

**Specialty Trainee
Oral Surgery
London/KSS**

**Kings College Hospital
KSS TBC**

**Full Time
10 Sessions**

INFORMATION PACK AND JOB DESCRIPTION

December 2024

Background

KING'S COLLEGE HOSPITAL NHS FOUNDATION TRUST

King's College Hospital NHS Foundation Trust is one of the UK's largest and busiest teaching hospitals with over 1.5 million patient contacts a year and more than 13,000 staff based across five main sites in South East London and Kent.

The Trust provides a full range of local hospital services across its different sites, and specialist services from King's College Hospital (KCH) site in Camberwell and the Princess Royal University Hospital (PRUH) site in Bromley, Orpington Hospital, and some services at Beckenham Beacon and Queen Mary's Sidcup.

The Trust is recognised internationally for its work in liver disease and transplantation, neurosciences, cardiac, haemato-oncology, fetal medicine, stroke, major trauma, and Emergency Department.

King's is a key partner in one of London's foremost Academic Health Science Centres, King's Health Partners (KHP). KHP is one of only six Department of Health-designated AHSCs in England. It brings together a world-leading research-led university – King's College London – and three successful NHS Foundation Trusts: King's College Hospital, Guy's and St Thomas', and South London and Maudsley.

With the acquisition of the PRUH and Orpington Hospitals in October 2013, the Trust increased in size and importance, now caring for patients in the boroughs of Bromley and Bexley in addition to Lambeth, Southwark and Lewisham. Many services, such as Trauma and Neurosurgery, are delivered on a regional basis, whilst people from throughout the UK and beyond come to us for our world renowned specialist services such as Liver and Foetal Medicine. Already one of only 4 major trauma centres in London, King's became the largest provider of stroke services with Hyper Acute Stroke Units based on both acute hospital sites in Kent and London. An elective orthopaedic centre was established in 2013 at Orpington Hospital, and this has already grown to become the second largest orthopaedic centre in London.

King's specialist services include some world renowned departments. The Liver Department has the largest transplant centre in Europe, and is celebrated for its innovative practice, the development of split liver transplants, as an example. In foetal medicine, the Harris Birthright Centre under Professor Kypros Nicolaides has led the world in the development of foetal scanning and surgery. King's has two "A" rated hyper acute stroke centres, and the centre at King's Denmark Hill was rated as the best in the country in a recent Royal College of Physicians national study. The Hospital also provides innovative cardiac, neurosurgery and haemato-oncolgy departments, and the largest Bone Marrow transplant centre in Europe.

King's College Hospital NHS Foundation Trust has an enviable track record in research and development and service innovation. In partnership with King's College London, the Trust has recently been awarded a National Research Centre in Patient Safety and Service Quality. It is also a partner in two National Institute for Health Research biomedical research centres. The first is a Comprehensive centre with King's College London and Guy's and St Thomas' NHS Foundation Trust and the second is a Specialist centre with the South London and Maudsley NHS Foundation Trust and the Institute of Psychiatry. King's College Hospital NHS Foundation Trust has also recently strengthened its research and development infrastructure in order to better support clinical researchers across the organisation.

King's College Hospital NHS Foundation Trust is part of CLAHRC (Collaboration for Leadership in Applied Health Research), a collaborative partnership between universities and surrounding NHS organisations, focused on improving patient outcomes through the conduct and application of applied

health research. The work of the CLAHRC South London is funded for five years (from 1st January 2014), by the NIHR (National Institute for Health Research).

The Trust has an annual income of around £1 billion, around half of which is derived from Clinical Commissioning Groups. However, education and research are also important sources of income, currently contributing around 8% of the total. The Trust is embarking on a strategy to achieve greater diversification of its income, with growth anticipated in tertiary referrals, research and commercial services activities. There is also a developing fund raising partnership within King's Health Partners for the Institute programs in Cardiovascular, Haematology and Neurosciences.

