

**FACULTY OF MEDICINE, IMPERIAL COLLEGE LONDON  
ROYAL COLLEGE OF SURGEONS OF ENGLAND**

**JOB DESCRIPTION**

**ROYAL COLLEGE OF SURGEONS SENIOR CLINICAL FELLOW (ST6+) IN HEAD AND NECK SURGERY  
DEPARTMENT OF OTOLARYNGOLOGY – HEAD AND NECK SURGERY  
IMPERIAL COLLEGE HEALTHCARE NHS TRUST**

**Start date October 2021**

Imperial College Healthcare NHS Trust was created on October 1, 2007 by merging St Mary's NHS Trust and Hammersmith Hospitals NHS Trust and integrating with the faculty of medicine of Imperial College London. As one of the largest NHS trust in the country, we have come together to establish the UK's first academic health science centre (AHSC). The Trust has an annual turnover of over £950 million, approximately 10,000 staff, and it sees over 500,000 patients a year.

The creation of the AHSC, a partnership between the NHS and Imperial College London, is a major advance for patient care, clinical teaching and scientific invention and innovation. The fusion of the different strands of our work and the achievements have led to significant benefits for patients and greater advances in healthcare than could have been delivered apart.

Imperial College Healthcare NHS Trust has a world-leading reputation. Hammersmith and St Mary's hospitals have two of the highest clinical ratings in the country, being rated the second and third best Trusts for clinical performance, quality of care and safety.

The Trust was awarded the status of a generic Biomedical Research Centre by the National Institute of Health Research (NIHR) in 2006 for its excellence in translational and clinical research – one of only 5 in the UK.

Imperial College London has a campus on all main sites and is increasingly integrated with all the clinical specialties. The Clinical Sciences Centre of the Medical Research Council (MRC) is also based at Hammersmith Hospital providing a strong foundation for clinical and scientific research.

**THE AHSC VISION AND MISSION**

The vision for our academic health science centre (AHSC) is that the quality of life of our patients and local populations will be vastly improved by taking the discoveries that we make and translating them into medical advances - new therapies and techniques - and by promoting their application in the NHS and around the world, in as fast a timeframe as is possible.

Our mission is to make our AHSC one of the top five AHSCs in the world within the next ten years, channeling excellence in research to provide world-class healthcare for patients.

Achieving this challenging mission will significantly improve the quality of healthcare for the local community, London and the UK as a whole, and enhance the UK's position as a global leader in biomedical research and healthcare.

Sir Richard Sykes is the chair of the organisation and Mark Davies is the Chief Executive.

Chairman	Sir Richard Sykes
CEO	Prof Tim Orchard
Medical Director	Dr Julian Redhead

Chief Financial Officer                      Richard Alexander  
Director of Nursing                          Professor Janice Sigsworth

We need all our staff to work together to fulfil the promise of the AHSC, and all staff need to be inspired to share in making discoveries and finding new ways of treating patients. We are tearing down institutional barriers to enable this to happen, and devising new ways of working between doctors, scientists, nurses, administrators and managers. We have already made a start with our innovative Clinical Programme Group Structure.

The clinical services of the Trust are organised into 6 Clinical Programme Groups (CPGs) which are clinician led and have the autonomy to organise themselves into optimum vehicles for the delivery of world class, integrated research and healthcare.

<b>Clinical Programme Group</b>	<b>Director</b>
Medicine	Dr Julian Redhead
Surgery and Cancer	Prof Catherine Urch
Women's and Children	Prof TG Teoh

Each CPG has a Director of Research (usually a Head of Division) and a Director of Education, who will work with the CPG Director to ensure that opportunities for translational research and postgraduate education for all staff are maximised.

## **IMPERIAL COLLEGE LONDON**

Imperial College London is a science-based institution with a reputation for excellence in teaching and research. Sir Keith O'Nions joined as the Rector of Imperial College on the 1<sup>st</sup> January 2010 and the Chairman of the Court and Council is Baroness Eliza Manningham-Buller.

### **The Mission**

Imperial College embodies and delivers world class scholarship, education and research in science, engineering and medicine, with particular regard to their application in industry, commerce and healthcare. We foster interdisciplinary working internally and collaborate widely externally.

### **Strategic Intent**

- To remain amongst the top tier of scientific, engineering and medical research and teaching institutions in the world
- To develop our range of academic activities to meet the changing needs of society, industry and healthcare
- To continue to attract and develop the most able students and staff worldwide
- To establish our Business School as one of the leading such institutions in the world
- To communicate widely the significance of science in general, and the purpose and ultimate benefits of our activities in particular.

