

Consultant In Obstetrics & Gynaecology

**Information Pack
MS17057060**

**APPOINTMENT OF CONSULTANT IN OBSTETRICS & GYNAECOLOGY
INFORMATION PACK**

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|------------------|-----------------------------|
| Section 1 | Welcome |
| Section 2 | Advert |
| Section 3 | Job Information |
| Section 4 | Job Plan |
| Section 5 | Person Specification |
| Section 6 | Terms and Conditions |

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 ensure they have spoken to the informal contacts and other relevant senior colleagues. You can ask for a Teams meeting to be set up through the department contact.

Due to the current travel restrictions in place all interviews will be held via Microsoft Teams.

Department Contact:

Dr Rashmi Srivastava - Service Lead, Obstetrics, Tel 01463 704000, email; rashmi.srivastava@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: MS17057060

Closing date: Midnight 09 July 2021

PLEASE NOTE - You should apply for this post by completing the application process on Job Train. We suggest you use Internet Browser "Google Chrome" or "Microsoft Edge"

DO NOT upload a CV as this will not be used for short listing purposes.

Once you have submitted your application form you will be unable to make any amendments.

For help to complete an application on Job Train please click [here](#).

Please contact Amanda.Davidson5@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

Section 2 – Advert

Consultant in Obstetrics & Gynaecology

Raigmore Hospital, Inverness
5 PAs per week
£84,984 - £112,925 per annum pro rata
Ref: MS17057060

Applications are invited for a Consultant in Obstetrics and Gynaecology, to provide services at Raigmore Hospital and outreach clinics at our Community Midwifery Units (Skye, Fort William and Caithness). This post offer's 5 PA's on a 4:1 basis.

We seek a doctor to complement our current eleven Consultants, four Specialty Doctors, four Specialty Registrars and six FY2/GPST's, who will work as a co-operative, committed and capable member of our collegiate consultant team; all applicants whose specialist skills and interests will support and complement those of existing colleagues are welcomed.

There is an Early Pregnancy Assessment Unit and an Obstetric Day Unit. Specialist clinics include a joint diabetic antenatal clinic, maternal medicine clinic, fetal medicine clinic, fast-track gynaecology clinic, colposcopy clinic, social gynaecology clinic, and an out-patient hysteroscopy service. Raigmore hospital is a Gynaecology-oncology cancer unit and part of NOSCAN (North of Scotland Cancer Network) with close links to the Gynae-oncology Cancer Centre at Aberdeen Royal Infirmary.

The Department participates in the teaching programme for medical undergraduates from Aberdeen University. Specialist trainees in the North of Scotland Deanery rotate to and from Aberdeen. The recently completed Centre for Health Sciences includes a modern Postgraduate Centre with outstanding training resources including simulation centre, research facilities and excellent library facilities.

Applicants unable to work full-time will be eligible to be considered for the post and, if appointed, the job plan will be discussed on an individual basis. Applicants should hold, or be eligible for CCT within six months of interview.

Raigmore Hospital is a modern District General Hospital with 454 beds. The department of Obstetrics & Gynaecology serves a wide population from Highland. There are approximately 2,000 deliveries per year and a broad range of obstetric and gynaecological services are provided.

Inverness is the capital of The Highlands of Scotland - a most wonderful area in which to live and work. It enjoys good road, rail and air links to both the north and south. The attractive surrounding countryside offers exceptional outdoor recreational opportunities. Crèche facilities may be available within the hospital complex.

Applicants are encouraged to visit the Department prior to application.

Closing Date: Midnight 9 July 2021

A job pack for this post can be accessed at <https://apply.jobs.scot.nhs.uk/>

PLEASE NOTE - You should apply for this post by completing the application process on Job Train. We suggest you use Internet Browser "Google Chrome" or "Microsoft Edge"
DO NOT upload a CV as this will not be used for short listing purposes.
Once you have submitted your application form you will be unable to make any amendments.

For help to complete an application on Job Train please click [here](#).

Section 3 – Job Information

A new part time Consultant within Obstetrics and Gynaecology based at Raigmore Hospital, Inverness, with commitment to outpatient duties at peripheral clinics within NHS Highland.

We seek to appoint highly motivated, capable and committed colleagues with specialist skills and abilities to complement those of the existing team.

