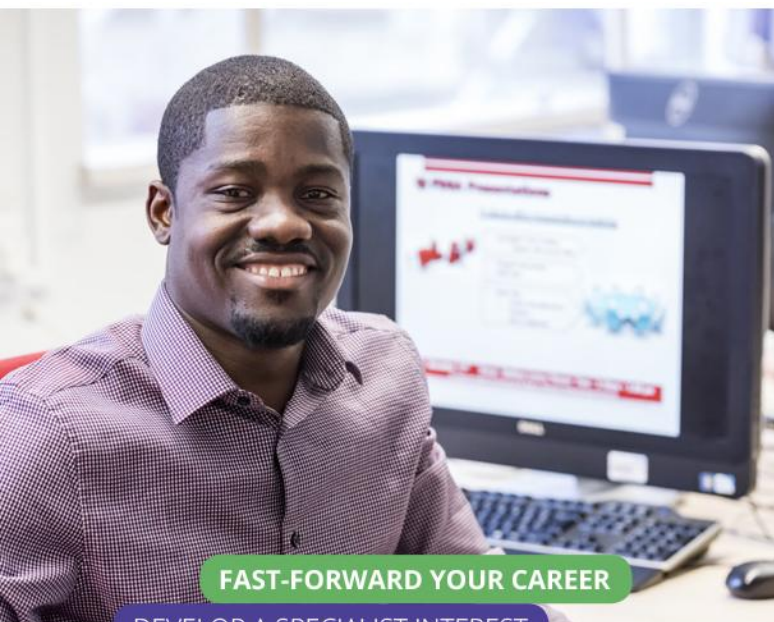


Recruitment information pack



FAST-FORWARD YOUR CAREER

DEVELOP A SPECIALIST INTEREST

BE PART OF A SUPPORTIVE TEAM



STRUCTURED CAREER PROGRESSION

LEADERSHIP COURSES

SCOPE TO DEVELOP NEW SKILLS

WHO WE ARE

Join Imperial College Healthcare and become part of a community of 16,000 staff working with a wide range of partners to offer 'better health, for life'.

Formed in 2007, we are one of the largest NHS trusts in the country – providing acute and specialist care to over a million patients each year in central and north London and beyond.

With a global reputation for ground-breaking research and innovation as well as excellence in education, we offer huge expertise across a wide range of clinical specialities.

Alongside our five hospitals – Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye – we have a growing number of community and digital services, reflecting our commitment to developing more integrated care with our partners. We also provide private healthcare at all of our hospitals (in dedicated facilities).

Together with Imperial College London and two other NHS trusts, we form one of six academic health science centres in the UK – focussed on translating research into better patient care. We also host one of 20 National Institute for Health Research biomedical research centres in partnership with Imperial College London.

Our mission is to be a key partner in our local health system and to drive health and healthcare innovation, delivering outstanding care, education and research with local, national and worldwide impact.

In April 2026, we formalised our partnership with the three other acute NHS trusts in north west London to establish the North West London Acute Provider Group. The four trusts remain independent organisations, with their own boards, coming together through a board in common.

The move builds on existing collaboration and reflects a shared commitment to working more closely together – simplifying decision-making, making the best use of combined resources and expertise, to improve care for patients and local communities

OUR VALUES AND BEHAVIOURS

With our staff and partners, we have developed a clear and ambitious vision as well as a set of core values that shape everything we do. Together they guide our organisational strategy and our behaviours framework:

- **Kind:** we are considerate and thoughtful so everyone feels valued, respected and included
- **Collaborative:** We actively seek others' views and ideas so we can achieve more together
- **Expert:** We draw on diverse skills, knowledge and experience so we provide the best possible care
- **Aspirational:** We are receptive and responsive to new thinking, so we never stop learning, discovering and improving

OUR HOSPITALS

Our hospitals and services

We have five hospitals on four sites, as well as a growing number of community and digital services across central and west London:

Charing Cross Hospital, Hammersmith

Charing Cross Hospital offers outstanding day surgery and cancer care, award-winning dementia services and medicine for the elderly, and is a renowned tertiary centre for neurosurgery with a hyper-acute stroke unit. It is also a hub for integrated care in partnership with local GPs and community providers.

