

**JOB DESCRIPTION**

**(Post CCST- FTTA)**

**SENIOR SPECIALTY REGISTRAR IN ORTHODONTICS**

**THE NORFOLK & NORWICH UNIVERSITY HOSPITALS NHS FOUNDATION TRUST  
(6 sessions)**

**and**

**KING'S COLLEGE LONDON (KCL) DENTAL INSTITUTE  
GUY'S and ST THOMAS' NHS FOUNDATION TRUST  
(4 sessions)**

**HEALTH EDUCATION EAST OF ENGLAND  
2-4 VICTORIA HOUSE  
CAPITAL PARK  
FULBOURN  
CAMBRIDGE  
CB21 5XE**

## **Senior Specialty Registrar (Post CCST- FTTA) in Orthodontics**

This Senior Specialty Registrar post CCST Fixed Term Training Appointment (FTTA) in Orthodontics is based at the Norfolk and Norwich University Hospital Trust for 6 sessions and at King's College London Dental Institute London (Guy's Campus) for 4 sessions. The post is run under the auspices of the East of England Multi-professional LETB. It is whole time and non- resident.

The post is approved by the Specialist Advisory Committee in Orthodontics in the Joint Committee for Specialist Training in Dentistry for further specialist training, to build on existing training, leading to eligibility to apply for a Consultant appointment in the NHS.

The Senior Specialty Registrar (post CCST- FTTA) training programme is normally for a term of two years, during which time, work is monitored for evidence of satisfactory progress. The post is designed to prepare trainees for the Intercollegiate Speciality Board Examination in Orthodontics leading to the qualification FDS(Orth) and subsequent eligibility for appointment as a Consultant Orthodontist in the NHS. During the training the Specialty Registrar will relinquish the NTN (National Training Number) and be awarded an FTN (Fixed Term Training Number).

The LETB Director of Dental Education has confirmed that the post has the required educational and staffing approval.

### **Norfolk and Norwich University Hospital NHS Trust**

#### **DEPARTMENT OF ORAL HEALTH**

The Department of Oral Health opened at the new hospital site in November 2001. It is a spacious, modern, well equipped department providing a comprehensive range of secondary care services including Orthodontics and Restorative Dentistry.

We provide emergency 24 hour cover for Norfolk and the North part of Suffolk. The successful candidate will be expected to take part in the on call rota.

There has been a recent reorganisation of regional cancer services resulting in centralisation of Head and Neck Cancer Surgery to Norwich.

We work closely with the James Paget Hospital with staff from the Norfolk and Norwich University Hospital carrying out day procedures and out patient clinics at this site

Our inpatients are admitted to Coltishall ward which we share with ENT, Plastic Surgery and Ophthalmology.

We have a large well equipped laboratory providing 24 hour on call.

This is a new large Outpatient Department, which was opened with the new NNUH in 2001. The Department is located in Outpatients West, in close proximity to the departments of Plastic Surgery, ENT and Ophthalmology

The Department of Oral Health includes the specialties of OMFS, Orthodontics, Restorative Dentistry and the Oral Health Laboratory. There is a combined ENT/OMFS/Plastic/Ophthalmology ward with its own HDU facility near the Outpatient Department.

### **Facilities**

#### Clinical

OMFS	-	2 MOS Rooms 1 Dental Surgery 3 Consultation Rooms 4 Bed Recovery Ward
Orthodontics	-	4 Dental Surgeries 1 Oral Hygiene Room 1 Orthognathic Planning Room
Restorative Dentistry	-	2 Dental Surgeries
Oral Health Laboratory	-	1 Facial Prosthetic Surgery

### **Oral Health Laboratory**

This newly equipped purpose designed, Oral Health Laboratory provides the full range of services supporting Head and Neck Oncology, Maxillo-Facial Trauma, Orthognathic, Orthodontic and Restorative clinics. Additionally the laboratory provides all ocular prostheses for the department of Ophthalmology.

### **X-Ray Facilities**

There is a dedicated digital X-Ray facility within the department of Oral Health, staffed by the department of Radiography.

All X-Rays can be accessed in the clinics, offices, wards and theatres through PACS.

### **Medical Illustration**

Digital photography is available throughout the hospital using photoweb. The department is located on Level 1 in the West Atrium.

