

**CONSULTANT PHYSICIAN IN  
GENERAL MEDICINE  
LORN & ISLANDS HOSPITAL**

**Information Pack  
MS14097992**

**APPOINTMENT OF CONSULTANT PHYSICIAN IN GENERAL MEDICINE  
LORN & ISLANDS HOSPITAL**

**INFORMATION PACK**

<b>Section 1</b>	<b>Welcome</b>
<b>Section 2</b>	<b>Advert</b>
<b>Section 3</b>	<b>Job Information</b>
<b>Section 4</b>	<b>Job Plan</b>
<b>Section 5</b>	<b>Person Specification</b>
<b>Section 6</b>	<b>Terms and Conditions</b>

# 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 M Brooks, Acting Clinical Lead, Consultant Radiologist [margaret.brooks@nhs.scot](mailto:margaret.brooks@nhs.scot) Tel: 01631 788981

Dr Duncan Scott, Lead Physician NHS Highland [duncan.scott2@nhs.scot](mailto:duncan.scott2@nhs.scot)

More information on working in Oban is available at [www.obanhospital.com](http://www.obanhospital.com)

## 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: MS14097992**

**Closing date: Midnight on 5<sup>th</sup> June 2022**

For further information on NHS Highland, please visit our website on [www.nhshighland.scot.nhs.uk](http://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 [tracey.smith18@nhs.scot](mailto:tracey.smith18@nhs.scot) for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

## Section 2 – Advert



Health Partner

**CONSULTANT PHYSICIAN IN GENERAL MEDICINE  
NHS HIGHLAND  
LORN & ISLANDS HOSPITAL, OBAN**

**PERMANENT FULL TIME POST – 10 PAs per week**

**Part time applications will also be considered.**

**£87,534 - £116,313 pro rata per annum**

**Job reference: 097992**

Do you ever dream of driving to work on quiet roads, alongside a beautiful Scottish sea loch, parking without stress at the hospital, to be greeted by smiling staff for whom compassion and pride in their work is still important? Is it attractive to work in a clean modern hospital with one of the best infection and patient safety records in Scotland? How would it feel to be part of a community with patients who genuinely appreciate your service and your skills? Would you like the bonus of working in one of the most beautiful areas of the UK, a centre for holidays and outdoor pursuits of all kinds, and only 2 hours from Glasgow International Airport?

If this sounds refreshing, then why not consider joining us as a Consultant Physician here at Lorn and Islands Rural General Hospital in Oban on the west coast of Scotland.

We currently have 2 full-time vacant posts but would welcome application from candidates seeking either full or part-time opportunities, and we are open to flexible working.

This is an exciting opportunity to personally make a difference to local health care. The successful candidate will have broad general medical experience, excellent communication and problem-solving skills, and be able to work flexibly as part of an integrated team. A specialist interest is also desirable. You would be encouraged to develop this interest as part of a network with specialists in Glasgow and Highland. An active interest in teaching and support of our team of specialist nurses along with junior doctors and undergraduate students will also be important.

Lorn & Islands Hospital is located on the southern outskirts of Oban and forms a hub for both acute and community services within the area. Purpose built in 1995, the Hospital houses a full range of facilities expected in a rural general hospital including a full 24-hour medical, surgical and anaesthetic service. The consultants also provide outpatient clinics to community hospitals throughout Argyll including the island of Mull.

The area is of one of outstanding natural beauty. The town of Oban is a tourist and commercial centre for the West of Scotland and the Isles. The port town has ferry links to the islands of Mull, Iona, Islay, Coll, Tiree, Colonsay and Lismore. There is plenty of opportunity for enjoying leisure pursuits including yachting, canoeing, walking, climbing, cycling and fishing. There is a strong culture of traditional music and dance in Argyll. It's a great place to bring up a family with good local schools and reasonable property prices.

Oban provides the advantage of a high quality of life in a rural setting with access to the main centres of Inverness, Glasgow, Stirling and Perth all within 2-3 hours travel time.

This vacancy is offered on the basis of 10 Programmed Activities per week. Up to 2 additional PAs may be available by negotiation.

Within this role we can offer a Global Citizens contract for a period of 3yrs.

Applicants are encouraged to visit the hospital and surrounding area.