Hammersmith Hospital, Acton

Hammersmith Hospital is a specialist hospital renowned for its strong research connections. and haematology service. It is home to a dedicated heart attack centre and Europe's largest renal transplant centre.

Queen Charlotte's & Chelsea Hospital, Acton

Queen Charlotte's & Chelsea Hospital is a maternity, women's and neonatal care hospital. It is a tertiary referral centre and looks after women with high-risk, complicated pregnancies, as providing a midwife-led birth centre.

St Mary's Hospital, Paddington

St Mary's Hospital is a large, acute hospital and hosts one of the four major trauma centres in London, alongside a 24-hour A&E department. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

Western Eye, Marylebone

The Western Eye Hospital is a specialist hub for ophthalmic services in West London with a 24/7 eye A&E – providing emergency treatment for both adults and children. Facilities include outpatients, inpatients, day case and emergency services.

WHY JOIN US?

Reach your potential through outstanding learning and development opportunities

Every year we welcome hundreds of doctors, nurses and other healthcare professionals to train with us. We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). If you are starting in an entry-level role, we also offer NVQ level two and level three qualifications. We also have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Experience the rich heritage of hospitals that have made history

Some of our clinicians' achievements continue to transform healthcare practice and make a lasting impact on the world. In 1928, Alexander Fleming discovered the antibiotic penicillin at

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

St Mary's revolutionising medicine and earning himself a Nobel prize – this is just one in a long line of many discoveries and developments that have put us on the map as at the forefront of innovation.

Draw on huge expertise as part of a strong international community

Get ready to work with colleagues from all over the world with a sense of community, wellbeing and shared endeavour. We look after children, adolescents and adults – caring for tiny babies through to patients who need end of life care. We have a global reputation for our expertise in areas like: cardiology, haematology, renal and transplantation, infectious diseases, neurology and trauma care – to name just a few. We are part of the prestigious [Shelford Group](#) – the top ten NHS multi-specialty academic healthcare organisations dedicated to excellence in research, education and patient care.

Feel supported by a positive culture

You can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values. Our leadership team ensure they are accessible – meeting staff at monthly CEO sessions and on ward walk rounds. Every employee has an annual personal development review to discuss their progress and development needs. We have a number of thriving staff networks at the Trust for you to join including: the leadership network; the women's network, the LGBT+ network and the nursing and midwifery BAME network.

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our [Make a Difference](#) recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Conduct research here

Our clinicians work alongside biomedical scientists, chemists, physicists and engineers from Imperial College London to develop new ways of diagnosing, treating and preventing disease. As part of an academic health science centre, we aim to apply research discoveries to healthcare as quickly as possible so we can improve the lives of NHS patients and populations around the world. Our culture is about identifying research opportunities and supporting our staff to pursue them. One of our goals is to encourage many more healthcare professionals outside of medicine to pursue academic careers by providing research skills training sessions, grant-writing support and access to fellowship opportunities. As of 2018/19 we have 600 active research projects.

Access brilliant benefits and enjoy a new social life

Join the NHS pension scheme – one of the most generous schemes in the UK. Have the opportunity to work flexibly. Benefit from on-site accommodation and employee travel. Voluntary benefits include: season ticket loan, on-site nurseries, childcare vouchers, cycle to work scheme, fitness facilities and well-being initiatives including yoga and meditation

Reach your potential in hospitals that make history

Charing Cross | Hammersmith | St Mary's |
Queen Charlotte's & Chelsea | Western Eye

classes. Join the Trust's choir or orchestra, running club or football club, or become a member of the Charity's Arts Club to receive exclusive access to free exhibitions at the Tate Modern and shows. You can even enter the Royal Albert Hall ballot and win tickets to music events! Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

JOB DESCRIPTION

Job Title	Head of Clinical Engineering
Band	Band 9
Directorate/ Department	Estates
Division	Estates and Facilities
Location of work	Trust-wide
Hours	37.5 per week.
Reports to	Director of Estates and Facilities
Accountable to	Director of Estates and Facilities

1. Job purpose

Deliver Clinical Engineering services to all clinical areas across the whole Trust, including clinical specialist support to the neonatal ICUs and other high dependency areas and satellite renal dialysis sites.