### **Formation and History**

Imperial College was established in 1907 in London's scientific and cultural heartland in South Kensington, as a merger of the Royal College of Science, the City and Guilds College and the Royal School of Mines. St Mary's Hospital Medical School and the National Heart and Lung Institute merged with the College in 1988 and 1995 respectively and Charing Cross and Westminster Medical School and the Royal Postgraduate Medical School merged on 1 August 1997, thereby creating the Faculty of Medicine. The Kennedy Institute of Rheumatology became a Division of the Faculty of Medicine in 2000. In addition to the Faculty of Medicine there are the Faculties of Engineering, Natural Sciences, and Medicine and the Tanaka Business School.

In July 2007 the Queen granted a new royal charter which declared Imperial College an independent university in its own right, awarding its own degrees. Until then Imperial was an independent constituent part of the University of London, awarding University of London degrees.

## **Staff and Students**

The academic and research staff of 3,184 includes 66 Fellows of the Royal Society, 74 Fellows of the Royal Academy of Engineering, 76 Fellows of the Academy of Medical Sciences, one Fellow of the British Academy, four Crafoord Prize winners and two Fields Medalists. Fourteen Nobel Laureates have been members of the College either as staff or students.

The College has over 13,019 students, of whom 34 percent are postgraduate. Twenty nine percent of students come from outside the European Union. External assessment of the College's teaching quality in many different subject areas has been judged to be of high standard. The proportion of women students has increased to 36 percent of the total.

## **Research**

The quality of the College's research has been judged consistently to be of the highest international standard and the proportion of income from research grants and contracts is one of the highest of any UK university.

The concentration of research in science, engineering and medicine gives the College a unique and internationally distinctive research presence. Interdisciplinary working is fostered at the College through its institutes and centres, which include the Institute of Biomedical Engineering, the Grantham Institute for Climate Change and the Energy Futures lab. Their strength lies in the expertise drawn together from across Imperial to tackle some of the world's greatest problems.

Imperial's enterprise culture ensures that discoveries in the lab are quickly translated to the market place. The technology transfer company Imperial Innovations draws upon a pipeline of technology emanating from Imperial's research. In 2006-07 the company had equity holdings in 74 companies. The College made 366 invention disclosures to the company during the same period.

## **Teaching and Learning**

The College's overall educational aim is to ensure a stretching and exhilarating learning experience. While maintaining its traditional emphasis on single honours degree courses, Imperial also aims to give students the opportunity to broaden their experience through courses relevant to student and employer needs.

All Departments visited by the Higher Education Funding Council for England (HEFCE) for assessment of their teaching have scored between 21 and 24 points (out of 24) or in the previous system, have been judged excellent

The Graduate School of Life Sciences and Medicine is the focus of postgraduate education and research in these areas. It maintains, enhances and monitors quality, and disseminates best practice, whilst initiating and developing new programmes, particularly those with an interdisciplinary slant.

## **Location**

The College now has one of the largest operational estates of any UK University. It includes seven central London campuses: the main South Kensington Campus, Charing Cross Campus, Chelsea and Westminster Campus, the Hammersmith Campus, the Northwick Park Campus, the Royal Brompton Campus and St Mary's campus; there are also two campuses outside London: the Silwood Park and Wye Campuses.

## **THE FACULTY OF MEDICINE**

The Faculty of Medicine is one of Europe's largest medical institutions – in terms of its staff and student population and its research income. It was established in 1997, bringing together all the major West London medical schools into one world-class institution. It maintains close links with a number of NHS Trusts with whom it collaborates in teaching and research activities.

Although on several sites, its academic divisions function as one Faculty, fully integrated within the College.

There are six academic Schools, Institutes and Departments:

## **Schools, Institutes and Departments**

Department of Medicine  
Department of Surgery and Cancer  
Institute for Clinical Sciences  
National Heart and Lung Institute  
School of Public Health

## **Head of School/Institute/Department**

Professor Gavin Screaton  
Professor Jeremy Nicholson  
Professor Amanda Fisher  
Professor Kim Fox  
Professor Elio Riboli

## **Faculty Centre**

Principal  
Deputy Principal & Director of Education  
Deputy Principal of Research  
Director of the Graduate School of Life Sciences & Medicine  
and the School of Professional Development

Professor Sir Anthony Newman Taylor  
Professor Jenny Higham  
Professor Jonathan Weber  
Professor Andrew George

In addition to the structure above, the research activity of the Faculty is divided into strategic Research Themes that aim to provide a forum in which collaboration between the many academic staff of the Faculty can be developed and nurtured, and external links across the College and the wider research community can be established.

