IMPERIAL COLLEGE HEALTHCARE NHS TRUST  
FACULTY OF MEDICINE, IMPERIAL COLLEGE LONDON

JOB DESCRIPTION

Trust Grade

1. THE POST

This is a new post for a qualified doctor, created to help manage the increasing number of referrals to the symptomatic breast service. The post-holder will be provided with the training required to develop into a breast physician which is a relatively new role within the NHS. Once trained, the post-holder will run daily one-stop rapid diagnostic outpatient clinics. They will also see follow-up patients, and assist with the family history and open access follow-up services.

2. IMPERIAL COLLEGE HEALTHCARE NHS TRUST

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. 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 see 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 that can now be realised will lead to significant benefits for patients and greater advances in healthcare than could be delivered apart.

Imperial College Healthcare NHS Trust already has a world-leading reputation. Hammersmith and St Mary’s hospitals have two of the highest clinical ratings in the country, rated 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.

Imperial College Healthcare NHS Trust is one of the largest education, training and research centres nationally; it is the clinical partner of the Imperial Academic Health Science Centre. All of our staff are actively encouraged to become involved with education and/or research, in addition to their clinical role. There is an annual review of job plans, with potential educational or research PAs available for dedicated education, training or research time. These PAs are awarded ad personam, relate to specific workload with metrics and are subject to annual performance review.

2. 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.

Chairman  
Sir Richard Sykes  
CEO  
Dr Tracey Batten  
Medical Director  
Dr Julian Redhead  
Chief Financial Officer  
Mr Richard Alexander  
Director of Nursing  
Professor Janice Sigsworth  
AHSC Director & Director of Research  
Professor Jonathan Weber

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 Divisional Structure.

The clinical services of the Trust are organised into 4 Divisions which are clinician led and have the autonomy to organise themselves into optimum vehicles for the delivery of world class, integrated research and healthcare.

**Divisions**  
**Director**

| Medicine and Integrated Care | Professor Tim Orchard |
| Surgery, Cancer and Cardiovascular | Professor Jamil Mayet |
| Women’s, Children’s and Clinical Support | Professor TG Teoh |

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

3. IMPERIAL COLLEGE LONDON

Imperial College London is a science-based institution with a reputation for excellence in teaching and research. Professor Alice Gast joined as President of College on 1st September 2014, and in succession to Baroness Eliza Manningham-Buller, the Chairman of the Court and Council appointed May 2015 is Sir Phillip Dilley.

Professor Gast has been appointed under the new leadership model announced in April 2012. The new structure incorporates two senior posts, the President and the Provost. As President, Professor Gast will lead the College’s strategy, including the development of its new 25 acre campus Imperial West, and its links to government, industry, philanthropists and alumni.

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.

The academic and research staff of 3,569 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 15,500 students (9,000 Undergraduate, 5,500 Postgraduate and 1,000 visiting). There are students from over 120 countries. Over 50 percent of students come from countries outside the UK. There are 3,800 academic and research staff with more than 30% if staff from outside of the UK.

In THE World University rankings 2014-15, College is ranked 3rd in Europe and 9th in the world with the Faculty of Medicine ranking 3rd in Europe and 4th in the world in the clinical, pre-clinical and health subject areas.

External assessment of the College’s teaching quality in many different subject areas has been judged to be of high standard.

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.

Imperial is home to the greatest concentration of high-impact research of any major UK University. REF’s new impact measure ranks Imperial’s research highest of any major university. Moreover, eight of Imperial’s 14 REF-assessed research areas are top or joint-top for “outstanding” or “very considerable” impact.

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 Limited is responsible for managing and commercializing Imperial College Intellectual Property (IP) and draws upon a pipeline of technology emanating from Imperial’s research. In 2011, Imperial College Healthcare NHS Trust appointed Imperial Innovations as its representative Technology Transfer partner, with the current contractual relationship running until February 2015.

In 2013/14 there were 18 AHSC patents filed, the average per year over the past five years was 12 patents with a grand total 61. In 2013/14 there were 116 AHSC invention disclosures. The average per year over the past 5 years was 118 disclosures with a grand total of 588.