### **Administrative Facilities**

Consultant Offices	-	3 shared
(6) Secretarial Offices	-	1 shared
(5)		
FTTA / StR Office	-	1 shared
(4) Associate Specialist/Staff		
Grades office	-	1 shared(4)
SHOs	-	1 shared(4)

There are four modern Orthodontic surgeries, with access to Dolphin and OPAL software, an orthognathic planning room and a fully equipped Maxillofacial, Orthodontic and Prosthetic laboratory.

There are excellent support services provided by the Department of Radiography and Medical Illustration. Both services are fully digitalised throughout the hospital.

Combined clinics are held regularly with the specialties of plastic surgery (Cleft Lip and Palate), Maxillofacial surgery (Facial Deformity) and Restorative Dentistry (Hypodontia).

Regular departmental meetings are held for teaching and audit purposes as well as quarterly regional audit meetings.

<b>GRADE</b>	<b>Whole Time Equivalent</b>
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**Orthodontics**

Consultants in Orthodontics	Dr S Abela	0.7
	Mr J Bottomley	0.2
	Mr M Bainbridge	0.8
Associate Specialist	Dr C Place	0.2
Staff Grade	Dr S Patel	0.2
Post CCST-FTTA Norwich and KCLDI Guys	This post	0.6
StR in Orthodontics (Norwich and KCLDI, Guy's)		0.8
StR in Orthodontics (Cambridge and KCLDI, Guy's)		0.4
Clinical Assistants		0.6

**Oral and Maxillofacial Surgery**

Consultants	Miss S E Prince	
	Mr R James	
	Mr McAnerney	
	Mr R Sisson	
Non Consultant Career Grade	3 F/T	
	2 P/T	
Specialty Doctor		
Junior doctors	5 SHO's	
Surgical trainee OMFS	1	

Technical and other Support Staff

Full laboratory support  
Specialty trained Nurses and Dental nurses

## **Restorative Dentistry**

Consultant in Restorative Dentistry

Advertised

0.6

## **Oral Health Laboratory**

Senior Chief

- Mr H Jones

Other members of staff:

Senior MTO 3 Prosthetics

Senior MTO 3 Orthodontics

## **EDUCATION AND TRAINING**

The Norfolk and Norwich Institute for Medical Education (NANIME) is one of the largest postgraduate medical centres in the country and has an extensive library, modern audio-visual facilities and lecture theatres. NANIME and individual specialist departments within the Trust have established research links with the University of East Anglia (UEA), the Institute of Food Research and Norwich City College. The Trust is actively strengthening links with the UEA where this relates to education, training and research.

### **King's College London Dental Institute**

On 1st of August 1998, King's College London (including its Medical, Dental and Biomedical Science Schools) and UMDS (United Medical & Dental Schools of Guy's and St Thomas' Hospitals) merged. The Schools of Medicine, Dentistry and Biomedical Sciences are now three separate schools of King's College London.

Together with the amalgamation with the Institute of Psychiatry in 1997, the merger confirmed the new King's as a lead player in research and teaching on both the national and international stage: a multi-faculty, research-led teaching institution, with a unique suite of provision of medicine, dentistry and subjects allied to medicine. King's will remain one of the University of London's two largest colleges with some 15,300 students and one of the country's top five higher education institutes for research earnings.

### **The Department of Orthodontics (KCL Guys campus)**

Situated on Floor 21 of Guy's Hospital Tower at Guy's and on Floor 2 at King's College Hospital. The main aim of the division is the education and clinical training of undergraduate dental students, orthodontic postgraduates and the pursuit of research and scholarship. A specialist service is provided for a wide range of medically compromised patients, children with learning difficulty or physical disability and those with inherited anomalies of the dentition, and complex orthodontic cases. Referrals are accepted from general practitioners, general medical practitioners, paediatricians and other medical and dental specialists.

In addition to teaching dental undergraduates, the division accommodates 45 postgraduate Orthodontic students on a 3 year full-time MSc/MOrth programme (22 on the Guy's campus, 12 at King's).

