

**SPECIALTY DOCTOR
GENERAL ADULT PSYCHIATRY**

**Fort William & Lochaber
Community Post**

**Information Pack
MS15072749**

**APPOINTMENT OF SPECIALTY DOCTOR
GENERAL ADULT COMMUNITY PSYCHIATRY
Fort William & Lochaber Community Post**

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 Tim Agnew Interim Clinical Lead General Adult Psychiatry,
New Craigs Hospital. timothy.agnew@nhs.scot

Preliminary Visit Expenses: Laura McPhee, Senior Medical Staffing Officer
laura.mcphee2@nhs.scot

How to Apply: Via JobTrain Only

**Completed applications should be submitted via our website at:
<https://apply.jobs.scot.nhs.uk/>**

- 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.

Job reference: MS15072749

Closing date: 2nd February 2022

Section 2 – Advert

**NHS HIGHLAND
NEW CRAIGS, INVERNESS**

**SPECIALTY DOCTOR
GENERAL ADULT COMMUNITY PSYCHIATRY
Fort William & Lochaber MS15072749**

**0.6 WTE Permanent Post
Applications +/- 0.2 WTE could be considered
Full Time Equivalent £41,986 - £78,294 per annum**

We seek to appoint a clinician, with an enthusiasm for General Adult Community Psychiatry to join our team of Psychiatrists in NHS Highland.

This post offers the opportunity for a motivated doctor who enjoys teamwork to be part of a modern service for General Adult Psychiatry to a population spread across Fort William, Lochaber and the surrounding area. Fort William is the outdoor capital of the UK and offers many opportunities for outdoor leisure pursuits. A vast array of local activities are available such as scuba diving, ice climbing, skiing and snowboarding, within in an area of outstanding natural beauty with a unique culture, excellent schooling and a low crime rate. This is a friendly and supportive community within 2 hrs drive of Inverness, Edinburgh and Glasgow and an overnight sleeper journey to London.

The post is an integral part of the Inverness community health team and is well supported by colleagues, Urgent and unscheduled care services, Primary care, Third Sector care providers. The post holder will be supervised by and work alongside a Consultant Psychiatrist attached to the same sector, with the aim of providing medical assessment, care and treatment to those with moderate to severe mental disorder. Eligibility for Section 22 Approved Medical Practitioner (AMP) status would be an advantage.

