

Specialty Doctor In Obstetrics & Gynaecology

**Information Pack
MS14 152407**

APPOINTMENT OF SPECIALTY DOCTOR IN OBSTETRICS & GYNAECOLOGY

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:

Dr Rashmi Srivastava – Clinical Director Woman and Children
Tel 01463 704000
Email; rashmi.srivastava@nhs.net

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 152407

Closing date: 20/06/2023

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

Section 2 – Advert

Specialty Doctor in Obstetrics & Gynaecology
Raigmore Hospital, Inverness
£54,903 - £85,554 annum pro rata
Ref: MS14

Applications are invited for the position of Specialty Doctor in Obstetrics and Gynaecology, to provide services at Raigmore Hospital and outreach clinics at our Community Midwifery Units (Skye, Fort William and Caithness).

There is an Early Pregnancy Assessment Unit and an Obstetric Day Unit. Specialist clinics include a joint diabetic antenatal clinic, maternal medicine clinic, fetal medicine clinic, fast-track gynaecology clinic, colposcopy clinic, social gynaecology clinic, and an out-patient hysteroscopy service. Raigmore hospital is a Gynaecology-oncology cancer unit and part of NOSCAN (North of Scotland Cancer Network) with close links to the Gynae-oncology Cancer Centre at Aberdeen Royal Infirmary.

The Department participates in the teaching programme for medical undergraduates from Aberdeen University. Specialist trainees in the North of Scotland Deanery rotate to and from Aberdeen. The recently completed Centre for Health Sciences includes a modern Postgraduate Centre with outstanding training resources including simulation centre, research facilities and excellent library facilities.

Applicants unable to work full-time will be eligible to be considered for the post and, if appointed, the job plan will be discussed on an individual basis.

Raigmore Hospital is a modern District General Hospital with 454 beds. The department of Obstetrics & Gynaecology serves a wide population from Highland. There are approximately 2,000 deliveries per year and a broad range of obstetric and gynaecological services are provided.

Inverness is the capital of The Highlands of Scotland - a most wonderful area in which to live and work. It enjoys good road, rail and air links to both the north and south. The attractive surrounding countryside offers exceptional outdoor recreational opportunities. Crèche facilities may be available within the hospital complex.

Closing Date: 20/04/2023
Job Ref: MS14 152407

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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

This is an exciting opportunity for a Specialty Doctor in Obstetrics & Gynaecology based at Raigmore Hospital, Inverness, with commitments to outpatient duties at peripheral clinics within NHS Highland

Key Duties and Responsibilities

We seek to appoint highly motivated, capable and committed colleagues with specialist skills and abilities to complement those of the existing team.

Our department enjoys a highly regarded reputation in undergraduate teaching and postgraduate training, and the appointed candidate will have the opportunity to contribute to delivery of this programme.

The successful candidate will join a team providing comprehensive care in all aspects of Obstetrics and Gynaecology. Services are based at Raigmore, with outreach clinics extended to Community Maternity Units in Skye, Fort William and Caithness. The team, at present, comprises ten full time Consultants, four Specialty Doctors, four Specialty Registrars, two GP Trainees and four FY2s.

To apply, you must be fully registered with the General Medical Council (GMC), hold a license to practise.

Obstetrics & Gynaecology Department

The Department of Obstetrics & Gynaecology serves a wide population from Highland, Argyll and Bute and Grampian regions as well as the Western Isles. There are approximately 2,200 deliveries per year, and a broad range of obstetric and gynaecological services is provided. There are currently 27 Obstetric beds (four High Dependency) twelve Gynaecology/Breast surgery beds and a SCBU wing attached to the main hospital. Labour Ward comprises six rooms and a dedicated obstetric theatre. There are Gynaecology day case beds available in a separate unit.

Specialist clinics include a joint antenatal/diabetic clinic, a multiple pregnancy clinic, fast-track gynaecology, outpatient hysteroscopy, colposcopy, infertility, and social gynaecology. Outpatient services include an Early Pregnancy Assessment Unit, 24-hour Maternity Assessment and Triage Unit, and a Fetal Medicine/Obstetric Scan Department. Raigmore Hospital is a Gynaecology-oncology cancer unit and part of NOSCAN (North of Scotland Cancer Network) with close links to the Gynae-oncology Cancer Centre at Aberdeen Royal Infirmary.

Developments within the Department include the consolidation of a well-equipped Obstetric Scanning facility, staffed by PgC-qualified Midwife-Sonographers and obstetric scan technicians, working alongside a team of Screening Midwife Counsellors and in close association with Specialist Counsellors in Medical Genetics. We offer a complete antenatal screening service, including CUBS and routine fetal anomaly scans as well as diagnostic amniocentesis. The Midwifery-led Maternity Assessment Unit has been successfully established. In the past two years, we have reduced hospital stays on the gynaecology ward by improving resources for minimal access surgery and introducing a programme for enhanced recovery. We have decreased admissions by promoting outpatient procedures under local anaesthetic, such as manual vacuum aspiration and second generation endometrial ablation techniques in our out-patient hysteroscopy service.

Special Care Baby Unit

The Maternity Unit is supported by a 13 bed Special Care Baby Unit (SCBU). There are 6 WTE consultant paediatricians. Where possible, we undertake in-utero transfers to tertiary centres for pregnancies which might require delivery at less than 28 weeks' gestation. The North of Scotland Neonatal transfer team based in Dundee and Aberdeen is on call to support our Unit and the Rural General Hospitals when required.

Staffing in the Department

The Consultant Team at Raigmore includes:

| | |
|------------------------|--|
| Dr Rashmi Srivastava | Clinical Director Woman and Children's Division Interests: Clinical Governance, Benign Gynaecology and Gynaecology Skin |
| Dr Ibrahim Alsharaydeh | Lead Gynaecology oncology Colposcopy and Robotic Surgery |
| Dr Mandy Hunter | Interests: Unintended Pregnancy Services, and Medical Education |
| Dr Leena Thomas | Regional Link Lead and Labour Ward Lead Interests: High Risk Obstetrics |
| Dr Kate Stewart | Interests: Early Pregnancy and Benign Gynaecology |
| Dr Aik Goh | Interests: Gynaecological Oncology and Risk Management |
| Dr Adam Archibald | Interests: Benign Gynaecology and Minimal Access Surgery |
| Dr Tracey Sturgeon | Gynaecology Lead and 4rth Year undergraduate coordinator Interests: Pelvic Floor and Post Reproductive Health and Risk Management |
| Dr Rajesh Annappa | Interests: Early pregnancy and Emergency Gynaecology |
| Dr Jim Bingham | Interests: High Risk Obstetrics, Maternal Medicine |
| Dr Sumayah Babelli | Interests: High Risk Obstetrics and Emergency Gynaecology |
| Dr Philip Bobang | Interests: Colposcopy and Benign Gynaecology |
| Dr Iram Rabbani | Interests: High Risk Obstetrics, Maternal Medicine |

The Specialty Doctor / permanent Middle Grade team at Raigmore includes:

| | |
|--------------------|--|
| Dr Darren Thomas | Service Lead Obstetrics Interests: Obstetric Ultrasound, Undergraduate teaching |
| Dr Amy Sharkey | Interests: Colposcopy, Social Gynaecology |
| Dr Keri McCully | Interests: Out-patient hysteroscopy, middle grade rota |
| Dr Jandy Fernandes | Interests: PMB, Menopause, Medical Education |
| Dr Hythem Helal | Interests: High Risk Obstetrics and Labour Ward |

Teaching

There is an important commitment to both undergraduate and postgraduate medical education. We have five 4th year medical students from Aberdeen University attached to the department for five weeks at a time, together with four blocks per year of final year medical students. Specialist trainees in the North of Scotland Deanery rotate to and from Aberdeen. There is a full departmental postgraduate teaching programme with regular multidisciplinary clinical and audit meetings. The Centre for Health Sciences is particularly well equipped with comprehensive facilities for postgraduate education, including a well-stocked Medical Library. The centre is used for a wide variety of meetings and courses for doctors and colleagues from all disciplines. We have video conferencing facilities in our own department.

Referrals and Clinical duties

The department accepts referrals from other consultant units in the Region: Stornoway, Elgin and Caithness. It also supports the established Community Midwifery Units in Fort William and Skye. The pattern of clinical work in general and individual clinical management in particular, may be influenced significantly by the geography of the region and the patient's home location.

Clinical duties will be mainly undertaken at Raigmore Hospital. Regular outreach clinics are held in Fort William and Skye. Outreach commitments are agreed and shared mutually between consultant staff.

Currently, we work a 1-in-8 Middle Grade on-call rota which is resident as are the junior doctors. All the rotas are currently being redesigned in line with Scottish Government Guidance.

Clinical Governance and Risk Management

All members of the Department contribute to a structured clinical risk reporting system and to participate in the review of cases at risk management meetings. The framework for clinical governance continues to evolve and we have, this year, established a new post for a senior midwife, designated Maternity Services Quality and Safety Co-ordinator.

The Highland Clinical Research Facility

Within the Centre for Health Sciences building, state of the art laboratory facilities are available to support clinical research.

The Highland Clinical Research Facility (CRF) provides a high quality environment for clinical trials, where participants can take part in research programmes safely and according to ethically approved study protocols. There is a bedded clinical laboratory for patient monitoring on a day case or 24 hour basis, staffed by research nurses and pharmacy staff. Administrative staff and the CRF User's Group oversee business and operational matters, with the CRF Steering Group and CRF Director providing strategic guidance.

Additional Information

Tuesday afternoon is designated for Postgraduate Teaching and CPD.

Section – Job Plan

NHS Highland Health Board.

This job plan starts 23 November 2021.

Job plan for Dr Specialty Doctor, Dummy (SAS Doctor) in Obstetrics & Gynaecology

Basic Information

| | |
|--|-------------------------------|
| Job plan status | In 'Discussion' stage |
| Appointment | Full Time |
| Cycle | Rolling cycle - 8 weeks |
| Start Week | 1 |
| Report date | 22 Nov 2021 |
| Expected number of weeks in attendance | 42 weeks |
| Usual place of work | *Raigmore Hospital, Inverness |
| Alternate employer | None Specified |
| Contract | 2008 |
| 1 PA of premium time equates to | 3 hours |
| Private practice | No |

Job plan stages

| Job plan stages | Comment | Date stage achieved | Who by |
|-----------------------|---------|---------------------|-------------------|
| In 'Discussion' stage | | 22 Nov 2021 | Ms Carleen Gordon |

Hours Breakdown

| | Main Employer PAs | Core PAs | EPA PAs | Total PAs | Core hours | EPA hours | Total hours |
|--|-------------------|----------|---------|-----------|------------|-----------|-------------|
| Direct Clinical Care (DCC) | 9.065 | 9.065 | 0.000 | 9.065 | 31:53 | 0:00 | 31:53 |
| Supporting Professional Activities (SPA) | 1.006 | 1.006 | 0.000 | 1.006 | 4:01 | 0:00 | 4:01 |
| Total | 10.071 | 10.071 | 0.000 | 10.071 | 35:54 | 0:00 | 35:54 |

On-call summary

| Type | Normal | Premium | Cat. | PA |
|---------------------------------------|--------|---------|--------|-------|
| | | | Total: | 0.000 |
| You have not added any on-call rotas. | | | | |

On-call rota details

Sign off

| | | |
|-----------------------------------|-----------------------------|--------------|
| Role: Clinical Manager | Role: Clinical Manager | Role: Unkown |
| Name: Dr Srivastava, Rashmi (Con) | Name: Mrs Gillespie, Alison | Name: Unkown |
| Signed: | Signed: | Signed: |
| Date: | Date: | Date: |

Timetable

Activities

Extra Programmed Activities

| Type | Day | Time | Weeks | Activity | Employer | Location | Cat. | Num/Yr | PA | Hours |
|------|-----|---------------|-------|---|----------------------------|-------------------------------|--------|----------|-------|-------|
| | | | | | | | Total: | Core EPA | 8.208 | 28:27 |
| | | | | | | | | | 0.000 | 0:00 |
| | Mon | 00:00 - 09:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.438 | 1:24 |
| | Mon | 09:00 - 13:00 | | Theatre - gynae | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 10 | 0.238 | 0:57 |
| | Mon | 20:30 - 00:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.181 | 0:33 |
| | Tue | 00:00 - 09:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.438 | 1:24 |
| | Tue | 08:30 - 21:00 | | Duty Labour Ward Obstetrician Comments: Labour ward forum representation | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 17 | 1.332 | 5:04 |
| | Tue | 20:30 - | | Shift On Junior Doctor | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.181 | 0:33 |

| Type | Day | Time | Weeks | Activity | Employer | Location | Cat. | Num/Yr | PA | Hours |
|------|-----|---------------|-------|-----------------------------|----------------------------|-------------------------------|------|--------|-------|-------|
| | | 00:00 | | Rota | | | | | | |
| | Wed | 00:00 - 09:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.438 | 1:24 |
| | Wed | 09:00 - 13:00 | | Clinic - gynae - general | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 10 | 0.238 | 0:57 |
| | Wed | 20:30 - 00:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.181 | 0:33 |
| | Thu | 00:00 - 09:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.438 | 1:24 |
| | Fri | 08:00 - 13:00 | | Theatre - obstetric | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 35 | 1.042 | 4:10 |
| | Fri | 08:30 - 21:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.509 | 1:57 |
| | Fri | 13:30 - 17:00 | | Clinic - antenatal | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 21 | 0.438 | 1:45 |
| | Sat | 08:30 - 21:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.645 | 1:56 |
| | Sat | 20:30 - 00:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.181 | 0:33 |
| | Sun | 00:00 - 09:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.464 | 1:24 |
| | Sun | 08:30 - 21:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.645 | 1:56 |
| | Sun | 20:30 - 00:00 | | Shift On Junior Doctor Rota | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 6.5 | 0.181 | 0:33 |

No specified day

"(") Refers to an activity that replaces or runs concurrently

Extra Programmed Activities

| Type | Normal | Premium | Activity | Employer | Location | Cat. | Num/Yr | PA | Hours |
|------|--------|---------|--|----------------------------|-------------------------------|--------|-------------------|---------------------------|------------------------|
| | | | | | | Total: | Core EPA Replaced | 1.863 0.000 (0.000) | 7:27 0:00 (0:00) |
| | 10:00 | 0:00 | Job planning Comments: standard allowance | NHS Highland Health Board. | *Raigmore Hospital, Inverness | SPA | 1 | 0.060 | 0:14 |
| | 15:00 | 0:00 | Personal Appraisal / Revalidation Comments: standard allowance | NHS Highland Health Board. | *Raigmore Hospital, Inverness | SPA | 1 | 0.089 | 0:21 |
| | 3:00 | 0:00 | Meetings - departmental | NHS Highland Health Board. | *Raigmore Hospital, Inverness | SPA | 34 | 0.607 | 2:26 |
| | 4:00 | 0:00 | Admin - general | NHS Highland Health Board. | *Raigmore Hospital, Inverness | DCC | 36 | 0.857 | 3:26 |
| | 1:00 | 0:00 | CPD - Personal (max 1 hour per week) | NHS Highland Health Board. | *Raigmore Hospital, Inverness | SPA | 42 | 0.250 | 1:00 |

Board Objectives

Care

To improve the experience of care and caring for people by: - Minimising the time that individuals have to be away from home and their families to receive care. - Supporting more individuals and their families to make choices about their care, particularly when nearing the end of their life. - Preventing people from falling.

People

To attract staff and improve our staff experience working for NHS Highland by: - Making NHS Highland the employer of choice. - Ensuring staff are proud of their contribution to delivering safe and effective care. - Increasing the number of staff who feel engaged and valued as part of our team.

Quality

To improve access to and coordination of services by: - Improving timely access to the right person who can best meet people's needs. - Increasing the number of people who can be supported through the use of modern technology. - Providing timely access to clinically appropriate care.

Resources

Staff

Equipment

Clinical Space

Other

Additional information

No comments made

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 | <ul style="list-style-type: none"> Car driver with full driving licence | <ul style="list-style-type: none"> Qualification in Medical Education Further higher degree (MD / PhD/MSc or equivalent) Distinction, prizes, awards, scholarships and other degrees Complementary ATSM's/ sub- specialty training. |
| 2. GMC/Specialist Registration | <ul style="list-style-type: none"> Applicants should hold full GMC registration with a licence to practice. | |
| 3. Clinical Experience | <ul style="list-style-type: none"> Comprehensive clinical training and experience in general obstetrics and gynaecology Experience of working in Obstetrics and Gynaecology within the NHS Recent 'hands on' experience and expertise in intra-partum care Ability to offer an expert clinical opinion in the specialty Ability to take independent responsibility for the clinical care of patients | <ul style="list-style-type: none"> ALS MOET ALSO |
| 4. Teaching & Training | <ul style="list-style-type: none"> Supervision of unqualified team members Participation in training and development Attendance at mandatory training | <ul style="list-style-type: none"> Qualification in Medical Education Participation in appraisal and clinical supervision Mentorship and coaching for new and existing team members |

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|--|---|---|
| 5. Research & Audit Experience | <ul style="list-style-type: none"> • Participate in the Audit and action planning process | <ul style="list-style-type: none"> • Evidence of original peer-reviewed research |
| 6. Staff Management | <ul style="list-style-type: none"> • Evidence of understanding the role of clinical management • Ability to bring about improvements in quality of care for patients • Computer skills | <ul style="list-style-type: none"> • Evidence of management and administration training/experience • Evidence of clinical guideline development |
| 7. Team Working & Interpersonal Skills | <ul style="list-style-type: none"> • Excellent listening and communication skills • Ability to work as part of a team and liaise with people at all levels • Ability to work without close supervision | <ul style="list-style-type: none"> • |

Section 6 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

This appointment is offered on the terms and conditions of service of the Specialty Doctor 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>

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|--|--|
| Job Title | Speciality Doctor in Obstetrics & Gynaecology |
| Type of Contract | Full time Permanent |
| Location | Raigmore Hospital |
| Salary | £54,903 - £85,554 per annum pro rata Placing on the salary scale will normally be on the minimum point unless the successful applicant has previous experience in an equivalent post in the NHS, or previous non-NHS experience equivalent to that gained in a NHS post. Proof must be provided. 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 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. The Specialty Doctor 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. |
| 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 |

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| | <p>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> |
| <p>Medical Fitness</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>Right to Work</p> | <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</p> |

| | |
|---|--|
| | 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 will run from the date of appointment to the post. The annual leave entitlement is 33 days. The postholder will also be entitled to 8 Statutory and Public Holidays as agreed by NHS Highland. |
| 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 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. |

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| <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> |