## Orthodontic Department Staffing of Guy's

### Professors:

Professor of Orthodontics & Head of Department  
M Cobourne  
D Bister

### Senior Lecturers/Honorary Consultants:

D Derringer  
J Seehra

### Teachers

J Daus (pt)  
A Lam (pt)  
F Padhani (pt)

### Consultants

S Ahmad (pt)  
A Farooq (pt)  
S O'Connor (pt)  
S Ahmed (pt)

### Recognized Teachers/NHS Consultants (pt):

AC Cash Cleft Unit  
S Good Cleft Unit  
E O'Higgins, S Patel J Gwillam, G Mack, S Good and H Tippett (King's)  
F Naini and J Gwillam (St George's Hospital)  
NG Taylor and G Minhas (Royal Surrey County Hospital, Guildford)

### Honorary – Tutors (at peripheral rotation)

N Johnston and C Slipper (Royal Alexander Hospital, Brighton)  
F Coutts (William Harvey Hospital, Ashford)  
A Jones, F Naini and R Bradford (Kingston Hospital, Surrey)  
RE Evans (Hospital for Sick Children, Great Ormond St)  
A Dibiasi (Kent & Canterbury Hospital, Canterbury)  
L Winchester, AC Cash and S Ahmad (Queen Victoria Hospital, East Grinstead)  
D Young and M Sayers (Queen Mary's Hospital, Sidcup)

There are three Higher trainee rotations (FTTA) posts as well as Specialist Registrar posts linked with Regional Hospitals in South Thames, as part of the Orthodontic post-graduate training programme.

This job description is a reflection of the current situation and it may, in discussion with the post holder, be reviewed in the future.

The department at Norwich offers a full range of multidisciplinary orthodontic treatment. There are weekly orthognathic clinics with Miss SE Prince and additional monthly clinics with Mr D McAnerney. Multidisciplinary Cleft clinics are held monthly at Norwich in conjunction with the central cleft team from Addenbrookes, Cambridge including Plastic Surgery ( Mr P Hall), and Maxillofacial Surgery (Ms Kamwal Moar). The postholder would be expected to participate in these clinics.

In addition, the sessions at Guys will allow the postholder to gain further experience of multidisciplinary treatment of patients with Clefts of the lip and palate and with hypodontia. A weekly hypodontia clinic and a personal treatment session will provide this.

## **Administration**

The Specialist Registrar (FTTA) will be eligible to attend meetings of the departmental management team.

The trainee will be encouraged to become involved in the management process in order to train him/her for a future consultant post.

## **Other Duties/Sessions**

Two sessions will be available weekly for admin/audit /research one at each centre.

The FTTA will be encouraged to attend allied outpatient clinics on a short term basis e.g. speech and language therapy and videofluoroscopy clinics.

## **Teaching**

The FTTA will be expected to assist when Section 63 and other postgraduate courses are held and also in instructing Junior Hospital staff seeking postgraduate guidance. He/she will be expected to assist in the teaching of postgraduate students and clinical assistants in the department and in the training of other members of the team as appropriate.

At KCLDI Guys, undergraduate and postgraduate teaching will be undertaken as directed by Professor M Cobourne, Training Programme Director. It will be expected that the FTTA will undertake training towards a formal teaching qualification.

## **Medical Audit**

The Eastern region holds quarterly audit sessions for the dental specialties. In orthodontics this takes place as a formal session including journal reviews, a local audit project presentation and a regional audit project presentation. The meeting brings together all of the local orthodontic units and is an opportunity for junior staff to get together.

## **DRAFT TIMETABLE**

	<b>AM</b>	<b>PM</b>
<b>MONDAY</b> NORWICH	Cleft MDT clinic 1:4 Admin / study / teaching	Cleft MDT clinic 1:4 Treatment clinic SA
<b>TUESDAY * NORWICH</b>	Treatment Clinic SA	Treatment Clinic SA
<b>WEDNESDAY</b> NORWICH	New patient clinic 1:2 Treatment 1: 2 SA	MDT Orthognathic Clinic PG supervision SA
<b>THURSDAY * KCLDI</b>	Hypodontia Clinic / Diagnostic	Research 1:2/ Rx Clinic 1:2
<b>FRIDAY KCLDI</b>	Cleft MDT AC/SG	Cleft Treatment Clinic South Thames Cleft Centre SG

Subject to change according to training needs.

Alternate Fridays can be dedicated to treatment sessions at NNUH subject to KCLDI.

