Job Description and Person Specification

<table>
<thead>
<tr>
<th>Post</th>
<th>Clinical Tutor in Clinical Laboratory Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Faculty</td>
<td>Nuffield Division of Clinical Laboratory Sciences, Radcliffe Department of Medicine, Level 4, Academic Block, John Radcliffe Hospital, Headley Way, Oxford, OX3 9DU</td>
</tr>
<tr>
<td>Division</td>
<td>Medical Sciences Division</td>
</tr>
<tr>
<td>Contract type</td>
<td>Five years in the first instance, then reappointment to retiring age upon completion of a successful review.</td>
</tr>
<tr>
<td>Salary</td>
<td>Grade A82 Associate Professor (Med): £75,249 to £101,451 per annum depending on seniority</td>
</tr>
</tbody>
</table>

Overview of the post

This is a clinical post and the appointee must be medically qualified. For the duration of this university academic post, it is expected that the post holder maintains an honorary consultant contract and for this the post holder will need to maintain full and specialist registration with a licence to practise with the GMC. The post may be full or part-time (0.8FTE) and must be held in conjunction with an honorary contract (2-4 clinical PAs) with the Oxford University Hospitals NHS Foundation Trust (availability of stipend for clinical PAs may be dependent on clinical specialty).

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate Professors and Clinical Tutors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

The NDCLS Laboratory Medicine course is an intensive 9-week block course that is delivered to 160 Oxford medical students in year 4 of the BM, BCh programme. The course runs from October-December and any re-sit exams usually take place in February. Teaching is delivered through structured sessions including lectures, small group teaching, large group classes as well as autopsy and other demonstrations. At the end of the course there is an examination, which is the first part of the staged assessment for BM part 2. The course and its assessment is led and coordinated by the NDCLS Clinical Tutor. The current postholder also actively contributes to teaching Immunology and there is thus the opportunity for the postholder to both coordinate the course and to teach in their specialty area, 6 academic PAs support this role. Formal support for teaching is also provided by two NDCLS Clinical Lecturers who are currently appointed to co-
ordinate and teach Histopathology and Microbiology and Infection, and two NHS consultants with 2 PA academic sessions from NDCLLS to teach and co-ordinate Haematology and Clinical Biochemistry, a course administrator and 0.45FTE course assistant. There is considerable preparation work and roles in teaching committees throughout the year, including the recruitment of many additional NHS and University teachers to deliver the course.

In the 2008/2009 document ‘Quality Assurance of Basic Medical Education: Report on Oxford Medical School, University of Oxford, December 2009’ the GMC commended the Laboratory Medicine course as an area of innovation and good practice which they reiterated ‘The year 4 Laboratory Medicine course previously identified as good practice by the GMC continues to be of good quality and valued by students’ in 2014. In the 2015 National Student Survey for Medicine, the Oxford University Medical Course was rated the highest in the UK for the 8th consecutive year.

Queries about the post should be addressed to Professor Alison Banham at alison.banham@ndcls.ox.ac.uk or telephone: +44 (0) 1865 220246.

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

Any applicant who is unable for personal reasons, to work full-time will be eligible to be considered for the post. If such a person is appointed, modification of the job content will be discussed on a personal basis with the Trust in consultation with consultant colleagues.

The Radcliffe Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women.

Duties of the post

The Clinical Tutor will be a member of the University community. They 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.

The main duties of the post are as follows:

**Teaching and Research**

The Clinical Tutor will be required to perform the following duties:

1. To provide educational leadership and co-ordination of educational and teaching matters within the department for students on the NDCLLS Laboratory Medicine course in year 4 of the BM, BCh programme:
   (a) designing and/or implementing curriculum, assessment, course evaluation and teacher development and the running of the NDCLLS Laboratory Medicine Teaching Committee;
   (b) acting as line manager for NDCLLS clinical lecturers and the NDCLLS Laboratory Medicine course administrator;
   (c) responsible for timetabling and course materials including the online course site and e-learning and assessment;
   (d) responsible for organisation and implementation of summative examinations in Laboratory Medicine.
   (e) The postholder may also be asked to provide teaching, educational leadership and examination duties in relevant modules of the four year Graduate Entry Medical Course.
2. To provide educational leadership and organisation in cross-departmental teaching projects and to participate in Medical Sciences Divisional duties in relation to teaching, such as student selection, teacher development and college liaison.