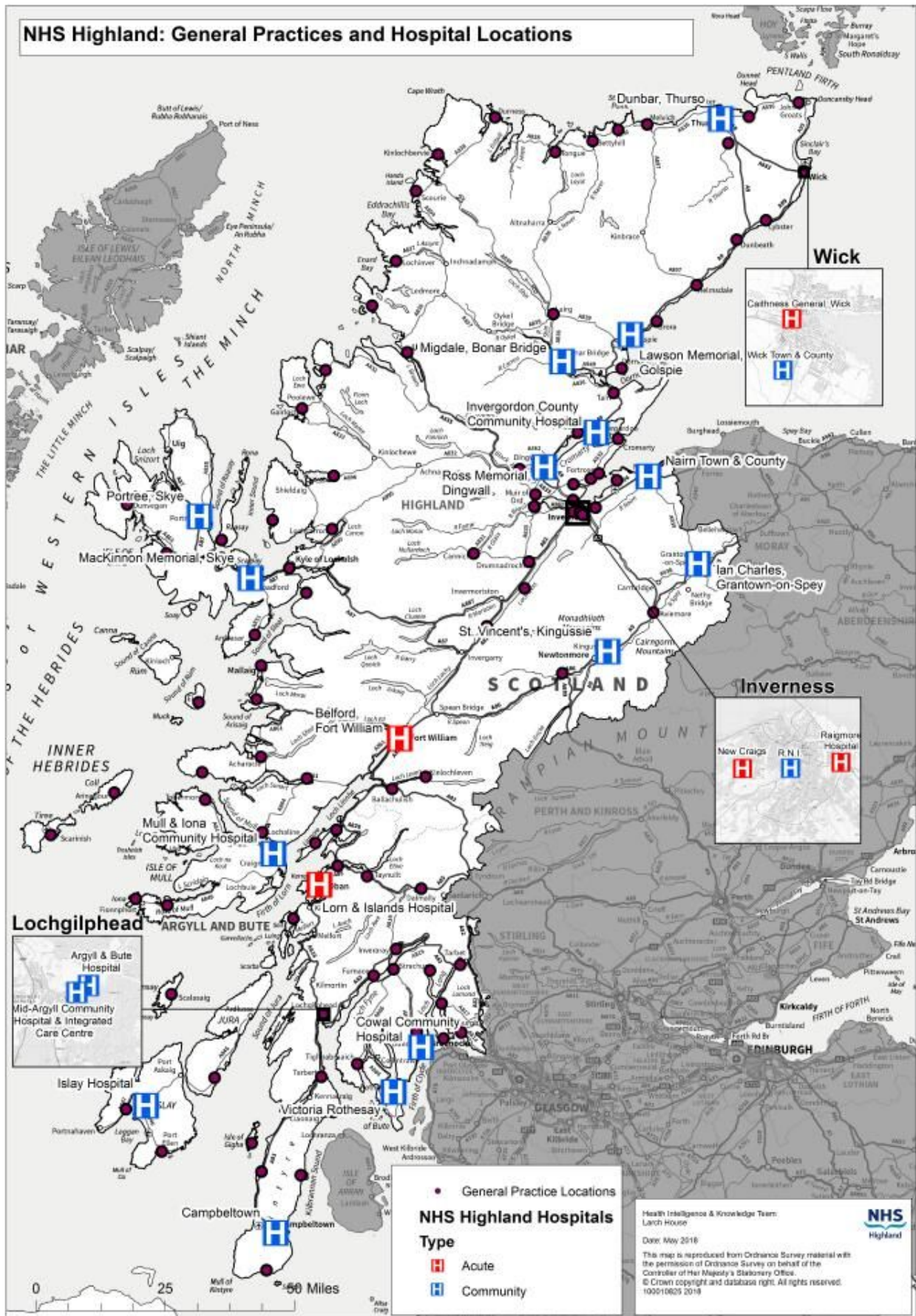
The recent pandemic has accelerated our existing capacity to deliver this service using digital technology, which opens up further opportunity and flexibility to the post holder. The post is based at New Craigs Hospital, Inverness in the South and Mid Operational Unit at NHS Highland. Some travel will be expected and reimbursed.

There is a peer group of Specialty Doctors in the service which meets regularly; CPD and development of special interests is valued and encouraged.

Interested applicants should contact Dr Neil McNamara- *Clinical Director, Mental Health, Learning Disability & DARS, Consultant Psychiatrist (Rehabilitation)* - Neil.McNamara3@nhs.scot. Prospective applicants are most welcome to contact us in order to arrange an informal visit.

Applications can be made via <https://apply.jobs.scot.nhs.uk/>

NHS Highland: General Practices and Hospital Locations



Section 3 – Job Information

The post-holder will be expected to provide the medical input as part of the CMHT. Fort William nestles between Loch Linnhe and the slopes of Ben Nevis in Lochaber, the heart of the Outdoor Capital of the UK. The local population of 20,000 expands to 60,000 - 80,000 during the summer with visitors from all over the world coming to take advantage of Scotland's best ski-resort at Nevis Range during the winter.

The local multidisciplinary CMHT uses a recovery focused model to deliver care and treatment and offers a range of therapeutic interventions including STEPPS, Decider and Survive and Thrive groups. Due to COVID 19 pandemic, these are in the process of being delivered via digital means; individual patient needs are taken into account.

The team works collaboratively with primary and secondary care colleagues, acting as a single point of contact for referrals into the team. NHS Guidelines for General Adult Psychiatry Community Mental Health Teams are followed. The team comprises CPNs, OTs, SW, and Support Workers and a team of Administrative staff. There is dedicated Psychology and Pharmacy input and have a MDM weekly which all attend.

The Inverness CMHT work closely with Mental Health Assessment Unit based at New Craigs Hospital ensuring our service is responsive to urgent referrals therefore providing a safe, efficient, effective, timely and person centred service. In this locality the Urgent Care Mental Health Nurse role assists in providing timely local assessment.