King's College Hospital NHS Foundation Trust has a very positive culture, built on the core staff and service values of:

- Understanding you
- Inspiring confidence in our care
- Working together
- Always aiming higher
- Making a difference in our community

We offer a family friendly working approach for all staff to ensure a good work-life balance. The Trust provides a supportive mentoring and career planning programme. Applications for job sharing are welcome.

King's Health Partners Academic Health Science Centre (AHSC)

King's is known as an innovative organisation and it is working hard to develop significant partnerships with health and social care partners across London and with industry, designed to improve the provision of integrated care to patients. It is a pivotal founding member of one of the country's Academic Health Sciences Centres (AHSC) known as King's Health Partners (KHP).

King's Health Partners is a pioneering collaboration between King's College London, Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. This unique combination brings together one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts.

The driving purpose behind King's Health Partners is to continually seek and bring about swifter and more effective improvements in health and well-being for patients and people everywhere, by combining the best of basic and translational research, clinical excellence and world-class teaching to deliver ground-breaking advances in physical and mental healthcare.

King's Health Partners (KHP) is one of only five Academic Health Science Centres in the UK accredited by the Department of Health. This followed a selection process carried out by a panel of internationally renowned clinicians and researchers.

One of only six AHSCs in the UK, it brings together an unrivalled range and depth of clinical and research expertise, spanning both physical and mental health. The AHSC's combined strengths will drive improvements in care for patients, allowing them to benefit from breakthroughs in medical science and receive leading edge treatment at the earliest possible opportunity.

The partnership brings together:

- Three of the UK's leading NHS Foundation Trusts;
- One of the top 20 universities in the world;
- Services provided across central and outer London locations, including seven mental health and physical healthcare hospitals and many community sites;
- 4.2 million patient contacts each year; 36,000 staff; 25,000 students; and a combined
- annual turnover of £3.1bn.

Further information on KHP can be found on its website www.kingshealthpartners.org

DEPARTMENT DESCRIPTION

1. INTRODUCTION

Clinical Services in Oral Surgery are delivered in a multidisciplinary environment in partnership with Maxillofacial Surgery and Academic Oral Surgery (responsible for the undergraduate clinical teaching programme at Kings, for research and for some specialist clinical services).

The service delivered by the Oral Surgery department is based on an extensive use of intravenous sedation, limited dependence on day case general anaesthesia and occasional negotiated use of in-patient facilities.

Other dental services at KCH which facilitate interdepartmental management of some patients include Restorative Dentistry, Orthodontics, Paediatric Dentistry and Oral Medicine. There is a busy emergency walk-in service (Acute Dental Care) with which there is a close working relationship. Diagnostic services are based primarily in the Department of Dental and Maxillofacial Imaging and include ultrasonography, sialography and cone beam CT scanning.

2. SPECIFIC AREAS

King's College Hospital NHS Foundation Trust is one of London's largest and busiest teaching hospitals, with a unique profile of strong local services and a growing reputation for research and development. In recent years King's has undergone a transformation and has benefited from a range of initiatives and investments to improve patient services. Employing over 5,000 people, our main services are based at Denmark Hill (Camberwell). 70% of King's work is providing full hospital services for the 700,000+ people within the London boroughs of Lambeth, Southwark and Lewisham. These areas provide their own challenges associated with an ethnically and economically diverse catchment area. As both health service provider and a major employer, King's is keen to play its part in the surrounding area and help reduce social and health inequalities.

3. CLINICAL ORGANISATION

The department has two clinical wings and office accommodation on the fourth floor of the Dental Hospital. The south wing (19 chairs) is devoted to undergraduate instruction. The north wing (4 surgeries, a 6 chair clinic and associated recovery facilities for patients undergoing treatment under IV Sedation) provides the main treatment area for Oral Surgery clinicians. There is excellent provision of instruments and equipment for the delivery of specialist services such as implantology, soft tissue laser surgery, cryotherapy, skin surgery.