The Post Holder is:

1. The professional expert advocate and Trust lead representative for all matters concerning medical devices with responsibility for delivering medical equipment functionality that supports the Trust's strategy.
2. Professionally accountable to the Trust for the delivery of the Clinical Engineering service, including senior management of all medical equipment and related operational matters with direct responsibility for a professional, technical and outsourced workforce. This will encompass contract management, compliance, asset management, contract performance and KPIs, financial control including budget and forecasting, training, patient safety and equipment procurement.
3. Responsible for the delivery of the Trust's capital and sub-capital medical equipment programme and to develop long term equipping strategies.
4. Responsible for the management, implementation and completion of remedial actions for Safety Alert Bulletins (SABs).
5. Provide high quality, effective and client-focused equipment services and specialist advice, irrespective of whether the functions are carried out centrally, devolved to other departments, or contracted out to third parties.
6. Ensure the operation of all Clinical Engineering equipment is in accordance with relevant codes of practice, statutory requirements and Department of Health guidelines. Provide technical oversight and be accountable for working practices in the service laboratories.

7. Provide senior managerial input/support to Trusts' service objectives
8. Ensure that the Clinical Engineering service operates within a Quality Management system.
9. Initiate and lead on service developments, including managed service solutions.
10. Brief the Trust Board, executive committees and clinicians on all medical equipment, maintenance contracts financial and performance matters.

2. Key stakeholders

Work directly with divisional directors, chiefs of service, divisional directors of operations, infection control and divisional directors of nursing to formulate and coordinate Clinical Engineering equipping strategies for all areas of the Trust.

Responsible for Clinical Engineering staff and external partners relationships.

Accountable to the Medical Director for training, governance, infection control and clinical risk issues.

Liaising directly with divisional finance and procurement colleagues regarding capital procurement commitments, budgeting, and revenue expenditure and forecasting.

Represent the Trust in dealings with outside agencies and other Trusts, Department of Health, Local

Authorities and other regulatory bodies including MHRA, NPSA and Care Quality Commission.

Communicate regularly with Trust staff at all levels, both clinical and non-clinical and prepare Trust board and executive committee reports.

The post holder will report to the Director of Estates and Facilities.

3. Key areas of responsibility

- There is adequate supply of suitable operational and compliant equipment;
- Equipment is properly procured, installed and maintained;
- Users are trained to operate it safely and effectively;
- Adequate corporate resources are allocated;
- All governance requirements are met;
- The service is delivered in a cost effective and efficient manner;
- That the documented QMS procedures satisfactorily address the requirements for ISO 13485, 93/42/EEC (including the amendments of 2007/47/EC), ISO 14971 and relevant HTM/CPFFs.
- Income generation from sale of redundant medical devices

4. General Responsibilities

1. Communication

- 1.1 Communicate to individuals and large groups on a regular basis highly complex medical equipment information, which will include policy changes, strategic information, new policies, guidelines and regulations.
- 1.2 Communicate complicated and sometimes unwelcome information regarding Clinical Engineering policy and service delivery issues with staff, suppliers and outside agencies many of whom may have very strongly opposing views.
- 1.3 Communications will be conducted in the form of formal presentations, board and executive committee reports, leading meetings, one to one discussions and cover briefing, negotiating, problem solving in highly complex situations.
- 1.4 Ensure that contract compliance and performance is communicated and reported monthly.
- 1.5 Provide scientific advice and specialist engineering management to Trust committees, working parties, project teams, and all activity streams involving medical devices.
- 1.6 Represent the Trust with suppliers and all external bodies as necessary on specialist Clinical Engineering services.
- 1.7 Represent the Trust at external audits, conferences, professional and regulatory meetings.
- 1.8 Report to the health and safety committee and medical device management committee.
- 1.9 Ensure customer feedback is proactively sought and results fed into the Quality Management System, (QMS) corrective and preventive process.
- 1.10 Ensure that customer complaints are documented, investigated and dealt with in line with QMS procedures