It is expected that the post-holder will support the team to develop Anticipatory Care Pathways to enable those with severe and enduring mental illnesses to be discharged from caseloads to lead a fulfilling and independent life.

Currently primary care colleagues refer into secondary mental health services for Guided Self Help Telephone and online CBT services, such as Silvercloud, are also now options.

The post-holder will be expected to support the team further develop positive relationships with GPs within the local area to encourage appropriate transitions to and from primary care. Close links are further fostered by a shared base with primary care.

In patient care is based at New Craigs Hospital in Inverness and is run by a separate team. Regular communication between inpatient and community teams is in place and the post-holder would be encouraged to participate in this as appropriate.

The medical team are regularly allocated junior trainees and medical students.

While there is certainly opportunity to use digital technology to deliver the service to this population it is expected that the postholder will continue to conduct work on a face to face basis as need arises and as COVID-19 guidance changes.

Clinical Aspects of the Post

The post holder will primarily work with the CMHT to process referrals and, where indicated, provide specialised medical assessment making recommendations for treatment and further follow up, commensurate with experience and under the supervision of the Consultant Psychiatrist. This will be delivered in outpatient clinics either in the community or by remote means. NHS Highland will provide robust digital platforms to enable remote consultations along with necessary equipment.

The post holder will be expected to participate in CPA meetings and work closely with the CMHT staff to provide timely, expert input to patients referred to or on the team caseload. Close liaison

with CMHT team leads will be expected to ensure the smooth running of the service and to promote ongoing quality improvement and development. If the post holder is an Authorised Medical Practitioner under s22 of the Mental Health Care and Treatment Scotland Act, then this will be utilised appropriately in the sector. Training to become approved under the Act could be considered via the national training scheme, if the post-holder wishes.

The post holder will attend weekly CMHT Allocation meetings and also have time allocated for inpatient discussions as caseload requires, to ensure smooth transitions in patient care both to and from hospital when this is required.

The post-holder will be expected to support the training experience of both medical students and junior trainees under the leadership of the Consultant Psychiatrist.

The post-holder will be expected to participate in regular supervision with the Consultant Psychiatrist.

They will be supported by a medical secretary based at New Craigs Hospital.

Non Clinical Aspects of the Post

CPD and Supervision, Appraisal and Revalidation

NHS Highland supports CPD and attendance at appropriate internal and external educational events is encouraged. We have departmental peer groups to support college CPD certification and an in-house teaching program.

We also link with Consultant Psychiatry colleagues in Aberdeen for regular CPD events. Specialty Doctors are expected to join a peer group for CPD. Supervision will be provided by the sector Consultant.

The post holder will be expected to participate in annual job plan reviews, Appraisal and Revalidation processes.

Education and Training

The post holder will be expected to attend, participate and contribute to the weekly case conference/ journal club teaching programme that runs throughout the year in the department. They will also be expected to facilitate the placement of medical students, including conducting assessments of clinical skills in outpatient settings.

Working Digitally

The facility to use technology as part of our work and training has existed in Highland for some time - this has been accelerated significantly during 2020. The post holder will have access to a variety of systems to allow them to communicate with patients, clinical teams and the organisation alike. We use Microsoft Teams, Near Me/Attend Anywhere technology as well as video conferencing. We use digital dictation to complete administrative tasks.

The Patient Management System (PMS) Trakcare, SCI Gateway, SCIStore and NHS Care Portal support patient contact. While we are working towards a live Electronic Patient Record (EPR), we still rely on physical patient notes particularly in our inpatient settings.

Special interest

A special interest appropriate to the needs of the service could be considered and supported once appointed. This should be discussed at interview and at any informal visit to the department.

Service Development, Management and Clinical Governance.

The post holder will be expected, as clinical workload allows, to take an active role in regular departmental meetings and projects arising, in order to play a role in the planning and development of future mental health services. Involvement of clinicians in service development is encouraged by our Clinical Director and Head of Mental Health Services.

Research

A Mental Health Research Strategy is currently being developed in Highland and we have strong links with Aberdeen University, Stirling University and the University of the Highlands and Islands. Research educational meetings occur on a regular basis.

