

**CONSULTANT IN
ANAESTHETICS
LORN & ISLANDS
HOSPITAL**

**Information Pack
MS17015827**

**APPOINTMENT OF CONSULTANT IN ANAESTHETICS
INFORMATION PACK**

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Section 1 – Welcome

Introduction

Thank you for your interest in joining NHS Highland. This information package contains details relating to the local area, this post and the Terms and Conditions of Service.

NHS Highland is committed to becoming a learning organisation, recognising that staff require access to opportunities to learn, maintain and develop skills and knowledge, and we recognise the importance of valuing and supporting our staff throughout their time here.

We offer:

- Policies to help balance commitments at work and home and flexible family friendly working arrangements
- Excellent training and development opportunities.
- On-site library services at the Centre for Health Sciences
- Access to NHS staff benefits/staff discounts
- Cycle to Work Scheme
- Excellent student support
- Access to NHS Pension scheme

Recruitment Process

Applicants are expected to make contact with the department before applying and we would **strongly** encourage those that are shortlisted to visit the department prior to interview. The cost of one preliminary visit will be met by NHS Highland.

When organising a visit, candidates must agree appropriate travel and accommodation arrangements with the Medical Staffing Department prior to booking. Expenses will be reimbursed to candidates who are subsequently shortlisted.

Failure to confirm arrangements with Medical Staffing may result in limited reimbursement of expenses.

Department Contact: David Robinson, Consultant Anaesthetist, Lorn & Islands
DGH d.robinson2@nhs.net

Preliminary Visit Expenses: Jackie Sutherland, Medical Staffing Manager
jackie.sutherland@nhs.net

How to Apply

- Completed applications should be submitted via our website: <https://apply.jobs.scot.nhs.uk/vacancies.aspx> as we are unable to accept CVs.
- All candidates and employees are afforded equal opportunities in the recruitment and selection process and in employment irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
- Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment in regulated work candidates will be subject to Protection of Vulnerable Groups Scheme membership.

Job reference: MS17015827

Closing date: 17/03/2020

Interview date: 17/04/2020

For further information on NHS Highland, please visit our website on www.nhshighland.scot.nhs.uk

Section 2 – Advert

Consultant Anaesthetist

Lorn & Islands Hospital, Oban

Full time (10 PA's)

£82,669 - £109,849 per annum (2019/2020 rates)

Are you looking for a better work life balance?

The opportunity to work closely with colleagues in an area of unrivalled natural beauty?

The town of Oban is the gateway to the Highlands and Islands - offering the chance to enjoy a family friendly lifestyle whilst remaining within easy travelling distance of central Scotland.

Lorn and Islands Hospital is recruiting a consultant anaesthetist to compliment our current team. The post is offered at 10 sessions per week and attracts an 8% on-call supplement. Additional EPAs may be available by negotiation.

Oban is situated on the idyllic west coast of Scotland. The Hospital is located on the southern outskirts of Oban and forms a hub for both acute and community services within the area. Purpose built in 1995, the hospital has the full range of facilities expected in a rural general hospital including 24 hour medical, surgical, anaesthetic and laboratory services. It also has a well equipped radiology department including CT and fluoroscopy, with on site consultant radiologists. Your responsibilities will include anaesthesia for general surgery, dental/maxillo-facial, ECT and endoscopy cover. We have a busy chronic pain service and would welcome candidates with an interest or those prepared to develop an interest in this area. Work is underway to expand the palate of procedures undertaken. There is an out of hours commitment for emergency cover. There is no ITU but we have a 6 bedded mixed HDU and Coronary Care. Critically ill patients requiring a higher level of care are transferred with the help of the EMRS service.

The successful candidate will be a true generalist who enjoys a hands on approach to anaesthesia, be able to work flexibly as part of an integrated team and have excellent communication and problem solving skills. You would be part of a team of three consultant anaesthetists. An active interest in teaching and support of our team of specialist nurses along with undergraduate students and junior doctors will also be important.

Opportunities are present for those at any stage of their consultant careers. We would encourage you to come and visit Oban and see for yourself. We would support any reasonable expenses to facilitate this.

