

**GREAT ORMOND STREET HOSPITAL FOR  
CHILDREN NHS TRUST**

**DIVISION OF METABOLIC MEDICINE, ENDOCRINOLOGY,  
GASTROENTEROLOGY, GENETICS, ADOLESCENT MEDICINE AND  
NEPHROLOGY**

**Consultant Paediatric Nephrologist**

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# GREAT ORMOND STREET HOSPITAL FOR CHILDREN NHS TRUST

## JOB DESCRIPTION FOR THE POST OF CONSULTANT PAEDIATRIC NEPHROLOGIST

### 1. INTRODUCTION

We seek to appoint a Consultant Paediatric Nephrologist to work on a whole time or maximum part-time basis at Great Ormond Street Hospital for Children NHS Trust. Applications will be considered from those wishing to work part-time or on a job share basis. The postholder will be offered an Honorary senior lecturer post within the Nephro-Urology Unit in the Institute of Child Health, University College London.

### 2. GREAT ORMOND STREET HOSPITAL FOR CHILDREN TRUST

GOS Trust is a postgraduate teaching hospital, linked with the Institute of Child Health (ICH), which is our Postgraduate Medical School. ICH integrated with the United Medical and Dental School at University College London, in April 1996.

The Trust has 357 beds incorporating the Variety Club Building, which provides operating theatres and intensive care facilities as well as ward facilities. The hospital provides a comprehensive range of paediatric specialties for tertiary level care. In association with the Institute of Child Health it has responsibility for Research, Development, Teaching and Training in all aspects of health and disease in children.

The Trust's 357 beds are arranged in 39 wards including 33 intensive care beds (PICU, NICU and CICU), 8 high dependency and 5 transitional care beds. There are eight operating theatres in use performing over 11,088 operations per year. The patient population consists of 20,684 inpatients per annum including 8,174 day cases (39.5% of inpatient activity). Some 84,000 outpatients attend the hospital annually and in addition there are over 600 outreach clinics per year.

The Trust employs a total of 2,600 staff. Our Chief Executive is Dr Jane Collins and the Medical Director is Mr Rob Evans. Nephrology is part of the Division of metabolic medicine, endocrinology, gastroenterology, genetics, adolescent medicine and nephrology (MEGGAN). The Clinical lead for Nephrology is Dr Lesley Rees.

### 3. THE RENAL UNIT

#### 3.1 *Aims and Objectives*

The Renal Unit the largest in the UK, comprises an 16 bed ward and a Transplant / Dialysis Unit. We provide a comprehensive diagnostic and treatment service for children with renal disorders, with an annual average of 600 admissions, 6000 outpatients, 25 renal transplants and 65 patients on the peritoneal or haemodialysis programme. We cover every aspect of paediatric nephrology with expertise in congenital renal anomalies, nephrotic syndrome, hypertension, vasculitis, tubular, metabolic and stone disorders. Very strong working links exist with paediatric urology, radiology, pathology and rheumatology. Surgical care of the ESRF patients is provided by a team of four transplant surgeons. The renal ward is run by a senior sister, practice educators and a nurse consultant; there are 8 clinical nurse specialists for ESRF patients, 3 renal dieticians, a senior pharmacist, clinical psychologist, consultant family therapist, nurse counsellor, social worker, teacher and play therapists.

#### 3.2 *Present Staffing*

##### **Senior Medical Staff:**

Dr Detlef Bockenhauer	12 Programmed Activities
Dr. William van't Hoff	12 Programmed Activities
Dr Stephen Marks	12 Programmed Activities
Dr. Lesley Rees	12 Programmed Activities Lead clinician
Dr. Richard Trompeter	10 Programmed Activities
Dr. Kjell Tullus	12 Programmed Activities
Prof. Adrian Woolf	Full time academic appointment (2 clinics per month)
Dr. Paul Winyard	Senior Lecturer

Dr. Sarah Ledermann                      Associate Specialist, 6 Programmed Activities  
Prof Robert Kleta                          Potter Professor of Nephrology, UCL

**Renal Transplant surgeons** (14 Programmed Activities to the team)

Mr. Geoff Koffman                      Lead surgeon  
Mr. John Taylor  
Mr Nizam Mamode  
Mr Francis Calder

**Junior Medical Staff:**

There are 6 SPRs in the unit (including 2 TRUST fellows).