Clinical
The post holder will be expected to provide clinical service in one of 5 pathology specialities, including cellular pathology, medical microbiology, chemical pathology (biochemistry), haematology or clinical immunology. The clinical duties in this post will be arranged with the clinical department delivering the service relevant to the Tutor’s area of experience. A job plan will be agreed before the start of the appointment.

The Clinical Tutor will undertake clinical, administrative and other hospital duties as agreed by the divisional board and the NHS. A draft job plan is attached as Annexe A.

Headship of departments
This Clinical Tutorship is held in the Nuffield Division of Clinical Laboratory Sciences within the Radcliffe Department of Medicine. The current Head of the Department is Professor Hugh Watkins and Professor Alison Banham is Head of NDCLS. The successful candidate will be obliged to accept the headship of the department for a specified period of five years, if requested to do so by the divisional board. Headship of an academic department is not synonymous with headship of an NHS department.

Person specification
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 will be aware of the principles of equality of opportunity and fair selection and there will be both male and female members of the committee wherever possible.

The successful candidate will demonstrate the following.

Essential
- Medical qualification registerable in the United Kingdom
- FRCPath or show evidence of equivalent qualification
- Specialist certification for the practice of one of 5 pathology disciplines including cellular pathology, medical microbiology, chemical pathology (biochemistry), haematology or clinical immunology (CCT or equivalent)
- The applicant will need to have a strong and demonstrable commitment to the organisation and delivery of teaching to medical students
- Demonstrable experience in teaching
- Demonstrable experience in assessment
- A demonstrable interest in the formal evaluation of teaching and the academic evaluation of teaching
- Demonstrable skills in oral and written scientific and clinical communication
- A demonstrable ability to work in multi-professional teams

Desirable
- Willingness to participate in preclinical teaching as well as the Graduate Entry course
- To have undergone courses in teaching students or in medical education
Possession of a higher degree e.g. MD or PhD.

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 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.

Applications should be sent to recruitment@ndcls.ox.ac.uk.

The deadline for applications is **12 noon on Monday 20 June 2016**. Interviews will take place on **Wednesday 13 July 2016**.

Should you have any queries about how to apply, please contact Michaëlla Smart at michaella.smart@ndcls.ox.ac.uk or Helen Oldham at helen.oldham@ndcls.ox.ac.uk.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from the Radcliffe Department of Medicine, the Royal College of Pathologists and the Oxford University Hospitals NHS Foundation Trust. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Medical Sciences divisional board on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by the divisional board, and a formal contractual offer has been made.
Essential Information for Applicants for the Clinical Tutorship in Clinical Laboratory Sciences

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, associate professors and clinical tutors, 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 2013-18 can be found at www.ox.ac.uk/about/organisation/strategic-plan.

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 nearly 10,000, nearly 45% 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

The Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are 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 Radcliffe Department of Medicine (RDM) is a large multi-disciplinary Department that links high quality basic biological science with medical application.
The Department was formed in February 2012 in through the amalgamation of

- The Department of Cardiovascular Medicine (CVM)
- The Nuffield Department of Clinical Laboratory Sciences (NDCLS)
- The majority of the MRC Weatherall Institute of Molecular Medicine (WIMM)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The Acute Vascular Imaging Centre (AVIC) and the academic groups in Geratology and Stroke who were formerly members of the Nuffield Department of Medicine (NDM) Experimental 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 with a small management executive to provide support to the Head of Department. There is close strategic cooperation between the Head of the Radcliffe Department of Medicine and the Head of the Nuffield Department of Medicine (NDM) in several areas including senior appointments, graduate studies and teaching. Its current annual research and research support expenditure is around £50m.

Led by Professor Hugh Watkins, who is both an active researcher an active clinician in the Genetics of Heart Disease, the Department employs in the region of 500 staff and has 100 graduate research students working in a range of basic science and clinical disciplines, and contributes to the teaching of medical students within Oxford University's Clinical School.