For an informal and confidential chat please contact Dr Maggie Brooks on 01631 788981 or email [margaret.brooks@nhs.scot](mailto:margaret.brooks@nhs.scot) or [Rebecca.helliwell@nhs.scot](mailto:Rebecca.helliwell@nhs.scot) or [duncan.scott2@nhs.scot](mailto:duncan.scott2@nhs.scot)

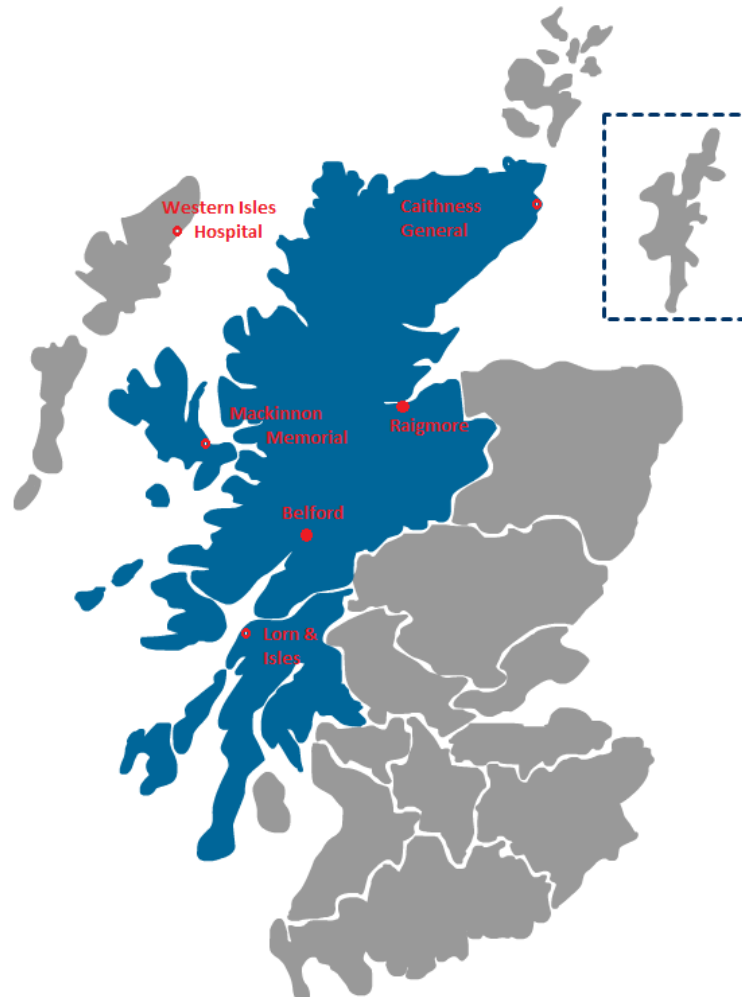
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## Section 3 – Job Information

### THE HOSPITAL & THE AREA

The Department of Medicine is based at Lorn & Islands Hospital, Oban. The Hospital is located on the southern outskirts of Oban and forms a hub for both acute and community services within the area. Purpose built in 1995 to provide facilities previously delivered from a number of small hospitals throughout the district, the hospital houses a full range of facilities expected in a rural general hospital.

The hospital has a total of 46 beds and acute services comprise Accident and Emergency, General Surgery and General Medicine, with Medical and Surgical High Dependency beds. Diagnostic Radiology includes plain films, CT, ultrasound and non-vascular interventional radiology. A wide range of laboratory services and a Clinical Pharmacy Department are on-site.

There is an integrated Out of Hours Service with GPs working from A&E, and Advanced Ward and A/E Nurse Practitioners. One-stop clinics for stroke, orthopaedics and cardiac services have also been set up. A MacMillan unit delivering chemotherapy and palliative care has been operational since 2006 and has undergone a recent extensive refurbishment. There is a pain service and day surgery with pre-assessment.

The area is one of outstanding natural beauty. The town of Oban is the gateway to the isles. The port town has ferry links to the islands of Mull, Iona, Coll, Tiree, Colonsay and Lismore. There is plenty of opportunity for enjoying leisure pursuits including yachting, canoeing, walking, climbing, cycling and fishing. Oban provides the advantage of a high quality of life in a rural setting with access to the main centres of Inverness, Glasgow, Stirling and Perth all within 2-3 hours travel time. There are also good train connections.