2. Analytical and Judgmental

- 2.1 Use specialist knowledge to assess, monitor, and report on the clinical, regulatory and financial impacts of equipment acquisitions and consequent case-mix changes.
- 2.2 Systematically assess the under/oversupply of equipment throughout the Trust. Identify and implement remediation programmes, including equipment redeployment, asset optimisation sharing schemes and managed service solutions.
- 2.3 Make commercial decisions / judgements involving diverse and highly complex facts or situations where expertise in a field is required taking into account legislation, health & safety and conflicting demands.
- 2.4 Maintain review of commercial alternatives for equipment supply and upkeep. Give expert advice to the Director of Finance on the method most appropriate for individual Clinical Engineering services.
- 2.5 Formally reconcile priorities of equipment acquisition, replacement, upkeep and training, with priorities of risk management, governance and corporate strategy.
- 2.6 To undertake audits, benchmarking exercises, costings, detailed financial analysis and modelling which lead to option appraisal and consequent decision-making.

3. Planning & Organisation

- 3.1. Develop long-term strategies for procuring and operating medical equipment to ensure that quality and performance standards are consistently achieved, cost effective and meet organisational objectives. Ensure projects are delivered successfully to budget, on time and to the appropriate standard.

- 3.2 Create, plan and organise a broad range of complex activities including but not limited to:
- Trusts equipment inventory database
 - End users training matrix for high and medium risk devices
 - Approved supplier's list for standardisation of equipment
 - Medical equipment capital programme database
 - Long term planning to ensure sustainability of services
 - ensure that all certificates and auditing documentation, as part of the Quality Management System, are available at all times and ensure that audit recommendations are actioned
- 3.3 Accountable for the direct delivery of the activities of the Clinical Engineering team and its external partners to deliver its service objectives within the framework of corporate policies.
- 3.4 Direct and control the Clinical Engineering team's programme of clinical area care visits, to assess the condition and suitability of medical equipment at the point of use, identify user problems and promote good practice.

4. Contract management, Policy, Protocol & Service Development

- 4.1 Responsible for policy implementation and development of Clinical Engineering services
- 4.2 Responsible for managing the outsourced specialist maintenance contracts and producing monthly, quarterly and annual performance reviews.
- a. Responsible for the delivery of an asset optimisation programme and the cost effective delivery of a comprehensive maintenance programme for the Trusts 27,000 items of medical equipment and meeting annual CIP targets.
 - b. Overall responsibility for Maintenance support contracts for beds, mattresses and specialist equipment
- 4.3 Support, as the subject matter expert, the management, coordination and administration of the Medical Devices Management Group in conjunction with the appointed Medical Director.
- 4.4 Responsible, as a senior member of the Estates and Facilities directorate, to be actively involved as a Senior Manager and specialist within the field on Trust service reviews, strategic planning issues, policy implementation and organisational reviews and will provide specialist advice and senior management support.
- 4.5 Direct and deliver a comprehensive response to adverse equipment incidents. Follow national reporting policies and provide rapid impact assessments of incidents.
- 4.6 Responsible for the design, development and delivery of Trust medical device policies and procedures within the ISO 9001 Quality Management system and accountable for the degree to which they support Trust objectives.
- 4.7 Direct and be accountable for systems reporting Trust responses to the DoH/NPSA/MHRA). Carry out risk assessments of alternative compliance routes and be professionally accountable for their conclusions.
- 4.8 Formulate policies where necessary to meet Health and Safety concerns.
- 4.9 Support purchasing controls that ensure conformity with NPSA guidance and Healthcare Standards.

5. Financial Responsibility

- 5.1 Responsible for budget setting for the Clinical Engineering team, which will include delegated budgets for contract maintenance, training, and repair and procurement.
- 5.2 Design the Trust's capital and sub-capital medical equipment purchasing programmes to ensure that the Trust's financial orders and controls are properly applied and deliver the acquisition programme.

- 5.3 Direct and control the decision-making processes that determine the care plans for individual items of equipment – who maintains it, how, and at what cost.
- 5.4 Be accountable for the transparency and scientific, operational and financial probity of all decisions.
- 5.5 Responsible for the design and performance of IT accounting systems and for the accuracy of the monthly and yearly expenditure reports that they produce. Review, audit and update the systems as necessary.
- 5.6 Lead the annual application round for new capital equipment, supporting and directing applicants as appropriate. Use scientific knowledge and specialist experience to evaluate all capital proposals for their clinical, engineering and financial integrity.
- 5.7 Ensure that priorities properly reflect relative risk factors. Initiate continual improvements to the programme, reporting to the medical director and director of finance.
- 5.8 Responsible for recording details of all Trust medical device assets on the Trust equipment management database including confirmation when disposed.
- 5.9 Direct and control the disposal of redundant medical devices to maximise the income generated from the sale of these devices