Our department enjoys a highly regarded reputation in undergraduate teaching and postgraduate training, and the appointed candidate will have the opportunity to contribute to delivery of this programme.

The successful candidate will join a team providing comprehensive care in all aspects of Obstetrics and Gynaecology. Services are based at Raigmore, with outreach clinics extended to Community Maternity Units in Skye, Fort William and Caithness. The team, at present, comprises ten full time Consultants, four Specialty Doctors, four Specialty Registrars, two GP Trainees and four FY2s.

To apply, you must be fully registered with the General Medical Council (GMC), hold a license to practise.

Obstetrics & Gynaecology Department

The Department of Obstetrics & Gynaecology serves a wide population from Highland, Argyll and Bute and Grampian regions as well as the Western Isles. There are approximately 2,200 deliveries per year, and a broad range of obstetric and gynaecological services is provided. There are currently 27 Obstetric beds (four High Dependency) twelve Gynaecology/Breast surgery beds and a SCBU wing attached to the main hospital. Labour Ward comprises six rooms and a dedicated obstetric theatre. There are Gynaecology day case beds available in a separate unit.

Specialist clinics include a joint antenatal/diabetic clinic, a multiple pregnancy clinic, fast-track gynaecology, outpatient hysteroscopy, colposcopy, infertility, and social gynaecology. Outpatient services include an Early Pregnancy Assessment Unit, 24-hour Maternity Assessment and Triage Unit, and a Fetal Medicine/Obstetric Scan Department. Raigmore Hospital is a Gynaecology-oncology cancer unit and part of NOSCAN (North of Scotland Cancer Network) with close links to the Gynae-oncology Cancer Centre at Aberdeen Royal Infirmary.

Developments within the Department include the consolidation of a well-equipped Obstetric Scanning facility, staffed by PgC-qualified Midwife-Sonographers and obstetric scan technicians, working alongside a team of Screening Midwife Counsellors and in close association with Specialist Counsellors in Medical Genetics. We offer a complete antenatal screening service, including CUBS and routine fetal anomaly scans as well as diagnostic amniocentesis. The Midwifery-led Maternity Assessment Unit has been successfully established. In the past two years, we have reduced hospital stays on the gynaecology ward by improving resources for minimal access surgery and introducing a programme for enhanced recovery. We have decreased admissions by promoting outpatient procedures under local anaesthetic, such as manual vacuum aspiration and second generation endometrial ablation techniques in our out-patient hysteroscopy service.

Special Care Baby Unit

The Maternity Unit is supported by a 13 bed Special Care Baby Unit (SCBU). There are 6 WTE consultant paediatricians. Where possible, we undertake in-utero transfers to tertiary centres for pregnancies which might require delivery at less than 28 weeks' gestation. The North of Scotland Neonatal transfer team based in Dundee and Aberdeen is on call to support our Unit and the Rural General Hospitals when required.

Staffing in the Department

The Consultant Team at Raigmore includes:

Dr Ibrahim Alsharaydeh (Service Lead, Gynaecology)	Interests: Gynaecological Oncology, Colposcopy
Dr Rashmi Srivastava (Service Lead, Obstetrics)	Interests: Colposcopy, Benign Gynaecology, Clinical Governance
Dr Mandy Hunter	Interests: Social Gynaecology and Medical Education
Dr Leena Thomas Dr Sadia Akhtar	Interests: High Risk Obstetrics Labour Ward (Lead Clinician)
Dr Allison Davies	Interests: Foetal Medicine Obstetrics Risk Management
Dr Kate Stewart	Interests: Early Pregnancy Minimal Access Surgery, College Tutor
Dr Aik Goh	Interests: Gynaecological oncology and Gyn Risk Management
This Position	Interests: Maternal Medicine with interests in foetal medicine
Dr Adam Archibald	Interests: Benign Gynaecology and Minimal Access Surgery
Dr Tracey Sturgeon	Interests: Pelvic Floor and Post Reproductive Health
Dr Rajesh Annappa	Interests: Early pregnancy and Emergency Gynaecology

VACANCY THIS POSITION

The Specialty Doctor / permanent Middle Grade team at Raigmore includes:

Dr Amy Sharkey (Staff Grade)	Interests: Colposcopy, Social Gynaecology
Dr Darren Thomas (Specialty Doctor)	Interests: Obstetric Ultrasound, Undergraduate teaching
Dr Keri McCully (Specialty Doctor)	Interests: Out-patient hysteroscopy, middle grade rota
Dr Jandy Fernandes (Specialty Doctor)	Interests: PMB, Menopause, Medical Education

Teaching

There is an important commitment to both undergraduate and postgraduate medical education. We have five 4th year medical students from Aberdeen University attached to the department for five weeks at a time, together with four blocks per year of final year medical students. Specialist trainees in the North of Scotland Deanery rotate to and from Aberdeen. There is a full departmental postgraduate teaching programme with regular multidisciplinary clinical and audit meetings. The Centre for Health Sciences is particularly well equipped with comprehensive facilities for postgraduate education, including a well-stocked Medical Library. The centre is used for a wide variety of meetings and courses for doctors and colleagues from all disciplines. We have video conferencing facilities in our own department.

Referrals and Clinical duties

The department accepts referrals from other consultant units in the Region: Stornoway, Elgin and Caithness. It also supports the established Community Midwifery Units in Fort William and Skye. The pattern of clinical work in general and individual clinical management in particular, may be influenced significantly by the geography of the region and the patient's home location.

Clinical duties will be mainly undertaken at Raigmore Hospital. Regular outreach clinics are held in Fort William and Skye. Outreach commitments are agreed and shared mutually between consultant staff.

Currently, we work a 1-in-8 consultant on-call rota, with resident middle grade and junior doctors. All the rotas are currently being redesigned in line with Scottish Government Guidance. We all have a on-call labour ward/gynaecology hot week which we undertake in rotation.

Clinical Governance and Risk Management

All members of the Department contribute to a structured clinical risk reporting system and to participate in the review of cases at risk management meetings. The framework for clinical governance continues to evolve and we have, this year, established a new post for a senior midwife, designated Maternity Services Quality and Safety Co-ordinator.

The Highland Clinical Research Facility

Within the Centre for Health Sciences building, state of the art laboratory facilities are available to support clinical research.

The Highland Clinical Research Facility (CRF) provides a high quality environment for clinical trials, where participants can take part in research programmes safely and according to ethically approved study protocols. There is a bedded clinical laboratory for patient monitoring on a day case or 24 hour basis, staffed by research nurses and pharmacy staff. Administrative staff and the CRF User's Group oversee business and operational matters, with the CRF Steering Group and CRF Director providing strategic guidance.

Additional Information

NHS Boards are currently required to offer job plans to new consultant appointees on the basis of an 8:2 of DCC/SPA activity. Negotiation for additional SPA time is possible through the normal job plan process as the appointee takes on greater responsibility in clinical management, teaching, training, audit and research activities.

There will be an option for extra programmed activities.

Tuesday afternoon is designated for Postgraduate Teaching and CPD.

Eligibility Substantive NHS Consultant

Appointment to a substantive consultant post in the UK National Health Service requires the applicant to be listed on the General Medical Council (GMC) Specialist Register.

Doctors with a Certificate of Completion of Training (CCT) or a Certificate of Eligibility for Specialist Registration via the Combine Programme (CESR)(CP) who have completed an approved training programme in the UK and are eligible for entry onto the Specialist Register. Applicants can be short-listed if they are within six months of obtaining a CCT, CESR (CP) and must have written evidence of the confirmed date.

You may be eligible for direct entry onto the Specialist Register if you are a national of an EEA country (or Switzerland) and you have a specialist medical qualification that is acceptable for mutual recognition.

Alternatively, the applicant should possess a Certificate of Eligibility for Specialist Registration (CESR). A CESR enables doctors who have not completed an approved UK training programme to demonstrate their knowledge, skills and experience are equivalent to the relevant CCT curriculum to join the Specialist Register. The CESR application requires you to prepare evidence and it can take six to nine months to process. You should submit your evidence to the GMC who will forward on to the Royal College for consideration. You will be advised that you will hear an outcome within 3 months. You cannot be considered for a substantive appointment during this process, you must be on the specialist register.

Applications from doctors with appropriate specialist training and experience who are not listed on the GMC Specialist Register can be considered for a locum consultant post (up to two years) if no substantive consultant appointment is made. Whilst in locum employment, an application to obtain a CESR and entry onto the Specialist Register can be made.

