

# **Salaried OOH (Out of Hours) GP Badenoch & Strathspey**

**Information Pack  
MS15065913**

**APPOINTMENT OF OUT OF HOURS SALARIED GENERAL PRACTITIONER  
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 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:** Maria Dickson. Email: [maria.dickson1@nhs.scot](mailto:maria.dickson1@nhs.scot)

## 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: MS15065913

Closing date: 5<sup>th</sup> September 2021

For further information on NHS Highland, please visit our website on [www.nhshighland.scot.nhs.uk](http://www.nhshighland.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](#).***

Please contact [rosemary.gray2@nhs.scot](mailto:rosemary.gray2@nhs.scot) for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

## Section 2 – Advert

**Badenoch & Strathspey**  
**Salaried Out of Hours General Practitioner**  
**£94,648 - £113,621 per annum pro rata**  
**Permanent**  
**23.5 hours**

The Out of Hours Service in Badenoch and Strathspey is delivered by a team of GPs, nurses and drivers. Based in Aviemore, the service covers the whole of the Badenoch and Strathspey locality and delivers care to people in their own homes, and in the Urgent Care Centre.

We are seeking to recruit a part-time GP on a permanent basis.

This is an exciting time to join the service, which will move to the new Badenoch and Strathspey Hospital when it opens later this year.

Short-listed applicants will be contacted by email. Please check your emails regularly, including your junk/spam folder.

Informal enquiries to: Maria Dickson email: [maria.dickson1@nhs.scot](mailto:maria.dickson1@nhs.scot)

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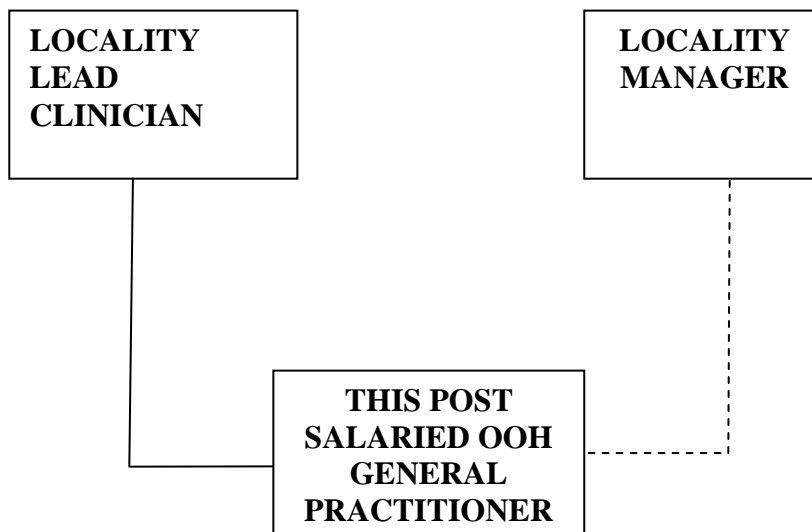
## Section 3 – Job Information

<b>JOB TITLE:</b>  Salaried OOH (Out of Hours) GP	<b>DEPT/DIRECTORATE:</b>  NHS Highland Out of Hours Service (Unscheduled care Service)
<b>ACCOUNTABLE TO: District Manager</b>	
<b>HOURS OF DUTY:</b>  OOH Mon-Fri 1800-0800 Sat-Sun 0800-1800hrs and/or 1800-0800hrs) including Public Holidays	<b>SALARY:</b> Pro-rata Salaried GP's £81,229 to £91,564 (Mon- Fri 0800-1800)  OOH £94,648 - £113,621  Based on experience post GP qualification
<b>LOCATION:</b> Aviemore Out of Hours, Aviemore Medical Practice, Badenoch & Strathspey	
<p><b>2. JOB PURPOSE:</b></p> <p><b>Role Context</b></p> <p>The role is based in Aviemore PCEC(OOH department) providing Unscheduled Primary-care, responsible for the Out of Hours patients covering the Badenoch &amp; Strathspey area. Treating and providing medical care to patients in their homes, Community Hospitals, in the community and in-PCEC and Accident &amp; Emergency as required.</p> <p>This is an innovative and developing service that integrates all emergency and unscheduled care into a single service.</p> <p>You will be expected to work under the direction of the Lead Clinician to maintain quality standards, develop and initiate systems of working and encourage and promote clinical governance.</p> <p><b>Role Purpose</b></p> <p>To provide patients with the wide range of medical response encountered &amp; required in the OOH period. Deal with the wide range of work encountered in Out of Hours Service. You will be expected to undertake &amp; maintain training and annual medical updates to ensure continued clinical competence in your role.</p> <p>You will be expected to work with the Clinical Director and any Clinical Lead for OOH to maintain quality and standards, develop and initiate systems of working, encourage and promote clinical governance.</p>	