### DEMOGRAPHICS & SERVICES

The area covered by NHS Highland comprises the largest and most sparsely populated part of the UK. The area covers 32,512 km<sup>2</sup> (12,507 square miles) which represents approximately 41% of the land mass of Scotland. The Scottish Highlands are known worldwide as containing some of the nation's most outstanding landscapes and natural features. These wonderful geographical features also present a number of major challenges to the delivery of health services – a difficult terrain, rugged coastlines, populated islands, limited internal transport, and limited communications infrastructure.

NHS Highland serves a population of 398,000 residents. In addition, a proportion of our patients come from the many tourists who visit our area all year round, but particularly in the summer months when some local populations double or even triple.

The proportion of older people is slightly above the Scottish average, and the proportion of children under 15 years is lower than the Scottish average. Overall, the indicators of deprivation show that Highland residents fare better than the average Scot, although there is significant variation in the detail between Highland communities. In April 2006 Argyll & Bute joined NHS Highland creating a Health Board with a focus on remote and rural issues and with a lead role in working with the Scottish Executive to implement the rural aspects of the Kerr Report. Within Highland there are four integrated partnerships including Argyll & Bute. The Argyll and Bute HSCP has a population of 90,000 and devolved budget of £240 million. The partnership provides all primary care, acute and mental health services for its population and has a key commissioning role in working with NHS Greater Glasgow and Clyde to contract for secondary and tertiary care.

## **THE DEPARTMENT**

The acute medical beds are permanently staffed by four Consultant Physicians, one Associate Specialist and trainees. In addition, two Specialty Doctors are to be appointed imminently. The Physicians have special interests in Cardiology and Diabetes. The Department has a strong commitment to postgraduate and undergraduate teaching and an interest in this area would be welcomed.

The Medical Department is required to provide a comprehensive medical service including both elective and emergency cover. A one in four rota operates with internal cover for leave. Consultants are expected to be confident in the early management of all medical emergencies. Each Consultant has an out-patient clinic at the Hospital and the visiting services to community hospitals are shared within the department.

### **General Medical Staff**

Consultant Physician - Dr Gordon Caldwell

Consultant Physician - Dr Izabela Bodzioch (special interest Cardiology)

Consultant Physician - vacant post due to retiral March 2022

Consultant Physician - vacant post

Locum Consultant Physician - Dr Daniel Goyal

Locum Consultant Physician - Dr Hasan Fattah

Associate Specialist - Dr Niccola Campbell (special interest Diabetes)

### **OTHER SENIOR STAFF**

#### **Anaesthetics**

Dr Margaret Owen - Consultant

Dr David Robinson - Consultant (special interest Paediatrics)

Dr Martin Ruth - Consultant

#### **Community Paediatrics**

Dr Jamie Houston - Consultant

#### **Radiology**

Dr Emma Beveridge - Consultant

Dr Margaret Brooks - Consultant

#### **Surgical**

Mr Cezaruisz Zawal - Consultant

Ms Ela Toloczko - Consultant with special experience in colorectal

Mr Diwa Nath Das – Associate Specialist with special experience in urology and orthopaedics

## **OVERVIEW OF FACILITIES**

### **Bed complement**

18 Medical (including 4 beds in the High Dependency Unit)

14 Mixed Medical/Surgical

14 Surgical inpatient beds and a Day Bed Unit with 6 beds

## **Support**

The medical department is fully supported by diagnostics and specialist nurse services. Cardiac diagnostics including echocardiography and stress testing are provided by a Cardiac Physiologist. There is a well-established upper and lower GI endoscopy service, and Oban is a participant in the National Bowel Screening Programme. We have specialist nurses in Diabetes, Respiratory, Stroke and Cardiac. The hospital also has an Advanced Nurse Practitioner team supporting the medical staff providing care for patients within the inpatient setting and those acutely unwell in the A& E department.

## **Out-patients**

The busy Out-patient Department is efficiently organised with a variety of consultant and nurse-led clinics and provides an extensive range of services (some on a visiting basis) including general medicine, haematology, respiratory, orthopaedic, orthodontics, ophthalmology, ENT, pain, clinical psychology, dermatology, psychiatry, general surgery, gynaecology, obstetrics, oral surgery, orthodontics and paediatrics. Pre-operative assessment is undertaken locally for some distant surgical sites.

