Overview of the post

The University intends to appoint a new Action Research Professor of Clinical Neurology as soon as possible. This is a clinical post and the professor must be medically qualified. This Professorship is a key appointment for the Nuffield Department of Clinical Neurosciences having previously been held by two very distinguished neurologists, Professor John Newsom-Davis and Professor George Ebers (retired 30th September 2011). The postholder will be an established academic neuroscientist with an international reputation in an appropriate field of clinical neurology. He/she will play an important role in the development of the clinical neurosciences in Oxford, which is a major area for development in the Medical Sciences Division. He/she will be expected to lead a major research group and develop appropriate collaborations with other members of the academic staff in the Division and in the rest of the University. There are no areas of clinical neuroscience which are preferred, the Department already having a broad representation in the subject. It is expected that the postholder will be active in the development of the Department’s postgraduate programme and will contribute to undergraduate teaching in the medical course. The postholder will be located in the main part of the Department based in the West Wing of the John Radcliffe Hospital, but if their research is more appropriate for location elsewhere this would be possible, subject to space availability.

The professor will have an outstanding record in research, with leadership skills at national and international levels in the field of clinical neurology.

The location of the department in the West Wing of the John Radcliffe site offers many opportunities for growth and expansion of clinical neurology, and for further development of clinically-based and translational research. The Nuffield Department of Clinical Neurosciences has laboratory space on Level 5 and offices on Level 6 of the same building. There is effective professional administrative support within the department, particularly for financial and personnel matters.
The Professorship is linked to St Edmund Hall, which occupies a historic site in the middle of Oxford, just off the High Street.

Queries about the post should be addressed to Prof Christopher Kennard at chris.kennard@ndcn.ox.ac.uk or telephone: +44 (0) 1865 234633.

All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level. Contact equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford.

Duties of the post

The Action Research Professor of Clinical Neurology will be a member of both the University and the College community. He/she will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. He or she will have a role to play in the running of St Edmund Hall as a member and trustee of its Governing Body.

The main duties of the post are as follows:

Teaching & Research

The Action Research Professor will be expected to play a major leadership role in the research activity of the Nuffield Department of Clinical Neurosciences, to undertake original work independently and/or in collaboration with others. The Professor will be expected to play a role in medical student (both standard course and graduate entry course) teaching.

The Professor will be required to engage in teaching and research and in clinical and administrative work under the direction of the head of department.

The appointee will be expected to raise grants from the usual sources to carry out a programme of research. Current members of the department are supported by grants from the MRC, EPSRC, the Wellcome Trust, the Muscular Dystrophy Campaign, Action Research, the Dana Foundation and many others, including industry.

Clinical duties

Under conditions agreed upon between the Board of the Medical Sciences Division and appropriate agents of the NHS, the professor shall perform such clinical, administrative and other duties in the hospitals associated with the University as the Medical Sciences Board may determine or approve. An honorary contract with the Oxford University Hospitals NHS Trust will be available to the successful candidate. Please refer to Annexe A for a breakdown of notional programmed activities. The University will, in making the appointment, be seeking to advance its strategic agenda and develop its partnership with the Oxford University Hospitals NHS Trust in furthering advances in research, teaching, and patient care.

Examining

The professor will be required to take part in university examining as and when requested to do so by a committee for the nomination of examiners, unless he or she can show reasonable cause, to the satisfaction of the Vice-Chancellor and Proctors, why on a particular occasion he
or she should not do so. (This requirement does not apply to invitations from faculty boards to examine theses submitted for research degrees.)

**Supervision**

The professor will be required to act as the supervisor of a graduate student as and when requested to do so by a faculty board or other competent body, unless he or she can show reasonable cause, to the satisfaction of the body concerned, why on a particular occasion he or she should not do so.

**Administration**

Under conditions agreed upon between the Board of the Medical Sciences Division and appropriate agents of the NHS, the professor shall perform such clinical, administrative and other duties in the hospitals associated with the University, as the Medical Sciences Board may determine or approve. The appointee would be expected to provide effective management leadership within his or her professional and academic areas and to contribute to divisional and central university committees on behalf of the department and the Division, as required.

**Headship of Department**

Every professor or reader who is employed by the University unless individually exempted has the obligation to accept the headship of the department in which his or her post is held if invited to do so by Council. The current head of the Nuffield Department of Clinical Neurosciences is Professor Christopher Kennard who holds office until 2014. Headship of an academic department is not synonymous with headship of an NHS department.

