



Business Services
Organisation

Directorate of Legal Services

— PRACTITIONERS IN LAW TO THE
HEALTH & SOCIAL CARE SECTOR —

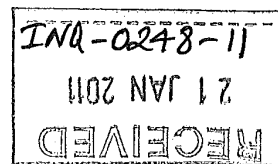
2 Franklin Street, Belfast, BT2 8DQ
DX 2842 NR Belfast 3

Your Ref:
AD-189-10

Our Ref:
NSC B04/1

Date:
20 January 2011

Ms Anne Dillon
Solicitor to the Inquiry
Arthur House
41 Arthur Street
Belfast
BT1 4GB



Dear Madam

RE: INQUIRY INTO HYPONATRAEMIA RELATED DEATHS

I refer to your letter of 29th November 2010 (AD-189-10.)

In answer to the questions posed:

1. I enclose a list drawn from the chronology previously supplied (RGH3) which lists chronologically the members of nursing and medical staff who were involved in Adam Strain's care and whether they were on duty or on-call when in first contact with Adam.
2. I enclose contractual details for Professor Maurice Savage (1980 Joint QUB/ EHSSB contract), Dr. Robert Taylor (1991 EHSSB contract), and Mr Patrick Keane (1994 Belfast City Hospital Health and Social Services Trust contract and Job Description). EHSSB employment contracts were transferred to Trusts on their creation in 1993.

Yours faithfully

Wendy Beggs

Wendy Beggs
Assistant Chief Legal Adviser

Direct Line [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

Providing Support to Health and Social Care



Staff on Duty and On-Call regarding Adam Strain
8pm 26/11/95 – 12.00 28/11/95

NAME AND TITLE OF STAFF WHO WERE ON DUTY	ON DUTY/ON CALL
Dr J Cartmill Senior House Officer	On-Duty
S/N Catherine Murphy Staff Nurse	On-Duty
S/N Katie Knaggs Staff Nurse	On Duty
Dr O'Neill Senior House Officer	On-Duty
Dr J M Savage (now Professor J M Savage) Consultant Paediatric Nephrologist	On-Call
Dr M O'Connor Consultant Paediatric Nephrologist,	On-Duty
Mr P Keane Consultant Urologist	On-Call
Mr S Brown Consultant Paediatric Surgeon (retired)	On-Call
Dr R H Taylor Consultant Paediatric Anaesthetist	On-Call
Dr Terence Montague Senior Registrar in Anaesthetics	On-Call
S/N Patricia Conway Staff Nurse	On-Duty
S/N G Popplestone Staff Nurse	On-Duty
S/N J Mathewson Staff Nurse	On-Duty
Dr Meenakshi Bhat SHO	On-Duty
S/N C Hall Staff Nurse	On-Duty

NAME AND TITLE OF STAFF WHO WERE ON DUTY	ON DUTY/ON CALL
S/N D Adams (now S/N D Dines) Staff Nurse	On-Duty
Dr C S McKinstry Consultant Neuroradiologist,	On-Duty
S/N S Beattie Staff Nurse	On-Duty
S/N K Kyle Staff Nurse	On-Duty
Dr D Webb Consultant Paediatric Neurologist	On-Call
Dr Rosalie Campbell Locum Consultant Anaesthetist	On-Call
S/N I Eaton Staff Nurse	On-Duty
Dr Jane Larkin Community SHO	On-Duty
Dr Jean McKnight Locum Paediatric Registrar	On-Duty
Ms Eleanor Donaghy Transplant Co-ordinator,	On-Call
Dr Sanapala Bhanumurthy Locum Consultant Anaesthetist	On-Call

PF

MEMORANDUM OF AGREEMENT made the eleventh day of March one thousand nine hundred and eighty BETWEEN the Queen's University of Belfast (hereinafter referred to as "the University ") of the first part, the Eastern Health and Social Services Board (hereinafter referred to as "the Board") of the second part AND Dr. Joseph Maurice Savage, [REDACTED] Belfast (hereinafter referred to as "the Lecturer") of the third part:

WHEREAS the University and the Board have agreed that the Lecturer shall be employed jointly by the University and the Board as Senior Lecturer (Consultant) in Child Health with an interest in Nephrology.

AND WHEREAS the Lecturer has agreed to accept a whole-time appointment jointly with the University and the Board.

