

Consultant Otolaryngologist

With an interest in Otology

Raigmore Hospital Inverness

**Information Pack
MS12 164852**

**APPOINTMENT OF CONSULTANT OTOLARYNGOLOGIST
INFORMATION PACK**

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Section 1 – Welcome

Introduction

Thank you for your interest in joining NHS Highland. This information package contains details relating to the local area, this post and the Terms and Conditions of Service.

NHS Highland is committed to becoming a learning organisation, recognising that staff require access to opportunities to learn, maintain and develop skills and knowledge, and we recognise the importance of valuing and supporting our staff throughout their time here.

We offer:

- Policies to help balance commitments at work and home and flexible family friendly working arrangements
- Excellent training and development opportunities.
- On-site library services at the Centre for Health Sciences
- Access to NHS staff benefits/staff discounts
- Cycle to Work Scheme
- Excellent student support
- Access to NHS Pension scheme

NHS Scotland is committed to encouraging equality and diversity among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best. To this end, NHS Scotland welcomes applications from all sections of society.

Recruitment Process

Applicants are expected to make contact with the department before applying and we would **strongly** encourage those that are shortlisted to ensure they have spoken to the informal contacts and other relevant senior colleagues. You can ask for a Teams meeting to be set up through the department contact.

Due to the current travel restrictions in place all interviews will be held via Microsoft Teams.

Department Contact:

Mr Angus Cain, Service Clinical Director
angus.cain@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: 164852

Closing date: Midnight Sunday 22nd October 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 nhshighland.recruitment@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

Section 2 – Advert

**NHS HIGHLAND
RAIGMORE HOSPITAL, INVERNESS**

**CONSULTANT IN OTOLARYNGOLOGY
with a Special Interest in Otology**

Salary £96,963 to £128,841

Applications are invited for this full time replacement post of Consultant Otolaryngologist based in Raigmore Hospital, Inverness. The successful applicants will participate, along with five colleagues, in providing the ENT service to Highland, Western Isles and also to part of West Grampian as part of a clinical network. The post covers a total population of approximately 350,000. The successful applicants will have operating and outpatient sessions in Raigmore Hospital in Inverness with some clinical sessions in peripheral hospitals throughout Highland, Western Isles, and West Grampian Regions.

Applicants must be on the General Medical Council Specialist Register with a Licence to Practise or within six months of obtaining CCT in Otolaryngology at time of interview.

Raigmore Hospital is a modern District General Hospital of approximately 454 beds with extensive training responsibilities for both undergraduates and postgraduates and serving a very wide geographical area. It is one of the five Cancer Centres in Scotland and has clinical facilities comparable with most University Teaching Hospitals with expanding research support and opportunities.

There is a well-organised and well-established ENT service within the Highlands supplying clinical services to both the central population around Inverness and also the more remote and rural parts of the Highlands and Western Isles. There is well-developed sub-specialisation within the department including Head and Neck Oncology, Thyroid and parathyroid, Otology, Rhinology, Paediatrics and Facial Plastics.

The postholder will be expected to support these services with a specific interest in Otology working within the team to continue to provide a high class clinical service to the population of the region.

Informal enquiries to Mr Angus Cain, Consultant ENT Surgeon; angus.cain@nhs.scot

Job reference: 164852

Closing date: Midnight Sunday 22nd October 2023

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For help to complete an application on Job Train please click [here](#).

Section 3 – Job Information

Introduction

This replacement post which is based at Raigmore Hospital, Inverness, will provide general ENT services with an interest in Otolaryngology. The Department of Otolaryngology covers a population of 240,000 in Highland and the Western Isles and 105,000 in Moray as part of a clinical network with Grampian.

The Department has long provided a well recognised high quality service for the population of Highland, adjacent Moray and the Western Isles. Significant reorganisation and service redesign has been undertaken to enable the department to be in a position to deliver the patient access targets. These targets are particularly demanding when applied to the large geographical area covered; an appreciation of Remote and Rural working, and the flexibility which this necessitates is therefore essential for the postholder.

The core values of the department, whilst balancing these clinical, teaching, training and managerial roles would be those of equality and integrity. It is hoped that any new departmental member would feel that they have an equal role within the department at the outset and be actively involved in decision making and planning for the future.

There are well developed subspecialty interests within the department: Otolaryngology, Paediatrics, Rhinology and Head and Neck Surgery. Due to the unique geographical location and staffing of Raigmore there is also a significant interest in Facial Plastic surgery and Thyroid surgery.

Other than a wide and varied clinical practice, the other obvious advantages of working within Highland are the opportunities for outdoor pursuits, excellent schools, a varied social scene which is bolstered by tourism in the summer months and overall an impressive quality of life.

