

## Job Description and Selection Criteria

<b>Post</b>	<b>Field Marshal Earl Alexander Professor of Cardiovascular Medicine</b>
<b>Department/Faculty</b>	<b>Radcliffe Department of Medicine (RDM), Division of Cardiovascular Medicine (CVM)</b>
<b>Division</b>	<b>Medical Sciences Division</b>
<b>College</b>	<b>Exeter College</b>

### Overview of the post

The University intends to appoint to the Field Marshal Earl Alexander Professorship of Cardiovascular Medicine as soon as possible. This is a clinical post and the professor must be medically qualified. This Professorship is a key appointment for the Division of Cardiovascular Medicine within the Radcliffe Department of Medicine having previously been held by two very distinguished cardiologists, Professor Peter Sleight and Professor Hugh Watkins (now appointed to the Headship of the Radcliffe Department of Medicine). The postholder will be an established academic cardiovascular scientist with an international reputation in an appropriate field of Cardiovascular Medicine. He/she will play an important role in the development of cardiovascular sciences 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 Medical Sciences Division and in the rest of the University. There are no areas of cardiovascular medicine which are preferred, as there is already broad representation across the subject. It is expected that the postholder will be active in the development of the postgraduate programme in the Division of Cardiovascular Medicine and the Radcliffe Department of Medicine, and will contribute to undergraduate teaching in the medical course.

The Professor will have an outstanding record in research, with leadership skills at national and international levels in the field of cardiovascular medicine. The Professorship is associated with Exeter College, located in central Oxford close to the Bodleian Library.

Queries about the post should be addressed to Prof Hugh Watkins at [hugh.watkins@cardiov.ox.ac.uk](mailto:hugh.watkins@cardiov.ox.ac.uk) or telephone: +44 (0) 1865 234657.

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](mailto:equality@admin.ox.ac.uk) for further information about Athena SWAN at the University of Oxford.

## **Duties of the post**

The Field Marshal Earl Alexander Professor of Cardiovascular Medicine will be a member of both the University and the College community. He or 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 the College as a member and trustee of its Governing Body.

The main duties of the post are as follows:

### **Teaching**

The Field Marshal Earl Alexander Professor of Cardiovascular Medicine will be expected to play a role in medical student (both standard course and graduate entry course) teaching, including lecturing or holding classes, supervising graduate students and participating in examining.

### **Research**

The Professor will be expected to play a major leadership role in the research activity of the Division of Cardiovascular Medicine, within the Radcliffe Department of Medicine, and to undertake original work independently and/or in collaboration with others.

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 BHF, the Wellcome Trust, MRC, EPSRC, EU, the Garfield Weston Trust, 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 or general practices 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.

### **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 or general practices 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 Radcliffe Department of Medicine is Professor Hugh Watkins. Headship of an academic department is not synonymous with headship of an NHS department.

## Headship of Division of Cardiovascular Medicine

The headship of the Division of Cardiovascular Medicine is vacant following Professor Watkins' appointment as head of RDM, and the Professor may be asked to become head of division from the start of the appointment.

### Selection criteria

Applications 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. 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.

#### *Essential*

- Strong track-record of publication in high-impact journals in cardiovascular medicine.
- Record of substantial, programme grant level, external grant income.
- Track record of interest and involvement in medical education.
- Evidence of strong leadership or leadership potential.
- Proven interpersonal and organisational skills and ability to work as part of an interdisciplinary research team.
- Eligible to work in the UK as an honorary consultant cardiologist.

#### *Desirable*

- Research interests and expertise allied to the Department's current research programme.
- Track record of interest and involvement in translational research and development of clinical cardiovascular services.

## 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.

Please note that references may be taken up before shortlisting, and 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](mailto:professorships@admin.ox.ac.uk).

The deadline for applications is **Monday 4 March 2013**.

Should you have any queries about how to apply, please contact Mrs Elaine Eastgate at [professorships@admin.ox.ac.uk](mailto: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/>) 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 Field Marshal Earl Alexander Professorship of Cardiovascular Medicine

## 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 2008-13, can be found at <http://www.admin.ox.ac.uk/prs/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 Radcliffe Department of Medicine**

The newly formed Radcliffe Department of Medicine (RDM) within the Medical Sciences Division is one of the largest departments of the University of Oxford. It is headed by Professor Hugh Watkins. The Department teaches part of the clinical student curriculum and has 100 postgraduate research students. It has a staff complement of some 520 and an annual turnover of around £40M.

