

# ***THE LEEDS TEACHING HOSPITALS NHS TRUST***

## **DEPARTMENT OF OCCUPATIONAL HEALTH**

### **JOB DESCRIPTION**

#### **CONSULTANT IN OCCUPATIONAL MEDICINE**

## **1. BACKGROUND**

Leeds Teaching Hospitals is one the largest teaching hospital trusts in Europe, with access to leading clinical expertise and medical technology. We care for people from all over the country as well as the 780,000 residents of Leeds itself. The Trust has a budget of £1 billion. Our 17,000 staff ensure that every year we see and treat 1,500,000 people in our 2,000 beds or out-patient settings, comprising 100,000 day cases, 125,000 in-patients, 200,000 A&E visits and 1,050,000 out-patient appointments. We operate from 7 hospitals on 5 sites – all linked by the same vision, philosophy and culture to be the best for specialist and integrated care.

Our vision is based on The Leeds Way, which is a clear statement of who we are and what we believe, founded on values of working that were put forward by our own staff. Our values are to be:

- Patient-centred
- Fair
- Collaborative
- Accountable
- Empowered

We believe that by being true to these values, we will consistently achieve and continuously improve our results in relation to our goals, which are to be:

1. The best for patient safety, quality and experience
2. The best place to work
3. A centre of excellence for specialist services, education, research and innovation
4. Hospitals that offer seamless, integrated care
5. Financially sustainable

Leeds Teaching Hospitals NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Leeds Teaching Hospitals NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

## **2. OBJECTIVES OF THE POST**

This is a full-time 10 PA appointment (or part-time) for a Consultant Occupational Physician. To provide clinical support, expertise and take the lead in key areas multi-disciplinary service to provide high standards of care. The post will support the service's portfolio of work and continue to raise the profile of the Occupational Health Service throughout the Trust and partner organisations.

### 3. REQUIREMENTS OF THE POST

#### 3.1 Service Delivery

The Occupational Health Service Manager reports managerially to the Director of Human Resources and Organisational Development and professionally to the Chief Nurse.

The Occupational Health Consultant reports managerially to the Director of Human Resources and Organisational Development and professionally to Dr Yvette Oade, Chief Medical Officer and Mr David Berridge, Deputy Chief Medical Officer / Medical Director (Operations).

The service is nurse led, managed by an Occupational Health Nurse Manager. The Consultant Occupational Health Physician will work alongside the Occupational Health team as a specialist clinician for the service and be part of the senior management team including senior nurse and Business Manager.

#### *General*

The post holder will be a fully registered medical practitioner of Consultant status, who is eligible for entry onto the GMC specialist register for Occupational Medicine. The Trust expects consultants to deliver clinical service as agreed with commissioners and other stakeholders. This will include:

- meeting the objectives of the post (see above)
- continuously improving the quality and efficiency of personal and team practice
- working with other staff and teams to ensure that the various criteria for service delivery are met, such as
  - achieving the best clinical outcomes within the resources available
  - waiting times
  - infection control standards

#### *Service specific*

The role of consultant in Occupational Medicine will be expected to:

- Provide specialist Occupational Medicine advice to the clients and customers of the Occupational Health Service.
- Contribute to Specialist Multi-disciplinary team meetings
- Contribute to teaching and audit
- Participate in Clinical Governance.
- Provide Clinical Leadership in agreed areas of service delivery.
- Contribute to speciality training.
- Contribute to new service developments.
- Provide treatment, urgently when indicated, following certain occupational injuries/exposures to infection.
- Contribute to clinical leadership within the department.

#### 3.2 Quality

The Trust has a programme of activities that are designed to help consultants improve the quality of the service they offer. This includes a range of activities shown below as examples – not all activities can be undertaken every year! Consultants are expected to routinely engage in relevant activities in their speciality that are focussed on quality improvement. This participation should be reflected at annual appraisal and job planning and will be discussed in specialties as part of clinical governance programmes and meetings.

