

Belfast Health and Social Services Trust**Personnel Specification:**

Title of Post:	Doctor in training with interest in Medical Management
Directorate/Service grouping:	Medical Director's Office
Responsible to:	Medical Director
Reports to:	Deputy Medical Director

Knowledge, skills and experience required:

- Hold a medical or dental qualification
- Hold a National Training Number and are currently appointed at ST3 level or above in a Northern Ireland Specialty Training Programme.
- Have excellent communication skills, both orally and in writing.
- Have a working knowledge of junior doctor issues.
- Have a working knowledge of patient safety and infection control initiatives.

SHORTLISTING

A shortlist of candidates for interview will be prepared on the basis of the information contained in their curriculum vitae.

It is, therefore, essential that all applicants demonstrate through their CV how and to what extent their experience and qualities are relevant to this post and the extent to which they satisfy each criterion specified.

The following additional desirable criteria may be introduced dependant upon the number of applications received:

- Experience and training in medical or dental education for undergraduates and /or postgraduates.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role. The competencies concerned are given in the HPSS Leadership Qualities Framework and Knowledge and Skills Framework as identified in the job description.

Equal Opportunity Monitoring Form

Please note that this information is regarded as part of your application and failure to complete and return this form, along with your CV will result in disqualification of your application.

Disability requirements

If you require any reasonable adjustments, due to disability, to enable you to attend the interview, please provide details on the covering email with your CV. Details of any disability are only used for the purpose mentioned above and do not form any part of the selection process. If you wish to discuss your disability requirements further, please contact NIMDTA.

Interview information

Preliminary interviews may be introduced into this process.
Interviews are likely to be held during September 2008.

Disclosures Certificate Application (Access NI)

You have applied for a position in an organisation providing care to patients and vulnerable adults. Before appointing anyone to such a post, it is our policy to ask for an Access NI Disclosures Certificate Application check to be carried out by the Department of Health, Social Services and Public Safety (DHSSPS). This check is to make sure that people who might be a risk to vulnerable adults and children are not appointed.

The check will tell us if you have a criminal record, or if your name is included in the DHSSPS Disqualification from Working with Children and Vulnerable Adults List or the Department of Education list of those unsuitable to work with children. Any information which we get will be treated confidentially and we will talk to you about it before we make a final decision. After the decision is made the information will be destroyed.

Please ensure that you complete the Disclosures Certificate Application Form (Access NI) and attach it with your CV and Monitoring Form when you submit your application.