Further information can be obtained at <https://www.gmc-uk.org/registration-and-licensing/the-medical-register/a-guide-to-the-medical-register/specialist-registration>.

Section – Job Plan

NHS Highland Health Board.

Job plan for Dr Consultant, Vacancy in Obstetrics & Gynaecology

Basic Information

Job plan status	In 'Discussion' stage
Appointment	Part Time
Cycle	Rolling cycle - 8 weeks
Start Week	1
Report date	14 Jun 2021
Expected number of weeks in attendance	42 weeks
Usual place of work	*Raigmore Hospital, Inverness
Basic part-time PAs per week	5
Alternate employer	None Specified
Contract	2008
1 PA of premium time equates to	4 hours
Private practice	No

Hours Breakdown

	Main Employer PAs	Core PAs	EPA PAs	Total PAs	Core hours	EPA hours	Total hours	Premium hours
Direct Clinical Care (DCC)	4.012	4.012	0.000	4.012	16:02	0:00	16:02	0:00
Supporting Professional Activities (SPA)	0.655	0.655	0.000	0.655	2:37	0:00	2:37	0:00
Additional NHS Responsibilities (ANR)	0.143	0.143	0.000	0.143	0:34	0:00	0:34	0:00
Total	4.810	4.810	0.000	4.810	19:13	0:00	19:13	0:00

On-call summary

Rota Name	Location	Weekday Freq	Weekend Freq	Level	Supplement	PAs
On-call Rota	*Raigmore Hospital, Inverness	8	0	1	3%	0.000

Type	Normal	Premium	Cat.	PA
			Total:	0.000
Predictable	0:00	0:00	DCC	0.000
Unpredictable	0:00	0:00	DCC	0.000

The total PAs arising from your on-call work is:	0.000
Your combined frequency is:	9.05
Your availability supplement is:	3% (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?	*Raigmore Hospital, Inverness
What is your on-call classification?	1
Weekday work	
What is the frequency of your weekday on-call work?	1 in 8.00
Do you work your weekday on-call on a specific day?	Sunday
	Predictable Unpredictable
What are your average hours of emergency work per weekday on-call?	00:00 00:00
How much of this takes place between 20:00 & 08:00? (premium time)	00:00 00:00
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 0.00
	Predictable Unpredictable
What are your average hours of emergency work per weekend on-call?	00:00 00:00
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: Mrs Corrigan, Donna	Name: Mrs Corrigan, Donna	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	3.423 0.000	13:42 0:00
	Mon	08:00 - 12:30		Theatre - obstetric Comments: pre-op / obs handover / CS / post op	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	26	0.696	2:47
	Tue	09:00 - 12:30		Fetal Medicine	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	0.875	3:30
	Tue	13:00 - 14:00		MDT meeting Comments: gynae radiology	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	6	0.036	0:09
	Tue	13:30 - 15:30		CPD - clinical educational meeting internal	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	24	0.286	1:09
	Tue	15:30 - 17:30		Meetings - departmental	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	8	0.095	0:23
	Wed	13:30 - 17:00		Clinic - antenatal Comments: ANC	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	24	0.500	2:00
	Thu	09:00 - 12:30		Fetal Medicine	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	0.875	3:30
	Thu	12:30 - 13:30		MDT meeting Comments: Obstetrics and Paediatrics	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	10	0.060	0:14

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	
							Total:	Core EPA Replaced	1.387 0.000 (0.000)	5:31 0:00 (0:00)
	15:00	0:00	Personal Appraisal / Revalidation	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	1	0.089	0:21	
	10:00	0:00	Job planning	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	1	0.060	0:14	
	1:00	0:00	Clinic - antenatal Comments: Postnatal debriefs - ad hoc - mostly Wed pm	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	10	0.060	0:14	
	1:00	0:00	Fetal Medicine Comments: ad hoc scan fetal medicine counselling	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	12	0.071	0:17	
	1:00	0:00	Bereavement visits Comments: Fetal loss bereavement clinic - ad hoc arrangements	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	12	0.071	0:17	
	1:00	0:00	Ward Work/Emergency Referrals Comments: Obstetric triage unit, prenatal counselling, ECVs,	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	24	0.143	0:34	
	1:00	0:00	Admin - general Comments: ANC admin /GP phone calls/emails/letters, midwifery phone calls/emails, patient phone calls/emails/letters, admin from complaints	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	0.250	1:00	
	0:30	0:00	Clinical Supervision P/G (GMC recognised Role) Comments: Clinical supervision / WBA's	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.125	0:30	
	4:00	0:00	Admin - non clinical (please specify) Comments: Assist departmental activity re critical incident reviews / significant complaints.	NHS Highland Health Board.	*Raigmore Hospital, Inverness	ANR	6	0.143	0:34	
	0:45	0:00	Admin - general Comments: Fetal Medicine Admin	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	84	0.375	1:30	

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.