#### *Clinical Audit and standard setting*

- Clinical audit projects
- Development and application of agreed clinical guidelines
- Ensuring compliance against relevant national specifications, e.g. NICE guidelines
- External Peer review and relevant national audits.

#### *Clinical outcome review*

- Mortality and morbidity review
- Monitoring of outcomes reflected in routinely collected data
- Participation in clinical coding review and improvement

#### *Improving patient safety*

- Participation in Trust-wide programmes
- Implementation of local improvements as defined in e.g. mortality review

#### *Improving service effectiveness and efficiency*

- Service or system improvement projects, including small scale change, lean or other recognised improvement methods
- Conducting or considering reviews of the evidence to plan better service delivery
- Where agreed, working with commissioners to match service delivery with requirements of relevant populations

#### *Improving the patient experience*

- Implementing service improvements on the basis of individual or service feedback from patients, carers, staff representatives and managers.
- Raising the profile and impact of patient participation in decisions about their own care
- Involvement in understanding and improving the ethical basis of care provided

### 3.3 Research

The Trust's Research Strategy encourages all clinicians to participate in high quality, nationally-recognised clinical research trials and other well-designed studies, with a particular emphasis on work supported by the National Institute for Health Research. The Trust has a number of major programmes in experimental medicine and applied health research, developed in partnership with the University of Leeds, which reflect particular strengths described in the Strategy and clinicians are encouraged to participate in these programmes.

The Trust also supports bespoke academic development and participation programmes linked to the Research Strategy, including academic mentoring and embedding of clinicians within the major research programmes.

Sessional time required for any participation in research activity will be agreed on commencement and kept under review, but not all consultants will require such sessional time.

### 3.4 Teaching

The Trust is a Teaching Hospital and therefore considers the active participation of consultant and other medical staff in teaching and training to be part of our core activities. Not all consultants will have regular and substantial teaching commitments but all will be involved in related activities from time to time, if only through informal opportunities, for example as part of service quality improvement (see above). It is therefore expected that all consultants will be familiar with the principles of effective teaching and will enable the service and colleagues to fulfil their obligations to learn and teach about effective care.

The remainder of this section concentrates on teaching and training for medical colleagues, but the Trust actively supports and encourages consultant medical staff to participate in and deliver teaching and training to any colleagues, within and outside of the Trust, where this is agreed as an appropriate time commitment.

#### *Undergraduate medical teaching*

The Trust actively promotes links with the University of Leeds, School of Medicine for teaching medical undergraduates and all consultant medical staff are required to participate to the level agreed within their service.

Where it is agreed by the Clinical Director that the postholder will be significantly involved in delivering undergraduate medical teaching, the following requirements have been agreed with School of Medicine, University of Leeds.

The University of Leeds will award the honorary title of Honorary Senior Lecturer to the person appointed to the role in recognition of their willingness to participate in undergraduate teaching in support of these arrangements. The honorary title will be awarded for a probationary period of 5 years and renewal of the Title will be on evidence of meeting the full criteria (i.e. during this year period, it is expected that a peer review and relevant training courses will have been undertaken as well as continuing to significantly contribute to learning and teaching) and will be renewed for a further period of 5 years.

This honorary title will entitle the consultant to privileges such as being a member of staff of the University, including the use of the Senior Common Room, the library (University and Medical and Dental) and inclusion on the circulation list for ceremonies, public lectures, concerts, etc.

In accepting the role, the appointee will undertake to satisfy the criteria for the award of an honorary University title, which will include:

- a) Contribution to at least 2 or more of the following 'teaching activities' for a minimum period of 50 hours per annum:
  - Lectures
  - Ward Based teaching
  - Administration / organisation / management of teaching
  - Examinations / marking and assessing
  - Student mentoring
  - Small group teaching
  - Personal tutor scheme
  - Offering special study modules
  - Admissions interviews
- b) Show a commitment to learning and teaching by having attended at least 2 relevant courses over the last 5 years (as identified on an individual basis and as relevant in that particular field). This may include, for example, training in lecturing, student assessment or, peer reviewing.\*
- c) Participate in peer reviews, at least once in every 2 years.

