thead>
<tr>
<th>Monday</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPA</td>
<td>In-patient US</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Clinical sessions depending on special interest</td>
<td>Clinical sessions depending on special interest</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Duty reporting radiologist</td>
<td>CT scanning</td>
</tr>
<tr>
<td>Thursday</td>
<td>CT scanning</td>
<td>Duty reporting radiologist</td>
</tr>
<tr>
<td>Friday</td>
<td>MR scanning</td>
<td>MR scanning</td>
</tr>
</tbody>
</table>

Plans are currently being developed to allow extended working days in CT and MR scanning. There will be subsequent discussions regarding how that will be supported by radiologists.

Clinical commitments are flexible to cover essential services during colleagues’ leave.

The post-holder will share in the general work of the department, including plain image reporting, ultrasound scanning, CT and MR reporting. Simple non-vascular intervention and biopsy skills would be desirable, but not essential. The exact weekly timetable will be drawn up following discussion with the successful candidate and current post-holders. There will be scope for the post-holder to maintain or develop any special interests. The symptomatic breast radiology service is currently dependent on locum staff, so applications from candidates with this special interest would be particularly welcome.

The post-holder will be expected to take part in the supervision and training of radiographers, teaching of medical and radiography students, junior medical and other professional staff, clinical audit and weekly clinico-radiological and multi-disciplinary meetings.

QUALIFICATIONS

The candidate must be fully registered with the General Medical Council, hold the Fellowship of the Royal College of Radiologists (or equivalent radiological qualification), and be entered on the specialist register at the time of commencing the appointment or be within 6 months of obtaining (CCT) Specialist Registration

See Selection Criteria for further details.
GENERAL PROVISIONS

Policies and Procedures
- 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 Assistant 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. Currently all Direct Clinical Care takes place at D&GRI.

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 7 On Call Rota, if both posts are filled.

Supporting Professional Activities
A minimum of two SPAs are included in the indicative job plan, amounting to 336 hours per annum which shall normally be sufficient to reflect activities such 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 teaching, training and non-clinical administration. Any additional SPA allocation will require to be evidenced as being mutually beneficial and required by the department. Adjustment to the programme to incorporate additional SPA 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. The exact timing and location of SPAs, and flexibility around these, will be agreed during the 1:1 meeting with the Clinical Director/Associate Medical Director and included in the prospective job plan.

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 & 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.

**TERMS & CONDITIONS OF SERVICE**

The terms & conditions of service offered are those determined by the Consultant Contract 2004 Scotland (as amended from time to time).

This is a permanent position.

**Salary scale**

£76,001 - £102,465 (*depending on seniority point*)

New entrants to the NHS or the consultant grade will normally commence on the minimum point of the salary scale (*dependant on qualifications and experience*).

**Hours of duty**

The hours of duty are 40 per week.

**Superannuation**

You will automatically be entered to the NHS Superannuation Scheme, in accordance with Auto Enrolment legislation. Full information regarding the pension scheme including information on auto enrolment is available from the SPPA website [www.SPPA.gov.uk](http://www.SPPA.gov.uk).

**Removal expenses**

Assistance with relocation and associated expenses may be given and can be discussed prior to appointment. A quick reference of entitlements is attached for you.

**Expenses for candidates attending for interview / visit**

Candidates who are required to attend an interview will be given assistance with appropriate travelling expenses. Reimbursement shall not normally be made to employees who withdraw their application or refuse an offer without good reason. Expenses will be paid from port of entry into the UK only.

**Disclosure Scotland / PVG**

This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership which currently costs £59.00. The cost of the PVG Membership will be paid by NHS Dumfries & Galloway.

**Right to work in the UK**

NHS Dumfries & Galloway has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS D&G they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave
to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until the right to work in the UK has been verified. ALL applicants regardless of nationality must complete and return the Confirmation of Eligibility to Work in the UK Statement with their completed application form. You will be required provide appropriate documentation prior to any appointment being made.

**Rehabilitation of Offenders Act**
The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Dumfries & Galloway. Any information given will be completely confidential.

**Disabled Applicants**
A disability or health problems does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential. NHS Dumfries & Galloway guarantees to interview all applicants with disabilities who meet the minimum criteria for the post. You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.