**Selection criteria**

Applicants will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions, and unsuccessful applicants may request feedback against the published selection criteria for the specific post. (We are, however, unable to provide general advice about the suitability of applicants’ cvs for future vacancies in Oxford or elsewhere.) Chairs of selection committees (known as electoral boards) will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender wherever possible.

The successful candidate will demonstrate the following.

<table>
<thead>
<tr>
<th>REQUIREMENTS - the postholder must be able to demonstrate:</th>
<th>ESSENTIAL or DESIRABLE</th>
<th>ASSESSED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical qualification and entry on the GMC’s Specialist Register as a neurologist</td>
<td>Essential</td>
<td>application and documentation</td>
</tr>
<tr>
<td>Have a proven track record as a first class internationally recognised researcher in clinical neurosciences, with evidence of well-cited original publications in high impact journals</td>
<td>Essential</td>
<td>application, interview</td>
</tr>
<tr>
<td>Have secured significant independent research funding</td>
<td>Essential</td>
<td>application, interview</td>
</tr>
<tr>
<td>REQUIREMENTS - the postholder must be able to demonstrate:</td>
<td>ESSENTIAL or DESIRABLE</td>
<td>ASSESSED BY:</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Already lead a well-established research group with evidence of significant external grant funding</td>
<td>Essential</td>
<td>application, interview</td>
</tr>
<tr>
<td>Have the potential to develop productive interactions with other scientists at the University of Oxford</td>
<td>Essential</td>
<td>application, interview</td>
</tr>
<tr>
<td>Have the commitment and ability to provide effective teaching at undergraduate and postgraduate level</td>
<td>Essential</td>
<td>application, presentation</td>
</tr>
<tr>
<td>Have interests that are synergistic with the existing strengths of the Nuffield Department of Clinical Neurosciences</td>
<td>Essential</td>
<td>application, interview</td>
</tr>
<tr>
<td>Ability to communicate effectively (written and orally)</td>
<td>Essential</td>
<td>application, presentation, interview</td>
</tr>
</tbody>
</table>

**How to apply**

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- an indication of where you first heard about this post
- the names and contact details (postal and e-mail addresses and telephone number) of precisely three referees.

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

If you are shortlisted but only Oxford references are available for you, you will be asked at a later stage to provide the name of an additional referee outside Oxford.

Applications should be sent by email to Dr Gwen Booth, Personnel Officer, Senior Appointments at professorships@admin.ox.ac.uk.
The deadline for applications is **Monday 11 June 2012**.

Should you have any queries about how to apply, please contact Mrs Elaine Eastgate at professorships@admin.ox.ac.uk or telephone: +44 (0) 1865 280189.

The full membership of the board of electors will be published in the University Gazette ([http://www.ox.ac.uk/gazette/](http://www.ox.ac.uk/gazette/)) when it is finalised. All applications will be acknowledged after receipt and will be considered by the board of electors as soon as possible after the closing date. The board is free to search for other candidates at this or any subsequent stage in its proceedings. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the electors as part of the interview. The board's decision will be communicated as soon as possible after the interview but in some cases there may be a delay while deliberations are ongoing.

**Essential Information for Applicants for the Action Research Professor in Neurology**

**The University**

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford’s self-governing community of scholars includes university professors, readers, and lecturers, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2008-12, can be found at [http://www.admin.ox.ac.uk/pra/planningcycle/stratplan.shtml](http://www.admin.ox.ac.uk/pra/planningcycle/stratplan.shtml).

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers about 7,000, well over a third of the full-time students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)
The Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: http://www.medsci.ox.ac.uk/

The Nuffield Department of Clinical Neurosciences

The Nuffield Department of Clinical Neurosciences (NDCN) was created in November 2010 by a federation of the Nuffield Department of Anaesthetics (NDA), the Department of Clinical Neurology (CLN) and the Nuffield Laboratory of Ophthalmology (NLO) and is led by Prof Christopher Kennard. The new department has over 220 staff. NDCN has an established research and teaching portfolio with a national and international reputation for excellence. NDCN is based in high quality research and clinical facilities in the West Wing of the John Radcliffe Hospital, alongside the Department's world-class Oxford Centre for Functional MRI of the Brain (FMRIB), the Weatherall Institute of Molecular Medicine and provides the ideal facilities to translate research from bench to bedside. In keeping with the award of National Institute of Health Research Comprehensive Biomedical Research Centre status to a partnership between Oxford University and the Oxford University Hospitals NHS Trust, we are developing a highly integrated and interdisciplinary environment in which research, teaching, clinical training and clinical care interact. This is enabling us to establish new approaches to the understanding, diagnosis and treatment of brain diseases. To this end the Department fosters collaborations worldwide and warmly welcomes visiting scientists, clinical fellows and students.