\*In accepting the responsibility to contribute significantly to undergraduate teaching, the appointee will undertake to attend courses in the following unless written certification of attendance at previous similar courses can be provided. Thereafter the appointee will be expected to attend at least 2 approved courses in some aspect of learning and teaching in every 5-year period. It is not envisaged that he/she would need to repeat the same course(s) every 5 years, but to diversify their interest and breadth of experience on a continual basis:

- i. small group teaching )
- ii. appraisal techniques ) within 12 months of appointment
- iii. CPR refresher course)

### *Postgraduate medical teaching*

As with undergraduate teaching, consultants are expected to contribute to overall programmes of postgraduate teaching in their service. Where there is a lead or significant role agreed as part of the consultant's job plan, the following expectations apply:

Consultants will be expected to act as a clinical supervisor for any or specified junior doctors working with them. All consultants must undergo clinical/educational supervisor training from July 2016. Training is envisaged as needing renewal every 5 years.

Consultants may take up specific educational roles in the speciality which includes educational supervisor, college tutor, speciality educational lead and CSU educational lead. Where the current allocation for educational supervisors is 0.25 SPA per trainee (subject to change in further iterations of job planning guidance), the SPA allocation for the other roles are for negotiation with the CD.

If consultants have a role in either under- or post-graduate medical education, the GMC expects that evidence of the quality of this education is presented at annual appraisals and for revalidation.

### 3.5 Continuing Professional Development (CPD)

In the discharge of their responsibilities, the consultant will be expected to maintain and update their skills and knowledge through appropriate continuing professional development.

The Trust fully supports the requirement for CPD by the relevant Royal College and the GMC. This essential component of a consultant's professional activities will be reviewed during the appraisal process. Time and financial support for these activities will be allowed in accordance with the Trust policy.

### 3.6 Leadership

All consultants are senior members of the Trust's staff and are therefore seen by colleagues as leaders. Consultants are expected to make allowance for this, given that the most powerful leadership influence they exert is the example they set.

In addition, the Trust places great emphasis on the role of doctors in leading service improvement and change, both in their normal daily role of delivering care and in relation to specific issues. It is expected that a consultant will lead on specific areas of priority for their service from time to time, as part of their consultant duties. Such departmental or specialty leadership roles would be agreed, for example, in respect of leading or co-ordinating:

- clinical governance
- quality improvement
- appraisal
- research
- teaching

The Trust supports these activities as part of the normal job plan commitments of any consultant.

On appointment, all consultants will be encouraged to participate in the activities established by the Trust to support doctors in their new role, such as the New Consultants' Network and a formal mentoring programme (see below).

## 4. **STANDARDS OF CONDUCT AND BEHAVIOUR**

All consultants are required to work to the standards set out by the General Medical Council in Good Medical Practice. This includes protecting patients when you believe that a doctor's or other colleague's conduct, performance or health is a threat to them. If, after establishing the facts, it is necessary, you must follow the Trust's procedures in this matter and inform your Clinical Director in the first instance.

## 5. **JOB PLAN AND WORKING ARRANGEMENTS**

The job plan review will take place annually, normally with the Lead Clinician / Clinical Director. Any job plan review may result in a revised prospective job plan where duties, responsibilities, accountability arrangements or objectives have changed or need to change significantly within the area.

## 5.1 Proposed Job Plan

The (full-time) post consists of 10PAs with 8.5PAs of direct clinical care (DCC) and 1.5 PAs of supporting professional activity (SPA). This job plan will fit with colleagues' job-plans with a careful rota of clinical sessions, to ensure appropriate cover.

Please note that this is an indicative job plan as there is scope for discussion.