Five of the six Nephrology SpR's contribute to the overnight team by a basic rota pattern of 14 weeks composed of 4 weeks off (including annual and study leave) 1 week of nights (split into two parts), 2 weeks off (for nights) and 7 weeks of standard days (averaging two 'long days' per week and three weekends of 'long' days to 2200 hours (Fri, Sat, Sun)

**Urology:**

Mr Patrick Duffy  
Mr Imran Mushtaq  
Mr Peter Cuckow,  
4<sup>th</sup> post (locum)

**Secretarial Support**

The consultant will be supported by the secretarial staff in the Renal Office, located next to the consultant offices. A personal computer linked to the Trust's information systems (including internal and external email, the Trust's intranet, the Internet, and the Trust clinical IT systems) will be made available. A separate office near the ward is available for the attending on-call consultant.

#### **4. DUTIES OF THE POST**

This post is a full-time or maximum part-time post. The proposed Job Plan is attached (Appendix 1).

##### **4.1 Specific Clinical Duties**

The appointee will join his or her colleagues in providing a comprehensive inpatient and outpatient service for children with renal diseases. He/she will be expected to participate in the weekly meetings of the Renal Unit (see Job Plan) and in the on-call rota with the other nephrology consultants.

The on-call commitment will be 1 week in 6 (with prospective cover, averaged over a 6 monthly basis) and is non-resident. The on-call consultant will be dedicated (termed "attending") to the care of renal inpatients and those other patients in whom renal input is requested. During the on-call weeks, the "attending" consultant will not undertake routine clinics and should wherever possible not undertake other external commitments. (The Trust's Appointments Office will cancel clinics during "on call" weeks). The on call rota for each 6 month period (Jan-June and July-Dec) is agreed amongst the consultants at least 6-8 weeks prior to commencement of that period of duty. It is anticipated that the 6 consultants will work flexibly to maintain an attending consultant service whilst being sensitive to colleagues other commitments (e.g. National meetings).

The appointee will share the care of the dialysis patients with Dr Rees (lead for dialysis) and Dr Ledermann. There is a weekly dialysis clinic, peritoneal dialysis review meeting and haemodialysis ward round. The appointee will also share the care of the transplant patients with Dr Marks (lead for transplantation), Dr Trompeter and Dr Bockenbauer. He/she will undertake a transplant clinic every other week and participate in the weekly transplant review meeting. He/she will also undertake a general clinic every week. The unit has a commitment to outreach services and the appointee will share outreach clinics with the other members of the team.

The appointee will participate in the supervision and training of the junior medical staff.

## 4.2 **Research**

The appointee will have the opportunity for clinical research that is related to service delivery. The research programme should be concordant with the research themes of the Directorate and in general it should assist the development of clinical services and organisational objectives of GOS Trust. The Institute of Child health was awarded a 5\*A rating (the maximum possible) in the recent Research Assessment Exercise. As GOS Trust is linked with the Institute of Child Health, the appointee will be affiliated to the Nephro-Urology unit at the Institute whose head is Professor Adrian Woolf.

Further information on the Institute of Child Health and the Nephro-Urology Unit may be found on our website at: [http://www.ich.ucl.ac.uk/ich/html/academicunits/nephro/nephro\\_unit.html](http://www.ich.ucl.ac.uk/ich/html/academicunits/nephro/nephro_unit.html)

## 4.3 **Teaching**

The appointee will be expected to contribute fully to the organisation and planning of the teaching programme of the department and the Institute on a regular basis. One session per week will be allocated to teaching.

# 5. **CLINICAL GOVERNANCE**

## 5.1 **Medical Practice**

All members of the Trust's medical staff are expected to have read and be familiar with the GMC guidelines, in particular those contained within the booklets on *Good Medical Practice* and *Maintaining Good Medical Practice*. Additionally, all members of the Trust's medical staff are expected to be familiar with the Trust's Professional Standards Advisory Group Process and to follow this as appropriate.

All of the above provide an outline of the duties of doctors who are registered with the GMC and in particular emphasise the responsibility of every doctor to ensure standards of good clinical care, share good practice, keep up to date with clinical skills, and to work in teams and maintain good relationships with colleagues in all disciplines. The Trust is committed to the support of these principles and provides funds (see 5.3) for education and development of all grades of staff.