## **About the Department**

The Department of Otolaryngology – Head and Neck Surgery at Imperial College Healthcare NHS Trust carries out about 2000 elective operations, 1800 day case operations and over 1000 emergency operations per year. The department also has a busy outpatient service and sees about 15,000 new outpatients and 20,000 patients in follow-up per year. As well as general ENT work in adults and children, the department manages a significant majority of the major complex head and neck cases in West Central London and North West Thames.

The department serves a population of approximately 2.8 million people living in the North West Thames Region, and provides tertiary referrals care.

Head and neck surgery and oncology are based at Charing Cross Hospital. Our head and neck cancer service manages the full spectrum of head and neck tumours and associated conditions. As regional secondary and tertiary head and neck cancer centre, the unit delivers diagnostic, treatment and rehabilitation services for head and neck malignancies and benign tumours. This includes mouth and throat cancers, salivary gland tumours, skull base cancers, skin cancers, and benign head and neck conditions. In addition, we treat benign salivary gland disease, and swallow and voice conditions.

We innovate and lead in techniques such as transoral robotic surgery (TORS) for cancers of the oropharynx, salivary duct endoscopy, free tissue transfer, and base of skull approaches. We contribute to national research in immunotherapy, surgical technology and intensity modulated radiotherapy.

As regional head and neck cancer centre, supra-regional skull base surgery centre, and national centre for adult airway reconstruction, patients are referred to us from around London, across the UK and from other countries around the world.

Inpatient services for ENT Head and Neck on Charing cross site are provided from wards 10 South Charing Cross Hospital (Level one, complex ENT, Head and Neck and reconstructive surgery), and the Riverside wing (elective day case and short stay centre). There are excellent oncology, radiology (CT, MRI, PET/CT and angiography as well as interventional USS), pathology and speech therapy departments.

Adult ENT services are based at Charing Cross Hospital and paediatric ENT is based at St Mary's Hospital. Some of the paediatric outpatient and inpatient services are carried out under a Service Level Agreement at Chelsea and Westminster Hospital, and the Department also provides emergency adult ENT cover there.

The department provides on call cover and specialist paediatric and rhinology services for the Royal Brompton Hospital.

This postholder will be expected to work as a member of the Head and Neck Cancer multidisciplinary team. This will involve providing outpatient care and both inpatient and day surgery diagnostic and surgical treatment services.

The Fellowship offers a well-balanced exposure to all aspects of head and neck cancer extirpative surgery and benign tumour surgery. Input into the academic activity of the department is encouraged. There will also be an important service provision component with both operating lists and outpatient clinics, as well as the middle tier on-call rota (approximate on-call frequency for ENT-in-general, 1:12).

### **Clinical Staffing**

The centre is staffed by the following colleagues:

#### **Consultants:**

Prof Neil Tolley  
Mr Chadwan Al Yaghchi  
Mr Zaid Awad (Head and Neck Consultant)  
Mr Elliot Benjamin  
Mr Jonathan Bernstein (Head and Neck Consultant)  
Mr Peter Clarke (Head and Neck Consultant)  
Mr Mark Ferguson  
Mr William Grant  
Mr Jonathan Harcourt  
Dr Mohamed Hariri  
Ms Romana Kuchai  
Mr Alasdair Mace (Head and Neck Consultant)  
Mr Abhi Parikh  
Ms Catherine Rennie  
Mr Matthew Rollin  
Mr Hesham Saleh  
Mr Guri Sandhu  
Mr Ali Taghi

### **The Work of the Department**

The highly innovative and busy multidisciplinary Head and Neck Cancer service is provided by 4 ENT consultants, 2 Oncology consultants and 2 Plastic and reconstructive surgery consultants. There is a weekly multidisciplinary team meeting followed by a joint clinic. There is on site radiotherapy and the clinicians are supported by a team including speech therapists, two clinical nurse specialists, dietetics and one facial prosthetist. The team treats approximately 200 new Head and Neck Cancer cases also provides a regional skull base service.

### **Teaching Activity**

There is a weekly teaching program for postgraduates at both the Charing Cross and St Mary's campuses, and the appointee will be expected to take a role in teaching and training of both undergraduates and post-graduates

### **Research activity**

The post holder will be expected and supported to develop research initiatives appropriate to previous experience and complementary to those programmes that exist within the wider research framework of the Directorate and Trust.