Day Surgery operating (general anaesthesia) takes place in an adjoining building. There are four Day Surgery sessions each week: one is primarily utilised by the Academic Oral Surgeons.

4. TEACHING AND TRAINING

MEDICAL STUDENT TEACHING

King's College Hospital NHS Foundation Trust, as a major teaching hospital, works in partnership with King's College London to provide the highest possible quality of medical education. The mutual interest of the Trust and School in quality medical education is supported by the SIFT contract.

All individuals are expected to be committed to teaching and to play their part in the delivery of the undergraduate curriculum. These activities would include the planning and review of teaching, and the assessment of students which could, where properly structured, be undertaken simultaneously with service delivery commitments, including ward rounds and outpatient clinics.

Of necessity, the requirements of the medical curriculum change over time and it is not always possible to identify specific teaching commitments in job plans – when this is the case the general requirement for teaching time should be made clear.

The need for flexibility is acknowledged by the Trust and, for example, within a service department it is possible that the overall teaching commitment to be unevenly allocated between staff to achieve optimal teaching and service quality.

The appointed physician will participate in teaching medical students, post-graduate doctors and other groups at King's College Hospital and King's College London (KCL) School of Medicine.

POST-GRADUATE TEACHING

The Trust has over 400 training posts in virtually all specialties. The postholder will be expected to participate in teaching and training postgraduate doctors, which in addition to direct clinical supervision is likely to include acting as an 'educational supervisor' to one or more individuals, providing them with regular appraisal and support. Individuals that undertake educational supervision will be provided with appropriate training in accordance with national requirements and accredited by the Director of Medical Education.

5. RESEARCH AND DEVELOPMENT

Involvement in high quality research is strongly encouraged at King's, as this supports both the delivery of high quality clinical care, and our role as a partner in a major Academic Health Sciences Centre.

Support for Research

An important component of the Trust's R&D strategy is to strengthen the support available to Researchers, to make it as easy as possible to participate in, and to lead, clinical research.

Each Division has some local research infrastructure, including a nominated R&D Lead, and an R&D Facilitator linked to the central R&D Office. The Trust's philosophy is to devolve research funding where possible, allowing most Divisions also employ research co-ordinators and research nurses, who support one or more active researchers within the clinical specialties. This includes devolving the Trust's allocation of NHS service support funding (CLRN) in proportion to patient recruitment into CLRN adopted studies, for use in supporting CLRN activity. Divisions are encouraged to maintain a balanced portfolio of research activity, including CLRN studies, commercial studies and health services research.

Assistance for PIs is also provided in research design (through the Research Design Service, based at Guys Hospital), the statistics service (statistical support is available on the Denmark Hill Campus 3 days a week supported by KCH R&D) and financial support for costing research proposals and grant applications (R&D finance). Commercial trials are costed by the KHP Clinical Trials Office and this office also provides CRAs to audit all non-commercial CTiMP studies. GCP training is supported by the KHP CTO. Multi-disciplinary involvement in the research process is strongly encouraged.

Research and Job Planning

The undertaking of research within a job plan should be discussed during appraisal and as part of job planning activities. All staff should be aware of the research being undertaken within their Division and in the Trust, and actively support recruitment into relevant open studies, whether or not they have a primary research component to their Job Plan. All individuals undertaking research are expected to have a good working knowledge of Research Governance standards, and are required to undertake GCP training.

Governance of Research

All R&D projects are registered with the Trust's R&D office, which manages and co-ordinates the R&D approvals process. This ensures that all projects meet the prevailing standards of research quality, and are in receipt of appropriate ethical approval and local agreements, prior to R&D governance approval being issued.

Each Division is required to convene a local Research meeting, where feasibility is discussed and peer review co-ordinated. This function will ultimately be taken on by Clinical Academic Groups within King's Health Partners (rather than the Trust's Divisions), as these become established across KHP.