NOW THEREFORE it is hereby agreed by the parties hereto:

1. The joint appointment shall date from the first day of March one thousand nine hundred and eighty
- 2 (a) The date of the start of the Lecturer's period of continuous employment as an officer of the University is 12th November, 1979. For these purposes the Lecturer's employment with the Eastern Health and Social Services Board (1.8.79 - 11.11.79) and previous employments are not included in the period of continuous employment.
- (b) The date of the start of the Lecturer's period of continuous employment as an officer of the Board is 1st August, 1979. For these purposes the Lecturer's employment with the Royal Manchester Children's Hospital (1.8.78 - 31.7.79) and previous employments are not included in the period of continuous employment.
3. The salary attached to the joint appointment shall be on the scale £ [REDACTED] per annum.

The Lecturer's commencing salary will be at the rate of £11,859 per annum and his incremental date will be 18th November.

4. The total salary payable under paragraph three of this Memorandum shall be divided between the University and the Board according to the Schedule annexed.

The amount paid to the Lecturer by the University shall be subject to the terms of the Federated Superannuation System for Universities or the Universities Superannuation Scheme as appropriate and the amount paid to the Lecturer by the Board shall be subject to the terms of the Superannuation Regulations made by the Department of Health and Social Services. A copy of the current Regulations governing the Health Services Superannuation Scheme may be seen at the Board's office at Londonderry House, 21/27 Chichester Street, Belfast, at any reasonable time. An explanatory booklet about the Scheme may be obtained from Her Majesty's Stationery Office. This employment will be contracted out of the State Pension Scheme.

5. The Lecturer's duties to the University (concurrent with his duties to the Board referred to in paragraph six below) shall be to carry out such duties of teaching, examining and administration in the Department of Child Health as may be arranged by the Head of the Department, subject to the general direction of the Faculty and of the Academic Council and the Senate of the University. The Lecturer will be expected to engage in research in his subject.

6. The Lecturer, as an officer of the Board (concurrent with his duties to the University referred to in paragraph five above and so far as is compatible with the first claims upon the Lecturer in teaching and the research work of the University Department) shall have the following duties and responsibilities

(a) He shall, under the direction of the Head of the Department, assist and advise in the work and research of the clinical departments, give assistance in the teaching and training of prospective specialists and generally help in the integration of teaching and research at undergraduate and post-graduate levels.

(b) With the agreement of the Head of the Department the Lecturer shall perform such duties as may be assigned to him by the Board for the purpose of providing a service in Child Health in the recognised teaching hospitals administered by the Board.

(c) The Lecturer shall be required to engage on clinical duties on an average of at least twenty-one hours per week.

7.(a) The Lecturer shall reside within a reasonable distance of the University and the Belfast teaching hospitals.

(b) The Lecturer will be required to provide and maintain a telephone in his home

8.(a) The Board will require the Lecturer to be a fully subscribed member of a recognised professional defence organisation, or, if he has an objection to such membership on grounds of conscience or on some other grounds approved by the Department of Health and Social Services, to take out and produce to the Board an insurance policy covering himself in respect of liability arising out of or in connection with his duties hereunder, and to produce to the Board forthwith and annually the receipts for the payment or renewal of subscriptions or premiums as the case may be.

(b) The Lecturer is required to be registered with the General Medical Council.

9. The Lecturer shall be eligible for consideration in the making of awards under the Distinction Awards Scheme, as determined from time to time, and the Board shall pay to the Lecturer any sum payable to him under the provisions of the said Scheme. The amount of the Distinction Award payable shall be related to the number of hours per week on which the Lecturer is required to engage on clinical duties and to the fulfilment of that requirement. Any such payment shall be subject to the terms of the Superannuation Regulations made by the Department of Health and Social Services. The payment shall be in addition to the sum payable under paragraph three of this Memorandum.

10. The Lecturer will not, without the prior sanction of the University and the Board, be allowed to undertake work outside the duties prescribed by the University and the Board, except to act as University External Examiner.

11. Full details of both annual leave and sick leave allowances and the conditions governing these allowances and study leave, are set out in the Terms and Conditions of Service of Hospital Medical and Dental Staff.