We are open to flexible working and applicants who wish to work part time are welcome to apply.

Applicants are encouraged to visit the hospital and surrounding area. For an informal and confidential chat contact d.robinson2@nhs.net . For more information www.obanhospital.com.

Completed applications should be submitted via our website:

<https://apply.jobs.scot.nhs.uk/vacancies.aspx> as we are unable to accept CVs.

Section 3 – Job Information

The hospital and the area

The Department of Anaesthetics is based at Lorn & Islands Hospital, Oban. The Hospital is located on the southern outskirts of Oban and forms a hub for both acute and community services within the area. Purpose built in 1995 to provide facilities previously delivered from a number of small hospitals throughout the district, the hospital houses a full range of facilities expected in a rural general hospital. The area is one of outstanding natural beauty. The town of Oban is the gateway to the isles. The port town has ferry links to the islands of Mull, Iona, Coll, Tiree, Colonsay and Lismore. There is plenty of opportunity for enjoying leisure pursuits including yachting, canoeing, walking, climbing, cycling and fishing. Oban provides the advantage of a high quality of life in a rural setting with access to the main centers of Inverness, Glasgow, Stirling and Perth all within 2 ½ hours travel time. There are also good train connections.

The acute services comprise Accident and Emergency, General Surgery, General Medicine, Medical and Surgical High Dependency beds, 24/7 Anaesthetic cover and Care of the Elderly Services. There is a clinical pharmacy service. Diagnostic services include CT, non-vascular interventional radiology and ultrasound with consultant Radiologists based at the hospital. There is a wide range of laboratory services. The hospital has a total of 52 beds.

There is an Integrated out of Hours Service with GPs working from A&E and the Advanced Ward and A/E Nurse Practitioners. One-stop clinics for stroke, orthopaedics and cardiac services have also been set up. An Audiology department and a Stroke Unit opened in 2005 and MacMillan unit delivering chemotherapy and palliative care has been operational since 2006. There is an acute and chronic pain service and day surgery with pre-assessment.

Demographics and Services

The area covered by NHS Highland comprises the largest and most sparsely populated part of the UK. The area covers 32,512 km² (12,507 square miles) which represents approximately 41% of the land mass of Scotland. The Scottish Highlands are known worldwide as containing some of the nation's most outstanding landscapes and natural features. These wonderful geographical features also present a number of major challenges to the delivery of health services - a difficult terrain, rugged coastlines, populated islands, limited internal transport, and limited communications infrastructure.

NHS Highland serves a population of 398,000 residents. In addition, a proportion of our patients are from the many tourists who visit our area all year round, but particularly in the summer months when some local populations double or even triple.

The proportion of older people is slightly above the Scottish average, and the proportion of children under 15 years is lower than the Scottish average. Overall, the indicators of deprivation show that Highland residents fare better than the average Scot, although there is significant variation in the detail between Highland communities. In April 2006 Argyll & Bute joined NHS Highland creating a Health Board with a focus on remote and rural issues and with a lead role in working with the Scottish Executive to implement the rural aspects of the Kerr Report. Within Highland there are four integrated partnerships including Argyll & Bute. The Argyll and Bute HSCP has a population of 90,000 and devolved budget of £240 million. The partnership provides all primary care, acute and mental health services for its population and has a key commissioning role in working with NHS Greater Glasgow and Clyde to contract for secondary and tertiary care.

The bed complement of the hospital is:

18 Surgical inpatients beds and a Day Bed Unit with 6 beds.
20 Medical (including 6 beds in the High Dependency Unit)
14 Mixed Medical/Surgical

6 MacMillan day unit chairs
2 bed community maternity unit.

Permanent Clinical Staff – Medicine

Consultant physician – Dr Izabela Bodzioch (special interest cardiology)
Consultant Physician – Dr Gordon Caldwell (special interest Endocrinology)
Consultant Physician – Dr Colin Miller (special interest Renal)
Associate Specialist – Dr Niccola Campbell (special interest Diabetes)

