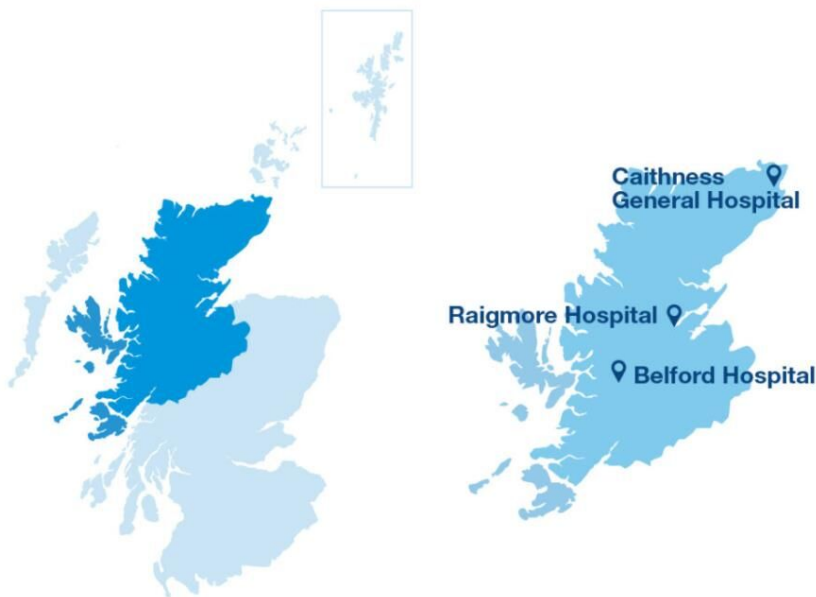


Locum Medical Oncologist

Consultant Recruitment Pack



better health, better care, better value

Welcome!

Thank you for your interest in joining NHS Highland! This information package contains details relating to the Highlands area, these posts and the Terms & Conditions of Service.

How to apply...
Via JobTrain Only

Want to find out more..

Applicants are strongly advised to contact the service lead on NHSH.oncology@nhs.scot prior to application.

Our process...

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 TITLE

Consultant in Medical Oncology
Ref: MS14 169849

BASE

Raigmore Hospital, Inverness

DATE OF VACANCY

November 2023



For further information on NHS Highland, please visit our website on www.nhshighland.scot.nhs.uk

Advert

Locum Consultant Medical Oncologist (12 months with possible extension to 24)
40 Hours Per Week/ 10 PAs
£96,963 - £128,841

Mountains, beaches, wild landscapes, thriving diverse towns and vibrant village communities (not to mention the scattered cottages nestled in isolation); NHS Highland Cancer Services looks after over 300,000 people spread over approximately 10,000 square miles... and that, well, that makes delivering a 21st century standard of Healthcare pretty interesting! Going beyond this, NHS Highland also provides cancer services to the Western Isles and areas of Grampian. We have to be innovative, forward thinking, engaging and embrace the challenges of a truly remote and rural population to ensure access to healthcare where and when its needed.

We are looking for a Medical Oncologist to support and complement the sub specialty interests of the existing Consultant establishment. Interests in Urology or Acute Oncology would be especially appreciated however any other existing specialty interest could be considered and welcomed.

But don't be fooled by the idyllic internet available photos of sprawling mountain ranges and seclusion; the Highlands has excellent transport links to the rest of the UK (we even have our own airport connecting Inverness to the rest of the world). Highland schools rank highly in Scottish league tables, housing options are excellent and Inverness is a dynamic and diverse city with all the modernity an urban dweller could desire.

NHS Highland covers an area from Caithness in the far north of Scotland to Campbeltown on the Kintyre peninsula. Secondary healthcare is provided by Raigmore (district general) Hospital in Inverness and rural general hospitals (RGHs) in Wick, Fort William and Oban. Our team is based in Inverness and at full cohort consists of 7 consultant oncologists who provide a comprehensive service across the Highlands. Approximately 1400 new cancer patients are seen annually. We have strong links to community, a solid cohort of outreach workers and locally based skills across the north. This is something we have been continually developing and are proud of the achievements made. We are keen to attract a Medical Oncologist whose skills and outlook complement those of the existing team and in order to do so can negotiate job plans which accommodate research, teaching and development. Our immediate need is for a colleague with a responsibility for GI and Urology. The department has an enthusiastic and dedicated clinical trials team with high participation rates in Phase II and III trials. We are recognised for our innovative and flexible approach, our strong team ethos and our high quality patient focused service. NHS Highland recognises and encourages staff to learn, maintain and develop skills throughout their careers. Facilitation of this is something that the service values highly and is here to support.