12. Neither the University nor the Board accepts responsibility for damage to or loss of personal property, with the exception of small valuables handed to its officials for safe custody. The Lecturer, therefore, is recommended to take out an insurance policy to cover his personal property.
13. The University and the Board undertake to make no deductions from or variations to the Lecturer's salary other than those required by law without his express written consent.
- 14.(a) Should the Lecturer have any grievance relating to his employment he is entitled to consult, either personally or in writing, with the University's Personnel Officer or with the Board's Personnel Officer at Londonderry House, 21/27 Chichester Street, Belfast.
- (b) Any differences between the Lecturer and the employing bodies in regard to conditions of service shall be settled in accordance with the procedure approved in respect of officers holding appointments jointly with the University and the Board.
15. The approved disciplinary procedure relating to cases involving officers holding appointments jointly with the University and the Board shall apply.
16. Subject to the foregoing provisions and to the Charter, Statutes and Regulations of the University (copies of which are available for examination at the University's Personnel Department) the conditions of employment ordinarily applicable to whole-time Consultants employed by the Board, as set out in Part C of Volume V of the Hospital Service Handbook as amended (copy of which is available for examination at any of the Board's District Personnel Offices or at the Board's Personnel Department, Londonderry House, 21/27 Chichester Street, Belfast) shall apply to the Lecturer in relation to his duties to the Board.
17. The Lecturer, if invited to do so, will be required to enter into an honorary appointment with one or more of the Health and Social Services Boards other than the Eastern Board for the purpose of undertaking such limited duties in those areas as may be arranged by the Faculty of Medicine.

18. The Lecturer will be required to retire at the end of the academic year (30th September) in which he attains the age of sixty-five years. The appointment shall not otherwise be terminated, except by agreement between the parties, unless each party has given the others at least three months' notice in writing of the date on which the termination is to take place.

For the Queen's University of Belfast

R. S. Poppinga
Secretary

For the Eastern Health and Social Services Board

P. E. Kindel
Secretary and Chief Administrative Officer

J. M. Savage

Senior Lecturer in Child Health
with an interest in Nephrology

Domiciliary Consultations

In addition to the duties mentioned in paragraph six above I shall undertake domiciliary consultations during the following times and within the following arrangements, in accordance with the conditions and rates of remunerations set-out in paragraph 140 to 149 of the Terms and Conditions of Service of Hospital Medical and Dental Staff as amended from time to time.

Enter here)
times etc.)

J. M. Savage After 4pm any day except Tuesday

Senior Lecturer in Child Health
with an interest in Nephrology

SCHEDULE

<u>Date from which salary is due</u>	<u>Rate of Salary per annum</u>	<u>Payable by the University</u>	<u>Payable by the Board</u>
1st March, 1980			
18th November, 1980			
18th November, 1981			
18th November, 1982			
18th November, 1983			

IN CONFIDENCE

Dear Sir

Appointment of Consultant in Paediatric Anaesthetics

1. I am instructed by the Eastern Health and Social Services Board to offer you an appointment of whole-time consultant in Paediatric Anaesthetics from 1 February 1991 subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff and to the provisions as to superannuation from time to time in force.
2. The terms and conditions of the employment offered are set out in the Terms and Conditions of Service of Hospital Medical and Dental Staff and General Council Conditions of Service as amended from time to time. Copies of these may be seen at the Board's offices.
3. (a) The post is superannuable unless you opt out of the scheme or are ineligible to join, and your remuneration will be subject to deduction of superannuation contributions in accordance with the Health and Personal Social Services Superannuation Scheme. Details of the scheme may be seen at the Unit Personnel Office or the Board's offices at 12-22 Linenhall Street, Belfast, BT2 8BS at any reasonable time.
(b) An explanatory booklet is attached.
(c) If you join the Superannuation Scheme this employment is contracted out of the State Pension Scheme.
4. Insofar as they are not already covered by the Terms and Conditions of Service mentioned above the following duties have been assigned to you for the purpose of providing health services under the Health and Personal Social Services (Northern Ireland) Order 1972 in the following Units:

The Royal Group of Hospitals Unit

- (a) Diagnosis and treatment of patients at the following hospitals and clinics:

The Royal Victoria Hospital
The Royal Belfast Hospital for Sick Children
The Royal Maternity Hospital

Attendances as required at clinics held at or in connection with these hospitals.