Since 2005, the Group has raised £206 million in proceeds from investors, which has enabled it to invest in a portfolio of spin-out companies. In 2013, the Group received a loan facility for £30 million from the European Investment Bank, providing funds for investment in healthcare ventures. Since the IPO in 2006, Innovations has invested £160.9 million, and its portfolio of companies has raised investment of over £750.0 million. The Group has holdings in 93 portfolio companies.

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.

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. FoM has 20 Wellcome Trust (WT) Investigators (highest in the UK) and 20 National Institute for Health Research (NIHR) Senior Investigators among its staff and contains 29 externally funded, peer reviewed research centres. The AHSC partners have pioneered many of the major medical advances of the 20th century including vaccines; (Wright, 1913, typhoid vaccine), antibiotics (Fleming, 1927, Penicillin), clinical imaging (Bydder and Young, 1990) and biological therapy (Maini and Feldman, 1998, anti-TNF). The Faculty is led by the Dean), Professor Gavin Screaton. There are three Vice Deans

Vice Dean Education & Institutional Affairs
Professor Jenny Higham

Vice Dean Research
Professor Jonathan Weber

Vice Dean Health Policy and Engagement
Professor Ara Darzi

Although on several sites, its academic divisions function as one Faculty, fully integrated within the College. There are five academic Schools, Institutes and Departments:

Schools, Institutes and Departments
Department of Medicine
Professor Martin Wilkins
Department of Surgery and Cancer
Professor Jeremy Nicholson
Institute for Clinical Sciences
Professor Amanda Fisher
National Heart and Lung Institute
Professor Kim Fox
School of Public Health
Professor Elio Riboli
SECTION 2

THE POST

Title of post: Specialty doctor – Breast Services
Main site of activity: Charing Cross Hospital and St Mary’s Hospital
Responsible to: Dr Deborah Cunningham
Accountable to: Dr Deborah Cunningham

Background to the post
This is a new post for a qualified doctor, created to help manage the increasing number of referrals to the symptomatic breast service. The post-holder will be provided with the training required to develop into a breast physician which is a relatively new role within the NHS. Most holders of such posts have a background in general practice, although this is not a requirement. Depending on the previous experience of the successful candidate, training will be provided in all aspects of outpatient work, including diagnostic imaging and intervention. Ultimately the post-holder will be able to function as either a non-operating breast surgeon or a breast radiologist.

Role summary
The aim of the post is primarily to provide increased capacity to see new referrals in the one-stop rapid diagnostic clinics run daily at Charing Cross and/or St Mary’s Hospitals. The post-holder will also see follow-up patients, and assist with the family history and open access follow-up services.

Genesis of post i.e. new or replacement
This is a newly created post in the breast services department. The role of breast physician is increasingly being recognised in the UK as essential in the management of the rising numbers of women referred from general practice with breast symptoms.

Duties and responsibilities

Clinical

1. See new patient referrals in the one-stop rapid diagnostic clinics run daily at Charing Cross and/or St Mary’s Hospitals, working in a multi-disciplinary context with radiologists.

2. Assist with the family history service, running new patient clinics and reviewing the results and outcomes of diagnostic investigations.

3. Assist with the open access follow-up service, as required.

4. On completion of training, perform breast ultrasound and breast image-guided interventions, and report mammograms.

5. Attend the weekly MDT meetings.

Audit/research

The post-holder will be involved in the clinical aspects of the audit and research studies run by the breast services department.

Administration

The post-holder will be involved in the routine administration relating to his/her patients.
Education and training

Training in all aspects of outpatient work will be provided as required. Training will be from within the unit and also via attendance at external courses.

Outline timetable

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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>AM</td>
<td>New patient clinic</td>
<td>New patient clinic</td>
<td>New patient clinic</td>
<td>New patient clinic</td>
<td>Study</td>
</tr>
<tr>
<td>PM</td>
<td>Administration</td>
<td>Family history clinic/ Follow-up clinic</td>
<td>MDT</td>
<td>Open access follow-up/ New patient clinic</td>
<td>Study</td>
</tr>
</tbody>
</table>

The exact timetable will be confirmed once the post has been appointed into and may include some evening and weekend clinics.

Regular meetings: Weekly MDT meetings, monthly operational meetings, and ad hoc meetings as required.
SECTION 3 - 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).