The Departmental base is at the Headington Hospitals campus, Oxford, which is now one of the largest centres for biomedical research in Europe. The rapidly growing campus provides a vibrant, highly interactive environment for research development.

In 2011 the University of Oxford / Oxford University Hospitals Trust partnership successfully renewed its UK Biomedical Research Centres status, funded by the National Institute for Health Research (NIHR). The RDM plays a leading role in this initiative, which provides a range of new opportunities for basic scientists to interact with clinical medical research, and for career development of clinician scientists.

Subjects cover a broad spectrum of sciences related to medicine, including:

- Ageing, Geratology and Degenerative Diseases; Bioinformatics, Statistics and Computational Biology; Cancer; Cardiovascular Sciences; Developmental Biology and Stem Cells; Diabetes, Endocrinology and Metabolism; Evidence-based Practice, Epidemiology and Health; Genes, Genetics, Epigenetics and Genomics; Haematology; Immunology; Microbiology, Infection and Tropical Medicine; Molecular, Cell and Systems Biology; Stroke and Translational Medicine and Medical Technology,

and a broad range of clinical specialities, including:

- Cardiology; Clinical Trials; Dermatology; Diabetes; Endocrinology; Geratology; Metabolic Medicine; Oncology and Stroke Medicine.

For more information, please visit www.rdm.ox.ac.uk

The Nuffield Division of Clinical Laboratory Sciences

The Nuffield Division of Clinical Laboratory Sciences brings together all of the clinical laboratory-based disciplines within the Oxford Medical School (Microbiology, Genetics, Cellular Pathology, Haematology and Clinical Biochemistry). The original Nuffield Departments date from Lord Nuffield’s original benefaction to the Oxford Medical School in 1938.
As well as the teaching of Undergraduate and Clinical Medical Student courses, NDCLS has an active research programme, holding more than £5.3m per annum (£25m in total) of research grants from Research Councils and charities. The most recent review of the Radcliffe Department of Medicine highlighted the importance of the NDCLS Clinical Tutor’s role and there may be some future scope to be further involved in additional teaching across RDM.

For more information please visit [www.ndcls.ox.ac.uk](http://www.ndcls.ox.ac.uk)

**The Oxford University Hospitals NHS Foundation Trust**

Oxford University Hospitals (OUH) 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. The trust 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. It provides a wide range of clinical services, specialist services medical education, training and research.

The collaboration with the University of Oxford underpins the quality of the care that is provided to patients, by incorporating the delivery of high-quality research bringing innovation from the laboratory bench to the bedside, and the delivery of high-quality education and training of doctors.

Existing collaborations include the ambitious research programmes established through the Oxford Biomedical Research Centre (BRC), funded by the National Institute for Health Research (NIHR), located on the John Radcliffe Hospital site and at the Biomedical Research Unit in musculoskeletal disease at the Nuffield Orthopaedic Centre. These set the standard in translating science and research into new and better NHS clinical care. The OUH NHS Foundation Trust has also recently been appointed as host to the Oxford Academic health Science Network (OAHSN) with the aim of improving patient care by putting innovation at the heart of the NHS, linking healthcare with academia, research and business.

For more information on the Trust and its services visit [http://www.ouh.nhs.uk/](http://www.ouh.nhs.uk/)
Standard Terms and Conditions

Standard duties
To provide educational leadership and co-ordination of educational and training matters within the department for students on year 4-6 of the conventional course, and to engage 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 (www.admin.ox.ac.uk/finance/pensions/uss/) or the National Health Service superannuation scheme (www.nhsbsa.nhs.uk/pensions).

Length of appointment
Upon completion of an initial period of appointment (which is normally five years), a Clinical Tutor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/

For existing employees any employment beyond the retirement age is subject to approval through the procedures outlined at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/.

Sabbatical leave and outside commitments
All Clinical Tutors 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.

Clinical Tutors 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 www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/. Guidance on ownership of intellectual property (www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest (www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/) is also available on the university website.
Membership of Congregation
Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml.

Medical Defence Society
All Clinical Tutors 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.