SERVICES AND FACILITIES

New Craigs Site

The Mental Health service in Highland employs 19 WTE Consultant staff supported by Associate Specialists, Staff Grades, Clinical Assistants, Specialist Registrars, Psychiatric trainees, GP trainees and FY2 doctors. There are 216 registered nursing staff, 134 nursing assistants, a range of Allied Health Professionals and a team of Clinical Psychologists. There is emphasis on supporting multidisciplinary working and staff governance approaches to corporate decision making are well established.

The service is based at New Craigs Hospital in Inverness. This has been a substantial PFI project for the redevelopment of Psychiatric and Learning Disability inpatient facilities across Highland and originally opened in July 2000. The current inpatient provision on the New Craigs site is as follows:

- 22 general adult acute psychiatric beds (this is expected to increase alongside post COVID-19 remobilisation)
- 8 IPCU beds
- 2 addictions/ detox/ dual diagnosis beds (this is expected to increase in late 2020)
- 24 dementia assessment beds
- 12 beds for older adults with functional difficulties
- 13 rehabilitation beds in a community setting
- 8 rehabilitation beds in a secure setting
- 6 learning disability assessment and treatment beds

Wider Service Organisation and Additional Community Facilities

Psychotherapy Department

This department currently provides the Eating Disorder Service and Personality Disorder Service for Highland and provides DBT, CBT and IPT. It is based at Greenfields House on the New Craigs campus.

Personality Disorder Service

Along with Consultant input, this service includes a Dialectical Behavioural Therapy team which assesses referrals of patients with Personality Disorder with a view to inclusion in a DBT treatment programme. In addition, it has recently opened a Personality Disorder Service Day Service, which operates one day a week providing practical help and training to patients as part of Phase 3 interventions of the Integrated Care Pathway.

The treatment of Personality Disorder in NHS Highland follows the phased approach to treatment, and the majority of all in-patient and out-patient clinical staff have now been trained in The Decider

- a life skills based stabilisation programme of therapy. CMHTs also deliver the STEPPS training programme as part of Phase 1 intervention.

The Personality Disorder service has also developed the Post Diagnosis group and Supporting Self Management group. Group work has been re-designed in order to deliver this in a remote, online format. Some groups have restarted; others remain under redevelopment.

Clinical Psychology

The aim of the department is to improve the mental and physical health of the population of the Highlands through efficient delivery of psychology services and through the dissemination of psychological knowledge. The Clinical Psychology department is the central organisational structure with responsibility for delivering all applications of psychological principles to health care (clinical, health and counselling psychology).

The service also provides consultancy and training to other professional colleagues who are engaged in psychological therapy or who use psychological principles in their work. The department is a Training Department for the East and South of Scotland Doctoral course in Clinical Psychology. Current staffing consists of 13 WTE psychologists, 12 guided self-help therapists; and 7 CBT therapists.

Liaison/ Crisis Services

At Raigmore Hospital there is a well-established liaison psychiatry team. The team provides specialist psychosocial assessment for all patients referred from the wards at Raigmore Hospital, and those seen in the A & E Department.

Mental Health Assessment Team/ Braeside Crisis Service:

These services have been combined in late November 2020 to form a Mental Health Assessment Unit. The MHAU is a specialist service which will provide an assessment and management plan to patients who are presenting in mental health crisis. This resulted from a government directive to review and implement changes to assessment for mental health crisis presentations for a variety of purposes, but including:

- Taking mental health assessments out of A&E departments (ensuring any relevant physical health assessment and interventions have been completed)
- Enabling police and ambulance to have direct access to mental health assessment where appropriate and in line with referral criteria
- At a local level, consolidating the current same day / crisis services to enhance the overall provision
- Ensuring local provision for access to crisis mental health assessment is maintained across the 24 hour period

Rehabilitation Service

The Highland Mental Health Rehabilitation Service has recently been redesigned and now includes an 8 bed secure rehabilitation unit (Bruar) and a 13 bed community based rehabilitation unit (Aonach Mor). A full multidisciplinary team (including input from nursing, OT, social work, psychology, psychiatry and pharmacy) supports both units.