## 5.2 **Clinical Audit**

GOS Trust undertakes regular clinical audits of its activities and the appointee will be expected to take part in this programme. Medical staff are also expected to participate in national initiatives relevant to their specialty, for example, national confidential enquiries. The postholder will be responsible for maintaining satisfactory patient notes.

## 5.3 **Professional and personal development**

The Trust is committed to supporting the professional and personal development of consultant staff. Consultants are expected to participate in continuous medical education (CME) Continuing Professional Development (CPD) and financial support (currently £50 per NHS session per annum) and study leave (10 days per annum) are available for this purpose. It is expected that consultant staff target their CME to relevant areas of their own practice. Specialists are expected to maintain their knowledge and skills in any general areas which may be required to cover as part of their on-call duties. The Trust operates a system of professional development interviews to support the personal development of consultant staff. All Consultants are required to participate in this process.

Upon appointment and as part of the Consultant induction process, each Consultant will be allocated an identified 'Associate' whom the Consultant can use as an independent person for peer support and advice during their initial year of appointment.

## 5.4 **Service provision and cover during absences**

The consultant has a continuing responsibility for the care of patients in his/her charge and for the proper functioning of the service allowing for appropriate delegation for the training of his/her staff.

He/She must be available by telephone and able to attend the hospital in a timely fashion when on-call.

Consultant staff must ensure that in/outpatient/theatre services are covered during his/her planned absences. Where fixed commitments need to be cancelled during planned absences appropriate notice (8 weeks) must be given. Absences must be co-ordinated with other consultant staff in the specialty to ensure senior cover is always available.

## **6. CLINICAL DIRECTORATE AND MEDICAL COMMITTEE STRUCTURE**

The budget will be devolved to the Clinical Unit Management Team but the Divisional Team will monitor the overall spend across the Division. The Divisional Chairs and Divisional Manager will attend Management Board and each Division has a Divisional Management Board. The Divisional Chairs will report to the Medical Director, Rob Evans, and the General Divisional Managers report to the Divisional Chairs and the Director of Clinical Operations. Each Clinical Unit will be represented on the Divisional Management Board but not each speciality. Each Clinical unit will have Clinical Unit Lead, Research and Development Lead and a Training and Education Lead.

All Consultants are members of the General Medical Staff Committee which meets regularly and acts as a forum in which Hospital activities can be discussed. This allows the opportunity to express opinions to the Chief Executive and allows access to the Trust Board.

## **7. FURTHER INFORMATION**

Please contact the following for further information:-

Lead Consultant	–	Dr Lesley Rees 0207 405 9200 ext 8305 or 5800
Academic Head of Unit	–	Professor Adrian Woolf (0207 905 2615)
Medical Director	–	Mr Robert Evans
Director of Clinical Research and Development	-	Professor David Goldblatt

## **8. MAIN CONDITIONS OF SERVICE**

If the work for which you are applying involves direct contact with people who are receiving a health service, it may be exempt from the Rehabilitation of Offenders Act, 1974. You are, therefore, required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as “spent” under this Act, and any cautions or bind-overs. The information you give will be treated in confidence and will only be taken into account in relation to applications where the exemption applies.

If the post you are applying for also involves substantial access to children, the Trust is also entitled, under the arrangements introduced for the protection of children, to check with the police for the existence and content of any criminal record of the successful applicant. Information received from the police will be kept in strict confidence and will be destroyed immediately the selection process is completed.

The disclosure of a criminal record, or other information, will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making the decision, the Trust will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Trust’s published Equal Opportunities Policy.

Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in summary dismissal/disciplinary action if the discrepancy comes to light.

If you would like to discuss what effect any conviction you might have on your application, in confidence, for advice, please contact a Senior Officer in the Personnel Department on 020 7405 9200 ext 5718.

The post holder will be expected to promote and implement the Trust's Equal Opportunities policy.

The post holder will be expected to participate in the monitoring of hours under the Working Time Directive Regulations as directed by the Personnel department bi-annually, or to make a decision on 'opting out' from the 48 hours rule. In both cases, the post holder will be responsible for maintaining an overview of their hours worked and in raising any specific issues with regard to their hours with their lead clinician/clinical director as appropriate.

The Trust operates a No Smoking Policy. Smoking is permitted in designated areas only.

All applicants to any post within the Trust are required to declare any involvement either directly or indirectly with any firm, company, or organisation, which has a contract with the Trust. Failure to do so may result in an application being rejected or if it is discovered after appointment that such information has been withheld then this may lead to dismissal.