## **Radiology**

There is a modern well-equipped Imaging Department providing plain films and CT (24 hour), ultrasound, fluoroscopic examinations and non-vascular interventional procedures. There are 2 on-site Consultant Radiologists. The department is fully integrated into National PACS.

## **Laboratory**

The excellent on-site laboratory facilities include microbiology, biochemistry and haematology analysis.

## **Accident & Emergency Department**

The full range of surgical conditions is treated from minor injuries to major trauma requiring stabilisation, resuscitation and transfer. The department is staffed by Emergency Nurse Practitioners supported by trainees and consultants, with the GP Out-of-Hours service based in A&E also providing extra input. The Consultant Surgeons take lead responsibility for the Accident & Emergency Department. The hospital works closely with the Scottish Emergency Medical Retrieval Service for helicopter transfer of patients who require specialist care in Glasgow.

## **Theatre**

The Theatre Department comprises one large well-equipped operating theatre with adjoining anaesthetic room and a 3-bay recovery area. The Theatre Department also accommodates the Endoscopy Unit. The Theatre is used for general and emergency surgical work as well as regular dental lists and pain management procedures. The service is supported by a team of highly qualified anaesthetic nursing assistants and regular internal and external professional development is given the highest priority.

## **Other Facilities**

Clinical Pharmacy, Physiotherapy, Occupational Therapy, Speech Therapy and Audiology Departments.

Well-stocked library supported by a full-time librarian.

On-site IT support.

Teaching Rooms with facilities for online meeting/teaching purposes enabling links to acute and community hospitals across the Board area.

On-site ATLS instructors.

## **COMMUNITY HOSPITALS IN ARGYLL**

Lorn & Islands Hospital provides an extensive outreach service to community hospitals in Argyll to provide out-patient clinics and advice on treatment plans for patients in acute GP beds.

- Mid-Argyll Hospital – a 15 bed PFI hospital opened in Lochgilphead in 2007
- Campbeltown Hospital – a 10 bed hospital
- Islay Hospital – a 5 bed hospital
- Mull & Iona Community Hospital – a 3 bed hospital opened in 2012

## **ADMINISTRATIVE ARRANGEMENTS**

The post holder is expected to live within reasonable travelling distance of the hospital (this is generally recognised as no more than 15 miles or approximately 30 minutes travel time). The post holder must have a current driving licence.

The post holder will have an office and medical secretary support.

## **ELIGIBILITY FOR APPOINTMENT AS A 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.

This includes doctors with a Certificate of Completion of Training (CCT) or a Certificate of Eligibility for Specialist Registration (CESR) 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 or CESR and must have written evidence of the confirmed date.

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>.

## **THE GLOBAL CITIZEN PROGRAMME**

The Global Health Academy has links with a wide range of partner programmes. This new Global Citizenship programme, supported by the Scottish Government, enables us to actively support global partnerships. The programme is offered for 3 years of this permanent post.

The successful applicant will have the option to be part of a connected global community. You will participate in a defined and established Global Health Academy project which has already been approved by the Ministry of Health in partner countries. Additionally, you will be improving equity of access to health in rural Scotland and as such contributing to improving health outcomes both globally and locally. As the pandemic has restricted international travel, some or all of the 10 week programme can be carried out based in Scotland, either in Edinburgh or the Highlands, connecting virtually to the global health community.

The overseas activity will be captured in your job plan alongside clinical work in NHS Highland. Successful applicants will choose their project based on their own skill base, and the timing of international project requests. Sustained and longer term engagement with projects is encouraged, with a partnership built up. The Global Health Academy takes responsibility for developing detailed programmes of work in collaboration with the successful applicant, working to identify a programme of work that is most

appropriate. The Global Health Academy will oversee travel and visa arrangements, though the costs of international travel and accommodation when in a partner country will be the responsibility of the successful candidate as salaries are continuing to be paid. The Global health Academy will take responsibility for your induction to the overseas region and project.

The Global Health Academy has substantial experience in managing health partnership programmes including preparation for work abroad, travel and work risk analysis assessment and mitigation strategies and support, specialist support service with University insurance, health and safety policies, safeguarding policies, information security policy, alongside support when working within one of the main University Global Health Academy global programmes.

