

**SPECIALTY DOCTOR IN
HAEMATOLOGY**

**RAIGMORE HOSPITAL
INVERNESS**

**Information Pack
MS15093183**

**APPOINTMENT OF SPECIALTY DOCTOR IN HAEMATOLOGY, RAIGMORE HOSPITAL
INFORMATION PACK**

- Section 1 Welcome**
- Section 2 Advert**
- Section 3 Job Information**
- Section 4 Job Plan**
- Section 5 Person Specification**
- Section 6 Terms and Conditions**

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: Peter Forsyth, Consultant (Service Clinical Director) in Haematology, peter.forsyth@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: MS15093183

Closing date: 4th 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 meghan.mackenzie@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

Section 2 – Advert

**NHS HIGHLAND
RAIGMORE HOSPITAL, INVERNESS
SPECIALTY DOCTOR IN HAEMATOLOGY
Permanent, Full Time
£43,246 - £80,643 (2021 – 2022 Salary Scale)**

40 hours Per Week

Applications are invited to join a progressive Haematology team as a Specialty Doctor in Haematology at Raigmore Hospital, Inverness. This post is offered on the basis of 10 Programmed Activities per week.

This new post funded by Cancer Waiting Times Improvement Plan monies, within the Clinical Haematology and Laboratory Service of NHS Highland, is based at Raigmore Hospital, a Cancer centre with full support and radiotherapy services on site.

Together with the existing five Consultant colleagues, clinical duties will include responsibility for Haematology inpatients, ward referrals, telephone consultation and outpatient clinics/day cases. The department provides BCSH level 2b clinical services including treatment of all malignancies on site. Stem cell transplant work is undertaken on a shared care basis with the relevant Scottish centres. The department also acts as a Haemophilia Centre. The department has an active Clinical trials program and is supported by dedicated Nurse, Audit and Research teams.

Laboratory work including blood and marrow reporting is an integral component of the post. The Raigmore Hospital Haematology laboratory, in conjunction with two satellite hospital laboratories, provides a region-wide service. Blood transfusion services are provided through the onsite SNBTS laboratory.

The post will involve participation in the on-call rota on a 1 in 6 basis with prospective cover.

The Postgraduate Medical Centre, within the Centre for Health Sciences, has an extensive, well-equipped library and is situated on the Raigmore site - www.centreforhealthscience.com The Haematology team participate in the teaching programme for medical undergraduates from Aberdeen University.

Informal enquiries may be made to Dr Peter Forsyth, Consultant Haematologist and Service Lead Tel 01463 706163 or 704020 or any of his Consultant colleagues Dr Joanne Craig, Dr Caroline Duncan, Dr Katherine Leighton on 01463 706641.

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Section 3 – Job Information

A new whole time Specialty Doctor in Haematology is sought to work as part of a progressive haematology team at the Raigmore Hospital Cancer Centre, Inverness. The post is offered on the basis of 10 Programmed Activities per week.

The Department

The Department serves the whole of the Highland Region (excluding Argyll & Bute) and the Western Isles. Haematological malignancy, especially lymphoma, occurs at levels above the UK & Scottish averages.

Clinic Staffing

Haematologists x 6 (including vacant post)
Haematology Nurse Practitioners x 2
Administration staff x 6
Audit/MDT support x 1
Clinic Assistants x 4

Consultants

The post holder will be welcomed into a team of Consultants as follows:

- Dr Peter Forsyth (Haematology Dep't Service lead)
- Dr Joanne Craig (Haemophilia Director & Laboratory Lead)
- Dr Caroline Duncan
- Dr Katherine Leighton
- Dr C Vacant (to be recruited Apr-22)

Training Grades

Trainees

Two medical rotation FY2 doctors support the care of the Haematology & Oncology in-patients. The Educational Supervisor is supported via the Deanery in Aberdeen.

Inpatients

The department currently has a dedicated inpatient facility of 20 beds shared with Clinical Oncology. BCSH level 2b care is provided on site. All malignancy therapy is undertaken on site with the exception of young adult ALL cases and stem cell transplantation.

Clinics

There are approximately 400 new patients accepted by the department each year with around 7500 return visits, including a nurse-led Myeloproliferative disorder, chronic anaemia, CML and myeloma follow up clinics. Clinics are provided 4 days per week. Outreach clinics are currently not offered instead patients can be seen by video link (NHS Near Me) where appropriate. In addition many patients are handled on a 'remote control' basis via GP colleagues to avoid patient travel to the clinic location. Allogeneic HSCT recipients are managed through shared care with the transplant team based in Glasgow and benefit from both a video-link and 'in person' Transplant centre outreach clinics.