Research activity may involve developing and playing a leading role in a research programme, leading to publications in peer-reviewed journals. Research activity will lead to further development as a clinical academic.

Excellent research opportunities are available throughout the Trust and with Imperial College.

## THE POST

<b>Title:</b>	Royal College of Surgeons Senior Clinical Fellow Head and Neck Surgery
<b>Grade:</b>	Post-CCT SpR Level
<b>Job base:</b>	Charing Cross Hospital, London, W6 8RF
<b>Reports to:</b>	Mr Peter Clarke and Mr Alasdair Mace
<b>Responsible to:</b>	Professor Neil Tolley – Clinical Lead
<b>Accountable to:</b>	Mr David Hrouda - Clinical Director

### Duties and Responsibilities

This is a recognised fellowship of The Royal College of Surgeons of England. The successful applicant will take on the role of Senior Head and Neck Fellow based at Charing Cross Hospital. This will involve diagnosing and managing patients with benign and malignant head and neck conditions, making treatment decisions, presenting cases at the multidisciplinary meetings and performing head and neck surgery both under supervision and independently. In addition, the fellow will lead the inpatient team in managing post-operative inpatients and coordinate operating lists. The post has an important educational role with teaching sessions for the junior medical staff, nursing staff and allied health professionals. Involvement in research and audit is encouraged and the fellow will be expected to aim to take on such projects with a view to publication. The timetable will be agreed weekly with the ENT team and will be guided by clinical, training and waiting list pressures. It will naturally include day surgery, inpatient and outpatient sessions, with a total of around 7 fixed sessions a week.

### Outline Timetable – This may be subject to change at any point

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>AM</b>	Week 1: Theatre Week 2: Clinic	Theatre	Theatre	Ward Round HN MDT Cancer Clinic	Theatre
<b>PM</b>	Week 1: Theatre Week 2: Clinic	Theatre	Theatre / SPD*	Clinic	Theatre / SPD*

\* Supporting professional development time flexible according to training need.

### Regular meetings:

Head and Neck and Airway MDTs, weekly departmental academic meetings, monthly operational meeting, ad hoc meetings.

### On call:

This post includes an on call commitment for the Imperial sites (Charing Cross, St Mary's and Hammersmith) as well as Chelsea and Westminster trust and the Royal Brompton.

## **MAIN CONDITIONS OF SERVICE FOR MEDICAL STAFF**

The post holder will be indemnified by the Trust for all NHS work undertaken as part of his/her contract of employment.

The post holder is encouraged to take out adequate defence cover as appropriate to cover him/her for any work that does not fall within the scope of the indemnity scheme (contract of employment).

<b>Hours per week:</b>	40 hours
<b>Salary scale:</b>	£30,002- £47,175 per annum, exclusive of London Zone Weighting
<b>London Weighting:</b>	£2,162 p.a

Trust arrangements for adherence to the EU Working Time Directive are in place.

### **Clinical Governance and Risk Management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Talking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Information Quality Assurance**

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

### **Freedom of Information**

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Management of a Violent Crime**

The Trust has adopted a security policy in order

- To help protect patients, visitors and staff
- To safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

### **Pension Scheme**

The post is subject to deduction of superannuation contributions unless a member of staff opts out of the Scheme. Deductions are 6% before pay is assessed for income tax. It is possible in certain circumstances to pay additional contributions to enhance pensionable service; there is also an Additional Voluntary Contribution (AVC) scheme linked to the NHS Pension Scheme.

### **Health and Safety at Work**

- a) It is the duty of every employee while at work not to intentionally or recklessly interfere with anything provided in the interest of health and safety, including anything provided in pursuance of statutory provision.
- b) It is the duty of everyone while at work to take reasonable care of the Health and Safety of themselves and other persons who may be affected by acts or omissions at work.
- c) It is the duty of every employee while at work to co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Statutory Medical Examination**

All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract.

### **Professional Registration/Licence to Practice**

Staff undertaking work which requires professional/state registration/licence are responsible for ensuring that they are so registered/licensed and that they comply with any Codes of Conduct applicable to that profession. Proof of registration/licence to practice must be produced on appointment and, if renewable, proof of renewal must also be produced.