6. DEPARTMENTAL STAFFING [AND SPECIFIC EQUIPMENT OR RESOURCES]

Consultants (5.00 wte): Dr Ola Obisesan (Clinical Lead)
Mr Dapo Akintola (Clinical Lead, Dept of Acute Dental Care)
Miss Cathy Bryant
Mrs Aneesha Shah
Dr Clare Gleeson
Dr Harjit Tagar
Miss Jashme Patel
Mr Muneer Patel

Associate Specialists (2.40 wte): Dr Prag Lal
Dr Gezala Umar

18 Specialty Doctors (12.4 wte)

StR in Oral Surgery (2.0 wte) rotating post with GSTT
(1.0 wte) this post

Academic Oral Surgery:

Consultants Professor Tara Renton (1.0wte)

Senior Specialist Clinical Dr Nadine Khawaja (1.00wte)
Teacher / Hon consultant

Supported by Clinical Teaching Staff

Dental Core Trainees

The Dental Institute in partnership with the London Dental Deanery and primary care dental practices provides training to a team of 24 SHO (VDPs) over a 2 year period.

Dental Nursing

A team of nurses, many of whom are specialists with sedation and radiography training, support the department's activities and provide a range of locally agreed extended duties.

7. CLINICAL GOVERNANCE

The postholder will be expected to contribute and participate in the Department's ongoing clinical audit programme, and will carry out all necessary administrative duties associated with the care of their patients. The postholder holder also has a general duty of care for the health, safety and well-being of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.

8. STUDY AND ANNUAL LEAVE

The postholder will be expected to comply with the CME requirements of the relevant Royal College. Study leave may be requested in accordance with the Trust's Policy for Continuing Medical Education. Annual leave may be taken in accordance with the Trust's Guidelines on Leave Arrangements for Medical and Dental Staff. To ensure the smooth running of the service the postholder will ensure that, in conjunction with colleagues, adequate arrangements are made to cover planned absences.

9. TERMS AND CONDITIONS

The post is covered by the current Terms and Conditions - Specialty Doctor 2008, the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales) and Trust Policies and Procedures where relevant. Appointment is conditional upon a satisfactory medical assessment, which may include an examination.

Specialist Registrar in Oral Surgery
Full Time

JOB DESCRIPTION AND OUTLINE JOB PLAN

GENERAL

We are looking to appoint a Specialist Registrar, full time 10 sessions/PA's within Oral Surgery.

PURPOSE OF JOB

The posts will be based at King's College Hospital NHS Foundation Trust with a rotation to Guy's & St Thomas NHS Foundation Trust. The Job Plan is attached.

As an employee of the Trust you will work in close co-operation with, and support other clinical, medical professional and managerial colleagues in providing high quality healthcare to the Trust's patients. Integral to these responsibilities is the following:-

- The provision of a first class clinical service
- Effective leadership to all staff engaged in the specialty
- Sustaining and developing teaching and research in conjunction with King's College London
- Undertaking all work in accordance with the Trust's procedures and operating policies
- Conducting clinical practice in accordance with contractual requirements and within the parameters of the Trust's service plans
- Maintaining the confidence of business plans and development strategies formulated for the specialty, the Care Group or the Trust

KEY DUTIES AND RESPONSIBILITIES

1. Together with the other clinical staff, to provide a service for all Oral Surgery patients at Kings. This includes all aspects of treatment and relevant management duties for the proper functioning of the department.
2. To contribute to departmental research interests in accordance with the Trust's R&D framework where possible
3. To observe and maintain strict confidentiality of personal information relating to patients and staff.
4. To be responsible, with management support, for your personal development and to actively contribute to the development of colleagues.
5. To be aware of, and comply with, all Trust infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.
6. To be accountable for implementation of the Code of Practice within own department/area of responsibility.
7. To prepare for and undertake the protective interventions that you are responsible for in a manner that is consistent with evidence based practice and maintaining patient safety.

