

# **Clinical Development Fellow in Mental Health**

**NEW CRAIGS HOSPITAL  
NHS HIGHLAND**

**Information Pack  
117600**

**APPOINTMENT OF CLINICAL DEVELOPMENT FELLOW  
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 Neil McNamara, Clinical Director of Mental Health, Learning Disability & Drug and Alcohol Recovery Services [neil.mcnamara3@nhs.scot](mailto:neil.mcnamara3@nhs.scot)

Dr Jennifer Hyland, Consultant Psychiatrist [jennifer.hyland@nhs.scot](mailto:jennifer.hyland@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: 117600

Closing date: 14<sup>th</sup> September 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 [meghan.mackenzie@nhs.scot](mailto:meghan.mackenzie@nhs.scot) for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

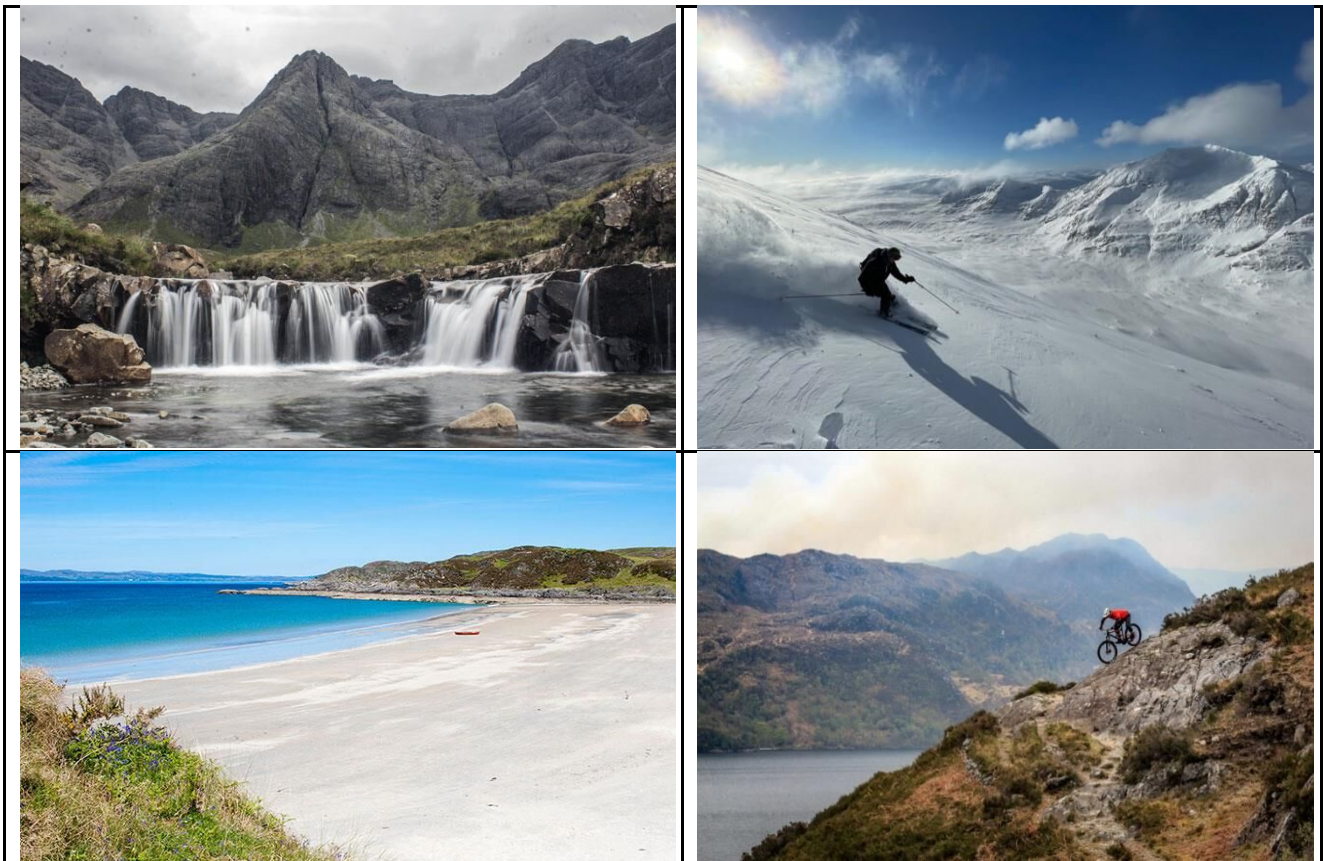
## Section 2 – Advert

**CLINICAL DEVELOPMENT FELLOW  
MENTAL HEALTH SERVICES, NHS HIGHLAND**

**BASED AT NEW CRAIGS HOSPITAL, INVERNESS**

**Fixed Term until August 2023**

**Salary £36,472 - £50,527 per annum pro rata (2022 – 2023 Rates)**



Applications are invited for the above post of Clinical Development Fellow which is available until August 2023.