The Department comprises 4 sections:

Clinical Neurology

CLN is led by Professor Christopher Kennard. CLN is committed to the development of research programs that improve understanding of the nervous system in health and disease.

The Clinical Neurology Section has major interests in multiple sclerosis (George Ebers, Lars Fugger, Jackie Palace), stroke and stroke prevention (Peter Rothwell, Ursula Schultz), epilepsy (Jane Adcock, Beth Lang, Arjun Sen), cognitive neuroscience (Christopher Kennard, Masud Husain), neurodegeneration, especially motor neurone disease (Kevin Talbot, Martin Turner, Zam Cader, George Tofaris), movement disorders (Tipu Aziz, Peter Brown, Alex Green, Michelle Hu), neuromuscular junction disorders (David Beeson, Angela Vincent, David Hilton-Jones) and neuroimmunology (Camilla Buckley, Beth Lang, Angela Vincent). Acute stroke and dementia are major interests of the Department of Gerontology (Alastair Buchan, Gordon Wilcock) with which Clinical Neurology interacts at many levels. The Thomas Willis Brain Bank (Olaf Ansorge, Margaret Eseri) provides an excellent and growing resource, which is partly supported by the Alzheimer’s Disease Association and the Medical Research Council. Members of the Section collaborate with staff in the Departments of Experimental Psychology, Psychiatry, Pharmacology and in the Department of Physiology, Anatomy and Genetics, the Nuffield Department of Clinical Medicine, and the Nuffield Department of Surgical Sciences.

For more information please visit http://www.clneuro.ox.ac.uk/.
The Functional Magnetic Imaging of the Brain Centre

FMRIB is led by Professor Irene Tracey. FMRIB’s is an internationally recognised human neuroimaging centre that has core strengths and programs of research in: MR physics, Image Analysis, Neuroscience Applications in Health and Disease.

The FMRIB Centre is a multi-disciplinary neuroimaging research laboratory where cutting edge developments in image analysis and physics are exploited to answer neuroscientific questions of clinical relevance. FMRIB collaborates widely within the Department as well as nationally and internationally and is the hub for neuroimaging within the University. FMRIB, along with related technologies such as Transcranial Magnetic Stimulation, transcranial Direct Cortical Stimulation and EEG, is composed of research groups interested in all aspects of brain imaging research, including physics (Peter Jezzard, Karla Miller), analysis (Steve Smith, Mark Jenkinson), basic science (e.g. Tim Behrens, Kate Watkins, Matthew Rushworth, Jacinta O’Shea) and clinical neuroscience (e.g. Irene Tracey, Heidi Johansen-Berg, Clare MacKay, Holly Bridge, Natalie Voets, Martin Turner, Kyle Pattinson).

We have recently installed a state of the art 3 Tesla MR system and in July 2011 we installed a whole body 7T machine, funded by an £8.2 million investment from the MRC, EPSRC, Wolfson Foundation and University of Oxford. This leading-edge MRI system will enable imaging of brain structure and function at even higher spatial resolution and signal to noise than currently possible.

For more information please visit http://www.fmrib.ox.ac.uk/.

Nuffield Laboratory of Ophthalmology

NLO is led by Professor Russell Foster, Professor of Circadian Neuroscience. Research within the NLO encompasses the dual function of the eye as both the receptor organ for vision mediated by rod and cone photoreceptors and the regulation of sleep and circadian systems regulated by photosensitive retinal ganglion cells (pRGCs). Ocular disease can result in both visual loss and a loss of a proper sense of time and the NLO is currently the only centre in the world where these dual functions of the eye are being studied in parallel. Research within the NLO spans the molecular and cellular analysis of these different photosensory pathways, the role these photoreceptors in regulating diverse aspects of physiology and behaviour and the development of new treatments paradigms that mitigate or cure ocular disease. Research is divided across six sub-themes: (i) The Biology and Clinical Relevance of Photosensitive Retinal Ganglion Cells (pRGCs)(Mark Hankins, Sumathi Sekaran, Stuart Peirson); (ii) The Genetics of Eye Disease (Stephanie Haford, Susan Downes); (iii) Functional Retinal Prosthetics; (iv) Gene and stem cell treatments for retinal diseases (Robert MacLaren); (v) Circadian and Sleep Mechanisms (Russell Foster); (vi) The Impact of Sleep and Circadian Rhythms on Human Health (Katharina Wulff).

