

**Consultant in Neuro-
Rehabilitation Medicine
Raigmore Hospital**

**Information Pack
MS15072654**

**APPOINTMENT OF CONSULTANT INFECTIOUS DISEASES
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:

Dr Barbara Chandler – Clinical Lead Neuro Rehabilitation
Medicine, Tel 01463 704393, Email
barabara.chandler1@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: **MS15072654**

Closing date: **22nd November 2021**

Please contact meghan.mackenzie@nhs.scot 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

**NHS HIGHLAND
CONSULTANT IN NEURO-REHABILITATION MEDICINE
ROYAL NORTHERN INFIRMARY OFFSITE REHAB UNIT AND RAIGMORE HOSPITAL,
INVERNESS**

**1 x part-time (6 PA) permanent post
£82,699 - £109,849 per annum**

Applications are invited for this Consultant post in the Neuro-Rehabilitation Department in NHS Highland based within Inverness.

This is an exciting opportunity to work within NHS Highland to help develop our service and to take on this new role within the Neuro Rehabilitation Team. With easy access to coast, mountains and glens, Inverness in the Scottish Highlands is one of the fastest growing cities in Europe and offers an unrivalled quality of life with a huge range of leisure and sporting opportunities.

The post offers a new opportunity to develop a neurological rehabilitation unit for stroke and neurological patients in Inverness. Patients will be transferred to the unit once they are medically stable and able to engage in an inter-disciplinary programme of rehabilitation. There are close links with the community rehabilitation team within Inverness and with the teams across Highland. There is a well developed virtual network with excellent IT support.

The post-holder would be responsible for sharing in the development and future vision of the service along with other members of the team. There will be close links with the stroke unit, neurological trauma team and neurosciences department.

The post-holder will join the existing neuro-sciences department and access the regular educational meetings and specialist meetings for specific patient groups such as head injury and functional disorders.

The job will involve work in inpatient units at Raigmore Hospital and the Royal Northern Infirmary (RNI) outpatient and community settings. The post holder will be involved in assessing patients prior to transfer to the new neuro-rehabilitation unit, liaising closely with the Stroke team and providing specialist advice for neurological rehabilitation patients on other wards. The latter work is shared with other members of the neuro-rehabilitation team.

The role will involve providing and developing the neurological rehabilitation and stroke rehabilitation services in Highland, working collaboratively with the current specialists based at Raigmore Hospital and covering community hospitals across the Highland Health and Social Care Partnership area and there will be shared cover for periods of leave. This post can be adapted to suit the individual candidate. There would also be scope for opportunities within medical education, involvement in the medical admissions rota and Acute Medicine or Stroke. It is essential that applicants are on the Specialist Register or be within six months of obtaining their CCT at date of interview. The hours and job plan for this post can be discussed on an individual basis.

Informal enquiries will be welcomed by Dr Barbara Chandler, Clinical Lead Neuro Rehabilitation Medicine, Tel 01463 704393, Email barabara.chandler1@nhs.scot or Dr Ashish MacAden – Consultant Stroke and Rehabilitation Medicine. Tel 01463 705432 Email ashish.macaden@nhs.scot

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

Section 3 – Job Information

The Area and the Hospital

The Highlands is an area of outstanding natural beauty offering a range of leisure and sporting opportunities throughout the year. The city of Inverness is the administrative and cultural centre for the Highland Region, and is vibrant and rapidly expanding. Inverness is compact but has all the amenities of a modern city, including well established road, rail and air links, including daily return flights to London. Schools in the Highlands are rated very highly.

Raigmore Hospital, Inverness, is the main District General Hospital for the NHS Highland Health Board area. It serves, together with several smaller outlying hospitals, the largest Health Board area in the UK comprising the counties of Caithness, Sutherland, Ross and Cromarty, Inverness, Nairn, Argyll and Bute, and Moray. It also provides certain services to the Western Isles Health Board (Outer Hebrides) – the total population covered being about 246,000. The hospital was commissioned in 1985, and contains a more than 400 beds. It is equipped to a very high standard.