(b) Domiciliary consultations as may be required from time to time.

(c) (i) In addition to the duties mentioned above you may exceptionally be required to undertake duties for limited periods within the Unit(s) specified above.

(ii) Duties arising on call in an emergency at other hospitals administered by the Eastern Health and Social Services Board.

(d) The diagnosis and treatment of patients occupying accommodation made available under Articles 31, 32 and 41 of the Health and Personal Social Services (Northern Ireland) Order 1972, insofar as such patients have not made private arrangements for such treatment under Article 31(2) of that Order.

(e) Continuing clinical responsibility for the patients in your charge, allowing for all proper delegation to, and training of your staff.

(f) As a Consultant employed at, or for the purpose of, a hospital recognised by the Queen's University of Belfast as a hospital in which undergraduate students in the Faculty of Medicine receive clinical instruction and education, you will give such service as a clinical teacher of students as may be required by the Faculty of Medicine and as may reasonably be undertaken by you in association with, or in addition to, your duties as an officer of the Board. Payment will be made by the University in respect of any such teaching you may be asked by the University to undertake, in accordance with the University's approved arrangements for the making of such payments.

5. The arrangement of your duties will be such as may be agreed between the Board and yourself from time to time. It is agreed that any private practice you may undertake, whether limited or not by the Terms and Conditions of Service, will in no way diminish the level of service that may be expected from you by the Board in carrying out the duties specified above.

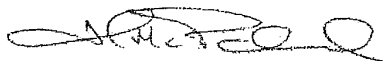
6. The salary of the appointment (exclusive of any distinction and meritorious service award payable to you) will be that appropriate to a whole-time consultant appointment. Your starting salary will be \$ [REDACTED] per annum. Salary will be payable monthly. Your incremental date will be 1 February 1992.

7. For the purposes of section 4(1) of the Contracts of Employment and Redundancy Payments Act (NI) 1965, (as amended), your previous employment in The Health and Social Services Board does count as part of your continuous period of employment and your continuous period of employment therefore began on 1 August 1982. However, for the purpose of certain Health Service conditions of service, previous Health Service service, not treated as "continuous" under the provisions of the Contracts of Employment and Redundancy Payments Act (NI) 1965, may also be reckoned for those purposes, subject to the rules set out in the Terms and Conditions of Service.

2.

8. The employment is subject to 3 months notice on either side but is subject to the provisions of paragraphs 190 to 198 of the Terms and Conditions of Service of Hospital Medical and Dental Staff.
-
9. You are required to be fully registered with the General Medical/Dental Council.
-
10. Your private residence shall be maintained in contact with the public telephone service and shall be not more than 10 miles by road from Hospital unless specific approval is given by the Board to your residing at a greater distance.
11. (a) Arrangements for leave and other absences shall in the first instance be made locally and must be approved by the Unit.
- (b) You will be entitled to annual leave with pay at the rate of six weeks per annum.
12. (a) The agreed procedure for settling differences between you and the Board where the difference relates to a matter affecting your conditions of service is set out in Circular HSS (TC8) 3/75, Appendix 2.
- (b) Should you have any grievance relating to your employment you are entitled to consult, either personally or in writing, with the Board's Personnel Officer at 12-22 Linenhall Street, Belfast, BT2 8BS.
- (c) Your leave year will run from 1 February 1991 and in the period 1.2.91 - 31.1.92 your entitlement will be 6 weeks
13. In matters of personal conduct you will be subject to the provisions of paragraph 10 and 23 et seq of Circular HSS (TC8) 3/75. The agreed procedures for appeal against disciplinary action or dismissal are set out in Circular HSS (TC8) 3/75 Appendix 1 and paragraph 190 of the Terms and Conditions of Service of Hospital Medical and Dental Staff.
14. The Board undertakes that it will not make deductions from or variations to your salary other than those required by law without your express written consent.
15. The Board accepts no responsibility for damage to or loss of personal property with the exception of small valuables handed to their officials for safe custody. You are therefore recommended to take out an insurance policy to cover your personal property.
16. If you agree to accept this appointment on the terms indicated above, please sign the form of acceptance at the foot of this letter and return it to me in the enclosed stamped addressed envelope. A second signed copy of this letter is attached and should be retained by you for future reference.

