

**CLINICAL FELLOW
OPHTHALMOLOGY
(GLAUCOMA)
RAIGMORE HOSPITAL**

**Information Pack
MS12 138221**

**APPOINTMENT OF CLINICAL FELLOW IN OPHTHALMOLOGY (GLAUCOMA)
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 Thorfinn Leslie or Dr Lai-Yeung Ngai,
Glaucoma Consultants,
Department of Ophthalmology. Telephone 01463 705356

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: 138221

Closing date: midnight on: Monday 13th 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 mary.urquhart1@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

Section 2 – Advert

**NHS HIGHLAND
RAIGMORE HOSPITAL, INVERNESS**

**GLAUCOMA FELLOW
DEPARTMENT OF OPHTHALMOLOGY**

**Salary £33,884 to £44,828 per annum plus banding supplement
Fixed Term for 1 Year from July 2023**

We are looking for a Clinical Fellow to compliment the Glaucoma team of the Ophthalmology Department based at Raigmore Hospital in Inverness.

The successful candidate will join a team of two Glaucoma Consultants and four Glaucoma-trained hospital Optometrists. In addition, the Ophthalmology Department comprises eight other Consultants, two Specialty Doctor, three Specialty Registrars, one other Clinical Fellow and four Orthoptists. Currently subspecialty interests provided by the department in addition to Glaucoma include Vitreo-retina, Oculoplastics, Paediatrics and Medical Retina.

The Glaucoma unit provides modern, evidence-based, dynamic glaucoma management to the population of the Highlands. Our unique geography requires innovative development in virtual clinics and telemedicine to meet the clinical need and standardised best quality of care. The unit has three Heidelberg Spectralis OCT scanners, a Kowa non-mydratic camera, Topcon specular microscope, Zeiss Humphrey VF analysers, Reichner ORA and iCare tonometers, Pascal laser, SLT laser, YAG laser and micropulse and cyclodiode laser. Outpatient glaucoma care is via either traditional consultant-led clinics, Optometrist-led shared care clinics or virtual clinics dependent on patient risk stratification. We have dedicated eye theatres.

The Ophthalmology Department in Inverness also provides an Ophthalmology service in Orkney, the Western Isles, Wick, Skye and Fort William. It may be possible to take part in these visits. The appointee will participate in the 1:5 on-call rota (08:00 to 20:00 only). The post also offers the opportunity for both Undergraduate and Postgraduate teaching.

Inverness is the capital of the Highlands and enjoys a lifestyle and environment only dreamt of in other parts of the country, offering a range of leisure and sporting opportunities, good quality affordable housing and excellent schools. Raigmore Hospital is a modern well-equipped district general hospital with approximately 454 beds.

Closing Date for applications:

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

INTRODUCTION

We are looking for a Clinical Fellow to compliment the Glaucoma team of the Ophthalmology Department based at Raigmore Hospital in Inverness. Applications for part-time and/or flexible working will be actively considered.

THE AREA AND THE HOSPITAL

Please refer to the Applicant Information Booklet which provides a wide range of information relating to NHS Highland.

DEPARTMENT OF OPHTHALMOLOGY

There are nine Consultant Ophthalmologists at Raigmore Hospital. They are supported by two Specialty Doctors, three Specialist Registrars, one Clinical Fellow, four Orthoptists, four Optometrists and dedicated nursing and administrative staff.

Consultant Ophthalmologists

Dr T Leslie	Glaucoma
Dr L Ngai	Glaucoma
Dr B Smith	Oculoplastic Surgery
Dr S Hewick	Surgical and Medical Retina
Dr D Knight	Medical Retina/Uveitis
Dr A Pyott	Remote & Rural Ophthalmology
Dr S MacLeod	Medical Retina
Dr J Mackinnon	Paediatrics
Dr R Brennan	Rural Ophthalmology

Duties and Responsibilities

The applicant will play an active role in the Glaucoma Service based at Raigmore Hospital in Inverness with regular Glaucoma clinics, Glaucoma laser sessions and theatre sessions. In addition, the applicant will be expected to contribute to the running of the service by advising triage nurses, supervising AHPs and managing eye emergencies.

The applicant will provide a non-resident first on-call service (1 in 5 rota) from 0800 to 2000 only.

The application will participate in undergraduate and postgraduate teaching, be expected to play a full part in the weekly educational activity of the department and also the monthly audit half days.