Honorary contract with OUH NHS Foundation Trust
Appointees are required to maintain the competencies, training, and other requirements necessary to hold an honorary consultant contract with OUH NHS Trust. Depending on the nature of clinical duties undertaken a DBS (formerly CRB) check may be required.

Private practice
Holders of Clinical Tutorships 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.

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 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 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 www.admin.ox.ac.uk/personnel/during/family/.

Information for parents and carers is available at 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 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 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, gender, or sexual orientation.

**Immunity status, medical questionnaire and the right to work in the UK**

NHS Trusts will not allow honorary contract holders to commence clinical contact with patients unless documentary evidence is produced of Hepatitis B status, BCG vaccination/TB immunity, and Rubella immunity. The successful candidate will therefore be required to produce such documentary evidence. The appointment will also be subject to satisfactory completion of a University medical questionnaire and an NHS pre-employment assessment form, and to 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 under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: [www.gov.uk/tier-2-general/overview](http://www.gov.uk/tier-2-general/overview)

**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 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 [www.admin.ox.ac.uk/councilsec/dp/policy.shtml](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.
Outline Job Plan Weekly provisional Programmed Activities

Annexe 1 – JOB PLAN

**Personal Details**

<table>
<thead>
<tr>
<th>All Doctors:</th>
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<tbody>
<tr>
<td>Name:</td>
<td>Clinical Tutor in Clinical Laboratory Sciences</td>
</tr>
<tr>
<td>Specialty:</td>
<td>TBC</td>
</tr>
<tr>
<td>Clinical Directorate:</td>
<td>Pathology and Laboratories Directorate</td>
</tr>
</tbody>
</table>
| Nature of Contract: | University of Oxford employment  
*Honorary Consultant Contract with NHS* |
| Number of programmed activities at OUH: | Contracted (10 or less): | Additional: |
| | Up to 4 | 0 |

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

<table>
<thead>
<tr>
<th>Name of 2nd Trust or University:</th>
<th>University of Oxford</th>
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</thead>
<tbody>
<tr>
<td>Number of programmed activities at 2nd Trust/University:</td>
<td>Contracted:</td>
</tr>
<tr>
<td></td>
<td>(sum of PA’s at both organisations should be 10 or less)</td>
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<td></td>
<td>6</td>
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</tbody>
</table>

**Date of Job Plan Review**

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</table>
Outline Job Plan Weekly provisional Programmed Activities

Weekly provisional Programmed Activities and Job Plan

The Programmed Activities will be agreed with the Clinical Director of Pathology and Laboratories and the head of the Radcliffe Department of Medicine, and will form the basis of the consultant's job plan.

Consultant posts are normally allocated 1 supporting PA (SPA) to cover continuing professional development, revalidation and appraisal. The proportion of SPA time may be increased through the annual job planning process if the appointee agrees to take on additional specific roles as outlined in the Trust’s Job Planning Guidance. These may include, for example, educational supervision of registrars, clinical lead or audit lead roles.

Within each speciality the core job plan will normally be similar to that of other members of the team, pro rata.

The delivery and management of the laboratory medicine course to year 4 medical students will be the substantive component of the academic programmed activities; ensuring that the course runs successfully, and is delivered to the highest standard possible. This will include, but is not limited to, the development and evaluation of the course, the production of course materials, delivering lectures and other associated teaching, and the development, setting up and taking part in formative and summative assessments.

Pastoral care and advice to the students enrolled on the laboratory medicine course will also be required, along with the relevant administrative tasks.

Programmed Activities that are associated with the Oxford University Hospitals Trust will include the delivery of clinic(s), the attendance of associated clinical meetings and associated activities.