Yours faithfully,



for Director of Personnel and Management Services

Dr. R.H. Taylor



I hereby accept the offer of appointment mentioned in the foregoing letter on the terms and subject to the conditions referred to in it. I undertake to commence my duties on 1 February 1991.

Signature _____

Date _____

This offer and acceptance of it shall together constitute a contract between the parties.

STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

FOR MEDICAL CONSULTANTS


In compliance with the Contracts of Employment and Redundancy Payments Act (Northern Ireland) 1965, as amended, this Statement sets out certain terms and conditions of your employment contract which are relevant on 1 March 1994.

Employer's Name:

Belfast City Hospital Health and Social Services Trust

Employee's Name and Address

Mr PF Keane



1. Date of Commencement of Employment

Your employment began on 1 March 1994.

Previous employment with the National Health Service and Health and Personal Social Services immediately prior to joining the Trust may count as part of your period of continuous employment for the limited purposes laid down in the Trust Handbooks (a copy of which may be inspected at the Personnel Directorate).

Continuous employment for all statutory purposes in connection with employment law commenced on 1 August 1990.

2. Terms and Conditions

The Terms and Conditions of Service of this appointment are set out in the Trust Handbooks which are incorporated into and form part of your Contract.

3. Job Title

You will be employed as a Consultant in Urology.

Details of your duties are outlined in the Job Description and Job Plan attached as Appendix 1 to this Statement.

However, as and when considered necessary or appropriate you are liable to transfer to or undertake other duties in order to meet fluctuations or priorities in work demands.

4. Remuneration

The salary of the appointment (exclusive of any distinction and meritorious service award payable to you) will be that appropriate to a whole-time consultant appointment. Your current salary is £44,475 per annum. Salary will be paid monthly.

Your incremental date will be 1 March 1995.

5. Type of Appointment

Your appointment shall be on a whole-time basis.

6. Probation (New Employees)

You will be on probation normally for a period of up to 6 months during which time your progress will be monitored. Provided a satisfactory standard is achieved and maintained your employment will not be confirmed. In the event of unsatisfactory progress your employment will not be regarded as confirmed and will be terminated either during or at the end of probation in accordance with the Trusts Disciplinary Procedure.

7. Customary Holidays

The Trust recognises 12 customary holidays each year and details are available from your Clinical Director and the Personnel Directorate.

8. Leave Arrangements

You are entitled to 42 days annual leave (pro rata if other than whole-time). The holiday year runs from your date of appointment.

All leave (annual, study and professional) is subject to the needs of the Trust and must be approved in advance with your Clinical Director. In your own interest you should not make any holiday bookings until you receive such approval.

9. Sickness/Absence

Payment will be made for absence from work due to sickness or injury in accordance with the provisions of the Trust's Occupational Sick Pay Scheme. A copy of this scheme is attached as Appendix 2 to this Statement. Your attention is drawn to the Absence Notification and Certification Procedure set out in the Appendix. You are required to make yourself conversant with this procedure.

10. Health and Safety at Work

Whilst at work you must take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work. You must also comply with the health and safety rules and procedures appertaining to your job and undergo training provided. The Health and Safety Policy Statement is attached at Appendix 3.

11. Medical Fitness

Your appointment is subject to a satisfactory medical report and in this respect, you will be required to undergo a medical screening. During the course of your employment you may be required to have periodic medical checks which will be in your own interests and those of the Trust.

12. Pension

There is an Occupational Pension Scheme (HPSS Superannuation Scheme) relating to the employment in respect of which this Statement is given. This appointment is superannuable and unless you opt out of the scheme, superannuation contributions will be deducted from your pay. The broad principles of the scheme are explained in the enclosed guide. To opt out of the scheme you will be required to complete Form SD502 which is available from the Personnel Directorate.

Occupational pension arrangements are effective from age 60.

13. Retirement

The Belfast City Hospital Trust requires you to retire not later than 30 September (end of academic year) in the year of which you reach your 65th birthday.

14. Notice Entitlement/Requirements

The period of notice you are entitled to receive and required to give in the event of termination of employment is as follows:-

You are entitled to receive from the employer - 3 months notice.

The employer reserves the right, in the case of gross misconduct, to dismiss you summarily: i.e. without notice and without payment in lieu of notice.