As a member of the North Cancer Alliance, the NHS Highland Oncology Service benefits from being in a well established collaboration with two other Cancer Centres in Grampian and Tayside providing excellent peer support. The department has a modern outpatient suite which includes a day case SACT area. The department enjoys excellent working relationships with colleagues within the community, secondary care, primary care and has four nurse led SACT units in peripheral hospitals.

For useful information on the Highlands please go to www.enterprisinghighland.com

Applicants are asked to make contact with the department before applying (find out more about us, let us know who you are; give us a call!) You can ask for a Teams meeting to be set up. Informal enquiries will be welcomed by Dr Carol MacGregor Consultant in Clinical Oncology Tel 01463 706083 or Dr Neil McPhail, Consultant in Clinical Oncology Tel 01463 704309.

Please quote Job Reference: MS14 169849

Closing Date for Applications: 12/12/2023

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](#).

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.

Job Information

A Medical Oncologist is being sought to join our established Oncology team based at Raigmore Hospital, Inverness. We are a dynamic and innovative team, keen to support your sub-specialty interests and develop new ones.

The Hospital & The Highlands

Raigmore Hospital

Raigmore Hospital is one of Scotland's five recognised cancer centres with radiotherapy, SACT, MRI and CT scanning facilities. The Department of Clinical Oncology at Raigmore Hospital, Inverness provides non-surgical cancer services to the population of the Highland Region, Western Isles and parts of West Grampian.



Raigmore Hospital is the third operational unit within the NHS Highland Partnership. It is the only District General Hospital in Highland. It provides acute health services for the local and outlying populations, and has close links to Tertiary Services in the central belt of Scotland and Aberdeen.

The Hospital covers all specialties and is a training hospital for Nursing and Medical staff in association with UHI, Aberdeen and Dundee Universities. It is a Regional Cancer Centre and sited on the campus is the Centre for Health Science. Outreach Services are provided to many sites across the Partnership area and to both the Western Isles and Orkney.

The hospital is managed by a Chief Officer supported by their local management team, comprising amongst others a Clinical Director, Head of Operations and Nurse Manager for the bed holding Clinical Divisions:

- 1. Surgical Specialties**
- 2. Medicine**
- 3. Woman and Child Health**
- 4. Cancer and Clinical Support**

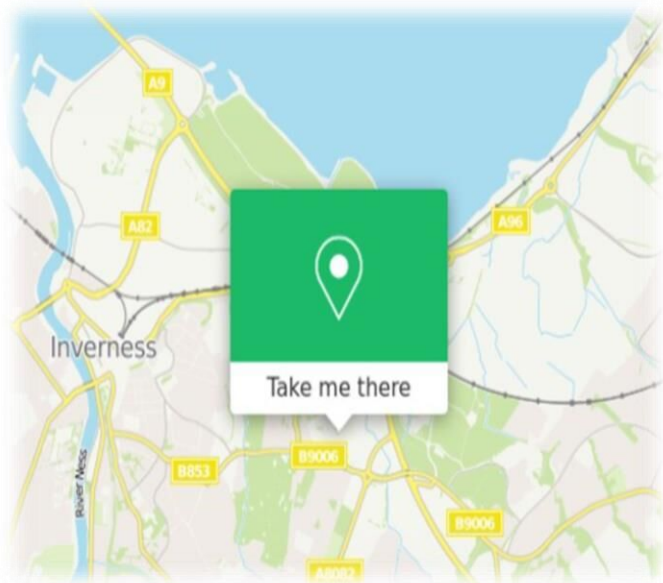
Job Information

The Oncology Department sits within the Cancer and Clinical Support Division and the department is supported by a Service Lead for Oncology, Service Manager, Assistant Nurse Manager, Head of Operations and Clinical Director.

A number of services are currently hosted on the campus but do not report directly into the Raigmore Management Structure. They form part of corporate services and include: Infection control, pharmacy, medical records, information services, estate/site maintenance are hosted in the hospital but do not report to Raigmore Management Team.



Raigmore is the principal Acute General Hospital serving the population of the Highland NHS Board area, some 310,000. Some services are also provided to the populations of the Western Isles (approximately 30,000) and of the Western districts of the Grampian NHS Board area. It is supported in this role by Caithness General Hospital in Wick and Belford Hospital in Fort William. Radiology provides a full range of imaging services including CT, MRI, US, interventional radiology. There is a nuclear medicine department in Raigmore and PET scanning services are provided in Aberdeen Royal Infirmary. The pan-Scotland PACS is available throughout the hospital.



