NHS Highland

Clinical Fellow Foundation House Officer (Year One) Doctor

Information Pack MS17036808

Information Pack MSXXXXXXXXX

APPOINTMENT OF CLINICAL FELLOW FOUNDATION HOUSE OFFICER (YEAR ONE)

INFORMATION PACK

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Section 1 – Introduction

Introduction

Thank you for your interest in joining NHS Highland. This information package contains basic details relating to the local area, this post and the basic 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 (Raigmore Hospital)
- 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 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:	Mr Alan Grant, Clinical Director for Surgery alan.grant@nhs.net
Preliminary Visit Expenses:	Jackie Sutherland, Medical Staffing Manager jackie.sutherland@nhs.net

How to Apply

- Applicants should complete an Application Form on the NHS Scotland National Recruitment portal. https://apply.jobs.scot.nhs.uk/. Please note we do not 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: MS17036808

Closing date: 14th December 2020

Please contact rosemary.gray2@nhs.net for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

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

Section 2 – Advert

Clinical Fellow
Foundation House Officer Year One

£24,991 to £28,111 per annum
40 hours per week

NHS Highland is currently looking to recruit a doctor as a Clinical Fellows for a vacant FY1 post with the following rotation:

General Surgery (August to December)
General Medicine (December to April)
General Medicine (April to August)

The posts is based on four month rotations available from August 2020 to August 2021

This is a fantastic opportunity to gain experience in our District General Hospital in Raigmore. The post of Clinical Fellow FY1 will not attract training recognition from the Post Graduate Dean but you will work alongside and receive similar experience to those on the training programme.

Successful candidates will have full registration with the GMC and hold a license to practice.

Informal enquiries can be made to Medical Staffing Department on 01463 704411

To apply, please refer to www.jobs.scot.nhs.uk

Closing date for completed applications: 14th December 2020

Section 3 – Person Specification

PERSON SPECIFICATION

CLINICAL FELLOW FOUNDATION HOUSE OFFICER 1 DOCTOR

ATTRIBUTES	ESSENTIAL	DESIRABLE
1. Qualifications E.g. education, qualifications or training	• MB Ch B or equivalent	
2. Experience E.g. level, knowledge acquired as a result of training/education responsibilities	• Knowledge appropriate to stage of training and the ability to apply this to clinical practice. • Potential and willingness to develop clinical and technical skills further.	
3. Knowledge E.g. procedures, techniques, legislation, new technology	• Willingness to participate in audit projects.	Evidence of participation of audits in previous posts. Understands Research principles, evidence of enthusiasm or participation in relevant field.
4. Disposition E.g. decisiveness, stress tolerance, initiative, judgement, persistence, dependability	• Good communication skills, fluent in both written and oral English. • Reliable; Punctual; Well organised. • Potential to cope with stressful situations. Capable of undertaking responsibility. • Ability to work as part of a team. • Commitment to learning.	
5. Other E.g. Health, appearance, manner, car driver, special demands of post, e.g. to work unsocial hours/on call/areas covered	• Full registration with the GMC with a licence to practice. • Prepared to take part in rotational arrangements.	Shows interest, enthusiasm or demonstrates ability in Management.

Section 4 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICES

CLINICAL FELLOW

While at Raigmore Hospital you will be on NHS Highland's payroll. The medical staffing departments will liaise regarding appointments and payroll/banding details.

This appointment is a full-time appointment and is in accordance with the Terms and Conditions of Service for Hospital Medical and Dental Staff (Scotland) employed in the National Health Service, as amended by the Secretary of State for Scotland, and subsequently the Scottish Parliament, from time to time.

Hours of Duty

This post is offered at the banding of the post at the date of commencement which may vary from what the post is currently banded at. The terms and conditions of service as amended from time to time will apply to and govern this statement.

The Clinical Fellow is also required to provide cover for Annual Leave and Study Leave and short periods of sick leave of colleagues.

The Clinical Fellow accepts that he/she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant(s). It has been agreed between the professions and the Scottish Office that while juniors accept under this paragraph that they perform such duties it is stressed that additional commitments arising under this paragraph are exceptional and in particular that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.

Salary Scale

The salary scale for this post (40 hours per week) is £24,991; £26,551; £28,111 per annum pro rata (2019/2020 rates).

Superannuation Auto Enrolment

You will automatically be enrolled in the NHS Pension Scheme from the first day of your employment. Eligible employees will no longer be allowed to opt out of the scheme prior to taking up employment. They must be enrolled in the first instance. If you wish to **opt out** you must obtain the necessary documentation from SPPA (Scottish Public Pensions Agency), either on line at www.sppa.gov.uk or by telephone on **01896 893000**. Further details of the scheme can be found at http://www.sppa.gov.uk/nhs/home/htm.