Drug and Alcohol Recovery Service

The drug and alcohol recovery services are an adult service structured to include a specialist centre, Osprey House (see below) situated near the Raigmore Hospital campus and well established community teams across all of North Highland. There are also staff covering homeless

healthcare, Housing First, dual diagnosis and Drug Testing & Treatment Order staff working in partnerships. The service also delivers a dedicated Harm Reduction Service from the Highland Alcohol & Drugs Advice & Support Service (HADASS) covering all aspects of harm reduction, needle exchange, IPED and Naloxone programme as well as general advice and support. There is a dedicated detoxification in-patient resource within New Craigs. DARS operate an open referral service.

Osprey House

This is a dedicated Highland wide resource based in Inverness on the Raigmore Campus, operating over a 6 day rota. Due to the geography in Highland, the majority of people who attend are from within the Inner Moray Firth area but not exclusively so. Osprey House offers specialist input when community based interventions are not an option.

Forensic Psychiatry

There are currently two part time Forensic Psychiatrists who are responsible for the care and treatment of patients with significant forensic issues: undertaking regular visits to the prison and co-ordinating the management of forensic cases through liaison with the courts, The State Hospital and the criminal justice system.

NHS Highland Adult Learning Disability

The service provides assessment and treatment for adults with learning disability throughout Highland. There are Community Learning Disability Nurse Teams based in Inverness, Nairn, Fort William, Skye, Easter Ross, Golspie and Caithness with strong links with specialist LD services in Inverness. These include dietetics, epilepsy specialist nurse, occupational therapy, physiotherapy, psychiatry, psychology and speech & language therapy.

There is joint working with Social Work services and a learning disability nurse based in the SW Joint transitions team.

Inpatient services are provided at New Craigs Hospital in Willows Assessment and Treatment Unit which is a 6 bedded specialist service for people with learning disability and mental disorder.

Local Demographics and Services

Overview

The population in the Highlands is dispersed and at only 7 people per square kilometre, is almost the lowest population density in the European Union. Apart from the city of Inverness and towns such as Fort William, Nairn, Thurso and Wick, most people live in small rural communities. The region has variations in infrastructure in terms of public services, transport, employment, amenity and retail. Although much of the area has a buoyant economy, there is evidence of rural deprivation and pockets of urban deprivation can be found within Inverness and some of the larger outlying towns.

Aging Population

The percentage of the population aged 65 plus is likely to increase very considerably over the next few years. This has implications not only for Learning Disabilities Services, Glenview Unit and the local hospitals, but also for psychiatric inpatient and community provision. The organisation is very aware of these impending pressures, and the Older Adult Psychiatric Service is undergoing re-design in order that it might meet these challenges.

Suicide and Alcohol/Drug Use

The Highland suicide rate has been shown to be the highest in Scotland and this has been the subject of extensive research. A number of "Choose Life" initiatives have been taken forward in Highland and there is an extensive training programme for staff and the general community around suicide prevention. Alcohol use in the region is significant and impacts on the demand for services. There is an increased use of drugs by younger people including those under sixteen. There are well developed addiction services and a liaison psychiatry team to focus on this vulnerable group.

Out of Area Patients

The population of the Highlands increases during the tourist season with a consequential impact on drug/alcohol and psychiatric services. As with permanent residents, a primary requirement is prompt access to services when required. There is a designated Consultant who holds responsibility for out of area patients.

Living and working in the Highlands

The Highlands offer an excellent quality of life with particularly good facilities for leisure and recreation. Good housing can be bought and schooling (primary and secondary level) is excellent. The Board does not operate a crèche, but there are a number of good nurseries in the area. Road, rail and air links have developed considerably in recent years and can be very economic. NHS Highland operates a leased car scheme.

The city of Inverness, as the capital of the Highlands, is a thriving shopping and services centre. As one of the UK's newest cities, Inverness is expanding rapidly and has ambitions to be European City of Culture. In the summer, tourists from around the world make the city a very cosmopolitan place.

Inverness has increasingly good sports facilities, including a major leisure/swimming complex adjacent to which there is an athletics track and a number of all-weather pitches.