Generic Statements for inclusion in all job descriptions:

8. You have a general duty of care for the health, safety and well-being of yourself, work colleagues, visitors and patients within the hospital in addition to any specific risk management or clinical governance accountabilities associated with this post.
9. You are required to observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
10. You are required to observe and maintain strict confidentiality of personal information relating to patients and staff.
11. You are required to be responsible, with management support, for your own personal development and to actively contribute to the development of colleagues.
12. The post holder has an important responsibility for and contribution to make to infection control and must be familiar with the infection control and hygiene requirements of this role. These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.
21. All employees must hold an 'nhs.net' email account which will be the Trust's formal route for email communication. You are therefore required to check this regularly and to deal with such communication promptly.
22. This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holders.

THE ABOVE REPRESENTS AN OUTLINE OF THE DUTIES OF THE POST AND WILL, TOGETHER WITH THE JOB PLAN, BE REVIEWED ON AN ANNUAL BASIS IN ACCORDANCE WITH THE TRUST'S PERFORMANCE REVIEW SCHEME

PERSON SPECIFICATION

ATTRIBUTES		ESSENTIAL	DESIRABLE
1.	Qualifications	BDS	Further relevant qualifications (e.g. higher university degree, clinical diploma, MFDS or MFJDP)
2.	Higher Qualifications		
3.	Registration	Full registration with the United Kingdom General Dental Council (GDC)	
4.	Training and Experience	Experience in Oral Surgery. Familiarity with the planning and management of patients' surgical requirements using local and general anaesthesia and appropriate sedation techniques.	Previous hospital posts Experience of IV sedation
5.	Administration	Demonstration of active engagement in effective clinical audit.	
6.	Management and Leadership	Able to demonstrate ability to work within multi-disciplinary teams	
7.	Audit	Demonstration of active engagement in effective clinical audit.	Research relevant to Oral Surgery Publications in refereed journals Publication of relevant review articles or case reports.
8.	Research and Publications		
9.	Personal Skills	Good inter-personal and team working skills. Professional attitude towards work, reliability, good record of attendance and tidy personal appearance An awareness of personal strengths and weaknesses, and a commitment to continuing medical education and to a personal development plan.	Familiarity with information technology and general computer skills
10.	Personal attributes	Able to demonstrate an understanding of Kings Values	
11.	Kings Values	Commitment to uphold Kings Values	
12.	Teaching		Experience of undergraduate teaching

JOB PLAN

NAME:	SPECIALTY: Oral Surgery	YEAR: 2024
COMMENCEMENT DATE OF JOB PLAN:	REVIEW DATE:	

1. CONTRACT DETAILS

a. Please indicate below which type of Contract(s) you hold.

KCH NHS Foundation Trust Whole-Time / Part-Time (please circle)
 Indicate number of Programmed Activities if Part-Time: _____

KCL Indicate number of Programmed Activities for KCH NHS Foundation Trust: _____

Other Honorary Indicate number of Programmed Activities for KCH NHS Foundation Trust: _____

b. If Other Honorary, who is your main employer:

2. WEEKLY TIMETABLE OF COMMITMENTS (including Trust and non-Trust activity carried out off-site, and commitments relating to private work) NB: Timetable subject to change

Day		Time (From – To)	Hospital/ Location	Type of Work	Classification of Activity	Average Duration (hours)	No. of PAs
Monday	am	08.30 – 12.30	KSS			4	1
Monday	pm	13.30 – 17.30	KSS			4	1
Monday	eve						
Tuesday	am	08.30 – 12.30	KCH	DSU	DCC	4	1
Tuesday	pm	13.30 – 17.30	KCH	Audit/study/CME	SPA	4	1
Tuesday	eve						
Wednesday	am	08.30 – 12.30	KCH	New patient clinic	DCC	4	1
Wednesday	pm	13.30 – 17.30	KCH	IV sedation/LA	DCC	4	1
Wednesday	eve						
Thursday	am	08.30 – 12.30	KCH	Joint clinic	DCC	4	1
Thursday	pm	13.30 – 17.30	KCH	IV sedation / LA	DCC	4	1
Thursday	eve						
Friday	am	08.30 – 12.30	KCH	New patient clinic	DCC	4	1
Friday	pm	13.30 – 17.30	KCH	DSU	DCC	4	1
Friday	eve						
Saturday	am						
Saturday	pm						
Saturday	eve						
Sunday	am						
Sunday	pm						
Sunday	eve						