You are required to give the Trust 3 months notice of your intention to terminate your employment.

here an employee, without permission, fails to work out his/her notice period (whether notice is given by the employer or employee) he/she forfeit a sum equivalent to salary for the unworked period, from any arrears of salary and/or holiday pay which have not been paid. This applies regardless of the fact that these monies have already been earned.

15. Disciplinary Rules and Procedures

Details of the disciplinary procedures are contained in the Trust's Terms and Conditions Handbook. If the Trust is dissatisfied at any time with your performance, capability or conduct, you will be subject to the disciplinary procedure. The disciplinary procedures and rules are attached at Appendix 4.

16. Grievance Procedure

The procedure for raising any grievance is set out in the attached Appendix 5 to this Statement. Any grievance relative to your employment should be raised with your Clinical Director in accordance with the procedure.

17. Equal Opportunities Policy

We are an equal opportunity employer. The aim of the Trust's policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, marital status, disability, perceived religious affiliation, race, political opinion or sexual orientation. All employees of the Trust must adhere to its Equal Opportunities Policies.

18. Place of Work

You will be based at the Belfast City Hospital Health and Social Services Trust but you may be required to carry out the duties of your employment elsewhere to fulfil the requirements of your Job Description and Job Plan. In these circumstances travelling expenses will be paid at rates outlined in the General Terms and Conditions Handbook.

19. Responsibilities

- (a) You have continuing clinical responsibility for the patients in your charge, allowing for all proper delegation to, and appropriate training of your staff.
- (b) Domiciliary consultations may be required to be made from time to time.
- (c) You will be expected to assist the Faculty of Medicine, Queens University of Belfast in the provisions of clinical instruction and education to undergraduate students.

- (d) You will be required to participate in medical/clinical audit, continuing medical education and where appropriate in conjunction with the Northern Ireland Council for Post Graduate Medical and Dental Education, the teaching of medical and dental staff in training.

20. General Medical Council Registration

You are required to maintain full registration with the General Medical Council.

21. Medical Defence

You are normally covered by the HPSS Health and Community Health Services Indemnity against claims of medical negligence. However, in certain circumstances (especially in services for which you receive a separate fee) you may not be covered by the indemnity. The Department of Health and Social Services therefore advises that you maintain membership of a medical defence organisation.

22. Non HPSS Patients

The arrangement of your duties will be such as may be agreed between the Trust and yourself from time to time. Any Private Practice you may undertake, whether limited or not by the terms and conditions of service, will in no way diminish the level of service that may be expected from you by the Trust in carrying out your duties.

You are required to certify annually that your gross income from Private practice does not exceed 10% of your gross salary.

If your Private Practice income exceeds 10% of your gross salary for two consecutive years, your Contract will be deemed to be maximum part-time and your remuneration adjusted accordingly with effect from 1 April in the following year. This will happen automatically unless by that date you can show that effective steps have been taken to reduce Private Practice commitment and this is confirmed by your earnings return.

23. Availability

Your residence must be within a 10 miles radius of the Trust unless the Trust has given approval to do otherwise.

Your residence must also have a telephone, for which you may claim the standard cost of rental and call charges made in the conduct of necessary Trust business.

24. Clauses

The employer shall be entitled to vary the incorporated Terms and Conditions of Employment as specified in the Trust Handbooks.

25. Confidentiality

Through the course of your employment, you may become aware of information concerning patients or staff. All such information must be treated as confidential, during or after your period of employment. A breach of this confidentiality may result in dismissal.

26. Outside Activities

While an employee is free to do what he/she chooses in his/her spare time, this freedom brings with it the responsibility of ensuring that he/she does not engage in any spare time activity which would bring into question his/her loyalty and reliability, in any way weaken public confidence in the conduct of the Trust's business or in any other way prevent the efficient performance of his/her official duties. If in any doubt about the propriety of engaging in any additional employment or other activity an employee should seek and accept the advice of the Trust. Any fee or emolument etc, which may be received by an employee in the course of his or her employment shall, unless the Trust otherwise direct, be surrendered to the Trust.

27. Changes in Terms and Conditions

Any changes or variations in the incorporated Terms and Conditions shall be reflected in the Trust Handbooks within 1 month of the change being effected.