There are also excellent facilities for activities such as golf, skiing, hill walking, fishing, orienteering, tennis, cricket and water sports. Inverness is the home to Inverness Caledonian Thistle FC, and there are also other local clubs for sports such as rugby (men's and women's), athletics, rowing and shinty. A major extension to the city's main shopping centre has been completed, and most of the major multiples are already represented in the city. There is also a wide range of small specialist shops. There are also several major supermarkets, in some cases offering 24 hour shopping.

There is an ever-increasing variety of cuisine available. There is an increasingly vibrant nightlife and a good live music scene.

Eden Court Theatre attracts performers of international repute, and it also shows a wide range of mainstream, art-house and classic films. There is also a seven screen multiplex on the outskirts of the city showing all the major releases.

The local area boasts some of the finest scenery in the country, with a diverse (and often unique) flora and fauna.

Section 4 – Job Plan

NHS Highland Health Board.

Job plan for SAS Doctor in Psychiatry

	Monday	Tuesday	Wed	Thursday	Friday
9.30-13.00 (travel time included where relevant)	Non-working day	New Craigs, Inverness Admin Supervision with Consultant	Non-working day	*Fort William Outpatient Clinic 11.30-13.00 CMHT allocation meeting	*Fort William Outpatient Clinic
13.00-17.30 (travel time included where relevant)		SPA Teaching Programme/ Peer Supervision/ Departmental meetings		*Fort William Outpatient Clinic	*Fort William Outpatient Clinic

*Outpatient clinics are currently delivered remotely using NHS NearMe, from base at New Craigs Hospital. Usual base for clinics is Fort William Medical Practice
 CMHT Allocation meeting also held remotely via Microsoft Teams
 Flexibility with working days is possible – this post could be adapted to suit the applicant.

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.

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	MBChB or equivalent. Applicants must hold a full registration and licence to practice with the GMC	Postgraduate qualification eg MRCPsych
2. GMC/Specialist Registration	Applicants must hold a full registration and licence to practice with the GMC	
3. Clinical Experience	Shall have completed at least 4 years full time postgraduate training (or equivalent gained on a part time basis) at least two of which will be in specialty training programme in a relevant specialty or as a fixed term specialty trainee in a relevant specialty or shall have equivalent experience and competencies. Good working knowledge of diagnosis and treatment of mental disorder Understanding of Mental Health (Care and treatment) (Scotland) Act and its application in clinical work	AMP Status
4. Teaching & Training	Commitment to maintaining and developing skills	
5. Research & Audit Experience		Evidence commensurate with clinical experience
6. Team Working & Interpersonal Skills	Enthusiasm for work Good communication skills Ability to form working relationships with a variety of professionals from different disciplines Proven ability to work independently within the boundaries of their experience and knowledge.	
7. Other	Full Driving license	

Section 6 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

This appointment is offered on the terms and conditions of service of the Specialty Doctor 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	SPECIALTY DOCTOR IN GENERAL ADULT PSYCHIATRY – INVERNESS COMMUNITY SECTOR B
Type of Contract	Full time Permanent
Location	New Craigs Hospital, Inverness
Salary	£41,986 - £78,294 per annum Placing on the salary scale will be on the minimum point unless the successful applicant has previous experience in an NHS post or previous non-NHS experience equivalent to that gained in an NHS 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.
Arrangement of Duties	See Job Plan above.
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 with a licence to practise. 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

	<p>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>
<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,</p>

	<p>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>
<p>Annual Leave & Public Holidays</p>	<p>The leave year will run from the date of appointment to the post. The annual leave entitlement is 5 weeks unless the appointee had an entitlement of 6 weeks' annual leave in their immediately previous appointment or until the completion of 2 years' service when the annual leave entitlement will increase to 6 weeks. The postholder will also be entitled to 10 Statutory and Public Holidays as agreed by NHS Highland.</p>
<p>Superannuation</p>	<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>
<p>Notice</p>	<p>The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.</p>
<p>Removal Expenses</p>	<p>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.</p>
<p>Private Residence</p>	<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>
<p>Identity Badge Policy</p>	<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>

<p>Smoke Free Policy</p>	<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 Smokefree policy.</p>
<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>