**Hours per week:** Maximum of 40 hours or 10 PAs

**Salary scale:** £37,547 - £70,018 pa dependent on years of experience

**London weighting:** £2,162 per annum

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 polices, 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

Membership of the NHS Pension Scheme is available to all employees over the age of 16. Membership is subject to the regulations of the NHS Pension Scheme, which is administered by the NHS Pensions Agency. Employees who subsequently wish to terminate their membership must complete an opting out form - details of which will be supplied upon you making a request to the Trust’s Pensions Manager, based in payroll. A contracting-out certificate under the Pension Schemes Act 1993 is in force for this employment and, subject to the rules of the Scheme, if you join the
Scheme your employment will be contracted-out of the State Earnings Related Pension Scheme (SERPS).

**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.

**Disclosure and Barring Service**

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 Disclosure and Barring Service check before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Disclosure and Barring Service website at [https://www.gov.uk/government/organisations/disclosure-and-barring-service](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

**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](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

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).

NHS Constitution
The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be
open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient’s standpoint and contribute to providing fair and equitable services for all.

The above is a brief summary; you are encouraged to access the full document at: www/nhs.uk/constitution

**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:

Dr Deborah Cunningham, Clinical Director for Breast Services.
Email: Deborah.cunningham@imperial.nhs.uk
## PERSON SPECIFICATION

**Post:** Specialty doctor – Breast Services

**Clinical Director:** Professor Jamil Mayet

**Lead Clinician:** Dr Deborah Cunningham

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<th>Essential</th>
<th>Desirable</th>
<th>Measurement</th>
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<tr>
<td>Qualifications</td>
<td>On GMC registered/licensed Medical Practitioner</td>
<td>Application form</td>
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<tr>
<td><strong>Higher qualifications</strong></td>
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<td>Relevant experience in specialty/Sub specialty</td>
<td>Specialist interest in breast disease/surgery</td>
<td>Application/interview</td>
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<td><strong>Clinical skills</strong></td>
<td>Experience of teaching and training</td>
<td>Application/interview</td>
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<tr>
<td>Audit</td>
<td>Understanding of principles of clinical audit</td>
<td>Application/interview</td>
<td></td>
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<td><strong>Academic achievements including research/publications</strong></td>
<td>Evidence of achievement appropriate to SHO level</td>
<td>Application/interview</td>
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<td>Language</td>
<td>Able to speak and write English to the appropriate standard necessary to fulfill the requirements of the job</td>
<td>Application/interview</td>
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<td>Physical requirements</td>
<td>Meets professional health requirements &amp; pre-employment health screening</td>
<td>Occupational health interview</td>
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<td><strong>Communication Skills</strong></td>
<td>Excellent written and spoken communication, ability to build rapport and work with others</td>
<td>Application/interview</td>
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<td>Able to persuade and negotiate with colleagues effectively</td>
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<td>Ability to work in a multi-disciplinary group</td>
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<td>IT skills and computer literacy</td>
<td>Patient Focused Skills</td>
<td>Empathy, understanding, listening skills, patience, social skills appropriate to different types of clients</td>
<td>Interview</td>
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<tr>
<td>Reliability</td>
<td>Punctual, good attendance, sense of responsibility</td>
<td>Interview, reference</td>
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<tr>
<td>Flexibility</td>
<td>Able to change and adapt, respond to changing circumstances</td>
<td>Interview</td>
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<tr>
<td>Resilience</td>
<td>Ability to cope with setbacks and pressure</td>
<td>Interview</td>
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<tr>
<td>Thoroughness</td>
<td>Preparedness, commitment</td>
<td>Interview</td>
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<tr>
<td>Drive/Enthusiasm</td>
<td>Self-starter, motivated, shows interest</td>
<td>Interview</td>
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<tr>
<td>Probity</td>
<td>Honesty, integrity, appreciation of ethical dilemmas</td>
<td>Interview</td>
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<tr>
<td>Physical requirements</td>
<td>Occupational health clearance for the role specified</td>
<td>Occupational health Interview</td>
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<tr>
<td>Team Work</td>
<td>Ability to work well with colleagues</td>
<td>Interview</td>
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