This post affords the successful applicant the opportunity to gain experience in Mental Health (Psychiatry) at New Craigs Hospital; the possibility of some outpatient experience may be included within the Highland region. Until February 2023 the post would be within General Adult Psychiatry with the Rehabilitation department; a second post may allow continuation of this, or include Psychiatry of Older Age or further General Adult Psychiatry experience; this can be discussed.

The successful candidate will be contracted for up to 48 hours per week. The post holder will be paid at CT level based on their previous experience. A banding supplement relevant to the OOH component of their rotas will be paid in addition to the basic salary.

Your appointment will be subject to the Terms and Conditions of Service of Hospital Medical and Dental Staff and Doctors and Dentists in Public Health Medicine and the Community Health Service (Scotland).

About NHS Highland: NHS Highland is a forward thinking health and care provider whose aim is to provide the best care, by employing the best people and nurturing staff to be the best they can be.

The Highland Health and Social Care Partnership is responsible for providing a wide range of acute care, emergency care, primary care and community based health and social care services. These services are provided to around 232,950 people across 25,656 sq km (during the summer months the number of people in the area increases significantly due to an influx of tourists).

**Please quote reference: 117600**

**Closing date for completed applications: 14<sup>th</sup> September 2022**

***PLEASE NOTE - You should apply for this post by completing the application process on Job Train. We suggest you use Internet Browser "Google Chrome" or "Microsoft Edge"***

***DO NOT upload a CV as this will not be used for short listing purposes.***

***Once you have submitted your application form you will be unable to make any amendments.***

***For help to complete an application on Job Train please click [here](#).***

# Section 3 – Job Information

## CLINICAL DEVELOPMENT FELLOWSHIP

### 1. JOB DETAILS

Job Title:	Clinical Development Fellow (Mental Health)
Directly accountable to:	Service Lead for Department, NHS Highland
Professionally responsible to:	Specialty Clinical Lead (from rotation department/hospital)
Location:	New Craigs Hospital - NHS Highland
Term:	12 months (Funded up to August 2023 Only)
Time Commitment:	Full Time 40 hours, plus out of hours commitment
Remuneration:	The salary scale for this post (40 hours per week) is £36,472; £38,704; £41,821; £43,706; £45,978; £48,251 per annum (rates of pay effective from 1 April 2022, subject to seniority)
Qualifications:	Completion of Foundation Programme (UK) Full Registration GMC with a licence to practice

### 2. JOB PURPOSE

This post is aimed at **FY2+** level i.e. those Doctors who have completed the UK Foundation programme and hold an FACD 5.2 or equivalent as a minimum requirement, looking for additional experience of mental health - in which they may have a longer term interest. It may provide a professional development adjunct to any future clinical activity; with relevant portfolio and assessment activity it may be possible to count experience towards an application for Core Training in Psychiatry.

### 3. DUTIES OF THE POST

The format of the post will be agreed with the successful applicant. Providing consistent medical cover to Rehabilitation Psychiatry inpatients will be a key component of the initial rotation. Attendance at multidisciplinary meetings and completion of discharge documentation would also be expected.

A variety of mental health sub-specialty options may be available for the second rotation, depending on the interests of the applicant and identified departmental needs.

#### 4. DIMENSIONS

**NHS Highland** covers an area that comprises of 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.

NHS Highland serves a population of 310,000 residents (excluding Argyll & Bute). 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.

We provide primary, community, mental health and hospital services to an area the geographical size of Belgium, and this role would afford the opportunity to experience remote and rural service delivery.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered at a number of sites across NHS Highland.

There is one district general hospital, Raigmore Hospital based in Inverness, along with four rural general hospitals, two mental health hospitals and a number of community hospitals serving the largest geographical Health Board area in the UK. Certain medical and surgical services are also provided to the Western Isles Health Board which serves the population of the Outer Hebrides.

Clinical investigation facilities at Raigmore include an excellent Radiology Department with 2 MRI and 2 CT scanners, an interventional radiology service and a full range of other diagnostic capabilities including CT coronary angiography. There is a comprehensive cardio-respiratory investigation department, Nuclear Medicine Service and Medical Physics department. Diagnostic and interventional coronary angiography is performed in a newly equipped cardiac catheterisation facility. There are excellent in-house laboratory services and a regional Blood Transfusion Service. The comprehensive regional IT system includes laboratory results reporting, digital x-ray viewing via the PACS system, discharge documentation and clinical information support.

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](http://www.centreforhealthscience.com).

The Centre' at Raigmore also houses the Clinical Research Facility which aims 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.