An example of a typical week would be:

Mon	Theatre (LYN)	Virtual GMS Reviews
Tues	OPD (LYN)	OPD (TL)
Wed	Theatre (TL alt weeks)/ GLAUC LASER (TL/LYN alt weeks)	Theatre (TL alt weeks)/ OPD (LYN alt weeks)
Thurs	OPD (TL)	Eye Casualty
Fri	RSTA	Post Grad Teaching

Equipment and Facilities

In April 2023 the Service will relocate to a purpose-built National Treatment Centre on the beautiful Inverness Campus (University) site. This will be part of the Scottish Government's plan for 10 National Treatment Centres and will be a shared facility with Orthopaedics for elective hip and knee joint replacement. There are 24 single bedrooms - 3 of which are allocated to Ophthalmology - and there are 3 operating theatres (one of which will be shared with orthopaedics for hand, foot and ankle surgery). One of the microscopes will have built in OCT for both anterior and posterior procedures. There will be modern audiovisual systems for recording and teaching purposes within the theatres.

The outpatient clinic has 12 fully equipped consulting rooms, a clean room, a nurse consulting room, spacious waiting areas, three 6m orthoptic consulting rooms and visual field testing areas.

Of the current facilities, three of the Haag-Streit slit-lamps have teaching attachments. Lasers – we have a Pascal pattern laser, SLT, micropulse and cyclodiode laser, and a YAG laser. We have a Heidelberg imaging system with two Spectralis OCT scanners in Inverness and a separate linked Spectralis servicing the Caithness population based in Wick. We have a dedicated ocular ultrasound machine, with A-scanning, B-scanning and UBM probes. We also have a Topcon specular microscope to assess/monitor the corneal endothelium.

The service has recently upgraded to MediSIGHT for medical retina patients and some Glaucoma patients and as part of the Scottish programme will be implementing Open Eyes Electronic Patient Record later in the year with the aim of being paper light in 2024.

Outpatient glaucoma care is stratified according to risk. The highest risk patients attend traditional consultant-led clinics, moderate risk patients attend hospital optometrist-led Glaucoma clinics and the most stable patients with least risk attend virtual clinics. The virtual clinics are managed by hospital optometrists with ophthalmology input as required.

Nurse practitioners have been trained to triage emergency referrals, carry out minor procedures, perform YAG laser and perform all intravitreal injections.

Paediatric operating and ASA 3 and 4 operating will continue to be delivered on the Raigmore Hospital site. The Raigmore eye theatre is spacious and has a ceiling mounted Leica microscope with a digital video recording system, laser filters and a vitrectomy wide angle lens attachment. It is equipped with a Centurion phacoemulsification machine and a diode laser with binocular indirect and intraocular delivery system.

Peripheral clinics are all held in multi-purpose clinic rooms but have good quality slit-lamps, blackout facilities and in Orkney, the Western Isles and Wick there are operating facilities and YAG laser. Both Western Isles and Orkney have Argon (or diode) lasers.

MANAGEMENT

Mr Colin McNair is the Clinical Director of the National Treatment Centre-Highland and Dr Andrew Pyott, Consultant Ophthalmologist is Acting Service Lead. The Ophthalmology Service has a management structure which is organised collaboratively amongst the consultant body.

Within the service there are regular Consultant Meetings, Heads of Service Meetings and Daily Management Huddles with all levels of staff. There is a good history of collaborative working with developed systems appropriate to the challenge of service provision within our geographical area.

SUPPORTING DEPARTMENTS

Imaging services are provided by the excellent Radiology Department that offers a wide range of imaging, including MR, multi-slice CT, ultrasound and angiography.

Electrodiagnostic studies (VEPs) are provided by a Consultant Physiologist and any other tests required (eg ERGs) are referred to Aberdeen Royal Infirmary or Gartnavel hospital, Glasgow.

Section 5 – Person Specification

Essential Criteria - these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

Desirable Criteria - these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

Requirement	Essential	Desirable
1. Qualifications	Medical Degree	Other relevant medical and non-medical training/degree Other relevant postgraduate qualification
2. GMC/Specialist Registration	Full registration with the GMC with a licence to practice	
3. Clinical Experience	Completed at least two years full-time Ophthalmology postgraduate training Good communication skills	FRCOphth (or equivalent)
4. Teaching & Training		Experience of teaching junior medical staff or other health professionals.
5. Research & Audit Experience	Demonstrable experience of regular participation in clinical audit and implementation of its findings Provision of evidence of satisfactory continuing professional development	Evidence of involvement in research
6. Staff Management	Computer literacy Ability to communicate easily with patients and colleagues across the disciplines	

7. Team Working & Interpersonal Skills	<p>Evidence of satisfactory organisation at work.</p> <p>Evidence of effective interpersonal skills</p> <p>Able to demonstrate skills in communication and team working with both medical and non-medical colleagues</p>	
8. Publications		Presentation of research at national conferences and publication in a peer reviewed journal
9. Other		Valid UK driving licence

Section 6 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

CLINICAL FELLOW

While at Raigmore Hospital you will be on NHS Highland's payroll. The medical staffing departments will liaise regarding appointments and payroll/banding details.

