

**Clinical Fellow
Specialty Registrar
Belford Hospital**

**Information Pack
MS12080718**

**APPOINTMENT OF CLINICAL FELLOW SPECIALTY REGISTRAR
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:

Dr Karen Le Ball, Clinical Director for Belford Hospital
Karenleball@nhs.scot or 0782583184

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: MS12080718

Closing date: 4th January 2022

For further information on NHS Highland, please visit our website on 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 mary.urquhart1@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

Section 2 – Advert and Job Description

**NHS HIGHLAND
CLINICAL FELLOW SPECIALTY REGISTRAR x2
BELFORD HOSPITAL, FORT WILLIAM
FULL TIME**

£34,901 to £46,173 plus Band Supplement 1A 50%

2nd February 2022 to 2nd August 2022

Applications are invited for the post of Clinical Fellow Specialty Registrar at Belford Hospital, Fort William. The first post is to cover rotations in General Medicine, Emergency Medicine and General Surgery and the second post will cover General Surgery. Both posts are available from 2nd February 2022 to 2nd August 2022.

Belford Hospital is a busy remote, rural, acute hospital in Fort William. Situated at the foot of Ben Nevis which lies at the heart of the West Highlands of Scotland, it is an area of outstanding natural beauty and wide open spaces. There are opportunities for many winter and summer outdoor pursuits with nearby ski slopes, lochs, rivers and mountains. Fort William is only 100 miles north of Glasgow and 68 miles south-west of the city of Inverness.

The Belford Hospital has a 24 hour A&E Unit receiving many casualties from mountain accidents. It consists of a 17 bedded Combined Assessment Unit which receives acute medical and surgical cases and a two bedded high dependency unit. There is also a 15 bedded acute mixed/rehabilitation ward, which manages most long term conditions. There is a small community led maternity unit (supported from Raigmore Hospital or in extremis by Belford Surgeons & Anaesthetists) and a wide range of visiting specialist clinics. The Belford has an excellent on-site laboratory service providing basic biochemistry, haematology and cross-match services 24/7. There is also on site radiology with ultrasound scanning and CT facility. Working directly with Consultant staff, the post offers a wide range of experience.

Belford has its own Postgraduate Centre with full audio-visual facilities, where multi-disciplinary staff meetings and regular informal teaching sessions for juniors take place. Fort William is in an area of outstanding natural beauty with a wide range of outdoor activities available.

The Clinical Fellow post will not attract training recognition from the Post Graduate Dean but you will work alongside and receive similar experience to those on the training programme. If you have any specific training needs we will do our best to meet them. Further details about NHS Highland and the area we provide services to can be found at www.nhshighland.scot.nhs.uk

Informal enquiries may be made to Dr Karen Le Ball, Karenleball@nhs.scot or 0782583184

Closing Date for applications: 4th January 2022

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 – 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	MBBS or equivalent medical qualification	
2. Eligibility	<p>Be eligible for full registration with, and hold a current licence to practiceⁱⁱ from, the GMC at intended start dateⁱⁱⁱ</p> <p>Have evidence of achievement of foundation competences, in the three and a half years preceding the advertised post start date for the round of application, via one of the following methods:</p> <ul style="list-style-type: none"> • Current employment in a UKFPO-affiliated foundation programme; or • Having been awarded an FPCC (or FACD 5.2) from a UK affiliated foundation programme within the 3.5 years preceding the advertised post start date; or • 12 months medical experience after full GMC registration (or equivalent post licensing experience), and evidence to commence specialty training in the form of a <i>Certificate of Readiness to Enter Specialty Training</i>^{iv} <p>Be eligible to work in the UK</p>	
3. Fitness to Practice	Is up to date and fit to practice safely and is aware of own training needs.	
4. Language Skills	Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Medical Council ^{vi} .	
5. Health	Applicants must meet professional health requirements (in line with GMC standards / Good Medical Practice).	

<p>6. Career Progression</p>	<p>Be able to provide complete details of their employment history Have evidence that their career progression is consistent with their personal circumstances Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training by time of application Have notified the Training Programme Director of the Specialty Training Programme they are currently training in if applying to continue training in the same specialty in another region^{ix}. Not have previously relinquished or been released / removed from a core surgical training programme, except if they have received an ARCP outcome 1 or under exceptional circumstances^x. Not previously resigned, been removed from, or relinquished a post or programme with resultant failure to gain the award of a FPCC (FACD 5.2), except under extraordinary circumstances <i>and</i> on the production of evidence of satisfactory outcome from appropriate remediation^{xi}.</p>	
<p>7. Clinical Skills – clinical knowledge and expertise</p>	<p>Ability to apply sound clinical knowledge and judgement to problems Ability to prioritise clinical need Ability to maximise safety and minimise risk Recognition of, and ability to undertake the initial management of, an acutely ill patient Shows aptitude for practical skills, e.g. hand-eye coordination, dexterity, visuospatial awareness</p>	<p>Successful completion of relevant skills course(s)</p>