Outside the Nuffield Department of Clinical Neuroscience, the NLO shares research funding and has strong collaborative interactions with the Oxford Eye Hospital, the Department of Psychiatry, the Department of Experimental Psychology and the Department of Anatomy, Physiology and Genetics.

For more information please visit http://www.eye.ox.ac.uk/.

Nuffield Division of Anaesthesia

NDA is led by Professor Irene Tracey, who holds the Nuffield Professorship of Anaesthetic Science. The NDA is committed to the development and maintenance of internationally competitive research programs in the following core areas of anaesthetics: pain and consciousness; respiration and hypoxia; adult and neurointensive care; simulation and human factors training. NDA operates as closely associated University and Hospital divisions and provides the framework for teaching, research and anaesthetic services. The NDA’s research is predominantly based within new state-of-the-art laboratory facilities at the West...
Wing, as well as within a modular building on the John Radcliffe site and at the Churchill Hospital where the Pain Relief Unit is based. The Nuffield Division of Anaesthesia section has major research interests in four core aspects of anaesthesia: pain and consciousness (Irene Tracey, David Bennett, Katja Wiech, Caroline Quinlan); respiration and hypoxia (Kyle Pattinson, Andrew Farmery, Clive Hahn, Pandit, Smith); adult intensive (Young) and vasospasm in neurointensive (Pattinson, Jon Westbrook & Matt Rowland) care; and Simulation and Human Factors training (Helen Higham & OxSTAR). Further, we have nationally and internationally recognised teaching programmes in a range of anaesthetic related areas (e.g. primary trauma care, regional anaesthesia, anaesthesia in developed world).

For more information please visit: http://www.nda.ox.ac.uk/.

St Edmund Hall

St Edmund Hall’s roots are in the 13th Century, making it one of the oldest educational institutions now within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of “Hall” has been retained to reflect its long history and pre-collegiate university roots. At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial and organisational terms each college is an independent corporation, self-governing and self-contained. St Edmund Hall, in common with all Oxford colleges, has recently been granted status as a registered charity. Our current Principal, Professor Keith Gull, joined the Hall in October 2009.

St Edmund Hall occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 55 Fellows (most of whom form the Governing Body), and around 400 undergraduate and 200 graduate students in addition to administrative and domestic staff. The Queen’s Lane main site accommodates many of our facilities, including the administration, Fellows’ rooms, the Senior, Middle and Junior Common Rooms, Dining Halls and student accommodation. Our library is on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodation properties in north and east Oxford: in Norham Gardens, and on the Iffley Road and Dawson Street.

The College has a particular strength in the medical sciences. Not only is the Principal himself active in the fields of infection and immunity but chairs of Respiratory Medicine and Orthopaedic Engineering are associated with the College. The College tutorial fellow in medical sciences is Dr Robert Wilkins, and he is supported by Professor Paul Johnson, Professor of Paediatric Surgery, Dr Claire Edwards, University Lecturer in Bone Oncology, and Dr David Dupret, an MRC group leader in neuroscience. With this team we are able to support our postgraduate medical students to full effect. Other fellows with medical interests are Dr Charlotte Stagg, Junior Research Fellow in biomedical imaging, Professor Heidi Johansen-Berg, Professor of Cognitive Neuroscience and Professor Paul Matthews, formerly a Oxford Professor in neuroscience and now director of the GSK laboratory in clinical neuroscience in London and Dr Eva Gluenz, Royal Society University Research Fellow in the Dunn School of Pathology.