SA S.Abela  
JB. J.BOTTOMLEY  
AC A.CASH  
SG S.GOOD

## **ARRANGEMENTS FOR APPLICANTS VISITING HOSPITAL AND MEETING EXISTING MEMBERS OF STAFF**

Candidates wishing to visit the Hospitals concerned, are requested to make arrangements with Dr Stefan Abela (Secretary: Gina Bailey Tel: 01603 288085) or Professor M Cobourne at KCLDI (Tel 0207 955 4040)



## **SPECIALIST REGISTRARS - ATTACHMENT TO JOB DESCRIPTION**

### **MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

#### **1 BASIS OF APPOINTMENT**

This appointment is on a whole-time basis, however applicants who wish to job share or undertake flexible training will be considered.

#### **2 SALARY**

The salary is within the Specialist Registrar salary scale.

#### **3 HOURS**

The shift and rota patterns for each placement of the rotation will be confirmed to you by the Trust at which you will be working. All such working patterns should comply with the New Deal and both Trusts and Specialist Registrars are obliged to work towards this aim.

#### **4 OUTSIDE EMPLOYMENT**

Specialist Registrars are reminded that they may not engage in any outside employment including locum work when on annual leave etc without the written consent of their employing Trust or Health Authority. They must also declare to their employing Trust/Authority any interests they may have which affect Trust/Authority policies and decisions.

#### **5 COVER**

The Specialist Registrar will be expected in the normal run of his/her duties, and within his/her contract to cover for the absence of colleagues and during occasional emergencies and unforeseen circumstances without additional remuneration.

#### **6 RESIDENCE**

The post is non-resident, but residence must be sufficiently near the hospital for each placement for the general duties to be undertaken without Health and Safety implications arising. Residence must also be sufficiently near for on-call duties to be undertaken, but there may also be a requirement to be resident when on-call in accordance with local policy or the requirements of the training programme. If the holder chooses to live in hospital accommodation, and it is available, a deduction from salary for lodgings will accordingly be made in accordance with the Terms and Conditions of Service.

## **7 STUDY LEAVE**

Study leave will be granted in accordance with paragraphs 250-254 of the Terms and Conditions of Service for Hospital Medical and Dental Staff, subject to local conditions as agreed by the Trust Study Leave Committee. Applications must be made prospectively and are subject to the approval of the Trust Study Leave Committee. Trainees should be aware that the overall study leave budget is finite in each Trust and that study leave allowances and arrangements may vary between different hospitals on a training rotation.

## **8 RELOCATION**

Removal expenses will be paid in accordance with the set limit of the Deanery Relocation Policy for Specialist Registrars. This information is attached in Appendix A. Those on Fixed Term Training Appointments or Locum Appointments are subject to the provisions of their employing Trusts.

## **9 REGISTRATION**

The holder is required to maintain full/limited registration with the General Medical Council/ General Dental Council. Medical Staff are advised to continue membership of one of the Medical Defence Organisations.

## **10 NATIONAL TERMS AND CONDITIONS**

This appointment is governed by the Terms and Conditions of Service for Hospital Medical and Dental Staff (England and Wales) and by appropriate local terms and conditions, as amended from time to time.

## **11 CRIMINAL CONVICTIONS**

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Employer. Any information given will be confidential and will be considered only in relation to an application for positions to which the order applies. Checks will be made with local police forces over the possible criminal background of those applying for posts with substantial access to children (pending new arrangements through the Criminal Records Bureau).

## **12 NOTICE**

The appointment is subject to three months notice of termination of appointment by either side.

### **13 IONISING RADIATION**

The postholder may be involved in directing exposures under the terms of the Ionising Radiation (Protection of persons Undergo Medical Examination or Treatment) Regulations 1988. If he/she does not already hold an appropriate qualification under these Regulations, he/she may be required to attend training in order to obtain this, and to present a copy of the appropriate certificate to the employing Trust at the start of the appointment.

### **14 PENSION**

You will be subject to the provisions of the NHS Pensions Scheme unless you opt out. The current rate of contribution is 6%.

### **15 CONFIDENTIALITY**

In the course of your duties, you will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons. Similarly, no information of a personal or confidential nature concerning individual employees should be divulged to anyone without the proper authority having first been given. Failure to observe these rules may lead to further action under local Trust procedures. This requirement is not intended to conflict with the rights and principles under whistleblowing and data protection legislation.

### **16 DETERMINATION OF ROTATIONS**

The job description will detail as far as possible the rotation applicable to individual trainees at the time of appointment. During the course of the training programme, it may be necessary for training or other reasons, for the Programme Director to make changes to the rotational arrangements. In determining amendments to the rotation, any proposed changes will be discussed with the trainee and consideration given to individual preferences. In the event of further representations from the trainee, the Dean has the authority to determine the placements and to require a trainee to undertake the revised rotation.