- The Department was formed in January 2012 through the amalgamation of
- The Department (now Division) of Cardiovascular Medicine (CVM)
- The Nuffield Department (now Division) of Clinical Laboratory Sciences (NDCLS)
- The MRC Weatherall Institute of Molecular Medicine (WIMM)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The Acute Vascular Imaging Centre (AVIC)
- The academic groups in Geratology and Stroke who were formerly members of the Nuffield Department of Medicine (NDM) Experimental Medicine Division, now RDM, Investigative Medicine Division)

The constituent parts of the new department operate largely autonomously but collaboration across the parts is close and productive. They continue to have their own identity and local administrative support within the new structure. Substantial authority will be devolved to the constituent parts. RDM has a small management executive to provide strategic oversight and support to Professor Watkins. There is close strategic cooperation between the Head of the Radcliffe Department of Medicine and the Head of the Nuffield Department of Medicine (NDM) as regards such matters as senior appointments, graduate admissions and teaching.

For more information visit <http://www.rdm.ox.ac.uk/home>

## **Division of Cardiovascular Medicine**

The Division of CVM (<http://www.cardiov.ox.ac.uk/>) comprises approximately 150 people across a range of staff groups and locations and has a turnover of approximately £11.4M per annum on a total grant portfolio of around £40M. In the 2008 RAE results announced in December 2008, the Department, together with colleagues from stroke research, received the highest quality rating of any cardiovascular medicine return in the country (45% of the Department's work was rated in the highest category 4\*, defined as 'world-leading' and a further 40% was rated 3\* i.e. 'internationally excellent').

The Division of CVM is currently headed by Professor Hugh Watkins, but a new Head of the Division of Cardiovascular Medicine is to be appointed following Professor Watkins' appointment as Head of RDM.

## **Research**

Cardiovascular research in Oxford draws on some 20 independent, but interactive, research groups from seven departments; see <http://www.cardioscience.ox.ac.uk/>. Commitment and excellence in training and research has been recognised by the receipt of one of the two nationally awarded Cardiovascular Research Initiatives by the Wellcome Trust (1998-2005), by one of the British Heart Foundation 4-year Graduate Student Programmes and, more

recently, by one of the four British Heart Foundation Research Excellence Awards <http://www.cardioscience.ox.ac.uk/bhf-centre-of-research-excellence>. The Department focuses on translational research (spanning from molecular biology through to experimental medicine) and collaborates actively with cardiovascular groups in the pre-clinical science departments and the Nuffield Department of Medicine. Areas of research include:

- Cardiovascular Genetics
- Heart muscle disease
- Endothelial function and vascular biology
- Nitric oxide/oxidative stress signalling in cardiovascular disease
- Cardiac development
- Energetic mechanisms in heart failure
- Experimental MR imaging and spectroscopy
- Clinical cardiac and vascular MR imaging

The molecular genetics and model organism programmes are based in laboratories at the [Wellcome Trust Centre for Human Genetics](#) and close links are maintained with the epidemiological work of the [Clinical Trials Service Unit](#) (CTSU) in the adjacent building (both on the Churchill site). Our department base, together with laboratories for molecular and cellular studies, is housed in the new West Wing of the John Radcliffe Hospital. Our clinical research is also based at the John Radcliffe, currently largely focused around the [Oxford Centre for Magnetic Resonance Imaging](#) (OCMR) and the [Cardiovascular Clinical Research Facility](#) (CCRF) and the [Acute Vascular Imaging Unit](#) (AVIC).

It is anticipated that research space will be provided at location(s) most appropriate for the work of the successful applicant. Office space and access to secretarial support will be provided.

## **Oxford University Hospitals NHS Trust Profile**

Oxford University Hospitals NHS Trust (OUHT) is a world renowned centre of clinical excellence and one of the largest NHS teaching trusts in the UK. Clinical care is delivered by experienced specialists at the pinnacle of their profession. OUHT is made up of four hospitals - the John Radcliffe Hospital (which also includes the Children's Hospital and West Wing), Churchill Hospital and the Nuffield Orthopaedic Centre, all located in Oxford, and the Horton General Hospital in the north of Oxfordshire.

OUHT provides a wide range of clinical services, specialist services (including cardiac, cancer, musculoskeletal and neurological rehabilitation) medical education, training and research. In 2011/12 there were **727,448** outpatient appointments in the Trust's hospitals, and **22,505** inpatient admissions: we also delivered **9,041** babies. OUHT employs around **11,000** people and our turnover in 2011/12 was **£788 million**.

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. Students from Oxford Brookes University also practise in

OUHT; Oxford Brookes 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.