Practitioners members

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
1	Up to £15,828	5.2%
2	£15,829 to £21,601	5.8%
3	£21,602 to £27,089	7.3%
4	£27,090 to £49,967	9.5%
5	£49,968 to £71,337	12.7%
6	£71,338 to £111,376	13.7%
7	£111,377 and above	14.7%

Pensionable earnings should be rounded down to the nearest pound.

The above contribution rates will be applicable for 4 years from 1 April 2015 to 31 March 2019 however the earnings bands may be adjusted to reflect any national pay awards.

Expenses

If you incur expenses in relation to your day to day business eg travel and subsistence to clinics, please claim on NHS Highland claim form, with receipts monthly. (This does not apply for relocation expenses).

Registration with the General Medical Council and Medical Negligence

The postholder will be required to maintain current full registration with the General Medical Council with a licence to practice at all times during their employment with NHS Highland. 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 NHS Highland's indemnity scheme, details of which are given in NHS Circular 1989(PCS)32, which will be issued to the successful candidate.

Annual Leave

Post holders are entitled to 5 weeks annual leave per annum during their appointment

Public Holidays

You will be eligible to the agreed Public Holidays for NHS Highland which fall during your period of employment. If you are required to work on a designated Public Holiday you are eligible to a day off in lieu of that day. Such should be requested through the General Manager for your Division.

Minimum Notice

The postholder will be required to give and is entitled to receive a minimum of one months' notice of termination of employment.

Medical Fitness

All entrants to Raigmore Hospital posts must be certified medically fit for such posts and appointment is conditional on such certification.

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 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.

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.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or their health service business. On no account must information relating to patients be divulged to anyone other than authorised persons, e.g. medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient.

If you are in any doubt whatsoever as 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 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 NHS Highland or one of its Committees by an employee is also regarded as breach of confidence and may lead to disciplinary action.

Disciplinary Procedures

The Secretary of State has determined that paragraph 190 of the Terms and Conditions of Services of Hospital Medical and Dental Staff (Scotland) will not be incorporated in new contracts of employment. Raigmore Hospital will negotiate any new disciplinary procedure via the local negotiating machinery.

Removal/Relocation Expenses

Assistance with removal expenses will be given in accordance with NHS Highland Board's short-term removal/relocation package. For posts of a fixed term period of under 2 years only minimum costs of removal of basic effects and transport of the postholder and his/her spouse and/or dependants will be reimbursed. Before claiming any expenditure it is essential that the successful applicant contacts Ms Lauren Baird, Senior Medical Staffing Officer on 01463 704450. Failure to do this may limit reimbursement of expenses.

Any relocation expenses must be claimed on NHS Highland claim form monthly in arrears. You will be reimbursed by cheque.

Equal Opportunities in Employment

NHS Highland affirms that all employees should be afforded equal opportunities in employment, in accordance with the Equal Opportunities Commission recommendations.

Identity Badge Policy

Raigmore Hospital has a policy that all staff will be issued with and required to wear a Raigmore Hospital 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 the Board and must be returned when you terminate your employment.

Smoke Free Highlands

Please be aware that smoking tobacco products or e-cigarettes is not allowed anywhere in NHS Highland properties, vehicles or grounds. All staff who smoke can access information regarding services provided by Occupational Health and locality based Stop Smoking Advisers for smoking cessation support - for more information please visit www.smokefreehighland.co.uk.

All NHS Highland employees will have the same part to play when maintaining the Smokefree Policy. It will be everyone's role to enforce the policy by reminding people that NHS Highland provides a smoke-free environment and that they cannot smoke anywhere inside its buildings or in its 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

Healthy Working Lives

Healthy Working Lives (formerly SHAW, Scotland's Health at Work) is the national award programme designed to encourage and reward employers in their efforts to improve the health and well-being of their staff. Healthy Working Lives involves having policies and practices in place which help employees be better informed to make healthy choices. It also involves recognising that organisations themselves can have a direct impact on the health and well-being of the individual members of staff.

Over the last few years, NHS Highland has placed the wellbeing of staff high on our list of priorities and is committed and signed up to achieving the Healthy Working Lives Award.

Healthy Working Lives needs the support and involvement of staff. To find out where your nearest contact for Healthy Working Lives is, contact Susan Birse on susanbirse@nhs.net

Scottish Workforce Information Standard System (SWISS)

DATA STATEMENT

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.)
Staff information will be held securely in a national database, which 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.