Employees must be aware of the responsibilities placed under them under the Health & Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Data protection regulations specify that if you require to obtain, process and/or use information held on a computer or word processor, you should do so in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. To disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data may result in disciplinary action.

In line with Trust procedures under the Caldicott recommendations, employees must abide by the local protocols governing the disclosure of patient information to other organisations, limit their access to patient information on a strict 'need to know' basis and as requested or required by the Trust's Caldicott Guardian, review and justify their use of patient information.

These guidelines are provided to assist you in the performance of your contract. GOS Trust and other institutions concerned are a dynamic time. The Job Description will be reviewed with the individual on an annual basis. These guidelines do not constitute a formal contract.

The post will be offered under the terms and conditions of service determined by the Trust which currently shadow those laid down by the General Whitley Council and the Joint Negotiation Committee for Medical and Dental Staff.

The salary for this post will start at £71,822 with £2,162 London weighting. The successful candidate will be required to live within a reasonable distance/travelling time from the Hospital.

Any offer of appointment will be subject to the receipt of three satisfactory references, a health interview and where the post involves substantial access to children, police clearance.

It should be noted that any new development or changes in clinical practice must be planned with identified funding and agreed through the appropriate Resource Group prior to being implemented.

## 9. OUTLINE WORK PROGRAMME FOR CONSULTANT STAFF

NAME: Consultant  
 SPECIALTY : Paediatric Nephrology  
 CONTRACT: Whole time/Maximum part-time  
 PROGRAMMED ACTIVITIES 10 PROGRAMMED ACTIVITIES

### A. WEEKLY TIMETABLE OF FIXED COMMITMENTS (I.E. REGULAR SCHEDULED NHS ACTIVITIES IN ACCORDANCE WITH PARAGRAPH 30A OF THE TERMS AND CONDITIONS OF SERVICE)

ON-CALL (ATTENDING) TIMETABLE: 1 in 6 ROTA (for off-call see below)

	<b>Hospital/Location</b>	<b>Type of Work</b>
Monday am	GOSH / Victoria ward	Ward round
Pm	GOSH / Victoria ward	Ward review
Tuesday am	GOSH	ESRF planning meeting (1h) Review Outliers/Consultations
Pm	GOSH / Victoria Ward GOSH / Victoria ward	Nephrology Academic meeting Ward review
Wednesday am	GOSH / Victoria ward	Nephrology/Radiology meeting Ward review
Pm	GOSH / Victoria ward GOSH / Victoria ward	Psychosocial meeting Ward review
Thursday am	GOSH / Victoria ward	1 hour teaching session for ward staff Ward review
Pm	GOSH / Victoria ward	Ward review
Friday am	GOSH / Victoria ward	Nephro-urology/Radiology meeting Ward round
Pm	GOSH / Victoria ward	Ward review
Weekend		

#### Notes:

1. It is anticipated that morning wards rounds (9.30–11.30am) will be comprehensive reviews of every renal inpatient, afternoon ward reviews (4-5pm) will focus on specific problems. Ward rounds and reviews offer time for education and in-service learning for all the clinical staff.
2. The on-call consultant will also be responsible for visiting other patients in the hospital for whom a renal consult has been requested.
3. A one hour teaching session is planned for nurses and junior medical staff
4. The on-call consultant will also be responsible for supervision of the patients at weekends.

OFF-CALL TIMETABLE (for on-call see above)

	<b>Hospital/Location</b>	<b>Type of Work</b>
Monday am	GOSH	Senior Staff meeting Dialysis clinic
Pm	GOSH	Dialysis clinic Administration
Tuesday am	GOSH/ Level 1	PD review meeting ESRF planning meeting (1h) Outpatient Clinic (transplant)
Pm	GOSH / Victoria Ward	Nephrology Academic meeting
Wednesday am	GOSH / Level 1	Nephrology / Radiology meeting Outpatient clinic (general nephrology)
Pm		Hospital Grand Round Haemodialysis ward round
Thursday am	GOSH	Admin/research
Pm	GOSH	Admin/Research Transplant review meeting
Friday am	GOSH	Nephro-urology / Radiology meeting

	Hospital/Location	Type of Work
Pm	GOSH	Handover ward round before taking over and at end of on call week Administration/research