In October 2009, the Care Quality Commission rated the Trust as 'Excellent' for its quality of services in the Annual Health Check – for the second year running. The Trust scored 'Good' for quality of financial management – an improvement on the previous year's 'Fair'. However, in recognising this achievement, the Trust also acknowledged the financial and operational pressure it is currently under, and the hard work that is still required to maintain quality, and recover current finances and performance to the desired. On 1 April 2010, the Oxford Radcliffe Hospitals was officially registered without conditions with the Care Quality Commission (CQC) under the new system for monitoring quality and safety of care.

More information about the Oxford University Hospitals Trust may be found at:  
<http://www.ouh.nhs.uk/>.

## **Clinical Staffing Structure**

There are 9 academic and 11 NHS consultant cardiologists within the Division of Cardiovascular Medicine and NHS Department of Cardiology.

Within the Division of Cardiovascular Medicine and NHS Department of Cardiology, all major subspecialty interests in clinical cardiology are represented at a senior level, with opportunities for clinical training and research. These include coronary intervention, Non-invasive imaging, Heart Failure, Electrophysiology and Device Therapy, Cardiomyopathies and Cardiovascular Genetics, Adult Congenital Heart Disease and Hypertension.

## **Exeter College**

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

The British Heart Foundation Field Marshall Alexander Professorship of Cardiovascular Medicine is associated with a Professorial (non-tutorial, non-stipendiary) Fellowship at Exeter College.

Exeter College was founded in 1314 and is the fourth oldest college in Oxford. The College is an independent, self-governing, academic institution. It is governed by a Rector and 46 Fellows, and has a student body made up of around 350 undergraduates and 250 postgraduates studying a wide variety of courses in a broad range of subjects. The students come from a broad spectrum of schools, backgrounds, and countries, and the College is committed to selecting the best applicants, based on academic achievement and potential, irrespective of educational background, gender or ethnicity.

## **Medical and Biomedical Sciences at Exeter College**

Exeter has a very strong tradition of teaching and research in medical and biomedical sciences, and values having the British Heart Foundation Field Marshall Alexander Professor of Cardiovascular Medicine amongst its Fellows. In addition to this professorship, the College has two other holders of medical sciences Professorships as members of its Governing Body: Professor Christoph Tang, Glaxo Professor of Cellular Pathology, who researches into microbial pathogenesis; and Professor Ervin Fodor, Professor of Virology, whose research investigates influenza virus replication at the molecular level.

The College admits six medical students per year to the pre-clinical course to read for the First BM and the BA in Medical Sciences. Most of these students stay in Oxford for six years and complete their clinical qualification (Second BM) in the Oxford Deanery. In addition to medical students, the College admits one student each year to read for the new Biomedical Sciences degree, and five students each year for the four-year Biochemistry degree. Moreover, the College currently has 27 graduate students researching for a DPhil in medical or biomedical sciences.

Professor Richard Vaughan-Jones is the Tutorial Fellow who oversees the preclinical and the Biomedical Sciences courses at Exeter College. His research interests include intracellular pH and Ca<sup>2+</sup> signalling and their effects on cardiac function in health and disease, and their role in the development of cancer. Professor Vaughan-Jones is Joint Director of the Burdon Sanderson Cardiac Science Centre in Oxford. At Exeter, he is assisted by Dr Deepak Chandrasekharan, College Lecturer in Neuroscience.

Clinical students are looked after in the College by Professor Andrew Farmer and Dr James Kennedy. Professor Farmer is Professor and University Lecturer in General Practice, and his research interests in the clinical management of long-term, progressive conditions, particularly diabetes. Dr Kennedy is a University Lecturer in Geratology and Stroke Medicine in the Nuffield Department of Clinical Medicine, and an honorary consultant physician at the John Radcliffe Hospital in Oxford: his research involves improving therapies and imaging for stroke patients.

The College has three further fellows in biomedical sciences: Dr Maureen Taylor, who teaches biochemistry and whose research is in structure-function analysis of proteins; Dr Kerstin Lühn, the Monsanto Research Fellow, who researches into immunology; and Dr Jeff Donlea, the Staines Medical Research Fellow, who researches the role of sleep in facilitating plasticity in the brain.

## **College terms and conditions**

The Professor will be a full member of the College's Governing Body, and therefore a Trustee of the College, with all the fiduciary duties that this entails.

The Professor will be expected to attend the meetings of the Governing Body, and to play a full and active part in the governance and administration of the College, including, for example, being willing to serve on College committees (including appointments committees for medical sciences research fellowships), and in appropriate events to support the development of the College's activities. This Professorial Fellowship carries no teaching duties for the College; but the Professor will be encouraged to participate in the academic life of the College, for example by taking part in the College's "subject family" dinners for biomedical sciences students, arranging seminars for medical sciences students, or being willing to act as a College Advisor for graduate students working in his or her research area. The Professor will be also be encouraged to take part in the College's admission of undergraduate medical students.