### 3. DIMENSIONS:

- The service covers the Badenoch and Strathspey areas, cover Aviemore, Grantown, Kingussie and all surrounding villages
- The postholder will be based in the PCEC in Aviemore, but will be required to work in a variety of locations across the area, including patients' homes, primary care premises and, potentially, neighbouring localities as part of the unscheduled primary care role, via HUB.
- The post holder will be expected to provide the full range of General Medical Services during the agreed period of duty. This will include patients presenting to the Out of Hours (OOH) service, OOH care to in-patients and support to the Accident and Emergency. The post holder will see and treat all patients as appropriate to their skills
- Within the established parameters of Primary and Accident and Emergency Care, the post holder will support and direct where necessary other professionals, i.e. nurse practitioners, nursing staff, as required.
- The doctor will work from base within Aviemore Medical Practice. The employee would have an overarching contract with NHS Highland which would include the relevant terms and conditions of employment.

### 4. ORGANISATIONAL STRUCTURE:



Working relationship with -----

Reports to \_\_\_\_\_ **Locality manager: Margaret Walker**

## **5. ROLE OF THE DEPARTMENT:**

To provide high quality Unscheduled care services OOH and in-hours to the population of Badenoch & Strathspey. To assess, treat, transfer, admit or discharge as the clinical presentation demands. To maintain a close working relationship with the Emergency Medical Retrieval Service and other support agencies. The service aims to ensure that members of the public are directed to the appropriate level and location of care at all times.

This post is based at Primary Care Emergency Centre(PCEC), within Aviemore Medical Practice. You will be working as part of a multidisciplinary team of Salaried GP, Emergency Nurse Practitioners, AHP and Scottish Ambulance Service personnel. You will be involved in consultations involving the full range of unscheduled care. This will include self-referrals and those referred to the PCEC via NHS24 and home visits as requested by NHS24 in conjunction with covering community Ian Charles and St Vincent's Hospitals. A range of hours are available. Annual leave entitlement is 6 weeks per year, plus 10 public holidays per annum (pro rata for part-time staff).

## **6. KEY RESULT AREAS: Within the post you will be expected to:**

1. Provide, as part of a small multi-disciplinary team, high quality medical services to the public in line with local and national priorities.
2. Provide consultation and appropriate clinical management of patients attending the PCEC/A&E Department.
3. Where clinically indicated, provide consultation and appropriate management for patients during a home visit. Equipment will be provided for home visits.
4. NHS 24 will perform the majority of telephone triage for OOH patients; however the GP will provide additional telephone triage as required, consultation and appropriate management of patients contacting the service directly.
5. Develop and encourage positive working relationships with local GP Practices, housing, social work, voluntary services, drug and alcohol, mental health, dental, secondary care and other appropriate services.
6. Work in collaboration with nursing and community hospital colleagues and Scottish Ambulance Service as necessary following agreed protocols to ensure a joint approach.
7. Provide appropriate clinical responses and treatment for in-patients at St Vincents Community Hospital and Ian Charles Community Hospital during the OOH period and Public Holidays.
8. Keep contemporaneous, accurate records of all patient contacts utilising electronic data recording and audit systems. This will include use of the OOH patient management system,

Adastra and any Casualty Department system plus any other system developed in the future.

9. Identify NHS Highland's organisational strategies, objectives, policies and philosophy and encompass these in working practice.
10. Pursue continuing professional and personal development.
11. Participate in development activity and projects within the service, including development/review of protocols, documentation, clinical governance, audit activity, significant event analysis, training and research.
12. Participate in the education and training of students and other professionals as required, including the provision of supervision and mentoring for trainee Unscheduled Care Practitioners.
13. The duties of the post will evolve and change as the service develops and the salaried GP will be expected to perform duties commensurate with the post as it develop
14. Be a participant in the provision of OOH care for the area.
15. Develop a Personal Development Plan to include skill areas of clinical expertise.
16. Adopt a personal life-long learning culture.
17. Be fully involved in annual appraisal as dictated by NHS Highland and GMC.
18. Work and practice at all times in accordance with the GMC Code of Professional Conduct.
19. Actively demonstrate a positive approach to sustaining and development personal and professional knowledge required to undertake the role.