<p>8. Academic Skills</p>	<p>Demonstrates understanding of research, including awareness of ethical issues Demonstrates understanding of the basic principles of audit, clinical risk management, evidence-based practice, patient safety, and clinical quality improvement initiatives Demonstrates knowledge of evidence-informed practice</p>	<p>Evidence of relevant academic and research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements Evidence of involvement in an audit project, a quality improvement project, formal research project or other activity which:</p> <ul style="list-style-type: none"> ➤ focuses on patient safety and clinical improvement ➤ demonstrates an interest in and commitment to the specialty beyond the mandatory curriculum
<p>9. Personal Skills</p>	<p>Communication skills: Demonstrates clarity in written/spoken communication, and capacity to adapt language to the situation, as appropriate Able to build rapport, listen, persuade and negotiate.</p> <p>Problem solving and decision making: Capacity to use logical/lateral thinking to solve problems/make decisions, indicating an analytical/scientific approach.</p> <p>Empathy and sensitivity: Capacity to take in others' perspectives and treat others with understanding; sees patients as people Demonstrates respect for all.</p> <p>Managing others and team involvement: Able to work in multi-professional teams and supervise junior medical staff Ability to show leadership, make decisions, organise and motivate other team members; for the benefit of patients through, for example, audit and quality improvement projects Capacity to work effectively with others.</p> <p>Organisation and planning: Capacity to manage/prioritise time and information effectively Capacity to prioritise own workload and organise ward rounds Evidence of thoroughness (is well-prepared, shows self-discipline/commitment, is punctual and meets deadlines.)</p> <p>Vigilance and situational awareness: Capacity to monitor developing situations and anticipate issues.</p>	<p>Management and leadership skills: Evidence of involvement in management commensurate with experience Demonstrates an understanding of NHS management and resources Evidence of effective multi-disciplinary team working and leadership, supported by multi-source feedback or other workplace-based assessments Evidence of effective leadership in and outside medicine.</p> <p>IT skills: Demonstrates information technology skills.</p> <p>Other: Evidence of achievement outside medicine Evidence of altruistic behaviour, e.g. voluntary work Evidence of organisational skills – not necessarily in medicine, e.g. grant or bursary applications, organisation of a university club, sports section</p>

	<p>Coping with pressure and managing uncertainty: Capacity to operate under pressure Demonstrates initiative and resilience to cope with changing circumstances Is able to deliver good clinical care in the face of uncertainty</p> <p>Values: Understands, respects and demonstrates the values of the NHS (e.g. everyone counts; improving lives; commitment to quality of care; respect and dignity; working together for patients; compassion)</p>	
10. Probity – Professional Integrity	<p>Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality) Capacity to take responsibility for own actions</p>	
11. Commitment to specialty – learning and personal development	<p>Shows initiative/drive/enthusiasm (self-starter, motivated, shows curiosity, initiative) Demonstrable interest in, and understanding of, surgery Commitment to personal and professional development Evidence of attendance at organised teaching and training programme(s) Evidence of self-reflective practice.</p>	<p>Evidence of participation in extracurricular activities / achievements relevant to surgery throughout career progression. For example, membership to relevant surgical bodies/societies, attendance at relevant courses/conferences, surgical elective, logbook and undergraduate/postgraduate surgical projects etc.</p>

Section 4 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

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

Job Title	Clinical Fellow Specialty Registrar
Type of Contract	Full time Fixed Term
Location	Belford Hospital, Fort William
Salary	<p>The salary scale for this post (40 hours per week) is £34,901; £37,037; £40,020; £41,283; £43,998; £46,173 per annum pro rata (2021/2022 rates).</p> <p>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 27th of each month.</p>
Hours of Duty	<p>This post is offered at the banding of the post at the date of commencement which may vary from what the post is currently banded at. The terms and conditions of service as amended from time to time will apply to and govern this statement.</p> <p>The Clinical Fellow is also required to provide cover for Annual Leave and Study Leave and short periods of sick leave of colleagues.</p> <p>The Clinical Fellow accepts that he/she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant(s). It has been agreed between the professions and the Scottish Office that while juniors accept under this paragraph that they perform such duties it is stressed that additional commitments arising under this paragraph are exceptional and in particular that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.</p>

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.
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.

<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 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	The leave year shall run from date of taking up appointment and in a full year the postholder will be entitled to 28 or 33 days annual leave (dependent upon point on scale) plus eight statutory and public holidays as agreed by NHS Highland (pro rata per annum).
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 one months notice of termination of employment.
Removal Expenses	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.
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.

<p>Confidentiality</p>	<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>
<p>Scottish Workforce Information Standard System (SWISS)</p>	<p>The information that staff provide will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to employment. Any requests for information outwith the above will only be processed with individual consent (e.g. building society mortgage applications etc.)</p> <p>Staff information will be held securely, and will be accessed at a local, regional and national level to meet the requirements outlined above. Managers may also hold information within your department. There will be no unauthorised access.</p>