

**Consultant in Emergency
Medicine
Raigmore Hospital
Inverness**

**Information Pack
MS12090700**

**APPOINTMENT OF CONSULTANT IN EMERGENCY MEDICINE
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 Mike Rennie, Tel 01463 704358 (michael.rennie@nhs.scot)
Consultant & Service Clinical Director Emergency Department

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: MS12090700

Closing date: 20th March 2022

Interviews will be held on 27th April 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

**NHS HIGHLAND
RAIGMORE HOSPITAL, INVERNESS
CONSULTANT IN EMERGENCY MEDICINE
Full-time - 10 PAs
£87,534 to £116,313 per annum pro rata**

This is an excellent opportunity to work in the capital of the Highlands with a great team and live in an area of outstanding natural beauty with unparalleled opportunities for outdoor pursuits and an excellent quality of life. NHS Highland wishes to appoint an additional Consultant in Emergency Medicine to maintain the quality of the service. The post is offered on a full time basis of 10 Programmed Activities per week.

This new post will bring us up to nine consultants (8.1 WTE). A business case for further consultant expansion to meet increasing demand on the service and to meet RCEM sustainable staffing recommendations up to 10WTE has been submitted.

This post is based in Raigmore Hospital, which is the principal Emergency Department in the Highlands providing services to Inverness and the wider Highland region, including being the regional Trauma Unit covering over 10,000 square miles and a population of 320,000. We have a diverse and stimulating case mix across all age ranges and presentations, approaching 40,000 attendances per annum. Due to the local geography, there is minimal bypass of patients to other departments.

We have a modern Emergency Department with a 4-bedded resuscitation area, two decontamination rooms, 13 treatment and examination rooms, and a newly established ED minors area. We have dedicated paediatric waiting and treatment rooms, a dedicated seminar room and staff room. We have good friendly working relationships with other services across Highland and beyond.

The department is a designated major accident and radiation incident centre and has dedicated decontamination facilities. Further information on NHS Highland and its facilities can be found at www.nhshighland.scot.nhs.uk

Informal enquiries may be made to Dr Mike Rennie, Consultant & Service Clinical Director Emergency Medicine on 01463 704358 or michael.rennie@nhs.scot.

Closing date: Midnight on 20th March 2022

Interviews will be held on 27th April 2022

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Section 3 – Job Information

The appointee will have responsibility for clinical care in the Emergency Department of Raigmore along with eight other Consultants in the specialty (8.2 WTE). The post is offered on a 10 session basis with an 8:2 split. The on call commitment for full time colleagues is currently 1 in 7. This is likely to change with expansion to a more sustainable pattern. We see all ages and presentations in the department including children which provides a highly stimulating case mix. The post holder will be expected to contribute across all areas of the department, including teaching, audit and clinical governance.

The Emergency Department

The role is based in Raigmore Hospital, which is the principal Emergency Department in the Highlands providing services to Inverness and the wider Highland region covering over 10,000 square miles and a population of 320,000. We see just under 40,000 attendances per year, with a peak in attendances over the summer months, reflecting the attraction of the Highlands as a destination. We are a trauma unit within the North of Scotland Trauma Network, with a multi-disciplinary trauma team responding to a significant volume of mostly blunt trauma presentations. Due to the geography and duration of transfer, there is very little bypass of patients to the Major Trauma Centre in Aberdeen.

Facilities

We have a purpose built Emergency Department at the front of the Raigmore Hospital site. The department has a 4-bedded resuscitation area, 13 treatment and examination rooms and a dedicated paediatric waiting area. We have recently established a dedicated ED minors area, to improve patient flow and also to support the scheduling of unscheduled care. There is a dedicated seminar room and staff room.

The primary care 'out-of-hours' service is closely located next to the department and provision of medical care is partly integrated.

The department is a designated major accident and radiation incident centre and has dedicated decontamination facilities, which have proved very valuable while repurposed during the COVID pandemic.