## **New Craigs Site**

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

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

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

## **Wider Service Organisation and Additional Community Facilities**

### **Psychotherapy Department**

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

### **Personality Disorder Service**

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

The treatment of Personality Disorder in NHS Highland follows the phased approach to treatment, and the majority of all in-patient and out-patient clinical staff have now been trained in The Decider - a life skills based stabilisation programme of therapy. CMHTs also deliver the STEPPS training programme as part of Phase 1 intervention.

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

### **Clinical Psychology**

The aim of the department is to improve the mental and physical health of the population of the Highlands through efficient delivery of psychology services and through the dissemination of psychological knowledge. The Clinical Psychology department is the central organisational

structure with responsibility for delivering all applications of psychological principles to health care (clinical, health and counselling psychology).

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

### **Liaison/ Crisis Services**

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

### **Mental Health Assessment Team/ Braeside Crisis Service:**

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

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

### **Rehabilitation Service**

The Highland Mental Health Rehabilitation Service has recently been redesigned and now includes an 8 bed secure rehabilitation unit (Bruar) and a 14 bed community based rehabilitation unit (Aonach Mor). A full multidisciplinary team (including input from nursing, OT, social work, psychology, psychiatry and pharmacy) supports both units.

### **Drug and Alcohol Recovery Service**

The drug and alcohol recovery services are an adult service structured to include a specialist centre, Osprey House (see below) situated near the Raigmore Hospital campus and well established community teams across all of North Highland. There are also staff covering homeless healthcare, Housing First, dual diagnosis and Drug Testing & Treatment Order staff working in partnerships. The service also delivers a dedicated Harm Reduction Service from the Highland Alcohol & Drugs Advice & Support Service (HADASS) covering all aspects of harm reduction, needle exchange, IPED and Naloxone programme as well as general advice and support. There is a dedicated detoxification in-patient resource within New Craigs. DARS operate an open referral service.

### **Osprey House**

This is a dedicated Highland wide resource based in Inverness on the Raigmore Campus, operating over a 6 day rota. Due to the geography in Highland, the majority of people who attend

are from within the Inner Moray Firth area but not exclusively so. Osprey House offers specialist input when community based interventions are not an option.

### **Forensic Psychiatry**

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

### **NHS Highland Adult Learning Disability**

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

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

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

## What can I do when I'm not working?

The North of Scotland offers a fantastic range of adventurous outdoor activities with opportunities for skiing, snowboarding, climbing, road racing, mountain biking and a whole lot else on your doorstep. If you're looking for outdoor recreation, then this job can offer a sense of calm, space and openness that is unrivalled wherever you are based. This is big country, with wide skies and dramatic seascapes, and rolling moors merging into rugged peaks. The North of Scotland is a top destination for surfers with locals and tourists coming to the region specifically to surf in places such as Thurso which has earned a reputation as being the best cold water surfing destination in Europe and one of the best in the world. Equipment and tuition is available locally if you fancy getting your feet (and the rest of you) wet!

If you prefer a more laid back approach, the North of Scotland has a great selection of restaurants and eateries to suit all tastes and music festivals like Belladrum, Loopallu, Orkney Folk Festival and the Hebridean Celtic Festival and prove to be a great way to spend your time off.

The **Medical Education teams** in NHS Highland, Orkney, Shetland and Western Isles all aim to develop and implement their educational strategy including:

- Oversight of the quality of both post-graduate and undergraduate medical education in clinical areas.
- Liaison with Deanery and medical schools to ensure GMC quality standards are monitored and reported upon
- Allocating and/or coordinating financial, logistical and event-based resources to support undergraduate and post-graduate learning.
- Maintains and assists in training of a clinical educators network at all levels.
- Integration of training into the demands of a clinical service and ensure safety of our patients through appropriate and graded supervision and support for training doctors.
- Ensure UG students of medicine are prepared for clinical practice through engagement with relevant and rewarding experiences in the clinical setting

**Appointment:** the appointment will be on a full time basis for 1 year only and subject to satisfactory on-going appraisal within the role.

## 5. COMMUNICATIONS AND WORKING RELATIONSHIPS

The post holders will be expected to establish and maintain extremely good communications and working relationships with a wide range of staff, including:

- Service Lead of the parent acute care specialty who will act as immediate Line manager
- Supervising Staff members from Medical, Clinical and AHPs backgrounds
- Academic mentor/ named Clinical Supervisor
- Director of Medical Education / Associate Directors of Medical Education
- Colleagues in training grades at Foundation, Core and Specialty level
- Colleagues in the Highland Medical Education Centre

## 6. LOGISTICS

### **Base**

The post holder will be based at New Craigs Hospital, Inverness.

### **Annual leave**

Clinical Development Fellows are entitled to 5 or 6 weeks' (dependent upon point on scale) annual leave per annum during their appointment

### **Medical Clearance**

The offer of appointment is subject to the post holder undergoing relevant clearances and health checks as dictated by HR Recruitment and Occupational Health.

