

**GASTROENTEROLOGY /
HEPATOLOGIST
CONSULTANT**

RAIGMORE HOSPITAL

**Information Pack
135416**

APPOINTMENT OF GASTROENTEROLOGY CONSULTANT

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

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:

Andrea Broad, Consultant Gastroenterologist and Hepatologist, andrea.broad@nhs.scot

Hazel Younger, Clinical lead for Gastroenterology, hazel.younger@nhs.scot / 01463 705442

Neil Jamieson – Clinical lead for Gastroenterology, neil.jamieson2@nhs.scot / 01463 705755

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: 135416

Closing date: 26th February 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 meghan.mackenzie@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

Section 2 – Advert

CONSULTANT GASTROENTEROLOGIST / HEPATOLOGIST

**10PA/ 40 Hours Per Week
Full time, Permanent**

£91,474 - £121,548 (2022 – 2023 Salary Scales)

Surrounded by the beauty, history and lifestyle opportunities of the Highlands, but well connected by rail and to major hubs by air, it shouldn't be surprising that Inverness is Scotland's fastest growing city. We are inviting applications for a consultant hepatologist (or gastroenterologist with an interest in hepatology) to expand and support our existing multidisciplinary liver team.

NHS Highland serves a population of around 320,000, dispersed through 40% of the land area of Scotland. Our remote and rural geography informs the structure of our service. We provide a comprehensive gastroenterology, hepatology and clinical nutrition service, using technological and collaborative solutions to deliver care in settings appropriate to patients' needs. Our liver service includes viral hepatitis, transplant outreach and dedicated autoimmune liver disease clinics, clinical psychology and specialist dietetic support.

This post is based in Inverness, using NHS Near Me/ Attend Anywhere virtual conversation (developed with patients in Highland), Teams-based MDT discussion and nurse-led clinics with fibroscanning in a network of rural and community hospitals to serve our communities in addition to traditional face-to-face clinics. We are part of the North of Scotland Cancer Network, linking Highland, Grampian, Tayside and the Island health boards.

The successful candidate will be expected to contribute to training and supervision of doctors in training, specialist nurses and medical students. Gastroenterology and hepatology inpatient care is part of this role. Acute medical take is not expected to be part of this post but is available for those who wish to do so.

We are keen to accommodate specialist interests and dedicated research sessions may be available for suitable candidates. We contribute to national audits and are part of the recently-formed SHARP network, with the aim of bringing liver-related research to underserved and rural populations.

Flexible working including less than full time can be negotiated, as can participation in the NHS Scotland Global Citizenship Programme, which aims to support NHS staff who wish to undertake overseas work in low or middle-income countries (LMIs). An initial fixed term post with the option for extension may also be considered.

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. You can ask for a Teams meeting to be set up through the department contact.

Interviews will be held via Microsoft Teams.

Part Time Hours Can Be Discussed if Preferred

For Further information, please contact;

Dr Andrea Broad, Consultant Gastroenterologist and Hepatologist: andrea.broad@nhs.scot

Dr Hazel Younger, Clinical lead for Gastroenterology: hazel.younger@nhs.scot / 01463 705442

Dr Neil Jamieson, Clinical lead for Gastroenterology: neil.jamieson2@nhs.scot / 01463 705755

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Section 3 – Job Information

Summary of the Role

The post holder will form part of the Gastroenterology Service at Raigmore Hospital, working in a multi-disciplinary team to ensure that the service grows and develops in line with population needs, opportunities offered through the development of drugs and therapy whilst meeting government waiting time targets and in full involvement in national audit and Quality Assurance programmes.

There are currently speciality interests within the team that include IBD, nutrition, viral hepatitis and liver. The department is keen to encourage continuation or development of subspecialty interests.

The delivery of high quality gastrointestinal care to a population spread over such a large geographical area poses special challenges. It requires good working relationships between primary and secondary care and benefits from innovative approaches to clinical and managerial problems.

You will be joining a busy clinical service which enjoys a high reputation for teaching and team working within the hospital and community. It is hoped that the appointee will preserve and enhance the service offered by the unit, both clinically and in terms of teaching. The ability to join in with, and contribute to, the current well-functioning team is essential.

The anticipated job plan would involve ward cover, MDTs, two weekly outpatient clinics and 2 weekly endoscopy sessions. Additional sessions may be available following discussion. Support to Medical receiving rota will be negotiable. There will also be commitment to the teaching of medical students and doctors in training and an opportunity to develop research interests via the University of the Highlands and Islands linked to the Centre for Health Science.