For a hospital of its' size Raigmore (~350 beds) is well served by on site specialties, with whom we have strong relationships. While we don't have onsite access to neurosurgery, cardiothoracic surgery or plastic surgery there are well established links to these out with Highland. We have good access to cross-sectional imaging 24/7 with clinician direct to scan protocols for polytrauma, NICE head and neck injury indications and stroke.

Medical Staffing

9 Consultants (8.2 WTE) (including this post)

12 Emergency Practitioners (primary care trained with interest in Emergency Medicine) working mostly within the ED and providing some cover for the OOH service (6.3 WTE)

1 EM ST4-6 rotating from Aberdeen

4 Specialty doctors (2.0WTE)

7 GP STs

1 ACCS Specialty Trainee

1 Trauma Fellow

We also have a motivated nursing team including nurse practitioners.

Although operating as an independent service the Pre-hospital Immediate Care Team (PICT) is currently hosted within the Emergency Department. It is anticipated that the team of PICT practitioners will also be operating within the department when not out on calls

Research

The University of the Highlands & Islands (UHI) Clinical Research Facility is located in the Centre for Health Science building adjacent to the Raigmore Hospital site.

The Clinical Research Facility is a joint NHS/UHI initiative aiming to provide a high quality clinical environment in which participants can take part in research programmes safely according to ethically approved study protocols. It comprises a bedded clinical research unit in which patient monitoring may be conducted on a day case or 24 hour basis. The facility has the capacity to be used by departments or specialties within NHS Highland, UHI or other research institutions for clinical research. There is also a significant research portfolio around rural health.

Academic Facilities

NHS Highland, under the leadership of the Board Medical Director and Director of Medical Education, supports a major commitment to medical education from undergraduate to postgraduate, and supporting those who deliver teaching and training to medical students, foundation doctors and others.

Also located on Raigmore Hospital site is the Centre for Health Science which is a purpose built, state of the art facility and is one of the first in the UK to bring together the public, private and academic sectors to be a focus for excellence in health science and biotechnology. The Centre brings together research, education, training, patient care and business development all under one roof. The Centre houses the Highland Medical Education Centre and Clinical Skills Centre and is equipped with innovative technological training facilities to provide continuous education and development opportunities for medical undergraduate teaching and post graduate training and development. www.centreforhealthscience.com. Raigmore is the second campus of the Aberdeen University Medical School and the Stirling University School of Health. Scotland's newest University, The University of The Highlands and Islands is building a new multimillion campus in Inverness City.

There is a Postgraduate Medical Centre with an excellent library supplied by University of Stirling situated in the Centre for Health Science (www.centerforhealthscience.com) which is on the Raigmore hospital site. The Highland campus of the University of Stirling is also located here, providing pre-registration nurse training.

Teaching

The Consultants share training of medical and nursing staff, paramedics and undergraduate students. Members of the department play an important role in the undergraduate programme of the Department of Medicine at the University of Aberdeen. All department members are currently holders of Honorary Clinical Senior Lecturer posts, and it is envisaged the successful applicant will be accorded similar status. The department has recognition for ACCS and Specialist Registrar training as part of the North of Scotland Deanery. The new consultant will share in the Department's formal teaching programme. Commitments currently include:

- Five-week attachments of 4th year Aberdeen students
- Seven-week attachments of 5th year Aberdeen students and elective students from elsewhere
- Teaching of SCOTGEM medical students (Graduate Entry Medicine, coordinated by St. Andrew's University)
- Undergraduate clinical simulation sessions
- Undergraduate examiner duties
- Teaching on hospital various life support courses
- Teaching on Foundation training programmes

Eligibility Substantive NHS Consultant

Appointment to a substantive consultant post in the UK National Health Service requires the applicant to be listed on the General Medical Council (GMC) Specialist Register. Doctors with a Certificate of Completion of Training (CCT) or a Certificate of Eligibility for Specialist Registration via the Combine Programme (CESR)(CP) who have completed an approved training programme in the UK and are eligible for entry onto the Specialist Register. Applicants can be short-listed if they are within six months of obtaining a CCT, CESR (CP) and must have written evidence of the confirmed date.