### **Criminal Records Bureau**

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Criminal Records Bureau and Disclosure websites at [www.crb.gov.uk](http://www.crb.gov.uk) and [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

### **Equal Opportunities**

The Trust believes that all employees have the right to be treated with dignity and respect. Failure to comply with or adhere to the Trust's Equal Opportunities Policy will be treated as misconduct under the Trust's Disciplinary Policy and Procedure

The Trust requires that in return you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

### **Fitness to Practice**

Prior to making an appointment to a post, the Trust needs to establish if applicants for such positions have ever been disqualified from the practice of a profession or required to practise subject to specified limitations following fitness to practise proceedings by a regulatory body in the UK or in another country, and whether they are currently the subject of any investigation or proceedings by any body having regulatory functions in relation to health/social care professionals, including such a regulatory body in another country.

### **Car Parking and Public Transport**

There are pay and display and permit holders only car parks at all hospital sites. Information on transport links is available at <http://www.imp.nhs.uk/maps/map.htm>

### **Security**

Employees are required to wear security badges at all times

### **Variation**

The job description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time after consultation with the post holder.

### **Professional Association/Trade Union Membership**



It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

### **Work Visa/ Permits/Leave to Remain**

If you are a non-resident of the United Kingdom or European Economic Union, any appointment offered will be subject to the Resident Labour Market test (RLMT). The Trust is unable to employ or continue to employ you if you do not obtain or maintain a valid Right to Work (leave to remain).

### **Safeguarding Children and Vulnerable Adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

### **Confidentiality**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.

In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

### **Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

### **Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

**No Smoking**

The Trust operates a non-smoking policy.

**Preliminary Visits**

Candidates may discuss the post and arrange visits with:

Mr Alasdair Mace

Email: [Helen.anderson7@nhs.net](mailto:Helen.anderson7@nhs.net)

Mr Peter Clarke

Mr Jonathan Bernstein

Mr Zaid Awad

Or telephone 02033117798

**Application**

To apply, please visit; <http://www.jobs.nhs.uk>

**Enquires**

Medical Personnel Officer

Medical Personnel Department

Imperial College Healthcare NHS Trust

St Mary's Hospital

Praed Street

London W2 1NY

Telephone No: 020 7886 7580

Fax No: 020 7886 1079

## PERSON SPECIFICATION

**Post:** Senior Clinical Fellow in Head and Neck Surgery

**Clinical Director:** Dr Catherine Urch

**Chief of Service:** Mr David Hrouda

**Lead Clinician:** Prof Neil Tolley

**Head and Neck Consultant Surgeons:** Mr Peter Clarke, Mr Alasdair Mace, Mr Zaid Awad, Mr Jonathan Bernstein

Attributes/skills	Essential	Desirable	Measurement
Qualifications  Higher qualifications	FRCS (ORL-HNS) or equivalent On GMC's specialist Register or a Specialist Registrar who is within 6 months of being admitted to the GMC's specialist register Within 6 months of CCT in Otolaryngology, Maxillofacial Surgery or Plastic Surgery	PhD or MSc  CCT in relevant specialty	Application form
Relevant experience in specialty/Sub specialty	Previous experience in Head and Neck Oncological Surgery	Previous senior registrar or fellowship level experience in Head and Neck Oncological Surgery	Application/Interview
Clinical skills	Commensurate with ST8 ENT, Maxillofacial or Plastic surgery training  Sound general Specialty experience with an emphasis on Head and Neck surgery	Demonstrable evidence of expertise in Head and Neck oncological surgery	Application/Interview/ References
Audit	Demonstrated previous audit activity	Audit publications	Application/Interview
Academic achievements including research/publications	Sound knowledge of basic research techniques  Relevant peer-reviewed journal publications  Contributions to research	Database management  Research leadership	Application/Interview

	Awareness of key literature in head and neck oncology		
Language	Are able to speak and write English to the appropriate standard necessary to fulfill the job requirements		Application/Interview
Physical requirements	Meets Professional Health requirements, pre-employment health screening		Occupational Health interview
Communication Skills	Excellent written and spoken communication. Ability to build rapport and work with others. IT skills and computer literacy		Application/Interview
Patient Focused Skills	Empathy, understanding, listening skills, patience, and social skills appropriate to different patients		Interview/References
Reliability	Punctuality, attendance, sense of responsibility		Interview/References
Flexibility	Able to change and adapt, respond to changing circumstances		Interview
Resilience	Ability to cope with pressure and setbacks		Interview
Thoroughness	Preparedness and commitment		Interview
Drive/Enthusiasm	Self starter, motivated, shows interest		Interview
Probity	Honesty, integrity, appreciation of ethical dilemmas		Interview
Team Work	Ability to work well with colleagues		Interview