### **17 ASSESSMENT OF PROGRESS**

Trainees are required to participate in assessment and other review processes in accordance with Deanery procedures, with rights of appeal where progress is not judged satisfactory. Following an adverse assessment, the Dean has the authority to require a trainee to repeat training experience at the same or a different location, or to withdraw a trainee from a training programme in accordance with the Deanery review panel or appeal committee decision.

### **18 PLACEMENT OF SPECIALIST REGISTRARS FOLLOWING NOTIFICATION OF THE COMPLETION OF TRAINING**

Under the national provisions Specialist Registrars can in certain circumstances remain in the grade after they have been notified that their training is complete and are no longer

pursuing either a training programme leading to a CCST or undertaking sub-speciality training. It may not be appropriate for them to remain in the final placements they occupied before the award of the CCST. The Postgraduate Dean will, therefore, identify an appropriate location in the grade which will allow the Specialist Registrar to maintain their skills while seeking a consultant post, taking into account the expressed educational needs and personal wishes of the Specialist Registrar.

Appropriate locations will include:-

- A placement at the beginning of the rotational programme.
- Vacancies elsewhere in the programme, including those where trainees are undertaking research, or where cover is required.

## **19 RESEARCH AND SPECIALIST REGISTRAR TRAINING**

Trainees wishing to undertake research during higher specialist training must submit details including the timing and duration of the research in writing to the Postgraduate Dean for consideration. In the case of a doctor wishing to undertake research before starting a training programme, the duration of research must be agreed with the Dean before the NTN/VTN is awarded.

## **20 CAR DRIVING**

The post holder may be required to be a car driver/owner in accordance with the person specification. Disabled candidates able to meet this requirement by other means, or following reasonable adjustments to the job description, will be considered.

## **21 OCCUPATIONAL HEALTH**

The successful candidate will be required to complete an occupational health questionnaire, and may also be required to supply further information to the Occupational Health Service or to attend a health interview. Offers of employment will not be confirmed until satisfactory occupational health clearance has been obtained. A further occupational health assessment may be required at the commencement of each separate employment during the training programme.

## **22 ANNUAL LEAVE**

Entitlements and procedure for taking annual leave will be in accordance with Terms and Conditions of Service for Hospital Medical and Dental Staff and local terms and conditions. At each placement, the trainee will be allowed pro rata leave for the amount of time, spent working at that Trust. Days in lieu of Bank Holidays should also be taken at the Trust where the Bank Holidays were worked. Period of annual leave cannot be transferred between Trusts and must be taken before the end of each placement.

## **23 INFORMATION TECHNOLOGY**

As an employee of a NHS Trust, you are expected to develop the IT skills necessary to support the tasks included in your post. You will, therefore, be required to undertake any necessary training to support this. This is to take account of the increasing need for all staff to be able to use the information systems relevant to their post.

## **24 TRAINING NUMBERS**

Where entry to the training programme requires the allocation of a training number, continued employment will be dependent on the trainee continuing to hold their individual number.

## **25 HEALTH AND SAFETY**

It is the general duty of every employee to take reasonable care for the health and safety of himself/herself and others, including the use of necessary safety devices and protective clothing and to co-operate with management in meeting its responsibilities under the Health and Safety at Work Act. Any failure to take such care or any contravention of safety policy or managerial instructions, may result in disciplinary action being taken.

## **26 SICKNESS ABSENCE**

All sickness absence must be reported to the appropriate person in accordance with instructions issued by the individual Trusts. Full details of the allowances and the conditions governing the allowances are set out in the Terms and Conditions of Service.

### **LOCUM APPOINTMENT FOR TRAINING POSTS**

Candidates should be aware that it cannot be guaranteed that training obtained in a Locum Appointment for Training post can be counted towards the CCST. Normally prospective approval for up to one year, can be sought from the College when a Type I Specialist Registrar post has been obtained following a locum appointment.

Following interview for such a post the successful candidate will be given a form which will help the College decide whether this post can count towards the CCST should you subsequently be appointed to a Type I Programme.