### **Qualifications and Experience & Medical Negligence**

The post holder must (at the time of commencement of employment) have full registration with a licence to practice with the GMC. Ideally applicants will have recently completed a UK based Foundation Programme and understand the UK Healthcare system.

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 NHS Highland's indemnity scheme, details of which are given in NHS Circular 1989(PCS)32, a copy of which is available to the successful candidate upon request.

### **Job Revision**

This job description should be regarded only as a guide to the duties required and not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holders. This job description does not form part of the contract of employment.

### **Training Approval**

These posts are **not** recognised for training but have been designed in consultation with the Postgraduate Dean in relation to future employment status and eligibility for Core or Specialty training and are built on sound educational governance principles.

### **Notice Period**

The post holder will be required to give and is entitled to receive a minimum of one month's notice of termination of employment.

## 7. JOB DESCRIPTION AGREEMENT

The post will be for one-year tenure. A separate job description will need to be signed by each jobholder to whom the job description applies.

## Section 4 – Person Specification

Requirement	Essential	Desirable
1. Qualifications	<p>MBBS or equivalent medical qualification</p> <p>FACD 5.2 for successful completion of Foundation Year 2 or equivalent</p> <p>(ALS) Advanced Life Support Certificate from the Resuscitation Council UK or equivalent (as required to complete Foundation competences) by intended start date</p>	<p>Distinction, prizes or honours during Postgraduate training</p> <p>Additional related qualifications, e.g. intercalated degree, BSc, BA, BMedSci or equivalent</p>
2. GMC/Specialist Registration	Full registration from GMC with a licence to practice	
3. Clinical Experience	<p>Eligible for full registration with the GMC at time of appointment and hold a current licence to practice.</p> <p>Evidence of achievement of postgraduate medical training in line with GMC standards/Good Medical Practice.</p> <p>Ability to apply sound clinical knowledge and judgement to problems</p> <p>Ability to prioritise clinical need</p> <p>Ability to maximise safety and minimise risk</p> <p>Recognition of, and ability to undertake the initial management of, an acutely ill patient.</p>	Well-presented log book or professional portfolio
4. Teaching & Training	<p>Enthusiastic in teaching clinical skills in the workplace or training environment.</p> <p>Evidence of contributing to teaching &amp; learning of other</p>	<p>Experience of simulation based teaching</p> <p>Has successfully completed a 'training the trainers' or 'teaching skills' course</p>
5. Research & Audit	Research Skills:	Evidence of relevant academic

Experience	<p>Demonstrates understanding of the basic principles of audit, clinical risk management &amp; evidence-based practice</p> <p>Understanding of basic research principles, methodology &amp; ethics, with a potential to contribute to research</p> <p>Audit: Evidence of active participation in audit</p>	<p>&amp; research achievements</p> <p>e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements</p> <p>Evidence of participation in risk management and/or clinical/laboratory research</p>
6. Eligibility	Eligibility to work in the UK	
7. Fitness to Practice	Is up to date and fit to practice safely without restriction	
8. Health	Meets professional health requirements (in line with GMC standards/Good Medical Practice) and informs of any health issues or restrictions that may affect training.	

# Section 5 – Terms and Conditions

## TERMS AND CONDITIONS OF SERVICE

This appointment is offered on the terms and conditions of service of the Clinical Fellow 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>	Clinical Development Fellow
<b>Type of Contract</b>	Full time + Potential Banding Supplement Dependant on Rota Fixed Term up to August 2023
<b>Location</b>	Clinical Development Fellow - The post holder will be based in various locations throughout NHS Highlands Mental Health Services. You will spend time with other clinicians, staff and medical students.
<b>Salary</b>	Clinical Development Fellow - £34,901 to £48,351 per annum. Placing on the salary scale will be on the minimum point unless the successful applicant has previous experience in a NHS post or equivalent previous non-NHS experience.
<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.
<b>Disclosure of Criminal Convictions</b>	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

	<p>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><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>
<p><b>Right to Work</b></p>	<p>NHS Highland has a legal obligation to ensure that it’s employees 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. Candidates will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been</p>

	granted for the work which they are applying to do. Employers may issue Certificates of Sponsorship to candidates outwith UK and Ireland. 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 post holder will be entitled annual leave plus 8 statutory and public holidays as agreed by NHS Highland.
<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 post holder will be required to give and is entitled to receive a minimum of one month's notice of termination of employment.
<b>Removal Expenses</b>	Assistance with Removal expenses will be given in accordance with the NHS Highland Short Term Relocation Policy. It is compulsory that you discuss any arrangements relating to your relocation with us before arranging anything. Failure to do so may result in limited or no assistance being given.
<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.
<b>Confidentiality</b>	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

	<p>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>