## **7. ASSIGNMENT AND REVIEW OF WORK:**

- Post holder is required to adhere to the protocols laid down by the service.
- Post holder will be expected to liaise with the HUB and colleagues in Community Hospitals and respond to all OOH requirements
- Post holder will be expected to liaise with the Locality Lead Clinician/District Manager and over any clinical or operational issues as appropriate.
- Post holder is expected to participate in an annual job plan review which will include a Personal Development Plan.
- As an employee of NHS Highland you will be covered by Crown Indemnity, but the post holder is advised to take additional personal cover with an appropriate Medical Defence organisation

## **8. COMMUNICATIONS AND WORKING RELATIONSHIPS:**

<b>Internal</b>	Locality/District Manager Locality Lead Clinician Clinical Service Manager Nursing staff Local GPs Members of Primary Care Teams Senior Managers and Clinicians of NHS Highland and NHS GG&C Other out of hours staff
<b>External</b>	NHS24 Scottish Ambulance Service General public Managers and clinicians across NHS Highland and NHS GG&C

## **9. HOURS OF WORK(OOH)**

Mon-Fri 1800-0800  
Sat-Sun 0800-1800 or 1800-0800  
Public Holidays

## **10. QUALIFICATIONS AND /OR EXPERIENCE SPECIFIED FOR THE POST BY THE EMPLOYING AUTHORITY:**

- Mb CHb or equivalent qualification
- Vocational training in General Practice
- Minimum five years experience
- Emergency Care experience/qualifications
- Anaesthetic experience.
- Full Registration with GMC and included on providers list
- Computer Literacy
- Full clean driving licence
- Ability to work as part of a team but also with capabilities to work under own direction
- Expert communicator possessing influencing and negotiation skills

### 11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB:

The post holder will have a high degree of autonomy in providing patient care within locally agreed and nationally guided standards. The key challenges will be:

- Providing a wide range of medical expertise in an unscheduled care environment.
- Updating clinical skills and continuing professional development.
- Gaining respect and developing and maintaining effective working relationships with a range of colleagues, Nurses and other Allied Health Professionals locally and nationally.
- Balancing your education and training demands with service demands, satisfying both within the resources available to you.

### 12. DECISIONS AND JUDGEMENTS:

- Primary-care Physician (Rural Practitioner) working mostly autonomously and with minimal supervision.
- Ability to recognise scope of personal abilities and clinical judgement.
- Ensure safety of practice at all times by liaison with other professionals and by adherence to national guidance and standards.

### 13. PHYSICAL DEMANDS OF THE JOB:

- Ability to work in a sustained and focused manner.
- Ability to make immediate decisions.
- Ability to cope with stressful situations.
- Resilience.

### 14. JOB DESCRIPTION AGREEMENT:

*This job description is not an exhaustive list of duties, but is intended to be a guide to the role.*

*The post holders may also be asked to undertake other appropriate duties, commensurate to grade, when necessary.*

Job Holder's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Section 4 – Terms and Conditions

## TERMS AND CONDITIONS OF SERVICE

### SALARIED OUT OF HOURS GENERAL PRACTITIONER

#### Appointment to, and tenure of, posts

1. Your appointment will be subject to the terms and conditions of service of Hospital & Community Medical and Dental Staff (Scotland) and current General Whitley Council Conditions of Service both as amended from time to time and the terms and conditions agreed locally with the BMA local negotiating committee. Copies of these may be seen at the Board's Personnel Department.
2. The successful applicant will be required to maintain full General Medical Council registration with a licence to practice at all times during their employment with NHS Highland. Post holders will be required to produce to NHS Highland evidence in the form of original documents to verify registrations, certifications and memberships as required before commencing duties and annually produce evidence of renewals as appropriate. Failure to maintain full GMC registration, including suspension or erasure from the Register and the imposition of conditions upon your registration will entitle NHS Highland to suspend you immediately from duty, usually with pay, pending investigation.
3. The successful applicants must be on or eligible for inclusion on the Primary Care Performers List for NHS Highland in accordance with the National Health Service (Primary Care Performers List (Scotland) Regulations 2004.