Other Medical Staff and Wards

Anaesthetics

There are two whole time Consultant Anaesthetists

Consultant Anaesthetist – Dr Jason Davies (special interest Pain Management) & Clinical Lead for Hospital.
Consultant Anaesthetist – Dr David Robinson (special interest Paediatrics)
Consultant Anaesthetist - Vacancy

Radiology

The hospital has two Radiology Consultants
Dr Peter Thorpe – Consultant
Dr Margaret Brooks – Consultant

Paediatrics

Dr Jamie Houston – Consultant Community Paediatrician
Dr Giovanni Arsciwals – Specialty Doctor Community Paediatrics

Surgical

Consultant Surgeon – Ms Elzbieta Tolloczko
Locum Consultant Surgeon – Mr K Riaz
Consultant Surgeon – Mr Caesar Zawal
Associate Specialist – Mr D Das

Overview of facilities

Medicine and Medical diagnostics

The medical department is fully supported by diagnostics and specialist nurse services. Cardiac diagnostics including echo and stress testing is provided by a full time cardiac physiologist. CT coronary angiography is under development. There is a well established upper and lower diagnostic endoscopy service, Oban is a participant in the national bowel screening service. There is a respiratory lab with a respirator specialist nurse, a well developed diabetic facility again with specialist nurse support, an integrated stroke and rehabilitation service and a self developed and integrated medicine for the elderly department. The hospital also has a 24 hour a day Advanced Nurse Practitioner service. This service supports the medical staff within the inpatient setting and the acutely unwell in the A/& E department.

Accident & Emergency Department

The full range of surgical conditions is treated from minor injuries to major trauma requiring stabilisation, resuscitation and transfer. The Accident and Emergency Department is staffed by Emergency Nurse Practitioners supported by both juniors and Consultants with the GP Out-of-

Hours service (based in A&E) also providing extra input. The Consultant Surgeons take lead responsibility for the Accident & Emergency Department. There are on-site ATLS instructors. The hospital works closely with the Scottish Emergency Medical Retrieval Service for helicopter transfer of patients who require specialist care in Glasgow.

Theatre

The Theatre Department comprises one large well equipped operating theatre with adjoining anaesthetic room and a 3 bay recovery area. The Theatre Department also accommodates the Endoscopy Unit. The service is supported by a team of highly qualified anaesthetic nursing assistants and regular internal and external professional development is given the highest priority. The Theatre is used for general and emergency surgical work as well as regular dental lists and pain management procedures.

Out-patients

The busy Out-patient Department is efficiently organised with a variety of consultant and nurse-led clinics and provides an extensive range of services (some on a visiting basis) including orthopaedic, orthodontics, ophthalmology, ENT, pain, clinical psychology, clinical oncology, dermatology, general medicine, psychiatry, general surgery, haematology, gynaecology, obstetrics, oral surgery, orthodontics and paediatrics. Pre-operative assessment is undertaken locally for some distant surgical sites, e.g. orthopaedics, and roll out of this across Argyll is being planned.

Diagnostics

There is a modern well equipped Imaging Department providing, plain films (24 hour) diagnostic ultrasound, CT scanning (24 hour) barium examinations and non vascular interventional procedures. There are 2 on-site full-time Radiologists and the department is linked by tele-radiology to Raigmore Hospital and the community hospitals. The department is fully integrated into National PACS.

There is a newly developed cardio-respiratory department with echocardiography, dysrhythmia analysis, exercise testing, and full lung function tests.

Laboratory

There are excellent on-site laboratory facilities including microbiology, biochemistry and haematology analysis. There is visiting support from Consultants in each of these Specialties.

Community Hospitals in Argyll

Lorn & Islands Hospital provides an extensive outreach service to community hospitals in Argyll to provide out-patient clinics and advice on treatment plans for patients in acute GP beds.

- Mid-Argyll Hospital – a 15 bed PFI hospital was opened in Lochgilphead in 2007
- Campbeltown Hospital – a 15 bed hospital
- Islay Hospital – a 5 bed hospital
- Craignure Hospital, Isle of Mull – a 3 bed hospital run jointly with the adjacent progressive care centre which opened in 2011.