The Department of Medicine encompasses all major specialties. Raigmore Hospital is a Cancer Centre. Investigation facilities at the hospital include an excellent radiology department with 2 MRI and 2 CT scanners, ultra-sound, diagnostic and interventional arteriography and coronary angiography together with a wide range of other interventional/therapeutic procedures. There is a comprehensive cardio-respiratory investigation department, nuclear medicine service and medical physics department. There are excellent in-house laboratory services and a regional Blood Transfusion Service. The comprehensive regional IT system includes results reporting, discharge documentation and clinical information support. There are educational facilities in the adjacent Centre for Health Sciences.

The Post

The job will involve work in an inpatient unit at Raigmore Hospital and the Royal Northern Infirmary (RNI) work in outpatient and community settings. The post holder will be involved in neuro-rehabilitation and will have responsibility to manage inpatient neuro-rehabilitation, along with other stroke and rehabilitation medicine consultants.

The role will involve providing and developing the neurological rehabilitation and stroke rehabilitation services in Highland, working collaboratively with the current specialists based at Raigmore Hospital and covering community hospitals across the Highland Health and Social Care Partnership area and there will be shared cover for periods of leave

The post holder will be expected to jointly run specialist rehabilitation clinics and liaise closely with the wider rehabilitation team including physiotherapy, occupational therapy, orthotics etc. The post holder will liaise with the Highland medical education centre for undergraduate teaching. The post holder will be encouraged to develop research and work with NHS Highland Research, Development and Innovation to take forward existing work in stroke management. There are a number of exciting national projects in stroke and rehabilitation and the post holder will have the opportunity to engage with these including the Scottish Stroke Audit, the Scottish Acquired Brain Injury Network, the Scottish Intra-theal Baclofen Forum, the Scottish Major Trauma network and others.

The consultant will work alongside three Stroke and Rehabilitation consultants. The permanent medical staff is as follows:

Dr G Williams	Consultant in Stroke and Clinical Lead
Dr B Chandler	Consultant in Rehabilitation Medicine
Dr M Peirse	Consultant in Stroke and Rehabilitation Medicine

Main responsibilities

- The post holder will help integrate the clinical development of the stroke and rehabilitation units in the Highlands including Raigmore Hospital - 22 stroke beds, 8 rehabilitation beds and outpatient services.
- The post holder will share a role in supporting the ongoing business and management challenges that arise in running the units and its interactions with SSCA, SABIN, STN and other bodies.
- The post holder will undertake appropriate local and peripheral outpatient clinics, ward rounds, MDT and family meetings for the stroke and rehabilitation units.
- The post holder will collaborate with colleagues and contribute to research, development in the Highlands and beyond.
- The post holder will supervise and teach medical students, junior doctors, physician's associates and other students.
- The post holder will be committed to undertake and support audit and the tenets of clinical governance within NHS Highland.
- The post holder will be required to meet, as a minimum, the requirements of their Royal College as required for revalidation.

Management responsibilities

- The successful applicant will be expected to work with local managers and professional colleagues to ensure the efficient running of services.
- The post holder will be expected to comply with the Health Board annual revalidation/appraisal process.
- The post holder will support NHS Education for Scotland's Secondary Medical appraisal programme.

Research

The post-holder would be expected to continue commitments to existing research projects and develop research projects related to stroke and rehabilitation.

Teaching

All consultants are expected to take part in undergraduate teaching during their normal clinical work.

The Medical Unit

The Department of Medicine manages approximately 8,000 admissions per year, of which most are acute emergencies. In addition, there are around 3,000 outpatient attendances and 1,000 day cases annually. There are 33 Consultant Physicians in charge of 220 beds as follows:

- 30-bed medical receiving ward, Coronary Care Unit (6 beds) and Medical High dependency Unit (6 beds).
- Five general medical wards with a total of 148 beds (including 3 control of infection cubicles)
- 15-bed elderly assessment ward
- 8-bed young rehabilitation unit.
- 22-bed stroke unit

1. JOB IDENTIFICATION

Job Title: Consultant in Neuro Rehabilitation Medicine

Department(s): Royal Northern Infirmary / Raigmore Hospital – Neuro Sciences Department

Hours of Work: Part time, 0.6 WTE.