6. Responsibility for Human Resources & outsourced specialist providers

- 6.1 Accountable for all Clinical Engineering human resource issues including recruitment and selection, reward and retention strategies; staff discipline, performance, well-being and career development.
- 6.2 Provide visible leadership and support for the Clinical Engineering team and create a climate which encourages teamwork, maximises individual potential and stimulates innovation.
- 6.3 Ensure that Trust specialist providers have appropriate resources, expertise and trained personnel to provide a fully compliant service.
- 6.4 Within Clinical Engineering ISO 9001 Quality System, be professionally accountable for the content of training material produced.
- 6.5 To lead in the maintenance of CE accreditation by the Notified Body and ensure continuing accreditation to BS.EN.ISO 13485:2003 (Quality Systems – Medical Devices).
- 6.6 Quantify the medical device training needs of clinical staff and establish and direct training programmes to meet them.
- 6.7 Responsible for delivering and developing training to groups of staff throughout the Trust.

7. Responsibility for Information Technology

- 7.1 Responsible for the appropriate identification, selection, installation, operation and upkeep of the Trust's medical equipment computer system. Ensure that effective policies for data collection, integrity, maintenance and security are adhered to, including equipment service histories, financial records and staff personal information.
- 7.2 Responsible for management of all manual and computerised information systems relating to medical equipment management which will include Safety Alert Bulletins, Medical Equipment database, Trust-wide Medical Equipment Training and all quality control policies and procedures.

8. Responsibility for Research and Development

- 8.1 Lead the audit programme of all Clinical Engineering services. Be responsible for outcomes and initiating improvements.

- 8.2 Direct and control the purchasing of outsourced medical equipment maintenance and stocks of spare parts.
- 8.3 Participate in external benchmarking schemes. Benchmark Trust medical device performance against comparable Trusts.
- 8.4 Review, co-ordinate and implement medical device R&D research to ensure governance is maintained and implemented
- 8.5 Seek out and participate in high-profile professional activities that will sustain the Trust's reputation for excellence.
- 8.6 Responsible for ensuring medical devices used by Imperial Clinical Research Facility are maintained correctly and will give clinicians and researchers confidence in the reliability of its performance and contribute to a high standard of client care and research outcomes
- 8.7 Responsible for ensuring medical devices used by Imperial Clinical Research Facility are maintained correctly and will give clinicians and researchers confidence in the reliability of its performance and contribute to a high standard of client care and research outcomes.
- 8.8 Review NICE technology guidelines and Centre for Evidence Based procurement of medical technology evidence reviews and economic analysis for implementation within the organisation

9. Professional Accountability and Freedom to Act

- 9.1 Be the Trust's lead expert and provide scientific and technical advice on all aspects of medical equipment ownership, operation and regulation.
- 9.2 Accountable for developing and delivering change programmes, promoting innovation and supporting operational excellence in Clinical Engineering
- 9.3 Working with highly complex data, facts and situations requiring analysis, interpretations and comparisons on a range of options and making decisions on the most appropriate approach.
- 9.4 Accountable for the content of all Trust responses to questionnaires and audits relating to medical equipment.
- 9.5 Be accountable for maintaining a register of the Clinical Engineering professional services supply register, as required by the Risk Pooling Scheme for Trusts (RPST).
- 9.6 This is a major responsibility for advising the Trust on specific medical equipment issues, Health Service Policies and guidelines to ensure standards are met.
- 9.7 The post holder has professional responsibility and accountability for essential medical equipment services in the Trust and must manage these using his/her own initiative, acting independently when situations arise and require decisions/actions.
- 9.8 The highly specific medical equipment nature of the post will require the post holder frequently to act on his/her own initiative, giving professional instructions and advice on service provision affecting the whole Trust, for operational, maintenance and capital procurement schemes.