Facilities

The hospital has a well stocked library supported by a full-time librarian.

There are video-conferencing facilities for meeting/teaching purposes on-site that enable links to acute and community hospitals across the board area.

Clinical skills facility

There is a discounted staff canteen on site.

There is an active Health at Work group that focus on promoting good health for all staff groups.

The hospital has a chaplaincy service available to staff and patients.

Administrative Arrangements

The post holder is expected to live within reasonable travelling distance of the hospital (this is generally recognised as no more than 10 miles or approximately 30 minutes travel time). The post holder must have a current driving licence.

The post holder will have access to medical secretary support.

Section 4 – Job Plan

NHS Highland Health Board

This job plan started 04 October 2018.

Job plan for Dr Anaesthetics (Oct 2018), Vacancy in Anaesthetics (LIDGH)

Basic Information

Job plan status	In 'Discussion' stage
Appointment	Full Time
Cycle	Rolling cycle - 1 week
Start Week	1
Report date	29 Jan 2019
Expected number of weeks in attendance	42 weeks
Usual place of work	Lorn & Isles District General Hospital, Oban
Alternate employer	None Specified
Contract	New
1 PA of premium time equates to	3 hours
Private practice	No

Job plan stages

Job plan stages	Comment	Date stage achieved	Who by
In 'Discussion' stage		4 Oct 2018	Mrs Carleen Gordon

Hours Breakdown

	Main Employer PAs	Core PAs	EPA PAs	Total PAs	Core hours	EPA hours	Total hours
Direct Clinical Care (DCC)	7.980	7.980	0.000	7.980	30:45	0:00	30:45
Supporting Professional Activities (SPA)	2.000	2.000	0.000	2.000	8:00	0:00	8:00
Total	9.980	9.980	0.000	9.980	38:45	0:00	38:45

On-call summary

Rota Name	Location	Weekday Freq	Weekend Freq	Level	Supplement	PAs
On-call Rota	Lorn & Isles District General Hospital, Oban	2.5	4.5	1	8%	1.530

Type

Type	Normal	Premium	Cat.	PA
			Total:	1.530
Predictable	0:00	0:00	DCC	0.000
Unpredictable	0:35	6:45	DCC	1.530

The total PAs arising from your on-call work is:	1.530
Your combined frequency is:	2.31
Your availability supplement is:	8% (based on the combined frequency from all your rotas)

On-call rota details

On-call Rota (hours entry)

General information	
What is your on-call activity?	On-call Rota
Where does your on-call rota take place in?	Lorn & Isles District General Hospital, Oban
What is your on-call classification?	1
Weekday work	
What is the frequency of your weekday on-call work?	1 in 2.50
Do you work your weekday on-call on a specific day?	No fixed day
	Predictable Unpredictable

What are your average hours of emergency work per weekday on-call?	00:00 01:20
How much of this takes place between 20:00 & 08:00? (premium time)	00:00 00:45
How much of your weekday predictable on-call work displaces other activities?	00:00
Weekend work (A weekend is classed as Saturday to Sunday for this rota)	
What is the frequency of your weekend on-call work?	1 in 4.50
	Predictable Unpredictable
What are your average hours of emergency work per weekend on-call?	00:00 06:00
Does your weekend predictable work displace other activities?	No
Other information	
Which objective does this on-call work relate to?	
Comments	

Sign off

Role: Clinical Director	Role: Clinical Director	Role: Unkown
Name: Dr Davies, Jason (Con)	Name: Dr Hall, Mike	Name: Unkown
Signed:	Signed:	Signed:
Date:	Date:	Date:

Timetable Activities

Extra Programmed Activities

Type	Day	Time	Weeks	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours
							Total:	Core EPA	8.449 0.000	33:48 0:00
	Mon	08:30 - 13:00		ECT	NHS Highland Health Board.	Mid Argyll Hospital, Lochgilphead	DCC	42	1.125	4:30
	Mon	13:00 - 17:30		flexible	NHS Highland Health Board.	Lorn & Isles District General Hospi..	DCC	15	0.402	1:36
	Tue	09:00 - 17:00		Meetings - consultant	NHS Highland Health Board.	Lorn & Isles District General Hospi..	SPA	42	2.000	8:00
	Wed	08:30 - 13:00		ITU	NHS Highland Health Board.	Lorn & Isles District General Hospi..	DCC	32	0.857	3:26
	Wed	08:30 - 18:00		theatre	NHS Highland Health Board.	Lorn & Isles District General Hospi..	DCC	10	0.565	2:16
	Thu	08:30 - 18:00		theatre	NHS Highland Health Board.	Lorn & Isles District General Hospi..	DCC	42	2.375	9:30
	Fri	08:30 - 13:00		flexible	NHS Highland Health Board.	Lorn & Isles District General Hospi..	DCC	42	1.125	4:30

No specified day

"()" Refers to an activity that replaces or runs concurrently

Extra Programmed Activities

Type	Normal	Premium	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours
You have not added any activities.									

Board Objectives

Care

To improve the experience of care and caring for people by: - Minimising the time that individuals have to be away from home and their families to receive care. - Supporting more individuals and their families to make choices about their care, particularly when nearing the end of their life. - Preventing people from falling.

People

To attract staff and improve our staff experience working for NHS Highland by: - Making NHS Highland the employer of choice. - Ensuring staff are proud of their contribution to delivering safe and effective care. - Increasing the number of staff who feel engaged and valued as part of our team.

Quality

To improve access to and coordination of services by: - Improving timely access to the right person who can best meet people's needs. - Increasing the number of people who can be supported through the use of modern technology. - Providing timely access to clinically appropriate care.

Section 5 – Person Specification

Essential Criteria - these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

Desirable Criteria - these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

Requirement	Essential	Desirable
1. Qualifications	FRCA or equivalent	Higher degree
2. GMC/Specialist Registration	<p>Applicants must hold full Registration with a licence to practice with the GMC</p> <p>Inclusion on the GMC's Specialist Register or be within 6 months of the anticipated award of a CCT at the time of interview or obtained specialist registration through CESR (CP). Non UK applicants must demonstrate equivalent training.</p> <p>Full Driving Licence</p>	
3. Clinical Experience	<p>Broad range of general anaesthetic knowledge. Confidence in managing acute medical and surgical emergencies and stabilising major trauma</p> <p>Wide experience in all aspects of anaesthetic practice</p>	Special interest applicable to the needs of the hospital.
4. Teaching & Training		
5. Research & Audit Experience	<p>Be able to demonstrate evidence of involvement in on-going clinical audit</p> <p>Be committed to life long</p>	Evidence of involvement in research

	<p>learning and demonstrate on-going medical education</p> <p>Experience of teaching junior medical staff</p>	
6. Staff Management	<p>Computer Literacy</p> <p>Ability to communicate easily with patients and colleagues across the disciplines. Fluency in English to enable effective communication with colleagues and patients</p>	Able to demonstrate management skills/training
7. Team Working & Interpersonal Skills	<p>Enthusiastic and well motivated</p> <p>Be able to participate effectively as a member of a clinical team</p> <p>Willing to work flexibly within the confines of a small clinical team including specialist nurses.</p>	Able to demonstrate leadership abilities
8. Other	<p>Willingness to provide services to community hospitals in Argyll and Bute and other hospitals in the Highland region</p>	

Section 6 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

This appointment is offered on the terms and conditions of service of the Consultant Contract in accordance with the Hospital Medical & Dental Staff (Scotland) and current General Whitley Council. Further information can be found here: <http://www.msg.scot.nhs.uk/pay/medical>