Day	Time	Location	Work	Categorisation	No. of PA's
Monday	AM	SJUH	Clinic & Clinical Care	DCC	1
	PM	SJUH	Clinic & Clinical Care	DCC	1
Tuesday	AM	LGI	Clinic & Clinical Care	DCC	1
	PM	LGI	Clinic & Clinical Care	DCC	1
Wednesday	AM	SJUH	Clinical Care & Clinical Supervision	DCC	1
	PM	SJUH	Clinical Care	DCC	0.5
			Teaching/Training & Other SPA	SPA	0.5
Thursday	AM	SJUH	Clinical Care & Clinical Supervision	DCC	1
	PM	SJUH	Clinical Audit /Teaching /Training/Clinical Governance	SPA	1
Friday	AM	SJUH	Clinic & Clinical Care	DCC	1
	PM	SJUH	Clinical Care & Clinical Supervision	DCC	1
Saturday					
Sunday					
Additional agreed activity to be worked flexibly					
Predictable emergency on-call work					
Unpredictable emergency on-call work					
<b>TOTAL PA'S</b>					10
<b>Programmed Activity</b>				<b>Number</b>	
Direct Clinical Care (including unpredictable on-call) - DCC					8.5
Supporting Professional Activities - SPA					1.5 (max)
Other NHS responsibilities					
External Duties					
<b>TOTAL PROGRAMMED ACTIVITIES</b>					<b>10</b>

## On-call availability supplement

Agreed on-call rota e.g. 1 in 5:

Not Applicable

Agreed category (delete):

Not Applicable

On-call supplement e.g. 5%:

Not Applicable

### 5.2 Accountability

See section 3, above. The postholder is managerially accountable for the use of resources to their Clinical Director and professionally accountable to the Chief Medical Officer through Clinical Directors. This may be amended in the light of the Trust's management arrangements.

### 5.3 Mentoring

The Trust's new consultant mentoring programme aims to:

- provide structured support for new consultants joining the Trust
- support the development of a culture of lifelong learning

The mentoring programme feeds in to the Trust's systems and processes for appraisal. New consultants will be allocated a mentor when they join the organisation.

### 5.4 Consultant Appraisal and Medical Revalidation

All consultants should maintain their specialist registration with the GMC and comply with the standards expected by their Royal College (or equivalent) so that they are professionally 'in good standing'. Regular appraisal is both the key activity underpinning revalidation and is also a contractual requirement for all consultant staff.

The Trust attaches considerable importance to this approach, which is intended to be of benefit to individual consultants and to support the highest possible standards in the delivery of healthcare and services. All consultants are therefore expected to undertake regular appraisal as decided by the Clinical Director of the service.

### 5.5 Leave Arrangements

All leave should be applied for in accordance with the Trust's Leave Policy, normally giving eight weeks' notice of any leave, other than in exceptional circumstances.

### 5.6 Training

During your employment, you agree to undergo whatever training the Trust deems necessary. This may include, but is not limited to, induction training, professional development and safe working practices. Funding of such training will be in accordance with the Trust's Staff Development Policy, of which mandatory training is required.

### 5.7 Infection Control

All consultants must comply at all times with the Leeds Teaching Hospitals NHS Trust Infection Control policies, in particular by practising Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

### 5.8 Secretarial Support

As part of the resource commitments to enable the postholder to fulfil their job plan, the appointee will have access to such secretarial assistance as is required.

#### 5.9 Health & Safety

The Trust has a responsibility to provide a safe working environment for all staff. As an employee/supervisor/manager you are responsible for your own safety and that of others. This will require you to comply with the Trust arrangements for Health & Safety and Risk Management, in particular by following agreed safe working procedures, and reporting incidents using the Trust Incident Reporting system. As a supervisor/manager, you will be responsible for ensuring your team work in a safe manner and are competent to do so.

#### 5.10 Equality & Diversity

The jobholder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

The Trust's Equality and Diversity Policy ensures that barriers to employment for disadvantaged groups are identified and removed, and that no person is treated less favourably on the grounds of their race, ethnic group, religion, impairment, age, gender, sexual orientation or mental health status. Reasonable adjustments will be made for disabled applicants and post holders where required.