**Notice**
The employment is subject to three months’ notice on either side, subject to appeal against dismissal.

**Medical negligence**
In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme.

**Accommodation**
The post is non-resident, but temporary single accommodation may be available for a fixed period.
The population of Dumfries and Galloway is 150,830, within a large geographical area of about 2,500 square miles. Dumfries and Galloway stretches from Langholm in the East to Stranraer in the West, and from Kirkconnel in the North down to the Solway Coast. There are a number of community cottage hospitals in various towns throughout the region, and an intermediate unit – Galloway Community Hospital (with medical and maternity in-patient beds) in Stranraer.

Dumfries has a population of approx. 48,000 and is situated in the eastern half of the region. The River Nith runs through the town to the Solway coast and the city of Carlisle is approximately 45 minutes drive from Dumfries. Glasgow is within 1½ hours, Edinburgh and Newcastle within 2 hours, and Manchester and Liverpool within 2½ hours driving time from Dumfries.

Dumfries and Galloway offers the very best of Scottish countryside..............from rugged cliffs and sandy beaches to forests, hills and rolling farmland. You’re spoilt for choice in the range of activities on offer, with watersports, fishing, birdwatching, golf, mountain-biking or cycling along the network of rural roads . . . and much more. The Southern Upland Way runs for 212 miles from Portpatrick in the west to Cockburnspath in the eastern Scottish Borders, through some of Scotland’s wildest country.

There are many attractions, ranging from the University Town of Dumfries, Scotland’s National Book Town Wigtown, Artists’ Town Kirkcudbright, Castle Douglas Food Town to the historic monuments, castles and abbeys, beautiful gardens, fascinating museums throughout the region. The local Council is committed to investing in education, with high achieving schools that earn top marks in HM Inspector of Education Reports. Children are encouraged to develop their talents and interests, with first-class opportunities in music, arts and sports. High quality sport and leisure facilities are available throughout the region. Property offers exceptionally good value, at very competitive prices.
**NHS DUMFRIES & GALLOWAY**

NHS Dumfries & Galloway became operational on 1st April 2003 when the two Trusts (*Acute & Maternity and Primary Care*) were dissolved and one NHS organisation was created, incorporating all NHS services along with the Health Board. NHS Dumfries & Galloway has led the process of integration and is seen as the model for the rest of Scotland to follow. Continuing new investment has resulted from the system always having met all financial and waiting times targets.

**Structure**

The NHS Board has its headquarters on the Crichton site in Dumfries. Comprising executive and non-executive Directors, its key responsibility is to ensure delivery and development of the local Health and Community Care Plan. You can see a copy of the HCCP on the NHS Dumfries and Galloway website on [www.nhsdg.scot.nhs.uk](http://www.nhsdg.scot.nhs.uk).

**Staff**

NHS Dumfries & Galloway employs approximately 4400 staff from a range of different clinical and non-clinical backgrounds, made up of the following broad groupings:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing/Midwifery</td>
<td>49.2%</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>16.8%</td>
</tr>
<tr>
<td>Support Services</td>
<td>11.6%</td>
</tr>
<tr>
<td>Medical &amp; Dental</td>
<td>7.9%</td>
</tr>
<tr>
<td>Emergency Services</td>
<td>0.2%</td>
</tr>
<tr>
<td>Other Therapeutic</td>
<td>2.4%</td>
</tr>
<tr>
<td>AHPs</td>
<td>7.1%</td>
</tr>
<tr>
<td>Senior Management</td>
<td>0.4%</td>
</tr>
<tr>
<td>Healthcare Sciences</td>
<td>2.7%</td>
</tr>
<tr>
<td>Medical &amp; Dental Support</td>
<td>1.2%</td>
</tr>
<tr>
<td>Personal &amp; Social Care</td>
<td>0.4%</td>
</tr>
</tbody>
</table>

**Services**

A wide range of services are provided from over 50 bases across the region. These services are provided via one of seven General Management Directorates – *Operations, Acute, Diagnostics, Primary Care & Community Care – East, Primary Care and Community Care – West, Women’s & Children’s Services, and Mental Health*. Most acute services are based at Dumfries and Galloway Royal Infirmary with a network of out-patient clinics held throughout the region and a range of acute services provided at the Galloway Community Hospital in Stranraer.