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

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

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

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

Section 4 – Job Plan

This is the current job plan template as an example. This will be subject to change.

NHS Highland Health Board.

Draft Job Plan - for negotiation.

Job plan for Dr Consultant Template in Emergency Department

Basic Information

Job plan status	In 'Discussion' stage
Appointment	Full Time
Cycle	Rolling cycle - 1 week
Start Week	1
Report date	14 Jun 2021
Expected number of weeks in attendance	42 weeks
Usual place of work	*Raigmore Hospital, Inverness
Alternate employer	None Specified
Contract	2008
Doctor classification	Draft
1 PA of premium time equates to	4 hours (Payment of time + 1/3 for premium hours)
Private practice	No

Hours Breakdown

	Main Employer PAs	Core PAs	EPA PAs	Total PAs	Core hours	EPA hours	Total hours	Premium hours
Direct Clinical Care (DCC)	8.090	8.090	0.000	8.090	32:23	0:00	32:23	6:50
Supporting Professional Activities (SPA)	1.982	1.982	0.000	1.982	7:56	0:00	7:56	0:00
Total	10.073	10.073	0.000	10.073	40:19	0:00	40:19	6:50

On-call summary

Rota Name	Location	Weekday Freq	Weekend Freq	Level	Supplement	PAs
On-call Rota	*Raigmore Hospital, Inverness	7.6	7.6	1	5%	0.000
Your combined frequency is:		6.14				
Your availability supplement is:		5% (based on the combined frequency from all your rotas)				

On-call rota details

General information	
What is your on-call activity?	On-call Rota
Where does your on-call rota take place in?	*Raigmore Hospital, Inverness
What is your on-call classification?	1
Weekday work	
What is the frequency of your weekday on-call work?	1 in 7.60
Weekend work (A weekend is classed as Saturday to Sunday for this rota)	
What is the frequency of your weekend on-call work?	1 in 7.60
Other information	
Comments	Diary activity has identified an average of 3.1 hours per week, per rota member of additional unpredictable hours related to on-call activity. This has been captured in 'flexible tab' as 'emergency call out/delayed finish' **

Activities

Type	Day	Time	Weeks	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours
							Total:	Core	1.393 0.000	5:35 0:00
On-Call Related DCC Activity Regular Midweek on Call on a Thursday (to deliver 1 additional on-call on a Wednesday) - with associated evening DCC Weekend On calls Fri to Sun with associated DCC										
	Wed	16:30 - 20:30		Clinical-departmental	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	1	0.024	0:06
	Thu	16:30 - 20:30		Clinical-departmental	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	26	0.619	2:29
	Fri	16:30 - 18:30		Clinical-departmental	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	7	0.083	0:20
	Sat	09:00 - 17:00		Clinical-departmental	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	7	0.333	1:20
	Sun	09:00 - 17:00		Clinical-departmental	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	7	0.333	1:20

No specified day

Type	Normal	Premium	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours	
							Total:	Core	8.680 0.000 (0.000)	34:44 0:00 (0:00)
Annualised weekday daytime DCC activity										
	4:15	0:00	Clinical-departmental Comments: ED shopfloor M-F 0830-1245	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	40	1.012	4:03	
	4:00	0:00	Clinical-departmental Comments: ED shopfloor M-F 0900-1300	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	40	0.952	3:49	
	4:15	0:00	Clinical-departmental Comments: ED shopfloor M-F 1230-1645	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	40	1.012	4:03	
	4:00	0:00	Clinical-departmental Comments: ED shopfloor M-F 1300-1700 & additional Wed/Thu 1300-1700 Teaching cover	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	53	1.262	5:03	
	0:00	3:06	**Emergency call out/delayed finish Comments: DCC Emergency Work - 3.1 hours, diary derived average	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	52	0.960	3:50	
	5:00	0:00	Admin - general Comments: Results reviewing / letters / emails / telephone / patient follow up / post on-call work / clinical meetings	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	1.250	5:00	
	1:00	0:00	Development Clinical Care Pathways Comments: Development and maintenance of ED guidance, liaison with other departments	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	0.250	1:00	