#### Basis of contract

4. Full-time general practitioners will normally be contracted to work for 40 hours per working week ("contracted hours"). You will be expected to cover all aspects of the rota including overnight work, daytime hospital work and weekend work.

A part-time practitioner shall be remunerated on a pro rata basis to a full-time practitioner's salary.

#### Additional sessions

5. NHS Highland may agree with a practitioner that he or she should undertake work, which is not specified in his or her Job Plan by way of additional nominal sessions or fractions thereof. The extra session(s) shall be remunerated on a pro rata basis to a full-time practitioner's salary. Any such agreement shall be reviewed when required but at least annually and will be terminable at three months' notice on either side.

## **Contractual duties of practitioners**

6. Out of hours salaried general practitioners will agree with the NHS Highland a Job Plan for the performance of duties under the contract of employment. The practitioner may be required to work at any of the surgery premises in the NHS Highland area and to provide primary medical services to patients of the Practice by way of (inter alia) surgeries, clinics and relevant administrative work together with such other duties as may be required by the NHS Highland in providing such services in accordance with the 1977 Act.
7. The commitments set out in the Job Plan may be varied with the agreement of the practitioner and NHS Highland. The Job Plan will be subject to review each year and revisions may be proposed by either the NHS Highland or the practitioner, who shall use their best endeavours to reach agreement on any revised Job Plan. Where agreement is not reached, and the NHS Highland notifies the practitioner of its intention to amend the Job Plan, the practitioner may require the proposed amendment to be determined in accordance with the NHS Highland's dispute resolution procedures.

## **Working Time Regulations**

8. Practitioners employed in salaried posts will have the basic rights and protections as the Working Time Regulations provide, as follows:
  - (i) a working time limit of an average working week of 48 hours a week which a worker can be required to work. The standard averaging period for the 48 hrs week is 17 weeks, but this can be extended to 26 weeks if the workers are covered by one of the "exceptions" or up to 52 weeks under a workforce agreement;
  - (ii) a working limit of an average of 8 hours work in each 24 hour period over an averaging period of 17 weeks, which night workers can be required to work;
  - (iii) a right for night workers to receive free health assessments;
  - (iv) a right to 11 uninterrupted hours rest in each 24 hour period;
  - (v) a weekly uninterrupted rest period of 24 hours or one uninterrupted rest period of not less than 48 hours in each 14 day period;
  - (vi) a right to a minimum 20 minutes' rest break where the working day is longer than 6 hours;
  - (vii) a right to 30 days paid leave per year for full-time practitioners.

## **Outside activities and private practice**

9. Practitioners may undertake private practice or other work, provided that it does not conflict with their Job Plan, and save by mutual agreement is not undertaken during the contracted hours.

## **Lecture fees (additional to those stated in the agreed Job Plan)**

10. Where a practitioner gives a lecture on a professional subject for which a fee is payable and the lecture is given in or substantially in contracted hours, the fee shall be paid directly to the NHS Highland or on receipt by the practitioner remitted to the NHS Highland. If a fee is payable for a lecture given substantially outside contracted hours the fee may be retained by the practitioner.

## **Publications, lectures, etc**

11. A practitioner shall be free, without prior consent of the NHS Highland, to publish books, articles, etc. and to deliver any lecture or speech, whether on matters arising out of his or her NHS service or not provided that the work is not undertaken during contracted hours.

## **Equipment**

12. Subject to the terms of this Agreement, where the practitioner is employed to work in an Out of Hours Treatment Centre, NHS Highland will use its best endeavours to ensure that they provide for use at the centre premises and maintain in good and substantial repair and condition, the under-mentioned equipment which is hereinafter referred to as "the equipment" (but excluding the personal equipment of the practitioner):

- (i) medical and other equipment, apparatus, instruments and implements customarily used in the exercise of the profession of Primary Medical Services Out of Hours;  
  
and
- (ii) all other furniture and things incidental to the exercise of the profession of medicine;

In exceptional circumstances you may be requested by NHS Highland to provide personal "equipment" as to 14(i) above.