Job Title	CONSULTANT ANAESTHETIST
Type of Contract	Full time Permanent
Location	LORN & ISLANDS HOSPITAL
Salary	£82,669 - £109,849 per annum (2019/2020 rates) Placing on the salary scale will be on the minimum point unless the successful applicant has previous experience in a NHS Consultant post or previous non-NHS experience equivalent to that gained in an NHS Consultant post.
Arrangement of Duties	See separate Job Plan.
Medical Negligence	NHS Highland takes responsibility for expenses and damages arising from medical negligence where they, as the employer, are vicariously liable for the acts and omissions of their medical and dental staff. However, the appointee is strongly advised to maintain separate medical defence or insurance cover for all work which does not fall within the scope of the Board's indemnity scheme, details of which are given in NHS Circular 1989(PCS) 32.
Registration with General Medical Council	Applicants must have full registration with the General Medical Council, a licence to practise and be eligible for inclusion on the GMC Specialist Register. Those trained in the UK should have evidence of higher Specialist Training leading to a CCT or be within six months of confirmed entry from the date of interview or obtained specialist registration through CESR (CP). Non UK applicants must demonstrate equivalent training.
Disclosure of Criminal Convictions	Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post is considered to require registration with the Protecting Vulnerable Groups (PVG) Scheme as it involves substantial access to children and / or vulnerable adults. A PVG Scheme Record will contain details of all convictions

	<p>on record, whether spent or unspent. This means that even minor convictions, no matter when they occurred will be included in the Scheme Record. It may also contain non conviction information held locally by the police, where this is considered relevant to the post.</p> <p>Following the selection interview only the "successful" candidate will be subject to registration with the PVG Scheme. Offers of appointment will be made subject to satisfactory PVG Scheme screening and medical fitness. Please note that a commencement date will only be issued once this clearance has been received.</p>
<p>Rehabilitation of Offenders Act 1974</p>	<p>The Rehabilitation of Offenders Act 1974 provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as “spent” after the lapse of a period of years under the terms of the Act. The National Health Service employment for which you are applying is excluded in the provisions of the Act unless otherwise stated in the job description. If the post is excluded you are required not to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by your employer. Any information given, however, will be completely confidential and will be considered only in relation to the post for which this application form refers.</p>
<p>Medical Fitness</p>	<p>All prospective members of staff are asked to submit a confidential health questionnaire to the Occupational Health Service. On the basis of this, they may be passed fit, or an appointment for further information or screening may be required. All entrants must be certified medically fit and employment is conditional on such certification. All appointees are expected to comply with NHS Highland’s Immunisation Policy.</p> <p>Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.</p>
<p>Right to Work</p>	<p>NHS Highland has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Highland they will need to provide documentation to</p>

	<p>prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until the right to work in the UK has been verified. You will be required provide appropriate documentation prior to any appointment being made.</p>
Annual Leave & Public Holidays	<p>The leave year shall run from date of taking up appointment and in a full year the postholder will be entitled to 6 weeks' annual leave plus 10 statutory and public holidays as agreed by NHS Highland.</p>
Superannuation	<p>New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme.</p>
Notice	<p>The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.</p>
Removal Expenses	<p>Assistance with Removal expenses will be given in accordance with the NHS Highland Long Term Relocation Policy. It is compulsory that you discuss any arrangements relating to your relocation with us before arranging anything. Failure to do so may result in limited or no assistance being given.</p>
Private Residence	<p>Your private residence shall be maintained in contact with the public telephone service and shall be not more than 10 miles or 30 minutes by road from your hospital base, unless the Board gives specific approval to you residing at a greater distance.</p>
Identity Badge Policy	<p>NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.</p>
Smoke Free Policy	<p>NHS Highland operates a No Smoking Policy of tobacco products or e-cigarettes in any of our properties, vehicles or grounds. When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smokefree policy.</p>
Confidentiality	<p>In the course of your duties you may have access to confidential</p>

	<p>material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate who are concerned directly with the care, diagnosis and/or treatment of the patient.</p> <p>If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct, which could result in serious disciplinary action being taken against you including dismissal. The unauthorised disclosure of official business under consideration by the Board Management Team or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.</p>
<p>Scottish Workforce Information Standard System (SWISS)</p>	<p>The information that staff provide will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to employment. Any requests for information outwith the above will only be processed with individual consent (e.g. building society mortgage applications etc.)</p> <p>Staff information will be held securely, and will be accessed at a local, regional and national level to meet the requirements outlined above. Managers may also hold information within your department. There will be no unauthorised access.</p>