Meera Bandy

for CHIEF EXECUTIVE

I hereby acknowledge receipt of this Statement together with a copy of:

Appendix 1 Job Description and Job Plan
Appendix 2 Occupational Sick Pay Scheme and Absence Notification and Certification Procedure
Appendix 3 Health and Safety Policy Statement
Appendix 4 Disciplinary Rules and Procedure
Appendix 5 Grievance Procedure
Enclosure Superannuation Guide

I have read and understood all sections above and I hereby authorise the employer to deduct up to three months salary if I terminate my contract without giving proper notice.

Patricia Skene

(Signature)

12/9/96

(Date)

POST OF CONSULTANT UROLOGIST
BASED AT BELFAST CITY HOSPITAL TRUST

JOB DESCRIPTION

1) TITLE OF POST

Grade: Consultant Urologist based at Belfast City
Hospital Trust

This is a new post made necessary by the need to reduce junior doctors working hours and expansion in the Belfast City Hospital Trust Department of Urology.

The appointment will be on a whole-time or maximum part-time basis. Practitioners who for personal reasons are able to contract for only a limited number of half-days may also apply.

2) THE HOSPITAL

Belfast City Hospital is one of three teaching hospitals in Belfast. The hospital has 884 beds. Acute services, including the Urology Department, are accommodated within the Tower Block which was opened in 1986.

Specialties in the hospital include, General Medicine, Accident and Emergency Medicine, Cardiology, Haematology, General Surgery, Vascular Surgery, Orthopaedic Surgery, Nephrology, Oncology, Otolaryngology, Urology, Obstetrics and Gynaecology.

A full range of diagnostic facilities are available including Ultrasound, Radioisotope and radiological investigations including computerised tomography.

Library facilities are provided on the University floor of the hospital and additional facilities are sited at the Medical Biology Centre Library adjacent to the hospital site, and at the Royal Group of Hospitals about one mile away.

3) THE DEPARTMENT

The Department of Urology at the Belfast City Hospital is a busy general unit and is the referral centre for the whole of the population of N. Ireland (1,570,000). It performs almost all current urological procedures including percutaneous nephrolithotomy and renal transplantation (50 transplants per year) both cadaveric and living related. Special interests include reconstructive urology, the investigation and treatment of urinary incontinence and percutaneous stone surgery.

Inpatients are accommodated within the Tower, a 20-storey building providing 578 beds in a high quality environment.

There are 40 urology beds in Ward 3 South and Ward 3 North.

There are 20 five-day beds in Ward 3 East. There are six main theatres located on the ground floor with a specialist renal theatre on the eleventh ward floor.

Facilities in the separate Day Procedure Unit include full urodynamic investigation, prostatic hyperthermia, flexible cystoscopy and dedicated uro-radiological screening table. ESWL is provided by a visiting mobile unit.

The Department treats 3,500 inpatients and 2,500 day patients annually and sees 8,000 outpatients.

Around 300 transurethral prostatectomies and 90 percutaneous nephrolithotomies are performed each year. Facilities for performing percutaneous stone surgery are excellent on account of two purpose-designed urology screening tables each situated in proper operating theatres used solely by the urologists. An endoscopic video camera system is available which is ideal for teaching the techniques of percutaneous surgery.

4) CONDITIONS OF APPOINTMENT

- a) Certificate of Accreditation in Urology
- b) Fellowship of a Royal College of Surgeons
- c) Evidence of original work or thought such as would be provided by publication of scientific papers or a thesis.

5) CONDITIONS OF SERVICE

The post is covered by the terms and conditions of service for Hospital Medical and Dental Staff.

The current whole-time salary scale is as follows:

Minimum	-	£		3rd point	-	£	
1st point	-	£		4th point	-	£	
2nd point	-	£					

Membership of the Health and Personal Social Services Superannuation Scheme is voluntary. There is reciprocity between the Northern Ireland Scheme and that in operation in mainland Britain.

Registration with the General Medical Council must be maintained.

Since 1 April 1993 the Trust has assumed responsibility for claims for medical negligence against practitioners occurring in the course of their Health Service employment. Practitioners are strongly advised to maintain membership of a defence organisation in order to ensure that they are covered for any work which does not fall within the scope of the indemnity scheme.