#### 5.11 Smoking Policy

The Leeds Teaching Hospitals NHS Trust recognises the serious hazards to health caused by smoking and has adopted a strict no smoking policy. Under the terms of our policy, staff, visitors and patients will not be permitted to smoke at any time or in any part of Trust property, whether inside or outside the hospital buildings.

#### 5.12 Rehabilitation of Offenders Act & DBS Check

This post involves access to patients during the normal course of duties and is therefore subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. As such you must reveal any information which you may have concerning convictions which would otherwise be considered as 'spent'.

An offer of appointment to this post would be subject to the express condition that the Leeds Teaching Hospitals Trust receives a Disclosure and Barring Services (DBS) Disclosure which will check the existence and the content of any criminal disclosure received. The Trust has the right to withdraw an offer or employment if not satisfied of a candidate's suitability for this position by reason of criminal record or antecedents, especially in cases where no declaration of criminal proceedings has been made on a candidate's application form or Criminal Declaration Form. The Trust reserves the right to determine this issue at its sole discretion. If you are successful in being short listed for this position you will be asked to complete a criminal disclosure form to be handed to a representative at interview. Further more, if appointed to this post you will be asked to complete a 'DBS Disclosure Application Form' which will be submitted to the DBS.

Leeds Teaching Hospitals NHS Trust has a Policy Statement on the Recruitment of Ex-offenders which is available on request.

#### 5.13 Respect for Patient Confidentiality

As set out in GMC guidance (*Good Medical Practice*, paragraphs 20, 50, 69 and 73) the jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

#### 5.14 Patient and Public Involvement

The Trust has a statutory duty to involve patients and public in evaluating and planning services. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback.



## **6. TERMS AND CONDITIONS OF EMPLOYMENT**

- 6.1 Conditions of employment are determined by the Leeds Teaching Hospitals Trust in accordance with the Terms & Conditions – Consultants (England) 2003, as amended from time to time in the light of national or local collective agreements.
- 6.2 The postholder, as a practitioner with continuing responsibility for the care of patients must be able to respond promptly to emergency calls from the Hospital.
- 6.3 A consultant is required to reside within a distance of 30 minutes or 10 miles by road from their principal place of work unless an employing organisation agrees that they may reside at a greater distance.
- 6.4 A consultant must be contactable by telephone in their contracted work time.
- 6.5 The consultant must ensure that there are clear and effective arrangements so that the employing organisation can contact him or her immediately at any time during a period when he or she is on call.
- 6.6 The postholder should note, however, that where the Trust agrees that the postholder may live further than ten miles from the hospital, the Trust will only reimburse travelling expenses up to a maximum of twenty miles return, in accordance with Trust Terms and Conditions of Service.
- 6.7 Assistance with relocation to the Leeds area may be provided to the successful candidate. A copy of the Trust's Relocation Policy is available on request.
- 6.8 The normal NHS requirements for indemnity of medical and dental staff in cases of medical negligence apply.
- 6.9 Subject to the provisions of the Terms and Conditions of Service, the appointee is expected to observe the Trust's policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the Leeds Teaching Hospitals NHS Trust. In particular, where the postholder is responsible for managing employees of the Trust, they will be expected to follow the local and national employment and personnel policies and procedures.
- 6.10 The Trust is reconfiguring services and your base hospital may change during your employment, if and when your department transfers base, following consultation.

