

ENDOSCOPY CLINICAL LEAD

NHS HIGHLAND

**Information Pack
MS14 131811**

APPOINTMENT OF CLINICAL LEAD IN ENDOSCOPY

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

NHS Scotland is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best. To this end, NHS Scotland welcomes applications from all sections of society.

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.

Department Contact:

Alan Grant, Clinical Director for Surgery, Anaesthesia and Critical Care,
alan.grant@nhs.scot / 01463 888 390

Amie Westwater – Service Manager, amie.westwater@nhs.scot / 01463 705779

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: MS14 131811

Closing date: 04/01/2023

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 kayleigh.noble@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

Section 2 – Advert

Endoscopy Clinical Lead

Raigmore Hospital – Inverness

Fixed Term – 3 years

1.5PA – NHS Highland

This position will provide an excellent opportunity for a motivated individual to enhance their personal development to provide clinical leadership to the endoscopy service.

This is an exciting opportunity for a dynamic individual to work across organisational and professional boundaries. This opportunity comes at a time when Raigmore unit is working strategically to achieve JAG accreditation, followed by the opportunity to become a registered training faculty. The postholder supports all endoscopy sites across NHS Highland and works with all team members to ensure the Endoscopy service is efficient and provides equity of service ensuring patient safety is central to Endoscopy processes.

The successful candidate will ensure clinical effectiveness and productivity, providing specialist endoscopy advice across the board.

The post is offered at 1.5 Programmed Activity.. The post is for a fixed term period of 3 years

Applicants are welcome to visit and we would strongly encourage those that are shortlisted to speak with the informal contacts and other relevant senior colleagues.

For Further information, please contact;

Alan Grant, Clinical Director for Surgery, Anaesthesia and Critical Care, alan.grant@nhs.scot / 01463 888 390

Amie Westwater – Service Manager, amie.westwater@nhs.scot / 01463 705779

Closing date: 04/01/2023

Job Reference: MS14 131811

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.

Section 3 – Job Information

Summary of the Role

To provide clinical leadership in the development of an effective, integrated, multi-disciplinary team for Endoscopy service in NHS Highland in line with national strategy, clinical guidelines and national standards.

To promote and drive forward a clinically safe and sustainable endoscopy service. This will require a co-ordinated approach that includes involvement of clinicians across the Highlands and other key areas

The Area and the Hospital

Raigmore Hospital, Inverness, is the main Acute Hospital for the Highland area. It serves, together with our rural general hospitals, the largest NHS area in the UK comprising the counties of Caithness, Sutherland, Ross and Cromarty, Inverness, Nairn, Lochaber, Badenoch and Speyside and part of Argyll and Moray. It also provides certain services to the Western Isles Health Board (Outer Hebrides) – the total population covered being about 246,000. The Highlands are an area of outstanding natural beauty, recreational outdoor activities. The city of Inverness is busy and well connected by air and rail to all UK destinations. The hospital was commissioned in 1985, and contains a total of 454 beds. It is equipped to a very high standard.

Investigation facilities include an excellent Radiology Department with MRI and CT Scanners, ultrasound, diagnostic and interventional radiology and coronary angiography together with a wide range of other interventional/therapeutic procedures. There is a comprehensive cardio-respiratory investigation department, nuclear medicine service, neuro and GI physiology and medical measurement. There are excellent in-house laboratory services and a regional Blood Transfusion Service. The comprehensive Health Board wide IT system includes results reporting, PACS, discharge documentation and clinical information support, supported by TrakCare PMS. Postgraduate Education is supported through the purpose built Centre for Health Sciences which includes a comprehensive Medical Library and clinical skills centre.

Endoscopy units

The 4-room endoscopy unit at Raigmore provides training in diagnostic and therapeutic gastroscopy and colonoscopy to surgical, medical and nurse endoscopists. Rural General Hospitals (Lorn and Islands, Belford and Caithness General Hospitals) have a collaborative team of theatre and endoscopy trained teams. All rooms are equipped with high-definition Olympus scopes and processors and a simulator is available for training. ERCP, EUS, bowel cancer screening including capsule colonoscopy, cytosponge as part of a co-ordinated Barrett's surveillance programme are all supported by the endoscopy service.

Section 4 – Job Plan

JOB PLAN ENDOSCOPY CLINICAL LEAD

1. Clinical lead for Endoscopy for NHS Highland based at Raigmore Hospital with responsibility for all endoscopy units across NHS Highland..
2. You will be expected to work with local managers and professional colleagues in the efficient running of the service. Subject to provisions of the Terms and Conditions of Service, you are expected to observe NHS Highland's agreed policies and procedures, drawn up in consultation with the profession, on clinical matters, and to follow the standing orders and financial instruction of Raigmore Hospital. In particular, where you formally manage employees of Raigmore Hospital, you will be expected to follow the local and national employment and personal policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff, involved in the care of your patients, to be able to contact you when necessary.
3. You are required to comply with the Board's Health & Safety Policies.
4. You have agreed that you will be responsible for the training and supervision of the junior medical staff who work with you, and you will be expected to devote time to this activity on a regular basis. In addition you will be expected to ensure that junior staff have access to advice and counselling.