### Detailed Job Plan itemising Pas

#### Weeks 1 to 4

	mon	tues	wed	Thurs	friday	
08.00-08.30	Supporting activities (SPA)	Dialysis review meeting	SPA	SPA	SPA	
08.30-09.30	Consultants meeting	ESRF meeting	Nephrology Xray meeting		Nephrourology Xray meeting	
09.30	Dialysis clinic	Transplant clinic (every other week)	General clinic		SPA	
13.30				Journal club	Outreach clinic every 3 months or SPA	
14.00				Haemodialysis Ward round		SPA
14.30	Collecting result for dialysis clinic and communicating with CNSs	Academic meeting	Follow-up from clinic (collecting results, letters, calling families)			
15.00						
15.30						
16.30	Transplant meeting	Follow-up from clinic (collecting results, letters, calling families)	SPA			
18.00						

#### Direct patient care

Fixed commitments = Dialysis clinic + admin= 8 hours	2 PAs
General clinic + admin = 8 hours =	2 PAs
Transplant clinic every other week	1 PA
Transplant meeting, Xray, PD and ESRF meetings = 4 hrs =	1 PA
HD ward round = 1 hour =	0.25 PA
Outreach = 6 hrs x 3 per year = 18 hours per year =	0.125 PA

for weeks 1 to 4

Total

6.375PA

#### Week 5

08.00 - 08.30	Supporting activities (SPA)	Dialysis review meeting	SPA	SPA	SPA
08.30 - 09.30	Consultants meeting	ESRF meeting	Nephrology Xray meeting		Nephrourology Xray meeting
09.30	Dialysis clinic	Transplant clinic every other week	General clinic		Ward handover
13.30				Journal club	ward
14.00				Haemodialysis Ward round	
14.30	Collecting result for	Academic meeting	Follow-up from		
15.00					

15.30	dialysis clinic and communicating with CNSs		clinic (collecting results, letters, calling families)		
16.30	Transplant meeting	Follow-up from clinic (collecting results, letters, calling families)	Research		
18.00					

### Week 5

#### Direct patient care

Dialysis clinic + admin=	2	PA
General clinic + admin = 8 hours =	2	PA
Transplant clinic	1	PA
Xray, PD and ESRF meetings = 4 hrs =	1	PA
HD ward round = 1 hour =	0.25	PA
Handover ward round and ward	1	PA
Outreach = 6 hrs x 3 per year = 18 hours per year =		0.125 PA

**Total for week 5**

**Total**

**7.375PA**

### Week 6

On call week, full time ward responsibilities  
 10 PAs standard for 8 hours per day (8am till 4pm)  
 + 5 PAs 1 extra per day, 4pm till 8pm  
 + 4 PAs at weekends (6 hours per day)  
 + 1 PA for night calls in

**Total 20 PAs for on call week**

**Direct clinical care total over 6 weeks = 6.375 x 4 weeks**

**7.375 x 1 week**

**20.00 over 1 week**

**Total = 52.875 PAs over 6 weeks, average 8.8 per week**

## 10. PERSON SPECIFICATION

<b>Post: Consultant in Nephrology</b>		
<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/Training  a) Professional Qualifications b) General Professional Training	UK Dr/Trainees - in receipt or within 3 months of obtaining their CCST in Paediatrics and Paediatric nephrology. All other Drs, to be registered on the GMC's specialist register at time of appointment  MRCP or equivalent	Higher degree (e.g.MD or PhD)
Knowledge/Previous Experience Clinical Expertise in Specialty/Sub/Specialty	At least 2 years in paediatric nephrology.	A sub specialist interest in paediatric nephrology
Previous Training Management/Audit	Involvement in the Clinical Audit process and an understanding of the aims thereof	Management course
Academic Achievements Research/Publications	Proven ability & commitment to carry out high quality research, leading to publication in peer reviewed journals. Understanding and proven ability to apply research findings in a clinical/organisational context	Research experience in paediatric nephrology, success in obtaining research grants
Skills a) Leadership skills  b) Organisation skills c) Communication skills (verbal and written)	Ability to work well as part of a team and to share and encourage good practice Flexible/Adaptable Excellent Communication skills, particularly in dealing with other clinical teams and parents Ability to operate within a wider context Drive and enthusiasm	
Teaching	Ability and commitment to teach in a clinical setting	Lecturing experience
Other Requirements	Highest ethical and professional standards Committed to continuing personal and professional development	
Completed by : Dr. L. Rees		
Signed: _____ Dated: _____		

## 11. RECRUITMENT PROCEDURE

### 11.1 *Application Process*

If you are interested in applying for this post, please submit 10 copies of your completed application form and curriculum vitae alongside a covering letter to:

The Personnel Department  
Great Ormond Street Hospital for Children NHS Trust  
Great Ormond Street  
London WC1N 3JH

To confirm receipt of your application, please telephone the Personnel Department on 020 7405 9200 ext 5718.