Demographics & Services

The area covered by NHS Highland comprises the largest and most sparsely populated part of the UK. The area covers 32,512 km² (12,507 square miles) which represents approximately 41% of the land mass of Scotland. The Scottish Highlands are known world wide as containing some of the nation's most outstanding landscapes and natural features. These wonderful geographical features also present a number of major challenges to the delivery of health services - a difficult terrain, rugged coastlines, populated islands, limited internal transport, and limited communications infrastructure.



The proportion of older people is slightly above the Scottish average, and the proportion of children under 15 years is lower than the Scottish average. Overall, the indicators of deprivation show that Highland residents fare better than the average Scot, although there is significant variation in the detail between Highland communities.



The Department

The department of Oncology is a small but dynamic department. There are approximately 1200 new patients referred to the department annually. The candidate would be expected to have a practice with sub speciality interests, we are particularly interested in GI and Urology subspeciality interests. There would be an expectation that there would be acute oncology cover as part of the oncall rota.

All sub specialty areas of interest are invited to apply; depending upon the interests and speciality of the successful applicants there will be flexibility within the job plan to develop and augment current skills sets.

The department has a dedicated inpatient facility of 18 inpatient beds shared with Haematology. A Foundation Year 2 and ST3/4 doctor rotate through the ward as part of the general medical rotation as well as nurse practitioner support. There is a hospital at night team who coordinate the care of inpatients overnight.

The purpose built out-patient clinical area (the Macmillan Suite) includes a pleasant suite of clinic rooms, preparation room, waiting area, quiet room, nurses office, seminar room and a SACT day case area. Further expansion works are currently being planned.

Cytotoxic SACT is prepared in Raigmore Hospital in aseptic conditions, and administered by trained SACT nurses, supported by Macmillan SACT Advanced Nurses and Senior Charge Nurses. The pharmacy team are lead by a Macmillan Specialist Oncology Pharmacist and there is a pharmacist presence in the oncology outpatient clinics and the dedicated oncology ward in Raigmore Hospital. An electronic SACT prescribing system (Chemocare) is operational in Raigmore hospital and the peripheral areas.

North Cancer Alliance

The Department is a key member of the NCA whose principle role is to support the delivery, planning, organisation of regional and national cancer services, and to ensure consistent and high quality cancer care is being provided equitably across the North of Scotland.

The Department, as a member of the NCA benefits from being part of a well established and collaborative relationship with two other Cancer Centres in Grampian and Tayside providing excellent peer support and a good record of service development. Many of the MDTs benefit from videolinked cross boundary collaboration and there are active Managed Clinical Networks for the different tumour sub specialisms.

Further information can be found at <http://www.nhsscotlandnorth.scot/nca>

Departmental Staffing

Medical Staffing

Consultants:

Dr Carol MacGregor – Clinical Oncology/Service Lead

Dr Neil McPhail – Clinical Oncology

Dr Ute MacGregor – Clinical Oncology

Dr Fatima Rushwan – Clinical Oncology *

Dr Alvita Chan – Medical Oncology*

Dr Jane Barrett – Clinical Oncology*

Prof Marianne Nicolson – Medical oncology*

Prof Nick Reed – Clinical Oncology*

*locum

Speciality Doctors / Salaried General Practitioners:

Dr Alison Nicholls (0.6 wte)

Dr Marion Patterson (0.4 wte)

Dr Elizabeth McBride (0.5 wte)

Dr Harvey Gamble*

The department has an enthusiastic and dedicated clinical trials team with high participation rates in Phase II and III trials.

There are extensive facilities for patient support. As well as two general Macmillan oncology nurses there are Advanced Nurses specialising in breast, colorectal, GI, head and neck, lung, neuro-oncology, gynae-oncology, uro-oncology and skin. There are several patient centred support groups. We have a patient cancer support centre within the grounds of Raigmore Hospital (Maggie's Centre), who employ a full time Clinical Psychologist and a Trainee Clinical Psychologist is attached to the department. There is a National Cancer Treatment Helpline providing triage services and phone advice to patients.

A Macmillan sponsored Cancer Support Worker service is also being piloted within community.

The Specialty has secured national Cancer Strategy monies in order to establish and expand nurse led clinics.

The geography of the area provides its own challenges but there are excellent working relationships with colleagues in the community and within secondary care and four nurse led SACT units in peripheral hospitals. The post holder will also be expected to participate in outreach oncology services to part of the catchment area.