Research

The University of the Highlands and Islands (UHI) Millennium Institute's Clinical Research Facility, is housed on the ground floor within the Highland Diabetes Institute; Phase III of the Centre for Health Science building adjacent to the Raigmore Hospital site, which opened in January 2009. The Clinical Research Facility is a joint NHS/UHI initiative aiming to provide a high quality clinical environment in which participants can take part in research programmes safely 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 departments or specialties within NHS Highland, UHI or other research institutions for clinical research.

NHS Highland encourages medical staff to take part in clinical research which will be reflected in the job plan. The stability of the Highland population offers opportunities particularly for long-term research. The Board Research and Development Team and the University Highlands and Islands Health Research Institute are responsible for promoting and supporting clinical and operational research.

www.centreforhealthscience.com

The hospital is a popular teaching campus of the University of Aberdeen. Approximately 70 students are resident in Inverness at any given time and the ENT Department takes an active role in teaching.

ELIGIBILITY SUBSTANTIVE NHS CONSULTANT

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

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

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

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

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

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

Section 4 – Job Plan

This job plan is provided to outline the basis on which this post will be established and will alter as the service develops throughout Highland.

GENERAL CONSIDERATIONS

1. The post is that of a whole-time consultant in Otolaryngology, based at Raigmore Hospital, Inverness. Although based at Raigmore Hospital, Inverness, you may be required to work in other NHS Highland Healthcare facilities in order to meet the requirements of the service. Duties at peripheral units within Highland, West Grampian and Western Isles will be shared with colleagues and are located at Elgin, Wick, Thurso, Portree, Broadford, Fort William, Golspie, Dingwall, Stornoway and Benbecula.
2. You will be employed by NHS Highland and as such you will be subject to line management by the ENT Service Lead within the Surgical and Anaesthetics Directorate, Raigmore Hospital. As post holder you will be expected to work with local managers and professional colleagues from NHS Highland to ensure the efficient running of the service, and will share with consultant colleagues in the medical contribution to management. Subject to the provisions of the Terms and Conditions of Service, you are expected to observe NHS Highland's agreed policies and procedures, drawn up in consultation with the profession on clinical matters. You will also be expected to follow the standing orders and financial instructions of NHS Highland who will also hold your contract. In particular, where you formally manage employees of NHS Highland, 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.
3. You are required to comply with NHS Highland's Health and Safety Policies.
4. You have agreed that you will be responsible for the training and supervision of the junior medical staff who work with you and you will be expected to devote time to this activity on a regular basis. In addition, you will be expected to ensure that junior staff have access to advice and counselling. If appropriate, you will be named in the contracts of doctors in training grades as the person responsible for overseeing their training and as the initial source of advice to such doctors concerning their careers. The post holder may be accorded the status of Honorary Clinical Senior Lecturer by Aberdeen University and as such will be

expected to contribute to the teaching programme for undergraduate medical students. These activities will form part of your SPA time.

5. RESOURCES

The relevant staff supporting this post within NHS Highland is as follows

NHS Highland Consultants:

- Mr Angus Cain
- Ms Aidah Isa
- Professor Malcolm Laing
- Mr Simon McKean
- Ms. Athena Togo
- Mrs Ilka Friedrichs
- This post

Specialty Doctors:

- Mr Crawford Alves
- Ms Ruta Kaltauskaite
- Mr Steven Ross

Specialist Registrars:

- Two StRs (East of Scotland Otolaryngology Training Programme)
- One CT (Core Surgical Training)

Foundation Doctors: One FY2 in ENT plus a rotating surgical FY1.

Audiology:

- Head of Audiology Service
- Twelve Audiologists
- One Assistant Audiologist
- Three Hearing Screeners
- One Screening Coordinator
- Two Administrative Staff

Secretarial: All consultant posts in NHS Highland have Personal Secretarial support which is shared between colleagues in the department.

6 DUTIES AND RESPONSIBILITIES

The main responsibilities of the post include:

- i) Provision with consultant colleagues of a service in the specialty of Otolaryngology to NHS Highland. The duties imply responsibility for the prevention, diagnosis and treatment of illness and for the proper functioning of the department.
- ii) Out of hours responsibilities comprising a 1 in 6 on-call rota for NHS Highland.
- iii) Requirements agreed for the provision of cover for consultant colleagues during periods of annual, study, duty and sickness leave of absence
- iv) Professional supervision and management of junior medical staff
- v) Responsibilities for carrying out teaching, accreditation and examination duties, as required, and for contributing to postgraduate and continuing medical education activity, locally and nationally, if within job plan.
- vi) Responsibilities relating to a special interest in Otology
- vii) Requirements to participate in medical audit and continuing medical education and in annual appraisal.
- viii) Managerial duties possibly involving budgetary responsibilities by agreement with and in consultation with clinical colleagues and senior managers
- ix) Work on behalf of NHS Highland where appropriate and relevant in connection with such matters as service provision with particular reference to health policy in NHS Scotland described in the SEHD documents "Delivering for Health" and "Better Health, Better Care". Other work on behalf of NHS Highland, such as planning and execution of major incident plans will also be expected.