SPA

SPA Activity equivalent to 2 Pas / 8 hours per week

Current rota members utilise SPA time as per contract for CPD / Appraisal / Revalidation / Job Planning / Undergraduate Teaching / Postgraduate Teaching / Life Support Course Teaching / Educational & Clinical Supervision / Service Planning & Development / Clinical Governance / Meetings / Specialty liaison

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	<ul style="list-style-type: none"> • MBChB or equivalent • FRCEM or recognised equivalent. 	<ul style="list-style-type: none"> • ALS, EPLS, ETC instructor status
2. GMC/Specialist Registration	<ul style="list-style-type: none"> • Current licence to practice with the GMC • Completed appropriate Higher specialist training with appropriate CCT/on the Specialist Register or within six months of obtaining it at time of interview. 	
3. Clinical Experience	<ul style="list-style-type: none"> • Wide experience of Acute Specialties relevant to Emergency Medicine • Detailed and up-to-date knowledge of Emergency Medicine • Proven skills in quality improvement and service development 	<ul style="list-style-type: none"> • Experience of same day emergency/ambulatory care • A special interest area which would be complimentary to the department
4. Teaching & Training	<ul style="list-style-type: none"> • Be committed to lifelong learning and demonstrate on-going medical education • Experience of teaching junior medical staff 	<ul style="list-style-type: none"> • An enthusiasm for teaching undergraduates, postgraduates and non-medical staff • Simulation experience
5. Research & Audit Experience	<ul style="list-style-type: none"> • Be able to demonstrate evidence of involvement in on-going clinical audit 	<ul style="list-style-type: none"> • Evidence of involvement in research
6. Staff Management	<ul style="list-style-type: none"> • Leadership qualities • Understanding of clinical governance principles 	<ul style="list-style-type: none"> • Management experience • Organisational skills

<p>7. Team Working & Interpersonal Skills</p>	<ul style="list-style-type: none">• A team player who is comfortable in a multi-disciplinary setting and will function well within the Emergency Department.• Good communication skills in English.• Ability to work with a diverse patient population	<ul style="list-style-type: none">•
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Section 6 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

This appointment is offered on the terms and conditions of service of the Consultant Contract in accordance with the Hospital Medical & Dental Staff (Scotland) and current General Whitley Council. Further information can be found here: <http://www.msg.scot.nhs.uk/pay/medical>

Job Title	Consultant in Emergency Medicine
Type of Contract	Full time Permanent
Location	Emergency Department, Raigmore Hospital, Inverness
Salary	£87,534 to £116,313 per annum pro rata Placing on the salary scale will be on the minimum point unless the successful applicant has previous experience in a NHS Consultant post or previous non-NHS experience equivalent to that gained in an NHS Consultant post. Your salary will be credited monthly, in arrears, at 1/12th of the annual rate to an account at a bank/building society of your choice on the 27 th of each month.
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.

<p>Registration with General Medical Council</p>	<p>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.</p> <p>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.</p>
<p>Disclosure of Criminal Convictions</p>	<p>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.</p> <p>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>

Medical Fitness	<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>
Right to Work	<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	<p>The leave year shall run from date of taking up appointment and in a full year the postholder will be entitled to 33 days annual leave (pro rata per annum) plus eight statutory and public holidays as agreed by NHS Highland (pro rata per annum).</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 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>

Private Residence	If your role includes on-call responsibilities, your private residence shall be maintained in contact with the public telephone service and shall be not more than 10 miles or 30 minutes by road from your hospital base, unless the Board gives specific approval to you residing at a greater distance.
Identity Badge Policy	NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.
Smoke Free Policy	NHS Highland operates a No Smoking Policy of tobacco products or e-cigarettes in any of our properties, vehicles or grounds. When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smokefree policy.
Confidentiality	<p>In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate who are concerned directly with the care, diagnosis and/or treatment of the patient.</p> <p>If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct, which could result in serious disciplinary action being taken against you including dismissal. The unauthorised disclosure of official business under consideration by the Board Management Team or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.</p>

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