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.

Acute Medicine is core to providing exceptionally high quality healthcare in the Highlands and over recent years we have expanded our Acute Medicine Unit to support this vision. These new post in acute medicine in Raigmore will support the expansion of our service further. Acute medical services in Raigmore include an ambulatory emergency care unit, Medical HDU, medical short stay beds and review of patients in the acute medical unit. You would be joining an energetic team dedicated to the continued development of a first-class AMU.

We have recently moved to new purpose-designed unit with expanded AMU and MHDU bed numbers with state-of-the-art facilities.

The Medical Unit

The Department of Medicine manages approximately 8,000 admissions per year, of which most are acute emergencies. In addition, there are around 3,000 outpatient attendances and 1,000 day cases annually. There are 47 Consultant Physicians in charge of 227 beds as follows:

- 26-bed medical receiving ward adjacent to the Medical High Dependency Unit (6 beds).
- Coronary care unit (6 beds)
- Five general medical wards with a total of 148 beds.
- 25-bed elderly assessment ward
- 22-bed stroke unit
- 8-bed young rehabilitation unit.
- Ambulatory Emergency Care (AEC) unit

Additional facilities include:

- Renal Dialysis Unit (17 haemodialysis stations and 1 CAPD training room)
- Cardiology and Respiratory Investigation Unit
- Day Case Unit (with endoscopy suite)
- Diabetes Centre operating from separate accommodation on the Raigmore site.
- 14-bed Rheumatology Unit, located in Dingwall.
- 64 slice CT scanner and MRI scanner, both with cardiac packages.

Department of Gastroenterology

The Gastroenterology service is based at Raigmore Hospital in Inverness and serves a large, predominantly rural geographical area. Inpatient care is based in ward 7C, which is shared with the Renal team (16 beds allocated to gastroenterology). Infusion suite and ambulatory care areas enable day attendance for biologic therapy, venesection and paracentesis.

Outpatient clinics are delivered as a mixture of in-person, virtual (NHS Near Me/ Attend Anywhere) and telephone appointments. Advice and guidance to primary care is provided using electronic Clinical Dialogue in addition to standard referral routes.

The 4-room endoscopy unit provides training in diagnostic and therapeutic gastroscopy and colonoscopy to surgical, medical and nurse endoscopists. 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 available on site.

There is an on-call GI bleeding rota. In-hours Monday to Friday emergency endoscopy is part of the senior gastroenterologist rota; participation in the out-of hours upper bleeding rota may be negotiated.

Liver, viral hepatitis and HPB cancer services are delivered using a multidisciplinary approach, with their own specialist nursing teams and hepatology input into each. The postholder would be expected to be a core member of these teams. We have dedicated admin coordinator support to maintain databases for hepatoma surveillance, haemochromatosis monitoring, viral hepatitis treatment and autoimmune liver diseases. Our specialist nurses provide face to face clinics with fibroscanning as well as telephone-based clinics for responsive management of ascites, haemochromatosis and medication for AIH.

Support and supervision of colleagues in training roles is an integral part of this post. Through the year, we host 4th and 5th year medical undergraduates from Aberdeen University and ScotGEM (graduate entry) medical students. The postholder will also be expected to take an active part in quality improvement and service development. The Centre for Health Sciences is particularly well equipped and includes a comprehensive Medical Library. It hosts frequent evening meetings with eminent outside speakers as well as weekly clinical meetings and a monthly audit meeting all of which form an important part of the junior doctors' education. There is a consultant-led middle-grade teaching programme based around weekly lunchtime tutorials on topics relating to general medicine. Prospective cover and expenses for up to 20 days off-site study leave is

provided (pro rata), with the remainder of the study leave entitlement being provided through protected education on-site, per annum.