Duties and Responsibilities

1. To be clinical 'champion' for Endoscopy services, and to communicate effectively with all clinical colleagues.
2. To lead and influence colleagues to provide standard of care and services that are consistent with best practice and guidelines as outlined by GRS/JAG.
3. To promote and facilitate the implementation of sustainable endoscopy service.
4. To actively participate in national submissions
5. To work with the relevant NHS managers to provide clinical input into planning and service design.
6. To establish effective working relationships to achieve the delivery of agreed objectives.
7. To represent endoscopy on relevant groups and to ensure subsequent feedback and/or action.
8. To chair the NHS Highland Endoscopy Services Group

Section 5 – Person Specification

Current practice as a medically qualified consultant or career grade doctor for NHS Highland within a department of Raigmore Hospital for which the post has a medical line management responsibility

1. The post holder will be clinically qualified and appropriately registered with evidence of relevant CPD
2. Excellent communication skills and evidence of problem solving/solution finding traits;
3. Highly developed written communication skills and presentation techniques;
4. An assertive but diplomatic approach to consultation and negotiation;
5. Clear commitment to a customer focus in working relationships;
6. Clear commitment and evidence of operating within a partnership working model;
7. Evidence of Continuing Personal and Professional Development;
8. Understanding of corporate agenda and corporate governance;
9. Sound understanding of Clinical Governance structures and arrangements
10. Sound understanding of the developing role of RGs and Raigmore Hospital;
11. Fostering a “team work” approach;
12. Evidence of Organisational Development and change management skills in multi-disciplinary teams;
13. Culturally and politically aware/sensitive;
14. Project management.
15. Information management and IT literacy.
16. Organisation of meetings and chairmanship skills.
17. Effective report writing.
18. Willingness and ability to manage conflict resolution;
19. Value and support for continuous learning and development;
20. A high level of interpersonal, strategic and technical skills combined with a supportive and visible leadership style.
21. Commitment to developing a culture that encourages initiative, individual and team responsibility with open communication that motivates staff.

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

Section 6 – Terms and Conditions

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	Clinical Lead Endoscopy
Type of Contract	Part Time Fixed Term
Location	Raigmore Hospital
Salary	<p>This post will be a new role alongside your current employment with NHS Highland. You would continue to be paid on your current point on your salary scale, with extra hours added for this positions</p> <p>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.</p> <p>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 27th of each month.</p>
Arrangement of Duties	See separate Job Plan.
Medical Negligence	<p>NHS Highland takes responsibility for expenses and damages arising from medical negligence where they, as the employer, are vicariously liable for the acts and omissions of their medical and dental staff. However, the appointee is strongly advised to maintain separate medical defence or insurance cover for all work which does not fall within the scope of the Board's indemnity scheme, details of which are given in NHS Circular 1989(PCS) 32.</p>
Registration with General Medical Council	<p>Prior to commencement in post, successful candidates must have full registration with the General Medical Council, a licence to practise, and be eligible for inclusion on the GMC Specialist Register.</p> <p>Those trained in the UK should have evidence of higher Specialist Training leading to a CCT or be within six months of confirmed entry from the date of interview or obtained specialist registration through CESR (CP). Non UK applicants must demonstrate equivalent training.</p>
Disclosure of Criminal Convictions	<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</p>

	issued once this clearance has been received.
Rehabilitation of Offenders Act 1974	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.
Medical Fitness	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. Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.
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 (pro rata per annum) plus eight statutory and public holidays as agreed by NHS Highland (pro rata per annum).
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	If your post includes on-call duties, 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	NHS Highland has a policy that all staff will be issued with and

Policy	required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.
Smoke Free Policy	NHS Highland operates a No Smoking Policy of tobacco products or e-cigarettes in any of our properties, vehicles or grounds. When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smokefree policy.
Confidentiality	<p>In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate who are concerned directly with the care, diagnosis and/or treatment of the patient.</p> <p>If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct, which could result in serious disciplinary action being taken against you including dismissal. The unauthorised disclosure of official business under consideration by the Board Management Team or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.</p>
Scottish Workforce Information Standard System (SWISS)	<p>The information that staff provide will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to employment. Any requests for information outwith the above will only be processed with individual consent (e.g. building society mortgage applications etc.)</p> <p>Staff information will be held securely, and will be accessed at a local, regional and national level to meet the requirements outlined above. Managers may also hold information within your department. There will be no unauthorised access.</p>