Chemotherapy & Radiotherapy services

An electronic prescribing system (CIS Oncology, Chemocare) is used in Raigmore hospital and is networked to the peripheral areas. Cytotoxic chemotherapy is prepared in Raigmore Hospital in aseptic conditions, and administered by trained chemotherapy nurses. There are Macmillan oncology pharmacists dedicated to the supervision of cytotoxic reconstitution, and a Macmillan lead nurse in chemotherapy who supervises the team of nurses administering both day case and inpatient chemotherapy.

There is also a network of Macmillan/Chemotherapy nurses trained to give chemotherapy in Caithness, Skye, Fort William and the Western Isles. Chemotherapy for these areas is prescribed by the relevant Consultant and reconstituted in the pharmacy department of Raigmore hospital.

Full radiotherapy services are available onsite with a dedicated Clinical Oncologist supporting Haematological malignancy treatment.

Transfusion/Venesection/Infusion services.

Such services are provided within Raigmore hospital and also at a network of community hospital sites throughout the region. In addition, some services are provided at GP surgeries in the most remote locations.

Patient Support

There are extensive facilities for patient support, including Macmillan Nurses, and a number of patient-centred support groups. Maggie's Centre is also located close to the Department, within the grounds of Raigmore Hospital.

A Cancer nurse consultant provides additional support for patients going through stem cell transplant procedures and others with complex needs. Teenagers and young adults receive additional help via a dedicated TYA support nurse.

There is a 12-bed Hospice in Inverness, approximately one mile from Raigmore Hospital including inpatient beds and day care facilities. Two Consultants in Palliative Medicine spend approximately 50% of their time at Raigmore Hospital as part of the Palliative Care Team, which also includes Macmillan nurses.

Stem Cell Transplantation

Autologous transplantation is undertaken in co-operation with colleagues at Aberdeen Royal Infirmary, Western General Infirmary, Edinburgh and the Queen Elizabeth Hospital Haematology Unit, Glasgow.

Allogeneic transplant patients are cared for on a shared basis with colleagues at the Queen Elizabeth Hospital Haematology unit, Glasgow.

Cancer Clinical Trials/Research/Audit data

The Department has an active Cancer Clinical Trials programme, with appropriate staff support funded by SCRN and the CSO. Haematology malignancy audit data is routinely collated to allow assessment of workload and quality outcomes.

Teaching

The department provides regular teaching for undergraduates from the University of Aberdeen and postgraduate staff.

Laboratories

The main Haematology laboratory located at Raigmore hospital has merged with the Biochemistry department to form one large highly automated laboratory. Two satellite laboratories are located within the Belford and Caithness Hospitals. The laboratory offers a full service with the exception of flow cytometry. All Haematology Consultants contribute to laboratory working and the nominated laboratory lead provides professional direction to all sites.

Current regional LIMS = Ultra

Raigmore Haematology requests per annum = approximately 330,000

Current Staffing: BMS 4 x0.5 (shared with biochemistry), BMS 3 x1.0, BMS 2 x 3.0, BMS 1 x9.0
MLA x 3.0

Transfusion laboratories services are provided on the Raigmore site by the Scottish National Blood Transfusion Service and by the two satellite laboratories. All Haematology Consultants contribute to laboratory clinical cover alongside the national network of SNBTS employed medical staff.

Offices/Equipment

The Haematology Consultant offices are located alongside the Haematology clinic and immediately adjacent to the Haematology administrative staff offices. A large office will be shared with one other Consultant. Computer, microscope, standard office equipment and a shared PA will be available.

Local CPD

NHS Highland is committed to supporting CPD for all of its staff members.

Organisation of Medical Administration

There are currently four Clinical Divisions in Raigmore Hospital and Haematology is part of the Medical. The Haematology Department is managed by the Cancer Services Manager and the medical Service Lead for Haematology.

Academic – the hospital has a major commitment to teaching undergraduates in medicine from the University of Aberdeen. Raigmore Hospital has a sub-dean. Medical students are taught regularly in the department.

There is a Postgraduate Medical Centre with an excellent library in the recently opened Centre for Health Science (www.centerforhealthscience.com) which is on the hospital site. The Highland campus of the University of Stirling is also located here, providing pre-registration nurse training. The Department of Clinical Haematology has an excellent track record of placing patients into clinical trials.

The Highland Clinical Research Facility

The UHI Millennium Institute's (UHI) Clinical Research Facility, is housed on the ground floor within the Highland Diabetes Institute; phase III of the new Centre for Health Science building adjacent to the Raigmore Hospital site, it opened in January 2009.

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.

The facility is supported by the CRF Advisory Group and approved studies are reviewed by the CRF User's Group.

It is staffed by a small team comprising a dedicated manager, research nurses, research pharmacist, part time pharmacy technician and administrative support under the leadership of a part time CRF Director, Doctor Elizabeth Sage.