WEEKLY TIMETABLE OF COMMITMENTS - Continued

		Time (From – To)	Hospital/ Location	Type of Work	Classification of Activity	Average Duration (hours)	No. of PAs
Additional agreed Activity (1)							
	am						
	pm						
	eve						

Additional agreed Activity (2)						
am						
pm						
eve						
Predictable Emergency On-Call work						
am				Direct Clinical Care		
pm				Direct Clinical Care		
eve				Direct Clinical Care		
Un-Predictable Emergency On-Call work	Variable	On-site, at home, on telephone, travelling to/from site		Direct Clinical Care		
TOTAL PAs						10

3. ACTIVITY SUMMARY

ACTIVITY CLASSIFICATION		JOB PLAN PAs x 4= HRS	
		No. of PA's	No. of Hours
DIRECT CLINICAL CARE <i>(including unpredictable On- Call)</i>		8	32
SUPPORTING PROFESSIONAL ACTIVITIES	Undergraduate Teaching:		
	Postgraduate Teaching:		
	CPD:		
	Research:	1	4
	Other: Audit/Governance	1	4
	SUB-TOTAL:	10	40
OTHER NHS RESPONSIBILITIES			
EXTERNAL DUTIES			
TOTALS		10	40

4. ON-CALL AVAILABILITY SUPPLEMENT

Agreed On-Call Rota (headcount on rota eg. 1 in

--

 5):

On-Call Supplement % (eg. 4% - see chart

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 below):

Frequency of rota commitment	Value of supplement as a percentage of full-time basic salary
More frequent than or equal to 1 in 4	6%
Less frequent than 1 in 4 or equal to 1 in 8	4%
Less frequent than 1 in 8	2%

5. ADDITIONAL PROGRAMMED ACTIVITIES

1	Are you undertaking private medical practice as defined in the terms of services	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	If YES, are you already working an additional Programmed Activity above your main commitment?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	If NO, has the Trust offered you an additional Programmed Activity this year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	If YES, has this been taken up?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	If NO, have other acceptable arrangements been made (eg. taken up by a colleague)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	If YES to 5 – please describe arrangements:		

6. PAY PROGRESSION

At the end of the Job Plan Review, the Clinical Director should complete the following table. The table details the criteria that the individual has to meet in order to pay progress in the current year. If any of the boxes are ticked ‘no’, then this should be highlighted to the Medical Director, before they are asked to counter-sign the form.

The Practitioner has:		
1	made every reasonable effort to meet the time and service commitments in the Job Plan	YES <input type="checkbox"/> NO <input type="checkbox"/>
2	participated satisfactorily in the appraisal process;	YES <input type="checkbox"/> NO <input type="checkbox"/>
3	participated satisfactorily in reviewing the Job Plan and setting personal objectives;	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	met the personal objectives in the John Plan, or where this is not achieved for reasons beyond the practitioner’s control, made every reasonable effort to do so;	YES <input type="checkbox"/> NO <input type="checkbox"/>
5	worked towards any changes identified in the last Job Plan review as being necessary to support achievement	YES <input type="checkbox"/> NO <input type="checkbox"/>

	of the employing organisation's objectives;	
6	taken up the offer to undertake additional Programmed Activities that the employing organisation has made to the practitioner in accordance with Schedule 7 of the Terms and Conditions;	YES <input type="checkbox"/> NO <input type="checkbox"/>
7	met the standards of conduct governing the relationship between private practice and NHS commitments set out in Schedules 9 and 10.	YES <input type="checkbox"/> NO <input type="checkbox"/>

7. WORKING TIME REGULATIONS *(as applied to NHS working hours)*

The Working Time Regulations set out minimum statutory health and safety requirements for employers in relation to working time. The Regulations provide for certain aspects of these rights to be applied flexibly or set aside for workers providing healthcare and/or those who work shifts. Further information is available from the Medical HR Department.