Medical team

- Hazel Younger, Full-time consultant
 - Neil Jamieson, Full-time consultant
 - Ivan Gunjaca, Full-time consultant
 - Andrea Broad, Part-time consultant (hepatology)
 - Dr Farooq Rehman, senior specialty doctor
 - (Newly appointed post to start January 2022), senior specialty doctor
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- One Specialty Registrar (rotational post based in Aberdeen)
 - One FY2/ junior specialty/ CMT doctor
 - One FY1 doctor

Liver Specialist Nurses

Leighann Scorgie Liver Disease Advanced Specialist Nurse

Linda Macleod Liver Disease Specialist Nurse

(Vacant post) Liver Disease Specialist Nurse

(New post) Liver Disease Specialist Nurse development post

IBD Specialist nurses

David Armour Lead Advanced IBD Nurse

Mhairi Fraser Advanced IBD Nurse

Kerriane Anderson IBD Nurse Specialist

Michelle McDonald IBD Nurse Specialist

(Vacant post) Nutrition Specialist Nurse

Viral hepatitis team:

Dr Wendy Beadles Infectious Diseases Consultant

Karen Stockdale Viral Hepatitis Advanced Nurse Specialist

Joan Mackintosh Clinical Pharmacist Team Manager

UGI/ HPB Cancer Specialist nurses (work across oncology, surgery and gastroenterology)

Angela Macgregor Advanced Cancer Nurse Specialist

Louise Glendinning Cancer Nurse Specialist

Dieticians:

Lisa Macleman Lead Dietician for Gastroenterology

Adele Robertson

Gemma Maclean

Other Team Members:

Mary Reid Clinical Psychologist

Alex Morrison Specialist Pharmacist

Marion Nicholson Advanced Nurse Practitioner 7C

Vicky Kippen Charge Nurse, Ward 7C

Amie Westwater Service Manager

Surgical Staff

Mr Ron Coggins (Consultant gastro-oesophageal and hepatobiliary surgeon)

Mr Appou Tamijmarane (Consultant gastro-oesophageal and hepatobiliary surgeon)

Mr Colin Richards (Consultant colorectal surgeon)

Mr Raymond Oliphant (Consultant Colorectal Surgeon)

Professor Ken Walker (Consultant Colorectal surgeon)

Mr Thanesan Ramalingham (Consultant Colorectal surgeon)
Professor Angus Watson, (Consultant Colorectal Surgeon)
Mr Mike Walker (Consultant colorectal surgeon)
Miss Morag Hogg (Consultant General surgeon)
Mr Alan Grant, Consultant General Surgeon)
Mr Stephen McNally, (Consultant gastro-oesophageal and hepatobiliary surgeon)
Mr Ian Thomas, Consultant General Surgeon
Mrs Angharad Jones (Consultant Colorectal surgeon)
Ms Cherith Sutton (Specialty Doctor)
2 Specialist Registrars
2 F1 trainees

Associated Medical Staff

Dr Andrew MacLeod (Consultant radiologist)
Dr Jason Walker (Consultant radiologist)
Dr David Eason (Consultant radiologist)
Dr Grant Stenhouse (Consultant pathologist)

Specialist Nurses

CNS Fiona Wilson (gastroscopy and colonoscopy)
CNS Nicola Mackenzie (colonoscopy)
CNS Shirley Mclean (colonoscopy)
3x Colorectal Nurse Specialists

Leave:

The leave year shall run from date of taking up appointment and in a full year the post holder will be entitled to 33 days of annual leave plus eight statutory and public holidays as agreed by NHS Highland.

PERSONAL QUALITIES

Flexibility, mutual understanding, time management, prioritisation, organisation and motivation.

Section 4 – Job Plan

JOB PLAN **CONSULTANT GASTROENTEROLOGIST**

1. Full-time Consultant in Gastroenterology for NHS Highland based at Raigmore Hospital with outpatient commitments via video conferencing at peripheral sites. Part-time and flexible working can be considered.

Although based at Raigmore Hospital, Inverness, you may be required to work in other NHS Highland Healthcare facilities in order to meet the requirements of the service.

The job plan will include outpatient clinics, endoscopy lists, attendance at multidisciplinary team meetings and time for clinical admin and supporting professional activities. Additional sessions (including research sessions) may be available by negotiation. There is a commitment to the GI bleed rota (which attracts a 3% uplift). There is no commitment to the general medical take in these posts, but this may be available to interested parties.

2. You will be expected to work with local managers and professional colleagues in the efficient running of the service, and will share with Consultant colleagues in the Medical contribution to management. 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.