Living and Working in the Highlands

Inverness is the Capital of the Highlands and offers an excellent quality of life with a choice of living in the city or enjoying a country based lifestyle. Excellent road, rail and air links exist to the rest of the UK. Local schools rank high in Scottish education league tables and the city of Inverness is a thriving shopping and services centre. NHS Highland serves the largest area of any UK Health Board and the area is undoubtedly the most beautiful.

Section 4 – Job Plan

The Post

Candidates for this post should be on the General Medical Council Specialist Register with a licence to practice. The post is whole time, although candidates who wish to work part-time would be considered. Whilst the scope of work is general, the candidate would be encouraged to lead a sub-specialty.

JOB PLAN

1. Whole-time Specialty Doctor in Haematology for NHS Highland, based at Raigmore Hospital.
2. You will be expected to work with local managers and professional colleagues in the efficient running of the service, Subject to the provisions of the Terms and Conditions of Service you are expected to observe the NHS Highland Board's agreed policies and procedures, drawn up in consultation with the profession, on clinical matters, and to follow the standing orders and financial instructions of NHS Highland
3. You are required to comply with the NHS Highland Board's Health & Safety Policies.

Duties and Responsibilities:

4. The main duties and responsibilities for this post include:
 - a) Provision, with consultant colleagues, of a Clinical and Laboratory Haematology service to NHS Highland (excluding Argyll and Bute) with responsibility for the prevention, diagnosis and treatment of illness, and for the proper functioning of the Department.
 - b) Out-of-hours responsibilities:

There are no plans for any immediate involvement in out of hours cover provision but this can be reviewed depending upon the experience of the post holder.

The new appointee would be expected to take part in the general referral pattern from Raigmore Hospital, as well as providing a general visiting or video service to a peripheral area when re-established.
 - c) Contributing to cover for consultant colleagues on leave.
 - d) Contributing to supervision and management of junior medical staff
 - e) Responsibilities for carrying out teaching, accreditation and examination duties, as required, and for contributing to post-graduate and continuing medical education activity
 - f) Requirements to participate in medical audit and in continuing medical education

Job Plans

5. It is a requirement for all career grade medical staff to have a job plan. Agreed job plans will be prospective and will set out:
- All professional commitments
 - Time and service commitments
 - Accountability and management arrangements
 - Objectives
 - Resources
 - Any agreed extra programmed activities

The job plan will be subject to review at least annually, or more often, if changes to staffing resources, or working practices, or the consultant's circumstances require it.

The basic one unit of SPA time allocated is expected to cover internal Continued Professional Development, attendance at departmental management and audit meetings, appraisal, and annual job plan review. Additional targeted SPA activity is negotiable through the normal job plan review process to enable the appointee to make an appropriate contribution to management, teaching, training, audit and research activities. Out of hours responsibilities will be required. Candidates for this post should be on the General Medical Council Specialist Register with a licence to practice. The post is whole time, although candidates who wish to work part-time would be welcomed

Annual appraisal and participation in revalidation if and when required.

The post holder will be required to reach agreement with Consultant colleagues for the provision of cross-cover for annual leave etc.

Local CPD

NHS Highland is committed to supporting CPD for all of its staff members

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	MB ChB or equivalent. MRCP & FRCPATH or equivalent.	MD or PhD
2. GMC/Specialist Registration	Must be on the GMC register and fully licensed to practice in the UK	
3. Clinical Experience	Experience in the management of patients with a wide range of Haematological disorders. Experience of laboratory haematology including transfusion.	Experience in management of patients who have undergone allogeneic stem cell transplantation. Experience in provision of care to patients with haemostasis disorders.
4. Teaching & Training	Comprehensive knowledge of the diagnosis and treatment of patients with Haematological disorders. Comprehensive knowledge of the processes of a Haematology laboratory.	Trained in administration of intrathecal chemotherapy. Trained in Good Clinical Practice in support of clinical trials.
5. Research & Audit Experience	Enthusiasm and dedication Team working	
6. Staff Management	Ability to contribute to 24/7/365 service provision (i.e. weeknight on-call cover and weekend routine ward rounds, laboratory work and on-call cover)	
7. Team Working & Interpersonal Skills		
8. Publications		

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	SPECIALTY DOCTOR IN HAEMATOLOGY
Type of Contract	Full time Permanent
Location	Raigmore Hospital, Inverness
Salary	£43,246 - £80,643 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.
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.
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

	<p>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>

Right to Work	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.
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 33 days annual leave plus 8 statutory and public holidays as agreed by NHS Highland.
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 three months notice of termination of employment.
Removal Expenses	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.
Private Residence	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.

<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>