Should the successful candidate choose to contract on a whole-time basis, he/she will be required to declare annually that his/her gross income from private practice did not exceed 0% of his/her gross Health Service income (including distinction and meritorious service awards, if applicable).

6) **HEALTH AND SAFETY**

Members of staff must make themselves aware of Health and Safety policies affecting the workplace and conform with regulations regarding protective clothing, safe practices, dangerous equipment, no smoking rules, etc.

7) **QUALITY**

Patient satisfaction must be at the forefront of staff's concern, every patient is to be treated as an individual and provided with high quality service in terms of courtesy, kindness, interest and efficiency.

8) **ARRANGEMENTS TO VISIT**

Candidates selected for interview are encouraged to visit the Belfast City Hospital and the Medical Personnel Department will, on request, make the necessary arrangements.

9) **RELATIONSHIPS**

a) Consultants: The successful applicant will join the team of existing consultant urologists - Mr JA Kennedy, Mr WGG Loughridge, Mr RA Donaldson, Mr SR Johnston and Mr RM Kernohan.

b) Other Staff: The successful applicant will work with nursing staff of the Urology Unit, and with medical and nursing staff of the Renal Unit with regard to renal transplantation and vascular access surgery, in addition to other professional and technical staff.

c) Junior Medical Staff: 2 Senior Registrars
 2 Registrars
 3 Pre-reg. House Officers

10) **PRINCIPAL RESPONSIBILITIES**

a) Clinical Work: General urology, renal transplantation, vascular access surgery. The successful applicant will have continuing responsibility for patients under his/her care.

Three sessions will be flexible to provide additional out-of-hours cover for renal transplantation and organ retrieval. There will be a corresponding reduction of sessional commitment within normal working hours (ie 8 sessions within working hours and 3 flexible).

It is expected that the successful applicant will develop a special interest to complement existing interests of the department.

The department currently has the following operating sessions: Main Theatre block 9; Day Procedure Unit 12; Renal Theatre 2. There are 6 outpatients clinics, one formal ward round and 7 urodynamic sessions. Although this is a new post, there will be no increase in the number of beds, outpatient sessions or operating sessions.

b) On Call Commitments:

The rota will be 1 in 6.

The appointee will be on call for

Belfast City Hospital Trust for urology emergencies;
Any hospital in Northern Ireland for urology emergencies
which cannot be dealt with by general surgeons;
Renal transplant surgery and surgical aspects of renal
failure;

and will be available to assist with renal transplantation/organ
retrieval on the basis of three flexible sessions.

c) Sessional Commitments

NOTE: This is indicative only and is subject to negotiation
with the Consultant Urologists.

Operating Sessions Renal	1.0	
Operating session Inpatient Urology	0.5	
Operating session Day case urology	0.5	
Outpatient session	1.0	
Administrative	2.0	
Research	3.0	
Flexible sessions	3.0	TOTAL 11.0

Some (no more than 3) of these sessions may be at other
hospitals in Northern Ireland as the needs of the department
change and opportunities arise.

d) Teaching Responsibility:

Final and fourth year medical students who may be attached to
the unit from time to time.

Day-to-day instruction of Senior Registrars, Registrars and
house officers with regard to care of patients and special
responsibility for post-graduate education and research.

e) Research: There will be three research sessions.
The department has well-established links with The Queen's
University of Belfast and The University of Ulster.

There is an on-going programme of clinical and scientific
research which the department wishes to expand.

Junior staff are encouraged to undertake clinical and basic
scientific research leading to higher degrees. It is expected
that the successful candidate will have a major input into the
future research direction of the department and will assist in
the supervision of members of the junior staff wishing to
undertake work leading to higher degrees.

f) Clinical Administrative Work: Attendance and
participation in monthly audit meetings and other department
meetings as arranged and agreed by the Directorate of Surgery
and Consultant Urologists. Membership of and attendance at

the monthly meetings of the Directorate of Surgery. General administrative duties with regard to the admission and discharge of patients, the running of outpatient clinics and processing of results.

11) STUDY AND TRAINING

The successful candidate will be expected to keep up to date with new developments in Urology.

Professional leave may be arranged in accordance with the terms laid down by the Directorate of Surgery and the Belfast City Hospital Trust. A copy of the current arrangements may be obtained from the Directorate of Surgery.