### 11.2 *Guidance notes when submitting your application*

1. It is important to ensure that you complete the application fully so that the following information is highlighted:

- contact numbers including home and work and fax and e-mail where applicable
- GMC registration number
- whether you have the right of abode in the UK
- name, address, telephone number of three referees
- current employment details
- date of certified completion of specialist training (CCST)
- completed ethnic monitoring form
- completed statement in relation to criminal convictions

2. The following areas should be covered by your CV:

- Education details - including qualifications from University/Higher Education and onwards
- Present Employment - including grades and dates of employment
- Salary - if you are working outside the NHS please quote your present salary and any monetary fringe benefits you may receive
- Past Employment - in chronological order; please detail each post and account for any breaks you may have had
- Research interests - please ensure your CV covers your current research interests and previous experience including any publications

### 11.3 *Covering Letter*

Your covering letter should inform the panel why you have chosen to apply for the post, your career development plans, and research interests.

The letter should be one side of A4 maximum

### 11.4 *Pre-interview visits*

When deciding whether to make an application, you may wish to visit GOS Trust and the Institute of Child Health before applying for the post to meet the members of the team with whom you would be working in this role. Alternatively, upon being shortlisted for the post, you may decide that you would like to visit the relevant department prior to the interview.

In both of these cases, please contact those people detailed on the job description in the first instance. If you have any difficulty, please contact the Personnel Department.

### 11.5 ***Equal Opportunities***

Great Ormond Street Hospital for Children NHS Trust has an equal opportunity policy. The policy aims to ensure that all applicants are considered on merit and do not receive less favourable treatment on the grounds for race, gender, or physical disability.

An equal opportunities monitoring form is attached to the job application form and will be detached prior to and does not form part of the selection process. These forms are used to monitor the effectiveness of our equal opportunity procedures.

Candidates are selected on the basis of criteria specific to the particular post. Any candidate who feels that they have been unfairly treated during the selection process should in the first instance contact the Director of Personnel, GOS Trust.

### 11.6 ***Recruitment Timetable***

If you have any queries concerning your application or at any stage during the Recruitment procedure, please do not hesitate to contact the Personnel Department.



Great Ormond Street Hospital for Children NHS Trust

JOB APPLICATION FORM  
CONSULTANT POST

Please refer to the Guidance Notes on the attached letter and complete this application form in black ink. Completed application forms should be returned with copies of your CV to: Personnel Department, Great Ormond Street Hospital for Children NHS Trust, York House, Great Ormond Street, London, WC1N 3JH

☎ 020-7405-9200 ext 5718 Fax 020-7813-8227

Position applied for: <b>Consultant in Paediatric Nephrology</b>	Closing Date:
<b>Personal Details</b>	
Surname:	
Forename(s):	
Address:	
Post Code:	
☎ Day: Fax: E-mail:	☎ Evening: Fax: E-mail:
Where did you see the job advertised?	
Do you want to apply for this post as a job share?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are disabled would you require any special aids at interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Most Recent Employment (Please state if Locum post)</b>	
Name of Employer:	Department / Speciality:
Address:	Post Held:
Post Code:	Salary / Grade:
	Date started:
	What is your notice period?
☎	Date left (where applicable):

<b>Professional Membership</b>		
<b>General Medical Council Registration</b>		
Are you registered with a GMC/GDC*?	Yes <input type="checkbox"/> No <input type="checkbox"/>	*Please delete as appropriate
Name:	Registration No:	Renewal Date:

**Specialist Register**Date of Certified Completion of Specialist Training CCST:  
Renewal Date:

Date Registered:

**Medical Staff Only**

Application for training posts DOH Circular HC(FP)(85)14 (This circular explains the immigration rules applying to the appointment of overseas doctors &amp; dentists to training posts).

1. Are you a United Kingdom (UK), European Community (EC) or Economic Area (EEA) national?
2. If not, do you have indefinite leave to remain in the UK?
3. If the answers to Q1 and Q2 are 'NO', what is the length of your unexpired permit free training period? Please note that it is unlikely that HM Government will extend your visa to cover the period of appointment.