Resources

5. The relevant staff and other resources supporting your post are as follows:
 - Other consultant medical staff
 - Middle grade staff– registrar, FY2 or SHO (shared)
 - FY1 staff (shared)
 - Specialist Nursing staff, specialist dieticians and clinical health psychologist
 - Designated Personal Secretarial support
 - Budget

Duties and Responsibilities

6. The main duties and responsibilities of your post include:
- i. Provision with consultant colleague(s) of a service in **Gastroenterology** and Hepatology to NHS Highland patients whilst based at Raigmore Hospital but with a regional commitment throughout the Board. You will assume responsibility for the prevention, diagnosis and treatment of gastroenterological illness, and for the proper functioning of the Department of Gastroenterology.
 - ii. Provision with Consultant colleagues of a service in **Gastroenterology and Hepatology** to Raigmore Hospital, with the responsibility for the prevention, diagnosis and treatment of illness, and the proper functioning of the Department.
 - iii. Out of hours' responsibilities: there is the "bleeding rota" and General Medical receiving (if agreed by the successful applicant)
 - iv. Requirements agreed for the provision of cover for Consultant colleagues.
 - v. Professional supervision and management of junior medical staff.
 - vi. Responsibilities for carrying out teaching, accreditation and examination duties, as required, and for contributing to postgraduate and continuing medical education activity, locally and nationally.
 - vii. Requirements to participate in medical audit and in continuing medical education.
 - viii. Involvement in research by agreement.
 - ix. Managerial, including budgetary, responsibilities (where appropriate).
 - x. Work on behalf of NHS Highland such as domiciliary consultants or services provided by NHS Highland for other agencies, e.g. Prison Service (where appropriate and agreed).
7. It is a requirement for all consultants 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

All job plans will follow the model format contained at Appendix 4 of the New Consultant Contract.

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.

8. The balance of clinics and endoscopy lists in the job-plan is negotiable, according to the wishes and skills of the successful candidate. Admin time will reflect the job-plan agreed.

Example Job Plan:

Ward week (2.5PA, initially 1:5)

- Supervision, training and workplace-based assessments for medical students and colleagues in training including trainee-led, consultant supervised ward rounds
- Inter-unit referrals
- Associated clinical admin

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Consultant Ward Round	Board Round	Consultant Ward Round	Board Round	Consultant Ward Round
PM	Inpatient (Emergency) endoscopies	Senior Team meeting	Inpatient (Emergency) endoscopies		Inpatient (Emergency) endoscopies Handover

Outpatient week (average 9.2PA based on 1:5 ward weeks)

SPA activities including supervision, research, service development subject to job planning

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Endoscopy including varices surveillance	HPB cancer MDT	Virtual/ telephone clinic (transplant outreachclinic x2/year)		Benign liver MDT
PM	Viral hepatitis MDT Clinical admin	Senior team meeting Electronic vetting and clinical dialogue			Outpatient clinic

Section 5 – Person Specification

ELIGIBILITY SUBSTANTIVE NHS CONSULTANT

Appointment to a substantive consultant post in the UK National Health Service requires the applicant to be listed on the General Medical Council (GMC) Specialist Register.

Doctors with a Certificate of Completion of Training (CCT) or a Certificate of Eligibility for Specialist Registration via the Combine Programme (CESR)(CP) who have completed an approved training programme in the UK and are eligible for entry onto the Specialist Register. Applicants can be short-listed if they are within six months of obtaining a CCT, CESR (CP) and must have written evidence of the confirmed date.

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

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

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

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

Attributes	Essential	Desirable
1. Qualifications	CCT in Gastroenterology (or within 6 months of anticipated entry to GMC specialist register). MRCP (UK) or recognised equivalent.	Post graduate research or teaching qualification.
2. Experience	Wide experience of gastroenterology and hepatology and management of related emergencies.	Experience of audit, protocol & guideline development. Skilled in upper and lower GI endoscopy.
3. Knowledge	Excellent and up to date knowledge of gastroenterology, hepatology and general medicine.	Formal training in clinical and/or educational supervision. An appreciation of the challenges associated with healthcare provision to remote and rural communities.
4. Aptitudes	Outstanding interpersonal skills with ability to establish and maintain productive relationships with colleagues across the multidisciplinary team. Excellent command of English - verbally and written skills.	Ability to provide mentorship support for undergraduate students and training grade doctors.
5. Other	Self-motivated with a confident leadership style.	Able to demonstrate management skills/training Driving licence.

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.

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	Consultant in Gastroenterology / Hepatologist Consultant
Type of Contract	Full time - Part Time May be Considered Permanent
Location	Raigmore Hospital, Inverness
Salary	£91,474 - £121,548 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. 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.
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 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.

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 Policy	NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.

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