Review of Job Plan

- 7 The appointment will be on a whole-time basis under the terms of the new Consultant contract. The job plan contains ten programmed activities, including two allocated to supporting professional activities.

It is a requirement for all consultants to have a job plan. Agreed job plans will be prospective and will set out :-

- All professional commitments
- Time and service commitments
- Accountability and management arrangements
- Objectives
- Resources
- Any agreed extra programmed activities

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

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

Job plan for Consultant Vacancy in ENT – Interest in Otology

Basic Information

Job plan status	In 'Discussion' stage
Appointment	Full Time
Cycle	Rolling cycle - 1 week
Start Week	1
Expected number of weeks in attendance	42 weeks
Usual place of work	*Raigmore Hospital, Inverness
Alternate employer	None Specified
Contract	New
1 PA of premium time equates to	4 hours
Private practice	No

Hours Breakdown

	Main Employer PAs	Core PAs	EPA PAs	Total PAs	Core hours	EPA hours	Total hours	Premium hours
Direct Clinical Care (DCC)	8.084	8.084	0.000	8.084	32:19	0:00	32:19	2:26
Supporting Professional Activities (SPA)	1.911	1.911	0.000	1.911	7:38	0:00	7:38	0:00

Total	9.995	9.995	0.000	9.995	39:57	0:00	39:57	2:26
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On-call summary

Rota Name	Location	Weekday Freq	Weekend Freq	Level	Supplement	PAs
On-call Rota	*Raigmore Hospital, Inverness	6	6	1	5%	1.367

Type	Normal	Premium	Cat.	PA
			Total:	1.367
Predictable	2:00	3:00	DCC	0.671
Unpredictable	1:30	4:00	DCC	0.696
The total PAs arising from your on-call work is:			1.367	
Your combined frequency is:			4.85	
Your availability supplement is:			5% (based on the combined frequency from all your rotas)	

On-call rota details

On-call Rota (hours entry)

General information	
What is your on-call activity?	On-call Rota
Where does your on-call rota take place in?	*Raigmore Hospital, Inverness
What is your on-call classification?	1
Weekday work	
What is the frequency of your weekday on-call work?	1 in 6.00
Do you work your weekday on-call on a specific day?	No fixed day
	Predictable Unpredictable
What are your average hours of emergency work per weekday on-call?	02:00 02:00
How much of this takes place between 20:00 & 08:00? (premium time)	00:00 00:30
How much of your weekday predictable on-call work displaces other activities?	00:00
Weekend work (A weekend is classed as Saturday to Sunday for this rota)	
What is the frequency of your weekend on-call work?	1 in 6.00
	Predictable Unpredictable
What are your average hours of emergency work per weekend on-call?	03:00 03:30
Does your weekend predictable work displace other activities?	No
Other information	
Which objective does this on-call work relate to?	
Comments	

Sign off

Role: Service Clinical Director	Role: Service Manager	
Name: Mr Cain, Angus (Con)	Name: Mrs Monaghan, Tina	
Signed:	Signed:	
Date:	Date:	

Timetable Activities

Extra Programmed Activities

Ty	Da	Ti	We	Activity	Employer	Location	Cat.	Num /Yr	PA	Ho urs
pe	y	me	eks							
							Total:	Core EPA	3.6 93 0.0 00	14: 45 0:0 0
	Mo	07: 00 - 18: 15		Theatre Comments: One full day per month in Elgin - this is general operating but the hope is that we could do more myringoplasties/tympanoplasties as we are equipped for that. 75 minutes travel from *Raigmore Hospital, Inverness. 75 minutes travel to *Raigmore Hospital, Inverness..	NHS Highland Health Board.	Dr Gray's Hospital, Elgin	DCC	10	0.6 70	2:4 0
	Mo	07: 30 - 17: 45		Clinic - general 75 minutes travel from *Raigmore Hospital, Inverness. 75 minutes travel to *Raigmore Hospital, Inverness.	NHS Highland Health Board.	Dr Gray's Hospital, Elgin	DCC	10	0.6 10	2:2 6
	Tu	08: 45 - 12: 45		Clinic - general	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	1.0 00	4:0 0
	We	06: 00 - 16: 30		Clinic - general 165 minutes travel from *Raigmore Hospital, Inverness.	NHS Highland Health Board.	Western Isles Hospital, Stornoway	DCC	5	0.3 13	1:1 5
	Th	08: 45 - 12: 30		Clinic - paediatric	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	36	0.8 04	3:1 3
	Th	08: 45 - 18: 45		Clinic - general 165 minutes travel to *Raigmore Hospital, Inverness.	NHS Highland Health Board.	Western Isles Hospital, Stornoway	DCC	5	0.2 98	1:1 1