Yes       No   
Yes       No 

Years:                      Months:

**Referees****Your most recent employment referee****Other relevant referee****Other relevant referee**

Name:

Name:

Name:

Address:

Address:

Address:

Tel:

Tel:

Tel:

Fax:

Fax:

Fax:

E-mail:

E-mail:

E-mail:

Job Title:

Job Title:

Job Title:

**Declaration**

I understand that the appointment, if offered, will be subject to the information given on this form and in the attached curriculum vitae being correct and that canvassing or failure to disclose a relationship to a Member or Senior Officer will disqualify me, as will failure to disclose any pertinent facts relating to previous employment or criminal convictions. Please fill out attached sheet relating to any criminal convictions prior to signing this form. Incomplete job descriptions cannot be accepted and will be returned to the candidate.

Full Name:

Signed:

Date:

## Criminal Convictions

Important. Please read guidance note 10 and then complete details below.

Have you ever had a conviction?                      Yes                       No

If YES, when did this take place?

What was the charge?

Please give all relevant details below on the outcome of this conviction offence where appropriate.

Signature:

Please note that under the Trust's Equal Opportunities policy, this information will be detached from your application prior to shortlisting taking place.

## **GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM**

*Please read these notes carefully. They have been written to help you make the best of your application. The decision to shortlist you for interview will be based on the information you provide on this application form.*

1. This form should be completed in black ink for photocopying purposes.
2. Read through each section of the application form carefully. You may find it helpful to do a rough draft in pencil first.
3. We have a job sharing policy and all applications will be considered equally, whether you apply with or without a partner. If you are interesting in job sharing, please state so on the application form (see Personal Details).
4. Your CV should give comprehensive details of your employment history. In addition it should provide information on your Education, Qualifications any Training or Research Projects/Publications with which you have been involved.
5. The Person Specification enclosed, describes the essential skills, knowledge, experience and professional qualifications which you will need in order to do the job as described in the Job Description.
6. The first referee quoted on the form should be your present or most recent employer.
7. We are committed to improving employment opportunities for all people with disabilities. If you would require assistance when attending an interview please give brief details on the application form (see Personal Details).
8. To ensure that our Equal Opportunities Policy is effective, all candidates are requested to complete the section on monitoring. This will be treated as confidential and detached from the application form before shortlisting.
9. When completed, please read through your application form carefully, checking for errors or omissions. Make sure of the closing date quoted, and make certain your application form is sent in plenty of time. Applications received after the published closing date will not be considered.
10. Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. You are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by us.

Any information given will be completely confidential, and will be considered only in relation to an application for positions to which the Order applies.

## EQUAL OPPORTUNITIES

### OUR POLICY

Great Ormond Street Hospital for Children NHS Trust has an equal opportunities policy. This policy aims to ensure that all applicants are considered on merit and do not receive less favourable treatment on the grounds of race, marital status, or physical disability.

This policy is in accordance with the full provisions of the Sex Discrimination Act 1975, Race Relations Act 1976, and the Disabled Persons Employment Acts 1944 and 1958.

### MONITORING INFORMATION

To ensure that the Equal Opportunities Policy is effective, detailed monitoring of applications should be carried out. This necessitates collecting information regarding your gender, ethnic group and any disability you may have. Your co-operation would be appreciated.

This information is solely used for monitoring purposes. It will be treated as confidential and this sheet will be detached from your application form on its receipt and before the shortlisting of candidates takes place.

### DETAILS OF POST

Name of Candidate:

Post applied for:

Department/Speciality

Unit/Hospital:

Job Ref. No.:

Male  Female

Date of Birth:

I would describe my ethnic origin as:  
(based on classifications recommended by the  
Commission for Racial Equality)

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black-African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black - Caribbean	<input type="checkbox"/>	White	<input type="checkbox"/>
Black -other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	(please specify)	
		.....	

Disability

We are taking positive steps to encourage the recruitment of people with disabilities.

Do you consider yourself to have a disability ?

Yes  No

Are you registered disabled/do you hold a green card? Yes  No

Reg. No.:

If you require any special aids at interview please tell us (see Personal Details).

Nationality:

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All personal data on this form is subsequently stored on computer and is subject to the provisions of the Data Protection Act.