Remuneration: Salary range from £82,699 - £109,849 per annum pro rata.
Actual starting point dependent on relevant experience.

2. JOB PURPOSE

Role Context

The role will involve providing and developing the neurological rehabilitation and stroke rehabilitation services in Highland, working collaboratively with the current specialists based at Raigmore Hospital and covering community hospitals across the Highland Health and Social Care Partnership area and there will be shared cover for periods of leave

Role Purpose

The post holder will help integrate the clinical development of the stroke and rehabilitation units in the Highlands including Raigmore Hospital - 14 stroke beds, 12 rehabilitation beds and outpatient services. The post holder will share a role in supporting the ongoing business and management challenges that arise in running the units and its interactions with SSCA, SABIN, STN and other bodies.

The post holder will undertake appropriate local and peripheral outpatient clinics, ward rounds, MDT and family meetings for the stroke and rehabilitation units. The post holder will collaborate with colleagues and contribute to research, development in the Highlands and beyond.

The post holder will supervise and teach medical students, junior doctors, physician's associates and other students. The post holder will be committed to undertake and support audit and the tenets of clinical governance within NHS Highland.

The post holder will be required to meet, as a minimum, the requirements of their Royal College as required for revalidation.

3. ORGANISATIONAL POSITION

Working Relationship:- Works within the Neuro Rehabilitation MDT

Reports to:- Neuro Sciences Clinical Lead

Professionally accountable: NHS Board Medical Director

4. SCOPE AND RANGE

It is anticipated that the successful candidate will work a 6 PA contract.

5. MAIN DUTIES/RESPONSIBILITIES

Raigmore Hospital

Provide day to day care of patients with Neuro Rehabilitation needs within the RNI and Raigmore.

Support undergraduates.

Interpersonal Skills

- Support and encourage doctors in training and nursing staff.
- Function in a holistic manner in dealing with patients.
- Support and supervise undergraduates attached to the department
- Encourage an environment of team work with colleagues

Personal Professional Development

- Develop a Personal Development Plan to include skill areas of clinical expertise
- Adopt a personal life-long learning culture
- Be fully involved in annual appraisal as dictated by NHS Highland and GMC

Professional Issues

- Work and practise at all times in accordance with the GMC code of Professional Conduct.
- Actively demonstrates a positive approach to sustaining and developing personal and professional knowledge required to undertake own role.

KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- Resuscitation skills
- Excellent diagnostic ability including radiological
- Inpatient management skills and experience
- Awareness of own limitations and those of unit
- Planning and organisation
- Prioritisation and management of risk

- Influencing, listening and communication skills
- Diplomacy and trust building
- Training/Supervision and mentoring skills

- Literature updates
- Critical appraisal skills
- Awareness of national standards of care

- In-depth knowledge of professional code of conduct.
- Advocacy
- Creative thinking
- Negotiation skills
- Motivational skills
- Dealing with complexity and contentious information
- Effective communication skills
- Ability to work across organisational boundaries.

6. SYSTEMS AND EQUIPMENT

- PC and Microsoft office – Operational work.
- Email system – Day to day communications
- Intranet / Internet – Source of reference material and NHS Highland protocols
- Laboratory Computer interface for results of patient tests
- Resuscitation equipment

