

Medical Staffing Service
Ground Floor, Trust HQ
Beckett Street
St James's Hospital
Leeds, LS9 7TF

Direct Line: (0113) 2064895
Fax: (0113) 2066061
www.leedsth.nhs.uk

Dear Candidate

APPLICATION FOR CONSULTANT POSITION AT LEEDS TEACHING HOSPITALS NHS TRUST

Thank you for your enquiry into a consultant post at Leeds Teaching Hospitals. Please find attached to this advert a job description and person specification.

If you would like further information about the Leeds Teaching Hospitals NHS Trust, please visit our website at www.leedsth.nhs.uk.

Please note that the closing date for applications and the interview date are as detailed on the advert.

As part of the interview, shortlisted candidates will be requested to give a 10 minute power point presentation, the title of which is detailed in the advert.

Please note, the Trust policy for taking up references for applicants who are *existing substantive Consultants* is that a reference is sought from the Chief Executive or Medical Director of the Trust or relevant institution. **If you are currently working as a substantive Consultant please could you ensure your Chief Executive or Medical Director is one of your named referees.** If you do not wish us to take up this reference prior to interview, (should you be shortlisted), please let us know when you submit your application for the post, otherwise, references will be sought prior to interview.

May we remind you that applicants must be on the Specialist Register, or within six months of being admitted to the Register for trainees if currently in a training programme within the UK. (This is 6 months from the interview date). In accordance with the regulations, all other categories of doctors must be on the Specialist Register at the time of their application to be eligible for consideration for a Consultant appointment by the Advisory Appointments Committee. **Applicants are encouraged to seek advice on their status from the GMC and/or relevant Royal College before submitting an application.**

If you are a trainee, currently on a UK training programme, and are not yet on the specialist register, please provide details of your expected CCT date on your application form.

Chair Dr Linda Pollard CBE DL **Chief Executive** Julian Hartley

The Leeds Teaching Hospitals incorporating:

Chapel Allerton Hospital Leeds Dental Institute Seacroft Hospital Leeds Children's Hospital
St James's University Hospital Leeds General Infirmary Wharfedale Hospital Leeds Cancer Centre

If you wish to apply for this position please complete the electronic application form, available via the NHS Jobs website www.jobs.nhs.uk/in/ltht. Regrettably paper applications and CVs cannot be accepted for any posts. CVs cannot be attached to applications on NHS Jobs.

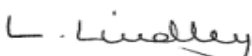
Please take the time to read the entire electronic application form carefully and answer all questions as fully, and accurately, as possible. Please bear the following guidance in mind to ensure that you have included all the information that is relevant to your application for this post:

- There are ten spaces for you to detail previous posts - please ensure that you complete these in full with all your previous positions, including research and fellowship posts. If you have held more than 10 posts during your career please include any positions in the space for *further information* towards the end of the application form.
- Include details of any formal teaching training you may have had in the section of the application form which states '*Describe your relevant teaching experience*'.
- You should provide details of any formal assessment you have had in relation to team working in the section of the application form which states '*Give examples of your approach to working in a team*'. Please indicate the outcome of said assessments.
- The section of the application form which states '*Please explain your areas of clinical skill and competence relevant to this post*' provides you with the opportunity to detail clinical procedures with which you are familiar. Please state whether or not you have a log book, and if so summarise what this contains. Include details of core skills you are able to perform competently and independently.
- The final section of the **Supporting Information** element of the application form allows you to include any additional information that you consider relevant to your application. As well as information pertaining to additional previous posts, you might like to include details of your communication skills, and any feedback you have received from colleagues, or formal evaluation of this.

We hope that the above information may answer many of the questions you may have, however if you would like to make further enquires or have an informal discussion about this position please contact the named individuals as provided on the advert.

May I take this opportunity to wish you success in your application.

Yours sincerely



LYNN LINDLEY (MRS)
Resourcing Officer
Medical Staffing Service

Chair Dr Linda Pollard CBE DL Chief Executive Julian Hartley

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