This appointment is a full-time appointment and is in accordance with the Terms and Conditions of Service for Hospital Medical and Dental Staff (Scotland) employed in the National Health Service, as amended by the Secretary of State for Scotland, and subsequently the Scottish Parliament, from time to time.

Job Title	Clinical Fellow in Glaucoma
Type of Contract	Full time Fixed Term
Location	Raigmore Hospital, Inverness
Salary	<p>The salary scale for this post (40 hours per week) is £33,884; £35,958; £38,854; £40,604; £42,716; £44,828 per annum pro rata (2020/2021 rates).</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>

<p>Arrangement of Duties</p>	<p>This post is offered at the banding of the post at the date of commencement which may vary from what the post is currently banded at. The terms and conditions of service as amended from time to time will apply to and govern this statement.</p> <p>The Clinical Fellow is also required to provide cover for Annual Leave and Study Leave and short periods of sick leave of colleagues.</p> <p>The Clinical Fellow accepts that he/she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant(s). It has been agreed between the professions and the Scottish Office that while juniors accept under this paragraph that they perform such duties it is stressed that additional commitments arising under this paragraph are exceptional and in particular that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.</p>
<p>Medical Negligence</p>	<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>
<p>Registration with General Medical Council</p>	<p>The postholder will be required to maintain current full registration with the General Medical Council with a licence to practice at all times during their employment with NHS Highland. 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, which will be issued to the successful candidate.</p>

<p>Disclosure of Criminal Convictions</p>	<p>Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post is considered to require Registration with the Protecting Vulnerable Groups (PVG) Scheme as it involves substantial access to children and / or vulnerable adults. A PVG Scheme Record will contain details of all convictions on record, whether spent or unspent. This means that even minor convictions, no matter when they occurred will be included in the Scheme Record. It may also contain non conviction information held locally by the police, where this is considered relevant to the post.</p> <p>Following the selection interview only the "successful" candidate will be subject to registration with the PVG Scheme. Offers of appointment will be made subject to satisfactory PVG Scheme screening and medical fitness. Please note that a commencement date will only be issued once this clearance has been received.</p>
<p>Rehabilitation of Offenders Act 1974</p>	<p>The Rehabilitation of Offenders Act 1974 provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as "spent" after the lapse of a period of years under the terms of the Act. The National Health Service employment for which you are applying is excluded in the provisions of the Act unless otherwise stated in the job description. If the post is excluded you are required not to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by your employer. Any information given, however, will be completely confidential and will be considered only in relation to the post for which this application form refers.</p>

Medical Fitness	<p>All prospective members of staff are asked to submit a confidential health questionnaire to the Occupational Health Service. On the basis of this, they may be passed fit, or an appointment for further information or screening may be required. All entrants must be certified medically fit and employment is conditional on such certification. All appointees are expected to comply with NHS Highland's Immunisation Policy.</p> <p>Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.</p>
Right to Work	<p>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.</p>
Annual Leave & Public Holidays	<p>Post holders are entitled to 5 or 6 weeks' (dependent upon point on scale) annual leave per annum during their appointment</p> <p>You will be eligible to the agreed Public Holidays for NHS Highland which fall during your period of employment. If you are required to work on a designated Public Holiday you are eligible to a day off in lieu of that day. Such should be requested through the General Manager for your Division.</p>
Superannuation	<p>New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme.</p>
Notice	<p>The postholder will be required to give and is entitled to receive a minimum of one months notice of termination of employment.</p>

Removal Expenses	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.
Private Residence	Your private residence shall be maintained in contact with the public telephone service and shall be not more than 10 miles or 30 minutes by road from your hospital base, unless the Board gives specific approval to you residing at a greater distance.
Identity Badge Policy	NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.
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.

<p>Confidentiality</p>	<p>In the course of your duties you may have access to confidential material about patients, members of staff or other health service business. On no account must information relating to patients be divulged to anyone other than authorised persons - for example medical, nursing or other professional staff, as appropriate who are concerned directly with the care, diagnosis and/or treatment of the patient.</p> <p>If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature you must seek advice from your superior officer. Similarly no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe this rule will be regarded by your employers as serious misconduct, which could result in serious disciplinary action being taken against you including dismissal. The unauthorised disclosure of official business under consideration by the Board Management Team or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.</p>
<p>Scottish Workforce Information Standard System (SWISS)</p>	<p>The information that staff provide will be used for employment purposes and where necessary to comply with legal obligations. The purpose of holding this information is for administration i.e. employment and pay amendments, superannuation, workforce management/planning and other personnel matters in relation to employment. Any requests for information outwith the above will only be processed with individual consent (e.g. building society mortgage applications etc.)</p> <p>Staff information will be held securely, and will be accessed at a local, regional and national level to meet the requirements outlined above. Managers may also hold information within your department. There will be no unauthorised access.</p>