## **7. CONTRACT**

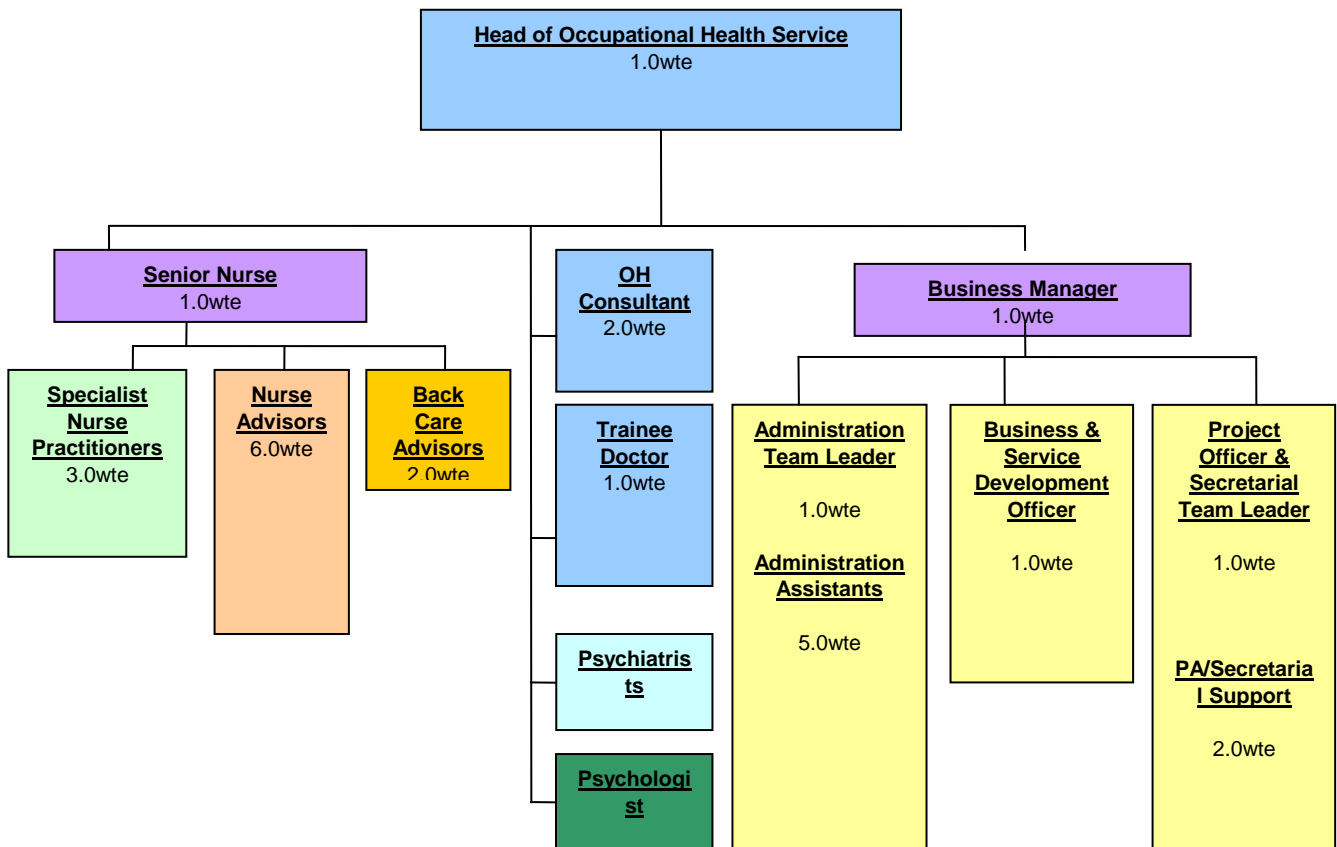
The post is available on a full or part time basis or as a job share.

## **8. ENQUIRIES**

Prospective applicants are encouraged to visit the Departments and are invited to contact any of the following persons:

Ms Anna Rowan	Head of Occupational Health Service	0113 2066692
Ms Andrea Hildred	Business Manager	0113 2065991

## The Occupational Health Service



The SEQOHS Accredited Occupational Health Service at the Leeds Teaching Hospitals NHS Trust provides a service for its host organisation and a number of external organisations covering around 25,000 employees. Working to key levels of quality and performance the service is provided by a multi-disciplinary team comprising of specialists in OH medicine, OH nursing, psychiatry and psychology all of whom are supported by a highly trained and efficient administration and business team.

Using modern and efficient methods of working including an electronic records system the team delivers a comprehensive service to its customers in the key areas of Occupational Health thus helping to make a meaningful difference to the health of people of working age.