The Action Research Professor will be offered a professorial fellowship at St Edmund Hall. A Professorial Fellow is not paid a salary by the College but is entitled to full dining rights (lunch and dinner) throughout the year whenever the kitchens are open. Professorial Fellows are by statute members of the Governing Body and as such have duties as Trustees. It is expected that a Professorial Fellow by will act as an adviser to graduate students. It is also expected that a Professorial Fellow will participate in the wider intellectual and social life of the College and serve on selected committees of interest in terms of governance of the college.
Oxford University Hospitals NHS Trust Profile

The Oxford University Hospitals Trust (OUH) is one of the largest teaching trusts in the country, with a national and international reputation for its services and its role in teaching and research. It employs around 10,000 staff, and has an annual turnover of over £650 million. It provides a district general hospital service for approximately 700,000 people in Oxfordshire and the neighbouring counties. With an excess of 1200 staffed beds, the Trust’s specialist services serve a population of around 2.5 million in Oxfordshire, Buckinghamshire, Berkshire, Wiltshire, Gloucestershire and Northamptonshire. In addition to the normal range of specialist services, the Trust also provides other highly specialised treatment and care for a still wider catchment area.

In 2009/10, there were:

- 614,056 outpatient appointments
- 123,592 attendances at the emergency departments
- 79,802 admissions for emergency assessment and treatment
- 62,062 admissions for treatment as day cases
- 19,688 admissions for treated as inpatients
- 8,077 babies delivered

The Trust works in close co-operation with the University of Oxford, and is a leading centre for research programmes in cancer, neurosciences, diabetes, genetics and many other fields. In 2007, the Trust, jointly with the University of Oxford, was given the status of a Biomedical Research Centre by the Department of Health, making it one of the five pre-eminent centres in the country for translational medical research. Funding was recently renewed for a further 5 years. Oxford Brookes University provides undergraduate and postgraduate training for a wide range of healthcare professionals including nurses and midwives, occupational therapists and physiotherapists and in addition provides foundation courses and diploma courses.

The Oxford University Hospitals is also part of the Thames Valley Health Innovation and Education Cluster (HIEC) that is being hosted by Oxfordshire and Buckinghamshire Mental Health NHS Foundation Trust (OBMHFT). HIECs will provide professional education and training and promote innovation in healthcare by speeding up the adoption of research. Work programmes for the Thames Valley HIEC are service integration, patient safety and patient and public involvement.

More information about the Oxford University Hospitals Trust may be found at: www.oxfordradcliffe.nhs.uk

For more information please visit http://www.seh.ox.ac.uk/
Standard Terms and Conditions

Standard duties
To engage in teaching and research and in clinical and administrative work under the direction of the head of the department.

Under conditions agreed upon between the Board of the Medical Sciences Division and appropriate agents of the NHS, the professor shall perform such clinical, administrative and other duties in the hospitals or general practices associated with the University, as the divisional board may determine or approve.

Salary, benefits and pension
The salary of the professorship will be based on the years of seniority of the successful candidate, plus any applicable NHS merit awards.

An additional pensionable allowance will be payable in respect of any period during which the professor is Head of Department/Faculty Board Chairman. (Any allowance payable for a period of less than three years will not, however, be pensionable.)

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at http://www.admin.ox.ac.uk/finance/pensions/uss/.

Length of appointment
The professorship is tenable until retirement. For all academic staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date.

Sabbatical leave and outside commitments
All professors may apply for sabbatical leave to allow them to focus on their research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Professors may also spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities. Full details are available on the university website at http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/ Guidance on ownership of intellectual property (http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest (http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/) is also available on the university website.

Residence
Clinical Professors are required to reside within the University (i.e. within twenty-five miles of Carfax, the central point of Oxford) during forty weeks in each academical year.

Medical Defence Society
All clinical professors are required to belong to a medical defence society if they are involved in private practice (see below), and it is strongly recommended that those not involved in private practice maintain at least the basic cover provided by such bodies.
Private practice

Holders of clinical professorships are permitted to engage in private practice in the hospitals in Oxford on such terms as the Medical Sciences Board may from time to time determine, provided that such private practice

(i) shall be undertaken only in the name of the individual clinician concerned;

(ii) shall be subject to the same general arrangements as govern the holding of consultancies and outside appointments by university employees.

Relocation expenses

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available. Further details are available on the website at http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/.

Family support

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at http://www.admin.ox.ac.uk/personnel/during/family/.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University’s childcare website at http://www.admin.ox.ac.uk/eop/childcare/.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at http://www.admin.ox.ac.uk/personnel/during/family/.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at http://www.admin.ox.ac.uk/eop/disab/.

Equality of opportunity

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.
Applicants who would need a work visa if appointed to the post are asked to note that they may need to enter the UK under the Tier 1 (Exceptional talent) category of the UK’s points-based system. Further information is available at:

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy (available on the website at http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

¹ But NB if the person appointed to the post is a migrant sponsored under the UK’s points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.
**Annexe A**

**Consultant Job Plan Review Form for**
(for those consultants employed on the 2003 national contract)

This form should be read and completed in conjunction with the following documents.

i. Job Planning Policy.