The job plan below is indicative. The actual job plan will depend on the specialist area in which the appointee undertakes clinical work, taking into account any fixed University commitments.
### Job content

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
<th>Work</th>
<th>DCC/SPA</th>
<th>No. of PAs</th>
<th>Workload</th>
</tr>
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<tbody>
<tr>
<td><strong>Monday</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>9.00 – 1.00</td>
<td>JRH</td>
<td>Academic</td>
<td>Academic</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.00 – 5.00</td>
<td>University/JRH</td>
<td>Developing Academic practice</td>
<td>Academic</td>
<td>1.0</td>
<td></td>
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<tr>
<td><strong>Tuesday</strong></td>
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<td></td>
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<tr>
<td></td>
<td>9.00 – 11.00</td>
<td>JRH</td>
<td>Academic</td>
<td>Academic</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11.00 – 1.00</td>
<td>JRH</td>
<td>Lab meeting Academic</td>
<td>Academic</td>
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<td></td>
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<tr>
<td></td>
<td>1.00 – 3.00</td>
<td>JRH</td>
<td>Audit</td>
<td>SPA</td>
<td>0.5</td>
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<tr>
<td></td>
<td>3.00 – 5.00</td>
<td>JRH</td>
<td>Academic</td>
<td>Academic</td>
<td>0.5</td>
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<tr>
<td><strong>Wednesday</strong></td>
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<td></td>
<td>9.00 – 1.00</td>
<td>JRH</td>
<td>Academic</td>
<td>Academic</td>
<td>1.0</td>
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<tr>
<td></td>
<td>1.00 – 5.00</td>
<td>JRH</td>
<td>Signing results</td>
<td>DCC</td>
<td>1.0</td>
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<tr>
<td><strong>Thursday</strong></td>
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<td></td>
<td>9.00 – 11.00</td>
<td>JRH</td>
<td>Academic</td>
<td>Academic</td>
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<td>11.00 – 1.00</td>
<td>JRH</td>
<td>Clinical Meeting</td>
<td>DCC</td>
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<td>JRH</td>
<td>Academic</td>
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<td>9.00 – 1.00</td>
<td>JRH</td>
<td>Clinic</td>
<td>DCC</td>
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<td>3.00 – 5.00</td>
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<td>CPD</td>
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<tr>
<td><strong>Sunday</strong></td>
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</tbody>
</table>

- **Additional agreed activity to be worked flexibly**
  - External duties

- **Predictable emergency on-call work**
  - Direct clinical care

- **Unpredictable emergency on-call work**
  - Variable
    - On-site, at home on the telephone and travelling to and from site
  - Direct clinical care

**TOTAL PAs**: 10
### Programmed activity

<table>
<thead>
<tr>
<th>Programmed activity</th>
<th>Number</th>
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</thead>
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<tr>
<td>Academic activities</td>
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<tr>
<td>Direct clinical care (including unpredictable on-call)</td>
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<td>Supporting professional activities</td>
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<td>Other NHS responsibilities</td>
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<td>External duties</td>
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<td><strong>TOTAL PROGRAMMED ACTIVITIES</strong></td>
<td><strong>10</strong></td>
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</tbody>
</table>

**On call**

Depending on the clinical specialty, participation in on call activity may be negotiated. Currently this is mostly related to reporting urgent small bowel transplant biopsies and renal biopsies, so does not apply to other specialties. The requirement for on call work in all specialties is reviewed from time to time and may change to reflect developments in the clinical services.

**Leave**

Annual and study leave arrangements must be co-ordinated within the specialty to ensure there is an acceptable level of consultant cover.
OUH NHS Trust Division and Service Information

CLINICAL SUPPORT SERVICES DIVISION
Divisional Director: Prof Fergus Gleeson
General Manager: Ms Amanda Middleton

PATHOLOGY AND LABORATORIES DIRECTORATE
Clinical Director: Dr Derek Roskell
Operational Services Manager: Mrs Toni MacKay

Clinical and Divisional Directors are appointed by the Director of Clinical Services following an open recruitment process, usually for 5 years, renewable. Clinical lead roles within departments are appointed by and accountable to the Clinical Director. There is no fixed appointment period or automatic rotation into these roles.

Departments within the Directorate are:
Cellular Pathology, Microbiology (working closely with Clinical Infectious Diseases), Laboratory Haematology (working closely with Clinical Haematology), Biochemistry, Immunology (working closely with Clinical Immunology) and Laboratory Genetics.

The Clinical Leads are currently:
Laboratory Genetics: Dr Anneke Seller
Immunology: Prof Berne Ferry
Biochemistry: Dr Brian Shine
Laboratory Haematology: Dr David Keeling
Microbiology: Dr Katie Jeffery
Cellular Pathology: Dr Derek Roskell