Opportunities for developing shared research between hospitals and rural populations and across high and low income settings, and/or to engage in online global health teaching programmes is also supported and encouraged, and health Boards and Successful applicants may chose to distribute their 10 weeks across the year engaged for a session a week in global health research.

By taking up this opportunity, you can help improve access to health both locally and globally. You will also have opportunities to benefit from the training, support, networks and professional development available through the NHS and the Global Health Academy

Successful applicants will be able to live in a beautiful part of Scotland and contribute to the growth of the local community. You will be supported to thrive as a clinician and as an academic. The three year contract enables you to benefit from preservation of pension and have the security of being an employee with access to appraisal and revalidation support.

## Section 4 – Job Plan

There are 4 Consultants on the rota with internal cover for colleagues' leave including on call, ward work, and administration. Outpatient clinics are cancelled when on leave.

The rota follows a 4 week pattern.

The Duty Physician (DP) undertakes the ward round Monday to Thursday morning. The DP taking over for the weekend performs the ward round on Friday and provides cover from 9am on Friday until 9 am Monday morning.

A second consultant or the Associate Specialist supports the DP each weekday by covering A&E from 9 am to noon and undertaking administrative tasks such as vetting outpatient referrals.

When not DP, there is outpatient work which may include clinics in either Oban, Lochgilphead, Campbeltown or Mull. Sessions for administration are provided.

2 SPA sessions are included per week.

Meetings include the Oncology MDT (fortnightly), Morbidity and Mortality Meeting (monthly), Teaching Programme (weekly during term-time) and Senior Medical Team (monthly).

The finalised job plan will be negotiated between the successful candidate and the Clinical Lead.

### **Sample daily timetable:**

09:00 Hospital safety huddle with representatives from all departments

09:05 Handover from overnight doctors then multidisciplinary discussion of medical inpatients

09:30 Ward Round, Clinic

12:30 - 13:00 Lunch

13:00 - 17:00 A&E, ward work, Clinic

16:30 Handover to evening and night cover doctors

17:00 Leave unless working as on call Consultant

## 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	MRCP (UK) or recognised equivalent.	Diplomas or other qualifications in subspecialties  Research (MD, PhD) or Educational qualification e.g. postgraduate certificate in medical education
2. GMC/Specialist Registrations	Applicants must be on the GMC Specialist Register or be within 6 months of obtaining their CCT at date of interview	CCT in General Internal Medicine
3. Experience	Wide experience of General Medicine  Clinical teaching experience	Management experience  Clinical Audit experience
4. Knowledge	Detailed and up-to-date knowledge of General Medicine	
5. Aptitudes	A team player who is comfortable in a multi-disciplinary setting, and is likely to function well within the Department of General Medicine  Good communication skills in English	
6. Other	Leadership qualities Enthusiasm for service development work Ability to work with a diverse patient population Full UK Driving Licence	An enthusiasm for teaching undergraduates, postgraduates and non-medical staff.

## 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>

<b>Job Title</b>	Consultant Physician
<b>Type of Contract</b>	Full time or Part Time Permanent
<b>Location</b>	Lorn and Islands
<b>Salary</b>	£87,534 - £116,313 pro rata per annum.  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 <sup>th</sup> of each month.
<b>Arrangement of Duties</b>	See separate Job Plan.
<b>Medical Negligence</b>	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.
<b>Registration with General Medical Council</b>	Prior to commencement in post, successful candidates must have full registration with the General Medical Council, a licence to practise, and be eligible for inclusion on the GMC Specialist Register.  Those trained in the UK should have evidence of higher Specialist Training leading to a CCT or be within six months of confirmed entry from the date of interview or obtained specialist registration through CESR (CP). Non UK applicants must demonstrate equivalent training.

<p><b>Disclosure of Criminal Convictions</b></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><b>Rehabilitation of Offenders Act 1974</b></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 <b>excluded</b> 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><b>Medical Fitness</b></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>

<b>Right to Work</b>	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.
<b>Annual Leave &amp; Public Holidays</b>	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).
<b>Superannuation</b>	New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme.
<b>Notice</b>	The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.
<b>Removal Expenses</b>	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.
<b>Private Residence</b>	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.
<b>Identity Badge Policy</b>	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.
<b>Smoke Free Policy</b>	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><b>Confidentiality</b></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><b>Scottish Workforce Information Standard System (SWISS)</b></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>