**THE LEEDS TEACHING HOSPITALS NHS TRUST**  
***Person Specification - Medical and Dental Appointments***

<p><u>Post</u> : <b>Consultant in Occupational Medicine</b></p> <p><u>CSU</u>: Occupational Health</p> <p><u>Location</u> : Main Base is St James University Hospital with clinic cover at the Leeds General Infirmary</p>			
<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>QUALIFICATIONS</b>	MB BS (or equivalent) MFOM/FFOM (or equivalent) CCT accreditation in Occupational Medicine or CESR/CESR(CP)	Relevant higher degree.	Application Form
<b>ELIGIBILITY</b>	Eligible for full registration with the GMC at time of appointment and hold a current licence to practice. Eligibility to work in the UK.		Application Form & Check at interview
<b>FITNESS TO PRACTISE</b>	Is up to date and fit to practise safely Evidence of continuing appraisal since last revalidation/licensing		Application Form & GMC check
<b>TRAINING</b>	Should have completed a recognised training programme in Occupational Medicine or achieved CESR		Application Form & interview
<b>CLINICAL EXPERIENCE IN SPECIALTY/ SUBSPECIALTY</b>	Must be able to demonstrate a high level of clinical experience and competence in Occupational Medicine. Specifically, he/she must demonstrate higher training in Occupational Medicine. Evidence of continuous career progression consistent with personal circumstances.		Application Form & interview
<b>RESEARCH</b>	Evidence of the ability to carry out medical research.	Previous experience of supervising research by junior staff.	Application Form & interview.

Requirements	Essential	Desirable	Method of Assessment
<b>LANGUAGE SKILLS</b>	<p>All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:</p> <p><i>Applicants have undertaken undergraduate medical training in English.</i></p> <p><b>OR</b></p> <p><i>Achieved the minimum score of 7 across all 4 of the following categories in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Listening, Speaking, Reading and Writing. (An overall minimum score of 7.5)</i></p> <p><b>OR</b></p> <p><i>Achieved the minimum Grade ‘B’ across all 4 of the following categories in the Occupational English Test (OET) in medicine in a single sitting within 24 months at time of application – Listening, Speaking, Reading and Writing. (You must provide your candidate number)</i></p>		Application Form & Interview
<b>TEACHING</b>	Experience in training undergraduate medical students and postgraduate doctors.	Previous attendance on Appraisal Techniques and Small Group Teaching Workshops.	Application Form, interview & presentation.
<b>AUDIT</b>	Experience of participation in regular clinical audit.		Application Form & interview.
<b>MANAGEMENT</b>	Understanding of current issues in the NHS and the wider field of occupational health and wellbeing or demonstrates managerial competence in their current field of employment if entering the NHS from industry, MOD or overseas.	<p>Attendance at recognised management course.</p> <p>Evidence of previous management responsibilities.</p>	Application Form & interview.
<b>INTERPERSONAL SKILLS</b>	<ul style="list-style-type: none"> <li>* Well organised and skilled in good time management.</li> <li>* Effective interpersonal skills.</li> <li>* Demonstrate ability to relate to and work within a team.</li> <li>* Non – judgemental in approach to clients and customers.</li> <li>* Have the ability to listen, build rapport, persuade and negotiate.</li> <li>* Decisive and willing to take responsibility, and lead with appropriate authority.</li> <li>* IT knowledge and use of IT software to prepare and produce clinical records/reports</li> </ul>		Interview & presentation.
<b>PHYSICAL</b>	Medically fit to fulfil ALL aspects of the post, and to be able to respond quickly to emergencies, as necessary. Meets professional health requirements (in line with GMC standards/Good Medical Practice).		Medical questionnaire To be reviewed by an independent OH Dept.
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>* Hold full GMC Registration with a license to practice.</li> <li>* Entry on the GMC Specialist Register via: <ul style="list-style-type: none"> <li>- CCT (proposed CCT date must be within 6 months of interview)</li> <li>- CESR (or) - European Community Rights</li> </ul> </li> </ul>		