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	4.935 0.000 (0.000)	25:12 0:00 (0:00)
	15:00	0:00	Personal Appraisal / Revalidation Comments: standard allowance	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	1	0.089	0:21
	10:00	0:00	Job planning Comments: standard allowance	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	1	0.060	0:14
	4:00	0:00	Mortality and Morbidity Meeting	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	10	0.238	0:57
	8:00	0:00	Theatre Comments: We work quite flexibly, so we would plan a full day a week, but not necessarily fixed to a specific day	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	32	1.524	6:06
	3:00	0:00	Other SPA (please specify) Comments: To be specified on appointment	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.750	3:00
	1:00	0:00	Audit Comments: Personal audit	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.250	1:00
	1:00	0:00	CPD - Personal (max 1 hour per week)	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.250	1:00
	6:00	0:00	Admin - general	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	1.500	6:00
	8:00	0:00	Appraiser (8 hours per appraisal)	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	5	0.238	0:57
	1:00	0:00	Undergraduate Formal Teaching (Yr 4-5 Med Students)	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	6	0.036	0:09

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

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	FRCS(ORL)	A Practical research record
2. GMC/Specialist Registration	Full Registration with the GMC with a licence to practise Applicants are on the Specialist Register or be within six months of the anticipated award of a CCT in Otolaryngology at the time of interview for the post.	
3. Clinical Experience	General Otolaryngology including emergency safe practice. Special interest in Otology	Experience in a remote and rural environment.
4. Knowledge	Knowledge and experience in General Otolaryngology	Knowledge and awareness of Remote & Rural health issues
5. Aptitudes	Proven track record of team working. Proven track record of flexibility	Excellent interpersonal and communication skills
6. Staff Management		Management training
7. Team Working & Interpersonal Skills	Excellent interpersonal and communication skills Proven track record of team working. Proven track record of flexibility	

Section 6 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

This appointment is offered on the terms and conditions of service of the Consultant Contract in accordance with the Hospital Medical & Dental Staff (Scotland) and current General Whitley Council. Further information can be found here: <http://www.msg.scot.nhs.uk/pay/medical>

Job Title	Consultant Otolaryngologist
Type of Contract	Full time Permanent
Location	Raigmore Hospital, Inverness
Salary	£96,963 to £128,841 per annum pro rata Placing on the salary scale will be on the minimum point unless the successful applicant has previous experience in a NHS Consultant post or previous non-NHS experience equivalent to that gained in an NHS Consultant post. Your salary will be credited monthly, in arrears, at 1/12th of the annual rate to an account at a bank/building society of your choice on the 27 th of each month.
Arrangement of Duties	See separate Job Plan.
Medical Negligence	NHS Highland takes responsibility for expenses and damages arising from medical negligence where they, as the employer, are vicariously liable for the acts and omissions of their medical and dental staff. However, the appointee is strongly advised to maintain separate medical defence or insurance cover for all work which does not fall within the scope of the Board's indemnity scheme, details of which are given in NHS Circular 1989(PCS) 32.
Registration with General Medical Council	Prior to commencement in post, successful candidates must have full registration with the General Medical Council, a licence to practise, and be eligible for inclusion on the GMC Specialist Register. Those trained in the UK should have evidence of higher Specialist Training leading to a CCT or be within six months of confirmed entry from the date of interview or obtained specialist registration through CESR (CP). Non UK applicants must demonstrate equivalent training.

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

Medical Fitness	<p>All prospective members of staff are asked to submit a confidential health questionnaire to the Occupational Health Service. On the basis of this, they may be passed fit, or an appointment for further information or screening may be required. All entrants must be certified medically fit and employment is conditional on such certification. All appointees are expected to comply with NHS Highland's Immunisation Policy.</p> <p>Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.</p>
Right to Work	<p>NHS Highland has a legal obligation to ensure that it's employees, both EEA and non EEA nationals are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Highland they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until the right to work in the UK has been verified. You will be required provide appropriate documentation prior to any appointment being made.</p>
Annual Leave & Public Holidays	<p>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).</p>
Superannuation	<p>New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk or 01896 893000</p>
Notice	<p>The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.</p>
Removal Expenses	<p>Assistance with Removal expenses will be given in accordance with the NHS Highland Short/Long Term Relocation Policy. It is compulsory that you discuss any arrangements relating to your relocation with us before arranging anything. Failure to do so may result in limited or no assistance being given.</p>

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.
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 out with 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>
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