Resources

Staff

Equipment

Clinical Space

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	<ul style="list-style-type: none"> • Full GMC registration • ATSM in Advanced Labour Ward Practice or equivalent • Car driver with full driving licence 	<ul style="list-style-type: none"> • Qualification in Medical Education • Further higher degree (MD / PhD/MSc or equivalent) • Distinction, prizes, awards, scholarships and other degrees • Complementary ATSM's/ sub- specialty training.
2. GMC/Specialist Registration	<ul style="list-style-type: none"> • Applicants should hold full GMC registration with a licence to practice. 	
3. Clinical Experience	<ul style="list-style-type: none"> • Comprehensive clinical training and experience in general obstetrics and gynaecology • Experience of working in Obstetrics and Gynaecology within the NHS • Recent 'hands on' experience and expertise in intra-partum care • Ability to offer an expert clinical opinion in the specialty • Ability to take independent responsibility for the clinical care of patients 	<ul style="list-style-type: none"> • ALS • MOET • ALSO
4. Teaching & Training	<ul style="list-style-type: none"> • Experience of undergraduate teaching and postgraduate training • Experience of supervising junior medical staff • Ability to teach clinical, practical and non-technical skills 	<ul style="list-style-type: none"> • Teaching qualification • Clinical supervision course (NES or equivalent) • Experience in simulation training • Experience in OSCE

	<ul style="list-style-type: none"> • Experience in clinical skills assessments 	examination
5. Research & Audit Experience	<ul style="list-style-type: none"> • Understanding of the principles and application of clinical research • Knowledge of latest key research findings in obstetrics & gynaecology • Understand the role of clinical audit within service and show evidence of participation • Evidence of contribution to effective clinical audit and clinical risk management 	<ul style="list-style-type: none"> • Evidence of original peer-reviewed research
6. Staff Management	<ul style="list-style-type: none"> • Evidence of understanding the role of clinical management • Ability to bring about improvements in quality of care for patients • Computer skills • Evidence of clinical guideline development 	<ul style="list-style-type: none"> • Evidence of management and administration training/experience • Appraisal training
7. Team Working & Interpersonal Skills	<ul style="list-style-type: none"> • Commitment to clinical excellence • Commitment to share duties and responsibilities for planning, management and development of professional services. • Commitment to CPD • Ability to integrate within, motivate and provide professional lead in multidisciplinary team • Ability to work as an effective member of a multidisciplinary team • Good communication skills with colleagues, GPs, midwives, nurses, patients, relatives and other agencies • Alignment with the Board's policies and procedures • Ability and willingness to take equal share in the on-call rota • Ability and willingness to work flexibly for prospective cover. 	<ul style="list-style-type: none"> • Potential for personal development initiative

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 IN OBSTETRICS AND GYNAECOLOGY
Type of Contract	Permanent Part Time 0.5WTE
Location	Raigmore Hospital, Inverness
Salary	£84,984 - £112,925 per annum pro rata 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. Your salary will be credited monthly, in arrears, at 1/12th of the annual rate to an account at a bank/building society of your choice on the 27 th of each month.
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	Prior to commencement in post, successful candidates must have full registration with the General Medical Council, a licence to practise
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.

Rehabilitation of Offenders Act 1974	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.
Medical Fitness	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. Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.
Right to Work	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 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.
Annual Leave & Public Holidays	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.
Superannuation	New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme.
Notice	The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.
Removal Expenses	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.
Private Residence	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.
Identity Badge Policy	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..
Smoke Free Policy	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.
Confidentiality	<p>In the course of your duties you may have access to confidential 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>
Scottish Workforce Information Standard System (SWISS)	<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>