The Professor will be entitled to lunch and dinner free of charge at the Common Table on each day for which the Governing Body makes such provision.

Although a Professorial Fellow does not have his or her own teaching room or office accommodation in College, the holder of a Professorial Fellowship is welcome to use the college's lecture and teaching rooms for teaching and for academic conferences, and to use the College's facilities for informal or social events, and private dinners. Fellows are eligible to book the College guest-room for academic visitors.

More information about Exeter College may be found at: <http://www.exeter.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. (Any allowance payable for a period of less than three years will not, however, be pensionable.)

Eligible staff may join the Universities Superannuation Scheme (<http://www.admin.ox.ac.uk/finance/pensions/uss/>) or the National Health Service superannuation scheme (<http://www.nhsbsa.nhs.uk/pensions>).

## *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/>.

Information for parents and carers is available at <http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/>.

### *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:

<http://www.ind.homeoffice.gov.uk/workingintheuk/tier1/exceptional-talent/>.

#### *Particular 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 post<sup>1</sup> 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>).

<sup>1</sup> 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 – JOB PLAN

<b>DRAFT JOB PLAN</b>
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This form should be read and completed in conjunction with the following documents.

- (i) Job Planning Policy for Medical Staff no.53
- (ii) Guide to Job Planning.

<b>Personal Details</b>
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**All Doctors:**

Name:	TBA – Field Marshal Earl Alexander Chair of Cardiovascular Medicine	
Specialty:	Cardiovascular Medicine	
Clinical Directorate:	Cardiology	
Nature of Contract:	University of Oxford employment <i>Honorary Consultant Contract with NHS</i>	
Number of programmed activities at ORH:	<b>Contracted (10 or less):</b>	<b>Additional:</b>
	<b>5</b>	

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

Name of 2 <sup>nd</sup> Trust or University:	University of Oxford	
Number of programmed activities at 2 <sup>nd</sup> Trust/University:	<b>Contracted:</b> (sum of PA's at both organisations should be 10 or less)	<b>Additional:</b>
	<b>5</b>	

<b>Date of Job Plan Review</b>	

<b>Job content</b>						
<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Work</b>	<b>DCC/SPA</b>	<b>No. of PAs</b>	<b>Workload</b>
<b>Monday</b>	8am-12 pm	University Department	Admin, writing	Academic	1	
	12-1	JRH	Seminar	spa	0.25	
	1-5.00pm	JRH	Cath lab, post cath ward round	d.c.c	1	
<b>Tuesday</b>	8am-9am	JRH	Cath lab MDT meeting	DCC	0.25	
	9-11am	JRH	Ward patient review	d.c.c.	0.5	
	1 pm-5pm	University Department	Lab meeting,, research lab, supervision meetings	Academic	1	
<b>Wednesday</b>	8am-12pm	University Department	Academic	Academic	1	
	2-6 pm	JRH	Cath lab, post cath ward round	d.c.c	1	
<b>Thursday</b>	9am-1pm	JRH	OP clinic with teaching	d.c.c. and s.p.a	0.75/0.25	
	1-2 pm	JRH	Grand round	s.pa.	0.25	
	2pm-5pm	JRH	OP Clinic	dcc	0.75	
<b>Friday</b>	9am-12pm	University Department	Academic	Academic	1	
	12pm-5pm	University Department	Admin, writing, ad hoc meetings	Academic	1	
<b>Saturday</b>						
<b>Sunday</b>						
<b>TOTAL PAs</b>				10		

<b>Programmed activity</b>	<b>Number</b>
<b>Academic activities</b>	<b>5</b>
<b>Direct clinical care (including unpredictable on-call)</b>	<b>4.25</b>
<b>Supporting professional activities</b>	<b>0.75</b>
<b>Other NHS responsibilities</b>	<b>0</b>
<b>External duties</b>	<b>0</b>
<b>TOTAL PROGRAMMED ACTIVITIES</b>	<b>10</b>

## 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, or 3 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 during the week.
- (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 timing of unpredictable emergency work cannot be completed, therefore only the categorisation and number of PAs should be completed.
- (e) In the 'work' column, a description of the duty should be completed, e.g. outpatient clinic, ward round, operating list.
- (f) The 'categorisation' column should define whether the work is direct clinical care or supporting professional activity.
- (g) 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.
- (h) The expected average workload for all clinical activities should be clearly stated.
- (i) *Regular* private practice commitments should be identified 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 must be agreed in writing with the clinical director. They would fall into the 'additional NHS responsibilities' category of work, for example member of an Advisory Appointments Committee or work for a Royal College.