The map below highlights the main service bases throughout the region.
**Dumfries and Galloway Royal Infirmary**

Dumfries and Galloway Royal Infirmary contains 392 staffed beds (+ 11 cots), and includes the Departments of:
- Anaesthetics
- Cardiology
- Dermatology
- ENT Surgery
- General Medicine
- General Surgery
- Geriatric/Rehabilitation/Stroke Medicine
- Haematology
- Laboratory Services
- Neurology
- Obstetrics and Gynaecology
- Ophthalmology
- Oral and Maxillofacial Surgery
- Orthodontics
- Orthopaedic Surgery
- Paediatrics
- Palliative Care
- Radiology
- Renal Medicine
- Urology

A GP Out-of-Hours Service is located on the DGRI site, adjacent to the Emergency Department; this service shares the accommodation utilised by the Orthopaedic Department during the day. A helicopter landing site is located outside the Emergency Department.

The Operating Department, adjacent to the Day Surgery Unit, has six theatres (*one allocated for emergency cases*), endoscopy suite and minor treatment area. There is an Intensive Care Unit of four beds and a Surgical High Dependency Unit of four beds. There is also a separate theatre in the Ophthalmology Day Case ward.

In April 2002, a Day Surgery Unit opened and the Obstetrics Unit moved to the new “state of the art” extension (*having previously been off-site*).

The Macmillan Cancer Centre on-site opened in 2003; this provides oncology out-patient, chemotherapy and palliative care services.

A new Renal Unit, providing 18 dialysis stations, opened in April 2006, replacing services previously provided in a former ward in DGRI.

The Radiography Department has recently undergone extensive refurbishment, both physically and operationally, with PACS successfully implemented and a new MRI scanner which became operational in 2008.

**The Education Centre**

Dumfries and Galloway Royal Infirmary is the recognised Post-Graduate Medical Centre for south-west Scotland and has been refurbished. The Education Centre at DGRI provides:
programme of weekly meetings, covering all specialties
induction programme for junior doctors
well-stocked library
internet access
superb audio-visual facilities
98-seat lecture theatre

DGRI Future Re-development

It is an exciting time in Dumfries and Galloway as a new District General Hospital is being built, due to open in 2018. Redesign of services at Dumfries & Galloway Royal Infirmary is currently underway. NHS D&G have been given the approval to start planning for a ‘new build’ hospital on a site on the western outskirts of the town. This new build will ensure NHS Dumfries & Galloway staff are able to continue to provide high quality clinical care to the population of Dumfries & Galloway in a modern environment. Full information on the DGRI Redevelopment Project can be found on the NHS Dumfries & Galloway website – www.nhsdg.scot.nhs.uk

Please click on the link below to experience a walk-through of our new state of the art hospital.
https://www.youtube.com/watch?v=425ePpuzzy4&feature=youtu.be

Galloway Community Hospital

The Galloway Community Hospital is located in Stranraer, 75 miles from Dumfries. It opened in September 2006 replacing the former Dalrymple and Garrick Hospitals.

Services provided at this site include Day Surgery (12 trolley area); Assessment & Rehabilitation (24 beds); Palliative Care (2 beds); Acute Medicine (20 beds); Maternity Services (2 beds); Renal Services (4 station unit haemodialysis); as well as Accident and Emergency, Anaesthetics, Laboratory, Radiology, Out-patients (provided by a number of Consultants and specialist nurses from Dumfries & Galloway Royal Infirmary), and Out-of-Hours.

Health professionals based in the Galloway Community Hospital include: Physiotherapy, Occupational Therapy, Speech and Language, and Podiatry Services.

Midpark Hospital

A new Mental Health facility has opened in January 2012 on a site adjacent to the Crichton Campus. Facilities provided at the new site include - a 15 Bed elderly ward; 16 bed dementia/organic illness ward; 6 bed IPCU; 34 Bed adult (2 wards – 17 bed each); Acute hub accommodation; 8 Bed rehab recovery; 8 Bed rehab long stay; and Rehab hub accommodation.

These facilities have an average annual admission rate of over 700 and approximately 7,000 out-patient attendances per year. They provide a full range of psychiatric services for patients of all ages in the Dumfries & Galloway region. The Emergency Department is supported by a Psychiatric Liaison Nurse.