<p>7. DECISIONS AND JUDGEMENTS</p> <ul style="list-style-type: none"> • Doctors capable of working mostly autonomously and with minimal supervision once established in the post. • Ability to recognize 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 	
<p>8. COMMUNICATIONS AND RELATIONSHIPS</p> <ul style="list-style-type: none"> • Responsible for partnership working, involving all staff at the earliest opportunity to influence change if required and provide most efficient, effective and safe service • Collaborate with a range of colleagues locally 	<p>KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED</p> <ul style="list-style-type: none"> • Leadership and relationship building • Effective communication skills • Effective interpersonal skills • Good negotiation skills • Clinical Management skills • Influencing skills • Teaching/supervision and mentoring desirable
<p>9. PHYSICAL DEMANDS OF THE JOB</p> <ul style="list-style-type: none"> • Ability to work in a sustained and focused manner • Ability to make immediate decisions • Ability to cope with stressful situations • Resilience 	

<p>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</p> <p>The Consultant will have a high degree of autonomy in providing patient care within the infectious diseases service. The key challenges will be:</p> <ul style="list-style-type: none"> • Providing care to a patient group with complex medical needs • Updating and developing clinical skills and continuing professional development • Balancing your education and training demands with service demands, satisfying both within the resources available to you
<p>11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</p> <ul style="list-style-type: none"> • Current full General Medical Council registration with a licence to practice for the duration of your post • Specialist knowledge of Neuro Rehabilitation • Computer Literate • Expert communicator possessing influencing and negotiation skills

Section 4 – Job Plan

Sample Job Plan

1PA For ward round at RNI and any follow up

1PA for MDT and follow up from MDT

1PA Liaison work at Raigmore to see potential patents for referral to the NRU (neuro-rehabilitation unit)

1PA Outpatient clinic at Raigmore

1PA General admin and special interest – could involve liaising with the stroke units at peripheral hospitals

1SPA

There will be flexibility to adapt the Job Plan according to the ongoing development of the post.

b) Activities which are not undertaken at specific locations or times

Due to the nature of the specialty, all of the above activities are representative and maybe subject to change to meet service demands.

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	<p>Recognised medical degree.</p> <p>GMC Registration with a licence to practise.</p> <p>Specialist Registration on the GMC Register for Neuro Rehabilitation or be within six months of obtaining their CCT at date of interview.</p>	<p>Membership of the British Society of Rehabilitation Medicine.</p> <p>MRCP / Equivalent Higher degrees or qualifications</p> <p>Research experience and academic positions</p>
2. Clinical Experience	<p>Comprehensive training and experience in Neuro Rehabilitation</p>	<p>Experience with Tele-medicine clinics</p> <p>Experience with providing rehabilitation services to a major trauma unit for traumatic brain injury, experience with</p> <p>Community based rehabilitation.</p>
3. Knowledge	<p>Demonstrate extensive knowledge of Neuro Rehabilitation</p> <p>Demonstrable understanding & acceptance of the principles of Clinical Governance</p> <p>Awareness of new developments in the specialty with ability to critically assess the impact of these on the service.</p> <p>Clinical Audit</p> <p>Computer confident</p>	<p>Experience of Stroke Rehabilitation will also be considered</p>

<p>4. Skills and Attributes</p>	<p>Good command of English language, (oral & written).</p> <p>Hold PLAB or equivalent (if appropriate)</p> <p>Good communicator</p> <p>Good presentation skills</p> <p>Ability to get on with and work with others as part of a team</p> <p>Ability to manage stressful situations</p> <p>Time management skills</p>	<p>Management ability and understanding (or willingness to learn)</p> <p>Willingness to undertake additional professional duties at local level</p> <p>Teaching ability and willingness to teach</p>
<p>5. Other</p>	<p>Must undergo annual consultant appraisal.</p> <p>Must register with the RCP CPD scheme and commit to undertaking CPD to meet service needs</p> <p>Must hold or be capable of obtaining a UK work permit (if appropriate)</p> <p>Must be physically & mentally capable of undertaking the duties of the post</p> <p>Must be self-motivated</p> <p>Must have a flexible approach to working</p>	<p>Hold a valid UK driving licence</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 Neuro-Rehabilitation Medicine
Type of Contract	Part time Permanent
Location	Raigmore Hospital
Salary	£82,699 - £109,849 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.
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	Prior to commencement in post, successful candidates 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. 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 Short 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 Smoke free 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 out with 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>