Declaration: *(Please delete as applicable)*

- i. I do not believe my working week exceeds 48 hours of work on average per week based on a 26-week reference period from April to September
OR
- ii. I believe my working week exceeds 48 hours of work on average per week (based on a 26 week reference period from April to September and I have signed the individual agreement to opt-out of the 48 hour (average) weekly maximum working time, attached to this job plan review form.
OR
- iii. I believe my working week exceeds 48 hours of work on average per week (based on a 26-week reference period from April to September but I do not wish to sign an opt-out and would like to review a reduction in my working hours.

Signed (Practitioner): _____

8. SIGNED OFF AND AGREED

Practitioner: _____ (Name)

Signed: _____ (Practitioner) Date: _____

Clinical Director: _____ (Name)

_____ (Clinical Director)

Date: _____

Signed: _____

(following MMC approval)

Medical Director: _____ (Name)

Signed: _____ (*Medical Director*)

Date:

**9. JOB PLAN : AVERAGE NUMBER OF WEEKLY HOURS SPENT ON NHS DUTIES
– BREAKDOWN OF SECTION 2**

TYPE OF DUTY	Direct Clinical Care	Supporting Professional Activities	Other Trust Responsibilities	Other External Responsibilities
Out-Patient (or Other) Clinic	12			
Ward Rounds				
Operating (inc. Anaesthetists)	20			
Other Patient Treatment				
Investigative/Diagnostic or Laboratory				
Clinical Correspondence and/or Administration				
Teaching – Under-Graduate (* Nb. See below)				
Teaching – Post-Graduate (*Nb. See below)				
Training of other NHS Staff (including doctors and dentists) (*Nb. See below)				
Professional Development / Study including CME				
Audit / Clinical Governance	2			
Clinical Research	4			
Management of the Service (eg. Lead Clinician/ Clinical Director duties)				
On-Call/Emergency Attendance				
Other: (please specify) SPA	2			
TOTAL (* Nb. See below)	40			

NB * *The hours in this schedule should total to the hours shown in Section 3. Where an activity occurs concurrently, for example, undergraduate or postgraduate teaching which happens as part of a clinical activity, this time should only be counted once.*
 For example: If you have a 2 hour outpatient clinic during which teaching occurs, you may want to show it as Outpatient Clinic - 2 hours and in the Post Graduate Teaching box would indicate (1) – which is then not counted in the total, or you could show it as Outpatient Clinic – 1 hour and Post Graduate Teaching – 1 hour – both of which would then be counted to total 2 hours.

OPT-OUT AGREEMENT – D

Career Grade Doctors

(Consultant, Associate Specialist and Specialty Doctor)

(TO BE COMPLETED BY CONSULTANTS/CLINICIANS WITH 12 PAs)

I _____ employed as _____

with King's College Hospital NHS Foundation Trust agree that Regulation 4(1) of the Working Time Regulations 1998 which states that a worker's working time, including overtime, in a reference period of 26 weeks, shall not exceed an average of 48 hours for each seven days shall not apply to me, and that I may work in excess of 48 hours in each 7-day period.

I agree to give 3 months written notice to my Clinical Director or General Manager if I wish to terminate this agreement. Subject to this, this agreement shall apply indefinitely.

Signed _____ Dated _____

Signed _____ Dated _____
[GM/CD signature to acknowledge receipt]

**Please return to the Medical HR Manager, Human Resources Department
HR Department, King's College Hospital, Jennie Lee House**