## **Salary range and starting salaries**

13. OOHs Salaried GP pay scale to be applied for hours worked from 6pm to 8am weekdays and weekend days.

- £94,648 if less than 2 years service,
- £100,974 with more than 2 but less than 6 years service,
- £107,298 with more than 6 and less than 8 years service
- £113,621 with more than 8 years service

## **Disclosure of Criminal Convictions**

14. These posts are 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. In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, shortlisted candidates will be required to submit details of all convictions including those spent under the terms of the Rehabilitation of Offenders Act 1974. 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 interviews only the successful candidates will be subject to a PVG check by Disclosure Scotland. Offers of appointment will be made subject to satisfactory references, Disclosure Scotland screening and medical fitness as appropriate.

## Medical indemnity

15. 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, which can be provided by Human Resources upon request.

## Termination of employment

16. This Agreement shall be subject to termination forthwith by the NHS Highland (in line with NHS Highland employment procedures) if the practitioner:
- (i) has his/her name removed from the General Medical Register (except under section 30(5) of the Medical Act 1983);
  - (ii) conducts him/herself in a manner which results in his/her name being suspended from the Medical Register (except under section 30(5) of the Medical Act 1983 (whereby medical practitioners who have been written to at a certain address by the Registrar but no answer has been received from that address for six months, are erased from the Medical Register);
  - (iii) has his/her name removed or suspended from a list maintained under the List Regulations;
  - (iv) commits any gross or persistent breaches of the practitioner's obligations under this Agreement and such a power of determination shall be exercisable notwithstanding that on some earlier occasion the NHS Highland may have waived or otherwise failed to exercise its rights to termination under this clause; or
  - (v) is guilty of illegal substance abuse or habitual insobriety.

In considering the conduct of the practitioner with regard to the provisions of clause 36(iv) the NHS Highland shall have regard to the guidance contained in the General Medical Council's publication "Good Medical Practice" relating to the conduct of practitioners.

## Period of notice

17. The agreed minimum period of notice by both sides shall be three months.

## Personal and professional disciplinary procedures

18. The relevant Hospital Conditions of Service shall apply subject to the disciplinary procedures of the NHS Highland as they apply to medical staff or other employees.

Any grievance relating to their employment should be raised in the first instance with the appropriate General Manager and thereafter in accordance with NHS Highland's Grievance Procedure.

19. The relevant Terms and Conditions of Service for Hospital Medical and Dental Staff and Doctors in Public Health Medicine and the Community Health Service in Scotland shall apply subject to the disciplinary procedures of NHS Highland as they apply to Medical and Dental Staff or other employees.

## **Annual leave**

20. Full-time practitioners shall be entitled to 30 working days annual leave per annum. The leave year of practitioners shall run from the practitioners start date in employment unless local arrangements supersede this. Part-time practitioner's entitlement is pro-rata.

## **Public holidays**

21. You are entitled to 10 public holidays in each year. These are nominated by NHS Highland and for part-time practitioners the entitlement is pro-rata. There should be no planned work on any Public Holiday without prior arrangement with the General Manager.

## **General**

22. Practitioners shall notify NHS Highland when they wish to take annual leave, and the granting of such leave shall be subject to approved arrangements having been made for their work to be done during their absence. Approval should not be unreasonably withheld. Locums should be employed by NHS Highland where it is not possible for other practitioners to deputise for an absent colleague.

## **Sick leave**

23. The conditions of service provide for the operation of a scheme related to length of service. For all sick leave absences, you must inform the Lead Clinician as soon as possible on the first day of absence, or before, if possible. If an absence because of sickness continues beyond the third calendar day, a Self Certificate must be completed for the first seven consecutive days of absence and should be forwarded to the Lead Clinician. For absences of more than 7 days a Medical Certificate from a General Practitioner is required and should be forwarded at the earliest opportunity.

## **Expenses**

24. Expenses shall be paid at the rates appropriate to all NHS practitioner employees (as per all other NHS employees)

## **Study/professional leave**

25. Study leave will be granted for continuing professional development (CPD) purposes approved by the NHS Highland.

Practitioners will also be required to comply with the requirements for appraisal and revalidation annually through Primary Care Appraisal Systems. This will be arranged through Primary Care Lead Appraisal Advisor. Practitioners shall notify NHS Highland when they wish to take annual or study leave, and the granting of such leave shall be subject to approved arrangements having been made for their work to be done during their absence. Approval should not be unreasonably withheld. Locums should be employed by NHS Highland where it is not possible for other practitioners to deputise for an absent colleague. Practitioners are entitled to professional and study leave with pay as set out in the Terms and Conditions of Service which equates to two weeks per annum.

