

**Consultant Clinical Geneticist**

**Applicant Information**







V&A Dundee: Visit Scotland / Kenny Lam

Tay Rail Bridge seen from The Law: Visit Scotland / Kenny Lam



Closing Date:

Interview Date:

Welcome from the Recruitment Team

Welcome to NHS Tayside

Thank you for your interest in working for NHS Tayside and we hope you are encouraged to apply for one of the many excellent employment opportunities we currently have on offer.

If you are new to making an application to NHS Tayside we ask you to take the time to read through this information to learn more about us. We have also included links you may wish to read.

NHS Tayside follows a fair and consistent recruitment and selection process to ensure recruitment decisions are based on candidate skills, knowledge, experience and qualifications. To ensure fairness to all applicants, decisions to shortlist you for interview will be based solely on the information you supply within your application. Therefore, it is important that you complete all sections of the application with as much information as possible.

If you have a disability or long-term health condition, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support please contact the Recruitment Team.

If this is the first time you have applied for an NHS Tayside vacancy via our eRecruitment system (Jobtrain), you will be asked to create an account. Please make sure the email address submitted is correct as this will be our primary method of contact during each stage of the recruitment process. You will receive emails from our eRecruitment system throughout the process, you can reply to these and they will be received by our Medical Recruitment Team. Please ensure you check the email account, including junk/spam folders regularly.

We look forward to hearing from you and wish you success with your application.

  

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| **Contents** |

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| --- | --- | --- |
| **Section** | |  |
| Section 1: | Advertisement | |
| Section 2: | Living in Tayside | |
| Section 3: | NHS Tayside | |
| Section 4: | Clinical Genetics Services in Tayside | |
| Section 5: | Main Duties and Responsibilities (Job Description) | |
| Section 6: | Indicative Job Plan | |
| Section 7: | Person Specification | |
| Section 8: | Further Information / Contact Details | |
| Section 9: | Terms and Conditions of Employment | |



The McManus Dundee Art Gallery Museum: Visit Scotland / Kenny Lam

NHS Tayside

Department of Human Genetics

Consultant in Clinical Genetics

Full Time

10PAs per week

We have an exciting opportunity available in one of the UK’s most up and coming and rapidly developing cities.

NHS Tayside seeks to appoint a Clinical Genetics Consultant with an interest in all aspects of Clinical Genetics to our friendly and innovative service. The successful candidate will join a well established and supportive team and there is the potential to scope and negotiate your preferences in career development, for example teaching, quality improvement, digital development and academic research. This is a full time (10PA) post, but if you wish to work part time this will be considered.

NHS Tayside is supportive of continuous professional development, and all of our posts include 2 PAs for supporting professional activities (pro-rata).

Applications will be considered from those wishing to work less than full time.

Applicants should have full GMC registration and a licence to practise, and be on the specialist register or be within 6 months of the anticipated award of a CCT or CESR (CP) at the time of interview. If you have appropriate specialist training and experience but are not listed on the GMC Specialist Register you can be considered for a Locum Consultant post (up to 12 months) if no substantive Consultant appointment is made. Whilst in locum employment, you can apply to obtain a CESR and enter onto the Specialist Register.

Informal enquiries can be made to Dr Catherine McWilliam [catherine.mcwilliam@nhs.scot](#) or Dr Jonathan Berg [jonathan.berg@nhs.scot](#)

We are a Skilled Worker visa sponsorship employer and as such, welcome applications from international candidates. Further information can be found at [https://www.gov.uk/skilled-worker-visa](#)

Short-listed applicants will be contacted by email.   Please check your emails regularly, including your junk/spam folder.

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.

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| **Section 2: Living in Tayside** |

When choosing somewhere to work and live, quality of life is key. Tayside is one of the few locations in the UK which combines the best of both worlds – city facilities in Dundee and Perth on a friendly community scale, and easy access to some of the most stunning countryside in Scotland. Set on the spectacular Tay Estuary, Dundee, the principal city in Tayside and the sunniest city in Scotland, sits in a landscape of wild beaches, championship golf courses, quaint costal villages and beyond them, Scotland’s famous mountains and glens.

Dundee is conveniently located within easy reach of three other large cities in Scotland – Edinburgh, Glasgow and Aberdeen and within a 90 minute drive from 90% of Scotland’s population. There are excellent road, rail and bus links to all 3 cities and London is six hours by rail and just over an hour by air from Dundee airport, flying direct to London City Airport. There is a vibrant arts scene in Dundee and beyond. Scotland’s first design museum, The V&A Museum of Design, opened in 2019 as part of significant ongoing investment and redevelopment of Dundee waterfront including the forthcoming development of the Eden Project, Dundee. Dundee is the UK’s only UNESCO City of Design. Within Dundee, in addition to the new waterfront development, there are a number of attractions to suit all ages including Discovery point, the Dundee Contemporary Arts centre and the Dundee Science Centre.

Beyond Dundee, the River Tay and its estuary, the coasts of Angus and Fife and the nearby hills and mountains of Perthshire offer scope for almost any outdoor activity. Furthermore, St. Andrews home to a number of world famous golf courses, picturesque town and beach, is only a short drive away. Whether you want to live in the rural countryside, a seaside village or one of Tayside’s vibrant cities or towns, there is a variety of housing choices to suit all budgets. The salaries of employees in Dundee currently go further on the property ladder than almost any other city in the UK. There are a good variety of primary and secondary schools. There is also the option of private schooling with schools to choose from in Dundee City, St Andrews and Perth and Kinross. Further information about these areas can be found by clicking these links [Dundee](#) [Angus](#) [Perth & Kinross](#) [Fife](#) [Scotland](#)

Cairngorms National Park Visit Scotland / Jakub Iwanicki Lunan Bay, Near Montrose Visit Scotland / Paul Tomkins

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| **Section 3: NHS TAYSIDE** |

This post offers the opportunity to live and work in the Tayside region of central Scotland, widely regarded as one of the most scenic areas in the UK with a high quality of life.

NHS Tayside is the 4th largest board in Scotland led by our Chief Executive, Professor Grant Archibald, our Medical Director, Dr Pamela Johnston and our Executive Director of Nursing, Claire Pearce.

Our NHS Tayside Vision

“Everyone has the best care experience possible”

Our NHS Tayside Aim

To be the best at getting better

Our NHS Tayside Values

Care and Compassion

Dignity and Respect

Openness, Honesty and Responsibility

Quality and Teamwork

Tayside covers a wide area and three local councils (Perth & Kinross, Angus and Dundee City) and patients from North Fife also access services in Tayside. There are joint services between NHS Tayside and NHS Fife including ENT, Vascular Surgery and Interventional Radiology.

The approximate populations are:

* Tayside Population 410,000
  + Angus 116,000
  + Dundee 149,000
  + Perth and Kinross 148,000
* North East Fife 74,000

Ranked 1st in the UK for Medicine in the Complete University Guide 2021 and the Guardian University Guide 2021, the University of Dundee Medical School is integrated into the Ninewells Hospital campus and has an international reputation for excellence in teaching and high impact clinical research placing it amongst the best places in the world to study and to practice medicine.

Each of the three local councils now have a Health and Social Care Partnership (HSCP). Medicine for the Elderly is also hosted by the HSCPs and further development for other health services to be hosted by HSCPs rather than NHS Tayside is ongoing. NHS Tayside has a national reputation for models of service development, health informatics and quality improvement.

More information on the HSCPs can be found at

Angus: [https://www.angushscp.scot/](#)

Dundee: [https://www.dundeehscp.com/](#)

Perth & Kinross: [https://www.pkc.gov.uk/integration](#)

There are two hospitals which admit acute general medical patients and provide in-patient services; Ninewells Hospital, Dundee and Perth Royal Infirmary. The hospitals are 20 miles apart and there is a direct bus service to facilitate travel. There are a number of intermediate care hospitals in Angus and Perth & Kinross which also provide out-patient services. Ninewells Hospital and Medical School is a large teaching hospital for the University of Dundee, and houses most medical and surgical disciplines with supporting laboratory services. Stracathro Hospital has been developed as an outpatient diagnostic and treatment centre.

Further information about NHS Tayside can be found at [https://www.nhstayside.scot.nhs.uk/](#)

If you are thinking about joining us from overseas, further information can be found at [https://www.scotland.org/work/career-opportunities/healthcare](#)

**Teaching and Training Opportunities**

NHS Tayside has one of the largest and most successful teaching hospitals in Scotland. The University of Dundee Medical School was ranked 1st in the UK 2021 Complete University Guide. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train Doctors, nurses and other healthcare professionals from all of the UK and the world, many of whom choose to remain in employment with NHS Tayside and continue to contribute to the development of the organization, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Tayside recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the East of Scotland rotating through our Tayside Hospitals and Raigmore in Inverness.

Information regarding training with links to the appropriate UK websites can be found at [https://www.scotmt.scot.nhs.uk/](#) and [https://nes.scot.nhs.uk/](#)

We enjoy close links with the University of Dundee ([https://www.dundee.ac.uk/](#)) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Tayside, the University of Dundee offers start-of-the-art medical teaching facilities including lecture theatres, seminar rooms, clinical skills training area, simulation rooms, computing suites, as well as library facilities at the main campus and within UDOTS on the Ninewells Site.

**What we can offer you**

Working with NHS Tayside offers a variety of opportunities and benefits:

* Access to the NHS pension scheme
* Assistance relocating to Tayside
* NHS Tayside is an equal opportunities employer and promotes work-life balance and family-friendly policies
* A Beautiful setting to live and work and to take time out after a busy day or week
* A wide range of affordable housing and some of the best schools in Scotland
* Access to a transport network offering easy travel links to the rest of the UK
* Offers and discounts through [https://www.nhsstaffbenefits.co.uk/](#) and [https://www.bluelightcard.co.uk/](#)
* Access to corporate passes and staff lottery through Tayside TREATS
* Supportive staff health and wellbeing services
* On-site accommodation
* On-site Community Gardens within grounds of Ninewells Hospital



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| **Section 4: SPECIALITY / DEPARTMENT SERVICES IN TAYSIDE** |

**Location**

The Regional Genetics Service is housed within the East block of Ninewells Hospital and Medical School, very close to the main Medical School facilities. Office accommodation for medical staff, genetic counsellors and genetics nurses lies in close proximity to our Molecular Genetic and Cytogenetic diagnostic laboratories facilitating provision of a well-integrated diagnostic service. We have a consulting room within the department, but most clinics are held in adult or paediatric outpatient clinic areas in our base hospital or other hospitals (Perth Royal Infirmary, Arbroath Infirmary, Forfar) in the Tayside area.

**Governance Structure and Accreditation**

The Regional Genetics Service is part of the Specialist Services Clinical Care Group, a subdivision of the Patient Access and Assurance division, which enjoys supportive management. The Specialist Services Clinical Care Group is responsible for a range of specialities including Pathology and Oncology. This management structure has been helpful in the development implementation of diagnostic pathways for familial cancers (particularly Lynch syndrome).

**The Clinical Genetics Team**

The clinical genetics department is a warm friendly working environment with a team approach to delivering the highest quality service and aiming for a culture of continuous improvement. The staff work together to provide a comprehensive service for patients and families affected by familial / genetic disorders in the Tayside region.

There are three NHS consultant clinical geneticists (including this post, 2.4 WTEs). Dr Catherine McWilliam is the Clinical Lead and Dr Jonathan Berg is the lead for undergraduate teaching. Both Dr McWilliam and Dr Berg have additional roles within National Services Division which complement the aims of the Clinical Genetics Service in NHS Tayside. We have four Genetic Counsellors and two genetics nurse specialists led by Mrs Jaqueline Dunlop, Principal Genetic Counsellor.

**Academic and Research Environment**

The Department is on the same site as the University of Dundee Medical School, and works closely with it. The University has undergone rapid development on the Ninewells Hospital and Medical School campus in the recent past. Tayside has a state-of-the-art Clinical Research Centre (CRC), a joint venture between NHS Tayside, the University of Dundee and the NHS Research Scotland. The CRC facilitates participation in Clinical Trials, and currently supports CAPP3 and Enroll-HD locally. The department also has funding for a nurse to support research, facilitating participation in a range of studies, including FIT for Lynch, EMBRACE, the Scottish Genomes Partnership and observational studies approved through the Muskateer’s Memorandum.

There is also a new Medical Research Institute (MRI) adjacent to the CRC. On the nearby University campus is the world-famous life sciences complex including Wellcome Trust Biocentre and the MRC Protein Phosphorylation unit.

The University of Dundee has recently recruited a new Professor of Molecular Pathology. Close links between Genetics and Pathology are longstanding as are those with other University departments such as Population Health and Genetics, led by Professor Colin Palmer who is also Associate Dean for Research at the University. Similarly we have links with Professor Ewan Pearson who is head of Division in Population Health and Genomics and who works with our laboratory in pharmacogenomics and genetic forms of diabetes.

A successful applicant would have the opportunity to develop collaborative links with local research teams. There is the opportunity to apply for CSO funding for sessions for developing clinical research.

The Regional Genetics Service also provides considerable support for the undergraduate medical school curriculum, including medical lectures and tutorials as well as student selected components within the genetics department. An interest in contributing to undergraduate teaching is welcomed and can be discussed with Dr Jonathan Berg, who is lead for undergraduate teaching of human genetics. There is the option of applying for ACT funding to support sessions for teaching activity. An application for honorary teaching status at the appropriate level will also be supported by the department.

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| **SECTION 5: MAIN DUTIES AND RESPONSIBLITIES**  **(Job Description)** |

(a) Job Title: Consultant in Clinical Genetics

(b) Location: The post will be primarily based at Ninewells Hospital

(c) Relationships: The person appointed will be responsible through the Regional Genetics Service Clinical Lead to the Clinical Care Group Director for Specialist Services (Dr Maureen Lafferty) and Associate Medical Director for Patient Access and Assurance (Dr Sanjay Pillai).

Staffing within the Department currently comprises:

Dr Catherine McWilliam (Clinical Lead)

Dr Jonathan Berg

1 vacancy

(d) Duties of the Post

Direct Clinical Care and Other Duties

We are a small department and promote working constructively across the multi-professional team.

The successful applicant will be expected to:

* Work flexibly with other members of the multi professional teams
* Participate in the work of the department as allocated (discussion re job plans will outline fixed sessions for the post and are subject to annual review by the Clinical Leader and Clinical Group Director)
* Contribute to undergraduate and postgraduate teaching ·
* Participate in audit and research
* Support clinical meetings and clinical governance
* Undertake the administrative duties associated with the care of his/her patients and the running of the department
* Be flexible in any future discussions re allocation of duties.
* Participate in the annual appraisal process
* Develop and maintain the competencies requires to carry out the duties of the post
* Ensure patients and families are involved in decisions about their care and respond to their views

This post is based in Clinical Genetics at Ninewells Hospital. The appointee will work in close collaboration with the Lead of Clinical Service and the other consultant geneticists to further develop the clinical genetics services for the region.

They will have continuing responsibility for care of patients in their charge and will undertake administrative duties associated with the care of those patients. There will be two to three outpatient sessions per week at Ninewells Hospital or satellite clinics / specialist clinics as the need arises.

Other duties include ward visits within the hospital for patient assessment and counselling; communication (and interpretation) of prenatal diagnostic and laboratory test results to clinical colleagues and patients; audit of the clinical service; administrative duties associated with the running of the clinical service including pre-clinic workup and maintenance of clinical databases.

Supporting Professional Activities

As part of a teaching and training department it is anticipated that candidates will have additional interests in teaching, training, research, service development and clinical leadership. Therefore, in line with the wider organisation, the outline job planning includes 2 SPA:8 DCC split. Teaching duties may include assistance with the teaching of medical genetics to medical undergraduates (lecturing and in the clinic), to postgraduates and to members of the nursing and paramedical professions. The person appointed may be offered an Honorary appointment with the University of Dundee.

Special interest sessions will be available and tailored to balance the interest and skills of the successful applicant and needs of the service through the job planning process.

Research, Teaching & Training

* Where possible to collaborate with academic and clinical colleagues to enhance NHS Tayside’s research portfolio, at all times meeting the full requirements of Research Governance.
* To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Operational Medical Director.
* To act as educational and/or clinical supervisor as delegated by the Clinical Director to ensure external accreditation of training posts with an appropriate allocation of SPA times for these roles

Working Part Time

Any consultant who is unable for personal reasons wants to work less than 10PAs will be eligible to be considered for the post; if such a person is appointed, modification of the job content will be discussed on a personal basis in consultation with consultant colleagues.

Out of Hours Commitment

* Not applicable

Medical Staff Management:

* To participate in team objective setting as part of the annual job planning process

Governance

* Participate in clinical audit, incident reporting and analysis to ensure resulting actions are implemented
* Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
* Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
* Role model good practice for infection control to all members of the multidisciplinary team

Strategy and Business Planning

* To participate in the clinical and non-clinical objective setting process for the directorate

Leadership and Team Working

* To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Tayside and when participating in national or local initiatives
* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
* Adhere to NHS Tayside and departmental guidelines on leave including reporting absence
* Adhere to NHS Tayside values

Annual Appraisal & Job Planning

You shall be required to participate in annual appraisal. Job planning is linked closely with, but is separate to, the agreed appraisal scheme for consultants. The job plan review will take into account the outcome of the appraisal discussion and reflect the agreed personal development plan

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| **Section 6: NHS Tayside – Indicative Job Plan** |

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| Post: | Consultant |
| Specialty: | Clinical Genetics |
| Principal Place of Work: | Ninewells Hospital.  You may be required to work at any of NHS Tayside sites as part of your role. |
| Contract: | Permanent |
| Availability Supplement: | Not applicable |
| Out-of-Hours | Not applicable |
| Managerially responsible to: | Dr Catherine McWilliam (Clinical Lead) |

Indicative job plan at 10 PAs

The post is for Consultant Clinical Geneticist and the contract will be for 10 programmed activities. The details of duties are negotiable, but the key clinical elements will be:

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|  | AM | PM |
| Monday | Satellite clinic OR Genetics clinic Ninewells | Lab liaison work / ward visits OR admin / clinic prep |
| Tuesday | Joint specialist clinic OR Genetics clinic Ninewells | Lab liaison work / ward visits OR admin / clinic prep |
| Wednesday | Laboratory and clinical genetics MDT meetings | SPA activities / CPD |
| Thursday | General genetic clinic OR Satellite Genetics clinics | Lab liaison work / ward visits OR admin / clinic prep |
| Friday | SPA activities / CPD | Lab liaison work / ward visits OR admin / clinic prep |

The Consultant has a continuing responsibility for the care of patients in their charge, and for the proper functioning of their department.

The job plan is a provisional outline and will be negotiable and agreed between the successful applicants and the Clinical Lead and the Clinical Care Group Director. The described post is a standard full time post of 10 PAs made up of 8 PAs in Direct Clinical Care (DCC) and one core SPAs for appraisal/revalidation and for audit, clinical governance, job planning, internal routine communication and management activity. As a major teaching and research contributor, NHS Tayside would expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research, service development and other activities. These are all areas where NHS Tayside has a strong commitment and we recognise the contribution that consultants are both willing and eager to make. Precise allocation of SPA times and associated objectives will be agreed with the successful application and will be reviewed at annual job planning.

Extra programmed activities may be available by negotiation with the Operational Medical Director

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| **SECTION 6: PERSON SPECIFICATION** |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Full registration with the General Medical Council and a licence to practise.** | *YES* |  |
| **MRCP/MRCPH or equivalent** | **YES** |  |
| **Those trained in the UK should have evidence of higher specialist training leading to CCT or eligibility for specialist registration (CESR) (CP) or be within 6 months of confirmed entry from date of Interview.**  **Candidates from outside the UK need to be eligible for specialist registration or be within 6 months of confirmed entry from date of Interview.** | **YES** |  |
| **Special interest or willingness to develop special interest in relevant areas** |  | **YES** |
| **Good general medical training** | **YES** |  |
| **Experience of multidisciplinary team working** | **YES** |  |
| **Experience of audit and research** | **YES** |  |
| **Excellent organisational and communication skills** | **YES** |  |
| **Effective in the teaching and training of junior colleagues** |  | **YES** |
| **Knowledge of general management issues** | **YES** |  |
| **Proven team player** | **YES** |  |

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| **SECTION 7: FURTHER INFORMATION / CONTACT DETAILS** |

Informal enquiries and visits are strongly encouraged and should initially be made to:

Candidates wishing to obtain further information about the post or wishing to visit the Department should contact Dr Catherine McWilliam (Clinical Lead for Genetics), or Dr Jonathan Berg (Consultant Clinical Geneticist) at Ninewells Hospital, Dundee (Tel: 01382 660111 Ext: 632035; Direct Dial: 01382 496409) or via email at catherine.mcwilliam@nhs.scot in the first instance.

Arrangement can also be made to visit Dr Maureen Lafferty, Clinical Group Director for Specialist Services within Patient Access and Assurance, Ninewells Hospital: PA - Lynn McKenzie 01382 740448.

Application Process:

To apply for this post please complete the application via [https://apply.jobs.scot.nhs.uk/](#). NHS Scotland does not accept CV’s in addition to/instead of a completed application form. Your CV will not be provided to the interview panel for shortlisting. NHS Tayside is unable to accept written applications; all applications must be submitted via eRecruitment system, jobtrain.

**Regulatory Body: General Medical Council & General Dental Council:** In the UK, the General Medical Council (GMC) and the General Dental Council (GDC) are the public bodies that maintain the official register of medical and dental practitioners within the United Kingdom. Their chief responsibility is to “protect, promote and maintain the health and safety of the public” by controlling entry to the register, and suspending or removing members when necessary. It also sets the standards for medical schools in the UK. To practice medicine and dentistry in Scotland, you must have a valid GMC/GDC Registration with a Licence to Practice – this is known as Full Registration. To find out more visit the [GMC website](#).

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. Further information is available for those interested in the [CESR route](#)

We are a Skilled Worker visa sponsorship employer and as such, welcome applications from international candidates. Further information can be found at [https://www.gov.uk/skilled-worker-visa](#)

NHS Tayside is proud to be a Disability Confident Employer and is committed to the employment and career development of people with disabilities and will interview applicants who consider themselves to have a disability and who meet the ‘minimum criteria’ for a job vacancy. A request under the ‘Job Interview Guarantee’does not guarantee a job. It allows the opportunity to apply for a vacancy and be interviewed.

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| **SECTION 9: TERMS AND CONDITIONS OF EMPLOYMENT** |

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 [https://www.msg.scot.nhs.uk/pay/medical](#)

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| **JOB TITLE** | Consultant in Clinical Genetics |
| **TYPE OF CONTRACT** | Permanent |
| **Hours of work** | 10 PAs (40 hours per week full time) |
| **Location** | Ninewells Hospital  You may be required to work at any of NHS Tayside sites as part of your role. |
| **Salary** | £91,474 to £121,548 per annum (pro rata if applicable)  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 a NHS Consultant post.  Salary is paid monthly by Bank Credit Transfer into a UK bank account |
| **Arrangement of Duties** | To be organised through Job Planning after appointment |
| **Leave** | 6.6 weeks annual leave and 8 public holidays |
| **References** | Jobs are offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer. |
| **Occupational Health Check** | All appointments will be made subject to the receipt of a satisfactory Pre-Employment Occupational Health Check |
| **Superannuation** | New entrants to NHS Tayside who are aged over sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to “opt out” arrangements can be made to do this via [https://pensions.gov.scot/nhs](#) |
| **General Provisions** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Tayside, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel 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. |
| **Removal Expenses** | Assistance with removal and associated expenses may be awarded |
| **Tobacco Policy** | NHS Tayside operates a No Smoking Policy in all premises and grounds |
| **Disclosure Scotland** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership |
| **Confirmation of Eligibility to work in the UK** | NHS Tayside has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdon. Before any person can commence employment with NHS Tayside 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 right to work in the UK has been verified. |
| **Rehabilitation of Offenders Act 1974** | The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section $ of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment. Failure to disclose such convictions could result in dismissal or disciplinary action by NHS Tayside. Any information given will be completely confidential. |
| **Medical Negligence** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council’s Good Medical Practice requires you to have the adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice. |
| **HEALTH AND SAFETY** | All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Tayside policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work. |
| **Notice** | Employment is subject to three months’ notice on either side, subject to appeal against dismissal |
| **Social Media Policy** | You are required to adhere to NHS Tayside’s Social Media policy, which highlights the importance of confidentiality, professionalism and the acceptable behaviours when using social media. It sets out the organisation’s expectation to safeguard staff in their use of social media |
| **Responsibility for Records Management** | All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |



Ninewells Hospital, Dundee