10. Other responsibilities

- 10.1 Provide cover for colleagues as appropriate.
- 10.2 Assist in producing ad hoc reports and in project work.
- 10.3 Undertake any other duties requested, as appropriate to the banding.
- 10.4 Maintain own Continuing Professional Development
- 10.5 Represent the Trust at appropriate external bodies
- 10.6 Maintain expertise in medical device use and safety issues

General Responsibilities

This might include, for example, responsibility towards NHS policy development, team leadership, research support or leadership, project management.

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

PERSON SPECIFICATION

Directorate/ Department - Corporate	Estates	
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Criteria Relevant to the Role	Essential	Desirable
Qualifications / Education	First degree or equivalent NHS management experience and evidence of practical application of expertise at this level Master's degree in leadership or management or relevant subject or evidence of practical application of expertise at this level Post-graduate management qualification or evidence of practical application of expertise at this level Evidence of sustained and continuous professional development Knowledge of statutory, regulatory and governance obligations relating to medical equipment management.	
Criteria Relevant to the Role	Essential	Desirable
Experience	Operational, HR and financial management experience at a senior level within a large healthcare organisation. Clinical experience operating a wide range of medical equipment	First hand engineering experience of electronic equipment design, construction and repair.
Criteria Relevant to the Role	Essential	Desirable
Skills/Knowledge/ Abilities	Experience of working at senior management level in large complex environment. Highly developed leadership and influencing skills with the ability to enthuse, motivate and involve individuals and teams and have them understand the Trust's and your performance expectations. Commercially and contractually astute with a proven track record of	

	large scale contract management and negotiations of variations. Fully able to budget, forecast and deliver CIPs and large expenditure programmes to cost, quality and time pre agreed parameters Advanced understanding of financial reporting, ability to design and direct systems to report on expenditure, net present value of equipment inventory, future equipping needs. Strategic thinker with excellent analytical skills Team player with the ability to contribute effectively at corporate level. Proven capability to report at Trust board and Executive committee. Well-developed delegation, people and workload management skills. Ability to identify, develop, nurture and promote innovative approaches to service development. Sound knowledge of statutory, regulatory and governance obligations relating to medical equipment management. Expert understanding of specialist healthcare science activities and management knowledge, including technical, commercial and financial equipping consequences of medical developments and strategies. Extensive knowledge of Health Service Capital and Revenue Procurement programmes/ procedures. Advanced understanding of database design, structure and functionalities, sufficient to specify, implement and upkeep Trust-wide register of equipment and its history. Ability to discover and interpret regulations; anticipate medical, technical, commercial and financial impacts; and, feed information	
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	effectively into Trust operations at Board/Director level. Ability to manage in-house staff delivering highly regulated services Management skills to oversee a variety of outsourced contract with a range of contract conditions.	
Criteria Relevant to the Role	Essential	Desirable
COMMUNICATION SKILLS	Able to interact with senior medical staff and board members to give and receive highly complex and contentious information. Able to effectively influence and negotiate. Able to deliver to reports and presentations to deadlines and manage a diverse and complex workload to competing timescales. Able to produce and present board-level reports with complex data, conclusions and recommendations for action that have significant legal and financial consequences. Able to be chair/ secretary of Trust-wide bodies dealing with aspects and impacts of medical equipping, both Trust-wide, and professional committees outside of the Trust. Able to make progress and resolve complex issues through such committees where there is resistance to change.	
PHYSICAL QUALITIES	Such as to meet the requirements of the role with any reasonable adjustments	
VALUES AND BEHAVIOURS	Demonstrable ability to meet Trust values	

Additional information

1. Health and safety

All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and Trust policies on health and safety.

2. Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.

3. Equal Opportunities

At Imperial College Healthcare NHS Trust, we are committed to ensuring that our staff feel able to bring their whole selves to work, and we recognise that our diversity gives us a unique perspective on the challenges facing us. A copy of our Equality Diversity and Inclusion Policy is available to view on our website. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

4. 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 specific duties relating to their role.

5. Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. 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 specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

6. Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

7. Work Visa/ Permits/Leave to Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

8. Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. 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. 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 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.

9. 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, staff should ensure that they apply alcohol gel to their hands and 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. Staffs 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.

Flu vaccination – the Trust's expectation is that all patient-facing staff have an annual flu vaccination, provided free of charge by the Trust. 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.

10. No Smoking

The Trust operates a smoke free policy.

11. Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.