## **Special leave**

### **26. Special leave with and without pay**

The provisions of Special Leave are covered by the Pay and Conditions of Hospital Medical and Dental Staff and Doctors and Dentists in Public Health Medicine and the Community Health Service (Scotland) Terms & conditions of Service and shall apply along with NHS Highland PIN Policies, with the following qualifications:

- (i) Attendance at court as witness. For practitioners attending court as medical or dental witnesses such attendance is governed by paragraphs 30 to 39 and 40 to 42 of section 3 of the General Whitley Council Conditions of Service;
- (ii) Jury service. Normally medical and dental practitioners are entitled to be excused jury service;
- (iii) Contact with notifiable diseases. In general, the situation will not arise in the case of medical practitioners because of their professional position.

## **Maternity/Paternity leave**

**27.** The provisions listed temporarily at Appendix VI and Appendix VII for Maternity/Paternity Leave are covered by the Pay and Conditions of Hospital Medical and Dental Staff and Doctors and Dentists in Public Health Medicine and the Community Health Service (Scotland) Terms & Conditions of Service and shall apply along with NHS Highland PIN Policies, with reference to qualification.

## **Special leave for domestic, personal and family reasons**

**28.** The provisions listed temporarily at Appendix XI of Pay and Conditions of Hospital Medical and Dental Staff and Doctors and Dentists in Public Health Medicine and the Community Health Service (Scotland) Terms & Conditions of Service shall apply along with NHS Highland PIN Policies, with reference to qualification.

## **Local Medical Committees**

**29.** The LMC voluntary levy shall be paid by the NHS Highland and the method of payment will be agreed between NHS Highland and the practitioner.

## **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](http://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**

<b>Tier</b>	<b>Whole time equivalent pensionable earnings</b>	<b>contribution percentage rate</b>
1	Up to £18,936	5.2%
2	£18,937 to £23,228	5.8%
3	£23,229 to £28,891	7.3%
4	£28,892 to £56,266	9.5%
5	£56,267 to £79,801	12.7%
6	£79,802 to £117,960	13.7%
7	£117,961 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.

### **Removal/Relocation Expenses**

- 31 Assistance with removal expenses will be given in accordance with the NHS Highland Long or Short Term removal/relocation package, whichever is applicable to this post. For posts of a fixed term period of under 2 years, NHS Short Term Removals Policy will apply and only minimum costs of removal of basic effects and transport of the post holder and his/her spouse and/or dependants will be reimbursed. Before claiming any expenditure it is essential that the successful candidates contact Medical Staffing Department, NHS Highland before you make any arrangements relating to your move. Failure to do so may result in limited or no assistance being given. A copy of the policy is available from the Medical Staffing Department, please call 01463 705099 to request a copy or seek advise.

## Definitions

32 List Regulations means the National Health Service (General Medical Services Supplementary List) Regulations 2001 or any successor regulations which may from time to time be in force including comparable regulations applicable to the provision of personal medical services under the 1997 act.

NHS Employment means the total of the periods of employment by a National Health Service Trust, Primary Care Trust, Strategic Health Authority or Special Health Authority, or any of the predecessors in title of those bodies or the equivalent bodies in Wales, Scotland and Northern Ireland, together with the total number of the periods during which the practitioner provided or performed Primary Medical Services.

NHS Highland facilities means premises, accommodation, equipment and services provided by NHS Highland.

Practice means the practice of one or more general practitioners together with others as the case may be providing Primary Medical Services in the area of NHS Highland, together with a Practice providing Primary Medical Services operated by NHS Highland.

Primary Medical Services means medical services which are either provided as personal medical services pursuant to the provisions of the 1997 Act or general medical services provided pursuant to the provisions of the 1977 Act or any equivalent services provided by NHS Highland.

Regulations mean Regulations and Direction from time to time in force pertaining to the provision of primary medical services.

Reckonable Service commences from date of appointment to a recognised pre-registration training post