Other Staffing

Radiotherapy	Physics
One Radiotherapy Manager Three Superintendent radiographers (band 7) Consultant Radiographer (Breast) 7.5 senior radiographers (band 6) Three Link-grade radiographers (band 5/6) One assistant practitioner (band 4) Two radiography helpers (band 2) Postgraduate and Undergraduate Students (from the Queen Margaret University College in Edinburgh)	One Consultant Medical Physicist 3.8 WTE Principal Medical Physicists One Senior Medical Physicist Three Dosimetrists Three Medical Technologists
Mould Room	MDBU Nurse Staffing (clinic and day case SACT)
One full-time Mould Room Manager One 0.5 WTE radiographer (band 6)	One Charge Nurse Seven Staff Nurses Three Advanced Nurses, SACT Five Health Care Assistants
Ward Based Cancer Nurses	Cancer Site Specific Nurses
One Senior Charge Nurse Two Senior Staff Nurses 14 Staff Nurses 10 Health Care Assistants	Three Lung Cancer Advanced Nurses Three Colorectal Cancer Advanced Nurses Four Urology Cancer Advanced Nurses Two Breast Cancer Advanced Nurses One Skin Cancer Advanced Nurse Two Upper GI / HBB Advanced Nurse 2 Palliative Care Advanced Nurses One Head and Neck Cancer Advanced Nurse 2 Specialist Therapy Radiographers for Neuro-oncology Plus Eight Cancer Support Workers
Secretarial Staff	Cancer Audit Team
Seven personal secretaries One audio-typist Two Receptionists	One Cancer Audit Manager Three Cancer Audit Assistants
Cancer Clinical Trials Team	
One Research Nurse (SCRN) One Research Nurse (NHS Highland) One Data Manager (SCRN) One Data Manager (ISD-0.4WTE) One Pharmacy Technician (NHS Highland)	



There is a 12 bedded Hospice in Inverness one mile from Raigmore Hospital with extensive support including inpatient beds and day care facilities.

Two Consultants in Palliative Medicine spend approximately 50% of their time at Raigmore Hospital as part of the Palliative Care Team which also includes Macmillan nurses. Whilst there are no joint staff appointments between the Hospice and Raigmore Hospital, GP Registrars on the vocational training scheme can rotate to the Hospice if they so wish.

Peripheral Clinics

The Department has an extensive network of peripheral clinical activity. Outreach clinics are held in the following locations using a combination of traditional face to face consultations and also using “NearMe” Video conferencing to include the patient’s home:

- Dunbar Hospital, Thurso**
- Caithness General Hospital, Wick**
- Mackinnon Memorial Hospital, Broadford**
- Belford Hospital, Fort William**
- Western Isles Hospital, Stornoway**



Macmillan Nurses attend these clinics in order to ensure a seamless cancer care service. There is also a network of nurses led SACT clinics in Caithness, Skye, Fort William and the Western Isles allowing delivery of SACT closer to the patients’ homes. SACT for these areas is prescribed by the relevant Oncologist and reconstituted in the pharmacy department of Raigmore hospital. An electronic SACT prescribing system is operational in Raigmore hospital and the peripheral areas.

Academic facilities



NHS Highland, under the leadership of the Board Medical Director, 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.

There is an extensive undergraduate teaching programme with students from Aberdeen University and Scotland’s new Graduate ScotGEM programme, and a significant commitment to teaching is expected. The Highland Medical Education Centre with the University of the Highlands and Islands and ScotGEM has a state of the art Clinical Skills Centre and a Research Unit which offer exciting academic opportunities.

The Centre for Rural Health of the University of Aberdeen provides support, guidance and co-ordination to clinical research into healthcare delivery in remote and rural areas of Scotland. Scotland’s newest university, the University of the Highlands and Islands has just established a multimillion pound campus in the City of Inverness, linked by foot bridge to our Raigmore Hospital site.

The Centre for Health Sciences facility houses a library, lecture theatres, research lab and clinical skills centre.



The Highland Clinical Research Facility

The UHI Millennium Institute's (UHI) Clinical Research Facility, is housed on the ground floor within the Highland Diabetes Institute; phase III of the new Centre for Health Science building adjacent to the Raigmore Hospital site, it 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, is supported by the CRF Advisory Group and approved studies are reviewed by the CRF User's Group.

It is staffed by a small 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.

Local CPD NHS Highland is committed to supporting CPD for all of its staff members.