**Please return completed form to your Divisional Chair**

1. **Personal Details**

   **All Consultants:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Action Research Chair of Neurology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialty:</td>
<td>Clinical Neurology</td>
</tr>
<tr>
<td>Clinical Directorate:</td>
<td>Division of Neurosciences, Trauma and Specialist Surgery</td>
</tr>
<tr>
<td>Nature of Contract:</td>
<td><strong>Whole time</strong> / Part time / Honorary</td>
</tr>
<tr>
<td>Number of programmed activities at ORH:</td>
<td><strong>Contracted (10 or less):</strong> 5 (including 2 clinical research PAs) / <strong>Additional:</strong> 0</td>
</tr>
</tbody>
</table>

   **Joint appointees/Clinical Academics only to complete the box below:**

   | Name of 2nd Trust or University: | University of Oxford |
   | Number of programmed activities at 2nd Trust/University: | **Contracted:** (sum of PA’s at both organisations should be 10 or less) 5 / **Additional:** 0 |
## Job Plan Review Form

### 1. Job content

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Work</th>
<th>Categorisation</th>
<th>No. of PAs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>09.00 - 17.00</td>
<td>John Radcliffe</td>
<td>Uni Research &amp; Admin</td>
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<td><strong>Tuesday</strong></td>
<td>08.30 – 10.30</td>
<td>John Radcliffe</td>
<td>Ward Round</td>
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<td>13.00 - 15.00</td>
<td>John Radcliffe</td>
<td>Out-patient clinic (specialist)</td>
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<td><strong>Wednesday</strong></td>
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<td>Admin (NHS)</td>
<td>D.C.C</td>
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<td><strong>Friday</strong></td>
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<td>Audit, appraisal etc</td>
<td>S.P.A</td>
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<td>C.P.D.</td>
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<td>Saturday</td>
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<td>Sunday</td>
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<td>Additional agreed activity to be worked flexibly</td>
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<td>Predictable emergency on-call work</td>
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<td>Unpredictable emergency on-call work</td>
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<td>TOTAL PAs</td>
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<td>Supporting professional activities</td>
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<td>Clinical Research &amp; Admin</td>
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<tr>
<td>TOTAL PROGRAMMED ACTIVITIES</td>
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Notes

(a) There are four time blocks set out for each day. Not all blocks need to be filled in. It is feasible that consultants will have 1, 2, 3 or even more PAs on any one day.

(b) Under ‘additional agreed activity’ the consultant might agree, for example, with the employer that they will undertake a certain proportion of regular patient administration equating to x PAs, at an unspecified time and location during the week. This section might also be used to set out the number of PAs for any unpredictable external duties.

(c) Predictable on-call work: where this work follows a regular pattern each week, consultants should identify within the weekly schedule when and where this takes place. Where such work does not follow a regular pattern, for example due to the variability of the on-call rota, consultants should assess an average level of activity per week and identify it in the predictable activity box at the bottom of the form.

(d) The location and timing of unpredictable emergency work cannot be completed, therefore only the categorisation and number of PAs should be completed.

(e) Location can be the principal place of work or any other agreed location e.g. the consultant’s home for some duties.

(f) In the ‘work’ column, a description of the duty should be completed, e.g. outpatient clinic, ward round, operating list.

(g) The ‘categorisation’ column should define whether the work is direct clinical care, supporting professional activity, additional NHS responsibility or external duty.

(h) The number of PAs should specify the number of PAs allocated to the duty. This can be a full PA or broken down into smaller units. If the work is in premium time after 1 April 2004, 3 hours of work is one programmed activity.

(i) Regular private practice commitments should be identified broadly in terms of timing, location and type of work.

(j) In addition to regular duties and commitments, the consultant might have certain ad-hoc responsibilities. These would normally but not exclusively fall into the ‘additional NHS responsibilities’ or ‘external duties’ categories of work, for example member of an Advisory Appointments Committee or work for a Royal College. Such duties could be scheduled or agreement could be reached to deal with such work flexibly (see section 5 below).

2. On-call availability supplement

Agreed on-call rota e.g. 1 in 5:

Agreed category (delete):

On-call supplement e.g. 5%: