



NHS HIGHLAND JOB PACK

Title: Specialty Doctor in Dermatology

Location: Raigmore Hospital, Inverness

Job Reference: 156457

Closing Date: 23rd July 2023

**APPOINTMENT OF SPECIALTY DOCTOR IN DERMATOLOGY
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 Fiona Meredith, Clinical Lead and Consultant Dermatologist, fiona.meredith@nhs.scot

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: 156457

Closing date: 23rd July 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

**NHS HIGHLAND
RAIGMORE HOSPITAL
SPECIALTY DOCTOR IN DERMATOLOGY (PERMANENT)
40 hours per week
£54,903 - £85,554 per annum pro rata**

The Department of Dermatology is looking for an enthusiastic and motivated Specialty Doctor to join our dynamic and forward thinking team in continuing to provide a high quality Dermatology service for the Highlands.

This exciting new post within the Dermatology service is a service development and will offer experience in the diagnosis and management of skin disease. Training will be provided in general adult and paediatric dermatology, skin cancer and minor surgery. There will also be the opportunity to gain experience in phototherapy, patch testing, inpatient/urgent referrals and other subspecialty areas.

Inverness is the Capital of the Highlands and enjoys a lifestyle and environment only dreamt of in other parts of the country. Raigmore Hospital is a modern well-equipped district general hospital with 500 beds, which serves a catchment area covering the entire Scottish Highlands, Western Isles, and surrounding area. There are well established links with surgical colleagues and a local skin cancer MDT.

The department is based in the dermatology outpatient treatment unit, with phototherapy and minor surgery facilities. We have a highly trained and experienced Dermatology nursing team, some of whom are prescribers. Dermatology patients requiring in-patient care are admitted under the joint care of the dermatology and medical teams. There is no out of hours commitment for this post.

Previous experience in Dermatology would be desirable but not essential.

Informal enquiries should be made to Dr Fiona Meredith, Consultant Dermatologist and Clinical lead, fiona.meredith@nhs.scot or telephone Dermatology Secretary, Shelley Hull 01463 705343.

Closing date: 23rd July 2023

Job Reference: 156457

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.

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

NHS HIGHLAND

RAIGMORE HOSPITAL, INVERNESS

The Area and the Hospital

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

Investigation facilities include an excellent Radiology Department with MRI and CT Scanners, ultra -sound, diagnostic and interventional radiology and coronary angiography together with a wide range of other interventional/therapeutic procedures. There is a comprehensive cardio-respiratory investigation department, nuclear medicine service, neuro and GI physiology and medical measurement.

There are excellent in-house laboratory services and a regional Blood Transfusion Service. The comprehensive Health Board wide IT system includes results reporting, PACS, discharge documentation and clinical information support, supported by TRAK care. Postgraduate Education is supported through the purpose built Centre for Health Sciences which includes a comprehensive Medical Library and clinical skills centre.

The Medical Unit undertakes about 8,000 admissions, mostly acute emergencies, 3,000 outpatient attendances and 1,000 day cases annually. There are 45 Consultant Physicians in charge of 200 beds, as follows:

Coronary Care Unit	6
Medical HDU x 2 (Green and Red)	6
CDU	22
Short stay unit	14
General Medical Beds	84
Chest/Infectious Diseases	30
Care of the Elderly	30
Stroke / rehab unit	23

Management Structure

The Department of Dermatology is managed within the Medical and Diagnostics Division under the leadership of the Clinical Director, Service Manager, and the Divisional General Manager. The other clinical activities are managed under similar divisions. Each Division is further divided into departments, each led by a Clinical Lead. All Consultants play an active part in management and undertake specific managerial roles.

Dermatology Department

The Department of Dermatology is based at Raigmore Hospital and is unique in providing services for the large area administered by the Highlands. This catchment area comprises approximately 15,000 square miles including sea. Although the population of Inverness and surrounding areas is growing rapidly, remote populations are dwindling and ageing.

All hospital-based services are situated at Raigmore hospital including day case / outpatient treatment centre, narrowband UVB TL01 photo and photochemotherapy services, patch testing and minor surgery. Patients with severe skin diseases requiring in-patient admission are admitted jointly to medical beds. The Dermatology team provide no out of hours cover. There is also an excellent adjacent patient hostel for patients from remote areas who require hospital-based treatments but do not require admission.

The main outpatient clinics serving the whole community take place at Raigmore. We would look to re-develop a service to the rural General Hospitals in Fort William and Wick and the successful candidate may be asked to support these initiatives.

Staffing

Raigmore: 3 Consultants: Dr Louise MacFarlane, Dr Keith Woo, and Dr Fiona Meredith

This post:

Charge Nurse: Sister Sandra Cunningham
6 Staff Nurses (varying contract/hours)
3 Auxiliary Nurses (varying contract/hours)
2 Full Time Secretaries

The Department works very much as a team with the clinical commitment shared between the consultants. The outpatient facilities have space for parallel consultant and nurse led clinics. There are also regular Combined Consultation Clinics and Multi-Disciplinary Team and Departmental Meetings.

We offer the majority of our USC referrals same day surgical slots with our experienced nursing colleagues. We also work closely with local general and ENT surgical colleagues. There is a visiting plastic surgery service from St John's Hospital in Livingstone. Since 2020 we have a skin cancer nurse specialist who works across Dermatology, Oncology and the Surgical specialties to improve our skin cancer pathways.

Our nurse led services include: phototherapy (UVB/PUVA); patch testing; minor surgery; cryotherapy and intralesional steroid clinics; isotretinoin clinics (virtual and face to face); specialist nurse led eczema and psoriasis clinics; iontophoresis; daylight PDT. UVB phototherapy is also available at one satellite site (Golspie).

Due to our geography, there has always been a popular virtual advice service for GPs. This is currently email based but we are working with IT for this to become an integrated service. Consultant and specialist nurses also run virtual (telephone or near me) clinics, with local investigation hubs (ITRs) available across the region for drug monitoring and routine investigations.

Teaching / Training / Audit

Raigmore is a teaching hospital for medical students from the Universities of Aberdeen and St Andrews (ScotGEM). Students attend clinics and have dermatology tutorials during their 4th year placement blocks. We regularly host junior doctors and GPs to sit in clinics. We are looking to develop our medical education involvement further and if this was a particular interest for a candidate there are opportunities to become more involved locally.

We are actively involved in various National audit projects relating to skin cancer and phototherapy, as well as audits run by the BAD and SDS.

The centre for Rural Health

The Centre for Rural Health (CRH, formerly the Highlands and Islands Health Research Institute) is sited adjacent to the hospital. It was established jointly with Aberdeen University to conduct and support research into the provision of health care in remote areas. The Institute currently employs core staff and honorary staff, including clinicians, statisticians and health service researchers, and has close links with the Health Economics Research Unit in Aberdeen. Further details about the Institute are available at <http://www.abdn.ac.uk/crh/>.

The Highland Clinical Research facility

The Highland Clinical Research Facility is housed on the ground floor of the Centre for Health Science building, beside the Raigmore Hospital site.

The Clinical Research Facility is a joint NHS/UHI initiative which provides a high quality clinical environment for participants to take part in research programmes according to ethically approved study protocols. It comprises a bedded clinical research unit, in which patient monitoring may be conducted on a day case or 24 hour basis. The facility has the capacity to be used by all departments or specialties within NHS Highland, UHI or other research institutions for clinical research.

The facility is supported by the CRF Advisory Group and approved studies are reviewed by the CRF User's Group. It is staffed by a team comprising a dedicated manager, research nurses, research pharmacist, part time pharmacy technician and administrative support under the leadership of a part time CRF Director, Prof Sandra MacRury.

The Medical Unit

The Department of Medicine manages approximately 8,000 admissions per year, of which most are acute emergencies. In addition, there are around 3,000 outpatient attendances and 1,000 day cases annually. There are 33 Consultant Physicians in charge of 220 beds as follows:

- 24-bed medical receiving ward adjacent to the Coronary Care Unit (6 beds) and Medical Special Care Unit (4 beds).
- Five general medical wards with a total of 148 beds (including 3 control of infection cubicles)
- 15-bed elderly assessment ward
- 8-bed young rehabilitation unit.
- 22-bed stroke unit

THE DEPARTMENT OF MEDICINE

Prof Sandra MacRury	Consultant (Diabetes & Endocrinology)
Dr Satinder Bal	Consultant (Diabetes & Endocrinology)
Dr David MacFarlane	Consultant (Diabetes & Endocrinology)
Dr Kenneth Muir	Consultant (Diabetes & Endocrinology)
Dr Alison Heggie	Consultant (Diabetes & Endocrinology)
Dr Roderick Harvey	Consultant (Endocrinology)
Dr Robert Peel	Consultant (Renal)
Dr Stewart Lambie	Consultant (Renal)
Dr Nicola Joss	Consultant (Renal)
Dr Kenneth McDonald	Consultant (Renal)
Dr Julie Browne	Consultant (Renal and Acute)
Prof Steve Leslie	Consultant (Cardiology)

Dr Jamie Smith	Consultant (Cardiology)
Dr Peter Clarkson	Consultant (Cardiology)
Dr Jonathan Watt	Consultant (Cardiology)
Dr Hazel Younger	Consultant (Gastroenterology)
Dr Andrea Broad	Consultant (Gastroenterology)
Dr Ivan Gunjaca	Consultant (Gastroenterology)
Dr Neil Jamieson	Consultant (Gastroenterology)
Dr Jaskiran Chima	Consultant (Elderly Medicine)
Dr Allan Macdonald	Consultant (Elderly Medicine)
Dr Martin Wilson	Consultant (Elderly Medicine)
Dr Andrew Jamieson	Consultant (Elderly Medicine)
Dr Claire Lunt	Consultant (Elderly Medicine)
Dr Duncan Gray	Associate Specialist (Elderly Medicine)
Dr Sarah Chima	Speciality Doctor (Elderly Medicine)
Dr Jan Sznajd	Consultant (Rheumatology)
Dr Beth Sage	Consultant (Respiratory)
Dr Stephen Thomas	Consultant (Respiratory)
Dr Lorna Murray	Consultant (Respiratory)
Dr Ed Paterson	Consultant (Respiratory)
Dr Grant Franklin	Consultant (Acute Medicine)
Dr Claire Vincent	Consultant (Acute Medicine)
Dr Duncan Scott	Consultant (Acute Medicine)
Dr Ana Paosinho	Consultant (Acute Medicine)
Dr William Rutherford	Consultant (Acute and Stroke Medicine)
Dr David Thetford	Consultant (Acute Medicine)
Dr Simon Thompson	Consultant (Acute Medicine)
Dr Wendy Beadles	Consultant (Infectious Diseases)
Dr Alex Cochrane	Consultant (Infectious Disease and Microbiology)
Dr Fiona Meredith	Consultant (Dermatology)
Dr Keith Woo	Consultant (Dermatology)
Dr Louise MacFarlane	Consultant (Dermatology)
Dr Peter Forsyth	Consultant (Haematologist and service lead)
Dr Jo Craig	Consultant (Haematologist)
Dr Caroline Duncan	Consultant (Haematologist)
Dr Katherine Leighton	Consultant (Haematologist)
Dr Carol MacGregor	Consultant (Clinical Oncologist and Service Lead)
Dr Ute MacGregor	Locum Consultant (Clinical Oncologist)
Dr Neil McPhail	Consultant (Clinical Oncologist)
Dr Alison Nicholls	GP salaried doctor in oncology
Dr Marion Patterson	GP salaried doctor in oncology

DEPARTMENT OF NEUROLOGY & REHABILITATION

Dr Kate Taylor	Consultant (Neurology)
Dr Javier Artal	Consultant (Neurology)
Dr Sheena Murdoch	Consultant (Neurology)
Dr Barbara Chandler	Consultant (Rehabilitation Medicine)
Dr Gethin Williams	Consultant (Stroke and Acute Medicine)
Dr Ashish MacAden	Consultant (Stroke and Rehab)
Dr Juliet Reid	Consultant (Rehabilitation Medicine)

Academic facilities

NHS Highland, under the leadership of the Board Medical Director, and Director of Medical Education, supports a major commitment to medical education from undergraduate to postgraduate, and supporting those who deliver teaching and training to medical students, foundation doctors and others.

Raigmore Hospital, Inverness is a major satellite campus for University of Aberdeen undergraduate medical students. The Highland Medical Education Centre is the administrative centre for students in Inverness. It is based in the Centre for Health Science, which is on the hospital site. Also in this flagship building is NHS Highland's Clinical Skills Centre and NHS Education for Scotland North Deanery Inverness office, who together support postgraduate medical education.

There is a Postgraduate Medical Centre with an excellent library supplied by University of Stirling situated in the Centre for Health Science (www.centerforhealthscience.com) which is on the Raigmore hospital site. The Highland campus of the University of Stirling is also located here, providing pre-registration nurse training.

Section 4 – Job Plan

RAIGMORE HOSPITAL

JOB PLAN / CLINICAL DUTIES FOR A 10 SESSION SPECIALTY DOCTOR IN DERMATOLOGY

- Daily outpatient clinics for new and follow-up patients with a range of dermatology conditions including inflammatory diseases and skin cancer.
- To undertake inpatient reviews (under consultant supervision) for patients requiring dermatology input.
- To provide clinical advice & support to primary care colleagues and medical support to the non medical dermatology team members.
- To perform minor skin surgery (after suitable training) within dermatology department.
- To engage with wider members of the MDT and participate in the dermatology MDT.
- To liaise with tertiary referral centres as appropriate to provide patient centred care & service improvements as directed by consultant plans.
- To maintain good quality up to date medical records
- To ensure appropriate documentation and coding is used to provide consistent audit and monitoring of the service.
- To adhere to local prescribing guidelines.
- The post holder should be adaptable, flexible and innovative in order to meet the ongoing challenges within the service. The responsibilities of the role may change from time to time.
- To comply with infection prevention & control requirements including the latest COVID-19 guidance and policies.

The post holder will be expected to be fully involved in a 'Risk Management' program and support the Governance agenda.

Job Plan

6. It is a requirement for all consultants to have a job plan. Agreed job plans will be prospective and will set out :-
 - All professional commitments
 - Time and service commitments
 - Accountability and management arrangements
 - Objectives
 - Resources
 - Any agreed extra programmed activities

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

The job plan will be subject to review at least annually, or more often, if changes to staffing resources, or working practices, or the consultant's circumstances require it.

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	MBChB or equivalent degree Full GMC registration with a licence to practice for the duration of the post	MRCP
2. Experience	Completed at least four years' full-time postgraduate training (or its equivalent gained on a part-time or flexible basis)	Dermatology experience Clinical Audit experience Skin surgery skills Clinical teaching experience
3. Knowledge	Good medical knowledge with a breadth of experience Some knowledge of common skin conditions	Attendance at dermatology courses/post graduate dermatology diplomas/ MSc
4. Teaching & Training	The role involves supporting specialist nursing colleagues and nurse led services	An enthusiasm for teaching undergraduates, postgraduates and non-medical staff
5. Staff Management	Leadership qualities	
6. Team Working & Interpersonal Skills	A team player who is comfortable in a multi-disciplinary setting, and is likely to function well within the Department of Dermatology Good communication skills in English Enthusiasm for service development work Ability to work with a diverse patient population	
7. Other	Eligibility to work in the UK	
Qualifications	MBChB or equivalent degree Full GMC registration with a licence to practice for the duration of the post	MRCP

Section 6 – Terms and Conditions

This appointment is offered on the terms and conditions of service of the Consultant Contract in accordance with the Hospital Medical & Dental Staff (Scotland) and current General Whitley Council.

Further information can be found here: <http://www.msg.scot.nhs.uk/pay/medical>

Job Title	Specialty Doctor in Dermatology
Type of Contract	Full time Permanent
Location	Raigmore Hospital, Inverness
Salary	£54,903 - £85,554 per annum pro rata Placing on the salary scale will be on the minimum point unless the successful applicant has previous experience in a NHS Consultant post or previous non-NHS experience equivalent to that gained in an NHS Consultant post. Your salary will be credited monthly, in arrears, at 1/12th of the annual rate to an account at a bank/building society of your choice on the 27 th of each month.
Arrangement of Duties	See separate Job Plan.
Medical Negligence	NHS Highland takes responsibility for expenses and damages arising from medical negligence where they, as the employer, are vicariously liable for the acts and omissions of their medical and dental staff. However, the appointee is strongly advised to maintain separate medical defence or insurance cover for all work which does not fall within the scope of the Board's indemnity scheme, details of which are given in NHS Circular 1989(PCS) 32.
Registration with General Medical Council	Prior to commencement in post, successful candidates must have full registration with the General Medical Council with a licence to practise
Disclosure of Criminal Convictions	Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post is considered to require Registration with the Protecting Vulnerable Groups (PVG) Scheme as it involves substantial access to children and / or vulnerable adults. A PVG Scheme Record will contain details of all convictions on record, whether spent or unspent. This means that even minor convictions, no matter when they occurred will be included in the Scheme Record. It may also contain non conviction information held locally by the police, where this is considered relevant to the post. Following the selection interview only the "successful" candidate will be subject to registration with the PVG Scheme. Offers of appointment will be made subject to satisfactory PVG Scheme screening and medical fitness. Please note that a commencement date will only be issued once this clearance has been received.

Rehabilitation of Offenders Act 1974	The Rehabilitation of Offenders Act 1974 provides for many people who have been convicted of certain criminal offences the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as “spent” after the lapse of a period of years under the terms of the Act. The National Health Service employment for which you are applying is excluded in the provisions of the Act unless otherwise stated in the job description. If the post is excluded you are required not to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by your employer. Any information given, however, will be completely confidential and will be considered only in relation to the post for which this application form refers.
Medical Fitness	All prospective members of staff are asked to submit a confidential health questionnaire to the Occupational Health Service. On the basis of this, they may be passed fit, or an appointment for further information or screening may be required. All entrants must be certified medically fit and employment is conditional on such certification. All appointees are expected to comply with NHS Highland’s Immunisation Policy. Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.
Right to Work	NHS Highland has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Highland they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until the right to work in the UK has been verified. You will be required provide appropriate documentation prior to any appointment being made.
Annual Leave & Public Holidays	The leave year shall run from date of taking up appointment and in a full year the postholder will be entitled to 33 days annual leave (pro rata per annum) plus eight statutory and public holidays as agreed by NHS Highland (pro rata per annum).
Superannuation	New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme.
Notice	The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.
Removal Expenses	Assistance with Removal expenses will be given in accordance with the NHS Highland Relocation Policy (where appropriate) It is compulsory that you discuss any arrangements relating to your relocation with us before arranging anything. Failure to do so may result in limited or no assistance being given.
Private Residence	If your post includes on-call duties, your private residence shall be maintained in contact with the public telephone service and shall be not more than 10 miles or 30 minutes by road from your hospital base, unless the Board gives specific approval to you residing at a greater distance.
Identity Badge Policy	NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.

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