Living and Working in the Highlands

Inverness is the Capital of the Highlands and offers an excellent quality of life with a choice of living in the city or enjoying a country based lifestyle. Excellent road, rail and air links exist to the rest of the UK. Local schools rank high in Scottish education league tables and the city of Inverness is a thriving shopping and services centre. NHS Highland serves the largest area of any UK Health Board and the area is undoubtedly the most beautiful. Please see the links below for additional information:

Youtube link: <http://www.youtube.com/watch?v=aZw62YwKkGI&feature=youtu.be>

NHS Highland Introduction to chemotherapy:

<https://www.youtube.com/watch?v=7wb4ihMAi6k>

NHS Highland Introduction to radiotherapy:

<https://www.youtube.com/watch?v=ZN39MvoRang>

Our website link:

<http://www.nhshighland.scot.nhs.uk/News/Pages/NHSHighlandrecruitmentvideohighlightsHighlandbenefits.aspx>



Example Job Plans

Overleaf is an example job plan which reflects a .

This is an indicative job plan, exact plan will be designated based on the skills and attributes of the candidates to complement current staff. Other commitments such as teaching, audit, clinical governance, research, etc will be found space in designing specific job plans. Flexibility in the manner of service delivery is possible with a combination of remote and onsite working already in place.

We would welcome applicants with broad ranges of interest who are keen to contribute to innovate working and skills development. The opportunity is here to develop the Oncology Department and step forward into new ways of working.

Activities Occurring at Fixed Times		
	AM	PM
Monday	Ward round	Clinic
Tuesday	Ward round	
Wednesday	Urology MDT	1-2 pm Dept Meeting
Thursday	Clinic	
Friday am	Ward round	Clinic

Other activities (no fixed time)
On treatment review CBCT Peer review – regional and local CPD - Personal (max 1 hour per week) Day time on call consultant including spinal cord compression Teaching of junior doctors in training Teaching of medical students Audit Personal Appraisal / Revalidation Job planning Personal Appraisal / Revalidation Research and development including clinical trials work Managed Clinical Network (MCN) activities including attending meetings, contributing to guideline development and audit.

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	MB ChB or equivalent	Other postgraduate qualification, e.g. MRCP
1. GMC/Specialist Registration	CCT in Oncology or recognised equivalent, on the GMC Specialist Register or within 6 months of expected receipt at time of interview. Applicants must hold a full registration with a licence to practice with the GMC.	
1. Clinical Experience	Experience in the management of patients with a wide range of malignant disease, in particular experience in prescribing SACT to a wide range of tumour sites.	
1. Knowledge	Comprehensive knowledge of the diagnosis and treatment of patients with malignant disease.	
1. Aptitudes	Keen and enthusiastic. Computer Literacy Ability to communicate easily with patients and colleagues across the disciplines.	Able to demonstrate management skills/training.
1. Education, Research & Audit	Experience of teaching junior medical staff Be able to demonstrate evidence of involvement in on-going clinical audit Be committed to lifelong learning and demonstrate on-going medical education.	Evidence of involvement in research.

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	Consultant in Medical Oncology (12 Month Contract with the possibility of extension by mutual agreement)
Type of Contract	Full Time, Locum
Location	Inverness
Salary	£96,963 – £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.
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	Applicants 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.
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 plus 8 statutory and public holidays as agreed by NHS Highland.
Superannuation	New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme.
Notice	The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.
Removal Expenses	Assistance with Removal expenses will be given in accordance with the NHS Highland Short Term Relocation Policy. It is compulsory that you discuss any arrangements relating to your relocation with us before arranging anything. Failure to do so may result in limited or no assistance being given.

Private Residence	Your private residence shall be maintained in contact with the public telephone service and shall be not more than 10 miles or 30 minutes by road from your hospital base, unless the Board gives specific approval to you residing at a greater distance.
Identity Badge Policy	NHS Highland has a policy that all staff will be issued with and required to wear an Identity Badge at all times when on duty. If your badge needs replacing for any reason you are required to contact the Fire/Security Office, Estates Department to arrange for a replacement. All identity badges are the property of NHS Highland and must be returned when you terminate your employment.
Smoke Free Policy	NHS Highland operates a No Smoking Policy of tobacco products or e-cigarettes in any of our properties, vehicles or grounds. When selecting new staff NHS Highland does not discriminate against applicants who smoke but applicants who accept an offer of employment will in doing so agree to observe and familiarise themselves with NHS Highland's Smokefree policy.
Confidentiality	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. 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.
Scottish Workforce Information Standard System (SWISS)	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.) 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.