### **POSTGRADUATE DEAN'S APPROVAL**

The Postgraduate Dean confirms that this placement and/or programme has the required educational and dean's approval. Subject to approval

## ***APPENDIX A***

### **RELOCATION POLICY & PROCEDURE FOR SPECIALIST REGISTRARS**

#### **East of England LETB**

#### **POLICY**

##### **1 SCOPE**

- 1.1** This policy will be applicable to all doctors in training as Specialist Registrars within the Eastern Deanery. Those on fixed term training appointments will be subject to the provisions of the employing trusts.

##### **2 ELIGIBILITY**

- 2.1** To be eligible for relocation assistance under this policy the following criteria relating to change of residence must be satisfied:-

the main residence of an employee on appointment must not be within reasonable travelling distance from their new normal place of work.

the employee must be relocating to a new main residence, which is within reasonable travelling distance of their new normal place of work (not applicable if claiming excess travel in lieu of removal expenses).

A reasonable travelling distance will normally be regarded as 25 miles or 45 minutes travelling time. This definition may be varied by local agreement where on-call or other aspects of the post require residence closer to the new place of work.

- 2.2** Employing Trusts and trainees accept that there may be a requirement to move than once or incur excess travelling to complete posts on a rotation.

Trainees who relocate within the scope (2.1) above, whose new home is a greater distance from the subsequent trusts than the original home will normally have future eligibility limited to the original home, unless it is more convenient for the whole rotation.

- 2.3** Confirmation will be required from trainees that no financial assistance has been given to themselves, their spouse, partner or other person normally living with them from any other source in respect of the relocation. Should this be the case, support available will be subject to review of the individual circumstances.

- 2.4** The conditions of the policy as stated should be accepted by the trainee.

### 3 CONDITIONS

- 3.1** All costs for which reimbursement is sought, should have been reasonably incurred and be accompanied by relevant receipts or invoices, and be claimed in accordance with the policy. Claims should be signed by an authorised officer.
- 3.2** A signed undertaking will be required from all employees claiming relocation expenses that the employee undertakes to refund payments received, if they leave of their own volition within 2 years, or prior to the end of a fixed term contract. These repayments are linked to length of service as follows:

100%	for employees leaving within 6 months
75%	6-12 months
50%	12-18 months
25%	18-24 months

The Trust will have the right to waive repayments in exceptional circumstances.

- 3.3** In the event of a trainee being unable to relocate within one year of commencing appointment, the situation will be reviewed in the light of their training programme.
- 3.4** Trainees will be required to provide evidence, as requested, that reasonable efforts are being made to relocate.
- 3.5** It is the aim of this policy to provide financial assistance for relocation to a property of a similar standard to that previously occupied (whether owned or rented). Where the doctor chooses to move to a property, which is substantially different, the amount of assistance may be reduced in discussion with the individual.

### 4 ALLOWANCES

The following categories of expenditure and maximum allowances will be applicable to eligible doctors and will be allocated on the discretion of the trust. The postholder will need to contact the HR department for any queries in relation to this.

Category

Limit (inclusive of VAT)

A	Homeowners	Up to £6000
B	Tenants who have been homeowners within the previous 12 months, and wish to purchase a further property	Up to £3000
C	Tenants	Up to £1000

Miscellaneous expenses will be limited to £500 within the overall maximum above.

<u>Expenditure</u>	<u>Category</u>
(1) Legal Fees	A & B
(2) Estate Agents/Auctioneers fees/Private Advertisement	A
(3) Removals & Storage of furniture	All
(4) Temporary accommodation	A

Payment will be made for the lesser cost of the following:-

Continuing expenses in the previous area (i.e. mortgage/community charge)

and temporary accommodation (hospital or private) in the new area.

(5) Travel paid at public transport rates, second class rail or bus fare, for the following:

(i) Up to three return journeys while searching for accommodation All

or to superintend the move.

(ii) Weekly return journeys where a previous property is retained.

(6) Travel paid at an appropriate rate (normally public transport rate), A  
for the following:

i) Excess daily travel, for those practitioners eligible to move in accordance with section 2 but choosing to travel the excess mileage daily.

(7) Miscellaneous expenses All

Reasonable expenses associated with the relocation.

## **5 PROCEDURE**

**5.1** Applications for assistance in relocation should be completed and returned with acceptance of the post.

**5.2** Claim forms should be submitted, as soon as possible following expenditure, to the Medical Staffing Department of the Employing Trust.

**5.3** As VAT may be reclaimed by the Trust doctors should discuss with the appropriate officer the possibility of invoices being directed to the Trust.