Community Cottage Hospitals

As well as the Galloway Community Hospital, there are a further eight Community Cottage Hospitals within Dumfries and Galloway:
East
- Annan Hospital
  24 beds (palliative care and rehabilitation)
- Lochmaben Hospital
  16 beds (palliative care and rehabilitation)
- Moffat Hospital
  12 beds (GP acute and rehabilitation) and Minor Injuries Unit
- Thomas Hope Hospital
  12 beds (palliative care and rehabilitation)

Dumfries & Upper Nithsdale
- Thornhill Hospital
  13 beds (rehabilitation)

West
- Castle Douglas Hospital
  21 beds (GP acute and rehabilitation) and Minor Injuries Unit
- Kirkcudbright Hospital
  14 beds (GP acute) and Minor Injuries Unit
- Newton Stewart Hospital
  22 beds (GP acute, palliative care and rehabilitation) and Minor Injuries Unit

(In some cases patients may be admitted directly from the DGRI Emergency Department to Community Hospitals through local General Practitioners)

ENQUIRY ARRANGEMENTS

Informal enquiries to Dr David Hill, Consultant Radiologist (Tel: 01387 241432, email: david.hill2@nhs.net) or Dr Petr Hrobar, Consultant Radiologist (Tel: 01387 241626, email: petr.hrobar@nhs.net) or Dr Faisal Haque, Consultant Radiologist (Tel: 01387 241433, email: faisalhaque@nhs.net).

Arrangements to visit the department can be made through Patsy Pattie, PA/Directorate Coordinator on 01387 241790 or email: patsy.pattie@nhs.net.
### SELECTION CRITERIA

**Appointment of:- Consultant Radiologist**

<table>
<thead>
<tr>
<th>Job Requirement</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Qualifications** | • Hold a recognised medical degree  
• CCST or within 6 months of certificate or experience as established Consultant Radiologist | • Additional postgraduate qualifications. FRCR or equivalent.                                    |
| **Experience**    | • Wide general experience in all aspects of general radiology, including CT, MR and Ultrasound  
• Able to liaise effectively with colleagues both locally and in other centres.  
• Able to co-ordinate imaging investigations and tailor them to patients needs. | • Well developed special interest  
• Experience of ensuring patient safety & person centred approach  
• Experience in specialist areas of reporting required to complement and support the skills of the existing post holders |
| **Personal attributes** | • Honest, trustworthy, hard working, ability to get on with colleagues.  
• Good communicator  
• Develop self awareness  
• Acting with integrity  
• Evidence of CPD (continuous professional development) | • Critical evaluation |
| **Personal skills and attitude** | • Good command of English language, (oral & written).  
• Hold PLAB or equivalent (if appropriate)  
• Good communicator  
• Good presentation skills  
• Ability to get on with and work with others as part of a team  
• Ability to manage stressful situations  
• Time management skills | • Developing networks  
• Ability to encourage contribution  
• Ability to lead teams  
• Ability to teach / train staff |
| **knowledge/understanding** | • Compatible with that expected of a practicing Consultant Radiologist  
• Demonstrable understanding & acceptance of the principles of Clinical Governance  
• Awareness of new developments in the specialty with ability to critically assess the impact of these on the service.  
• Clinical Audit | • Evidence of participation and involvement in Clinical Research  
• Computer confident  
• Enthusiasm for service development |
| **Management Ability** | • Organisational awareness  
• Ability to make decisions  
• Apply knowledge and evidence  
• Ability to improve services through change  
• Ability to use email and IT systems | • Evaluate impact  
• Identifying context for change  
• Encouraging improvement and innovation  
• Experience of planning, managing resources and people. |

**Prepared by:** Dr D Hill  
**Date:** February 2015
£10,560 is the maximum reimbursement which is available in accordance with the following headings.

£8000 is the tax limit therefore, anything reimbursed above this amount will be taxed.

<table>
<thead>
<tr>
<th>Cost incurred</th>
<th>Maximum reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>House sale/purchase fees</td>
<td>£4,700</td>
</tr>
<tr>
<td>Preliminary visits to area x 2</td>
<td>Mileage + Subsistence</td>
</tr>
<tr>
<td>Temporary accommodation i.e. rent (where have another commitment) for 6 months</td>
<td>£3300</td>
</tr>
<tr>
<td>Removal / storage of furniture &amp; effects</td>
<td>£1000</td>
</tr>
<tr>
<td>Miscellaneous allowance</td>
<td>£1100</td>
</tr>
</tbody>
</table>

There are conditions which must be met for all of the above reimbursement entitlements therefore, it is important that the above is read alongside the full policy when a claim is being prepared.

A copy of the full policy is available on the intranet in the Services Section – Workforce – Policies.

Or from the HR helpline which is:
HR Helpline ext 34888 or via switchboard 01387 246246
Email dumf-uhb.hrenquiries@nhs.net
Recruitment Helpline (general and medical) ext 32757 or 01387 27275