



# **NHS HIGHLAND JOB INFORMATION PACK**

**Title: Clinical Fellow in Emergency Medicine**

**Location: Raigmore Hospital**

**Job Reference: MS14 171678**

**Closing Date: 07/12/2023**

**APPOINTMENT OF A CLINICAL FELLOW**

**JOB 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.

## Department Contact:

Dr Mike Rennie, Consultant in Emergency Medicine and Service Clinical Director [michael.ennie@nhs.scot](mailto:michael.ennie@nhs.scot)  
or  
via the Departmental secretary: Mandy [amanda.hume2@nhs.scot](mailto:amanda.hume2@nhs.scot) 01463 704358.

## 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.

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For further information on NHS Highland, please visit our website on [www.nhshighland.scot.nhs.uk](http://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 [Kayleigh.noble@nhs.scot](mailto:Kayleigh.noble@nhs.scot) for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

## Section 2 – Advert

**CLINICAL FELLOW IN EMERGENCY MEDICINE  
NHS HIGHLAND  
RAIGMORE HOSPITAL, INVERNESS  
Fixed Term Contract for 6 month from February 2024**

This is an excellent opportunity to work in the capital of the Highlands with a great team and live in an area of outstanding natural beauty with unparalleled opportunities for outdoor pursuits. Applications are invited for these full time posts in Emergency Medicine (although part time will be considered). These posts boost experience, confidence and competence and can open your eyes to future career opportunities you might not have considered – no matter what your current intended path or destination. You get to work with a very friendly and highly motivated team as well as live in the beautiful Highlands!

You will work at a level equivalent to ST1/2 working alongside Consultants, Emergency Practitioners (EPs – fully trained GPs working in ED on a permanent basis), Higher Specialist Trainees, Specialty Doctors as well as Emergency Nurse Practitioners and a highly motivated team of ED nurses. You will have the opportunity to manage adults and children presenting across the full spectrum of acute medical, surgical and orthopaedic conditions including minor and major trauma. Although the posts will not attract training recognition from the Post Graduate Dean the post holders will work alongside and receive similar relevant training to those on the training programme – who are either GPST or ACCS trainees.

Applicants must have full GMC registration with a licence to practice and have clear evidence of completion of a UK foundation program or equivalent.

Informal enquiries will be welcomed by:

Dr Mike Rennie, Consultant in Emergency Medicine and Service Clinical Director [michael.rennie@nhs.scot](mailto:michael.rennie@nhs.scot)  
or via the Departmental secretary: Mandy [amanda.hume2@nhs.scot](mailto:amanda.hume2@nhs.scot) 01463 704358.

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Applicants should complete an Application Form on the NHS Scotland National Recruitment portal.  
<https://apply.jobs.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](#).*

## Section 3 – Job Information

### **The Emergency Department**

The role is based in Raigmore Hospital, which is the principal Emergency Department in the Highlands providing services to Inverness and the wider Highland region covering over 10,000 square miles and a population of 320,000. We see nearly 45,000 attendances per year, with a peak in attendances over the summer months, reflecting the attraction of the Highlands as a destination. We are a trauma unit within the North of Scotland Trauma Network, with a multi-disciplinary trauma team responding to a significant volume of mostly blunt trauma presentations. Due to the geography and duration of transfer, there is very little bypass of patients to the Major Trauma Centre in Aberdeen.

### **Facility**

We have a modern Emergency Department with a 4-bedded resuscitation area, 2 decontamination rooms, 13 treatment and examination rooms, and a well established ED minors area. We have dedicated paediatric waiting and treatment rooms, a dedicated seminar room and staff room. We have good friendly working relationships with other services across Highland and beyond.

For a hospital of our size, Raigmore (350 beds) is well served by on site specialties, with whom we have strong relationships. While we don't have onsite access to neurosurgery, cardiothoracic surgery or plastic surgery there are well established links to these out with Highland. We have good access to cross-sectional imaging 24/7 with clinician direct to scan protocols for polytrauma, NICE head and neck injury indications and stroke.

### **Medical Staffing**

10 x Consultants (8.6 WTE)

14 x Emergency Practitioners (7.4 WTE). EPs are permanent, salaried GP trained members of ED staff.

4 x Specialty Doctors

1 x EM ST4-6

11 x Training Rota Doctors (GPSTs, ACCS Trainee & Fellow posts)

This post will not attract training recognition from the Post Graduate Dean, but the post holder will work alongside and receive similar training to those on the training programme. Study leave will be considered with appropriate notice.

### **Working Pattern**

Clinical Fellows work on the same rota as other trainees on an 11 person rota providing cover in a shift-work pattern across 7 days, involving day shift, back shift and night shifts. The rota is compliant with European Working Time Directive as well as the Scottish Government additional compliance checks.

There is always senior support available.

## Section 4 – 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
<b>Qualifications</b>	<p>MBBS or equivalent qualification.</p> <p>Have evidence of achievement of foundation competences, in the three and a half years preceding the advertised offer date for the round of application, via one of the following methods:</p> <ul style="list-style-type: none"> <li>➤ Current employment in a UKFPO-affiliated foundation programme; <b>or</b></li> <li>➤ Having been awarded an FPCC (or FACD 5.2) from a UK affiliated foundation programme within the 3.5 years preceding the advertised post start date; <b>or</b></li> <li>➤ Current employment in a GMC approved Specialty Training Programme holding either a National Training Number (NTN) or Deanery Reference Number (DRN); <b>or</b></li> <li>➤ 12 months medical experience after full GMC registration (or equivalent post licensing experience), and evidence to commence specialty training in the form of a <i>Certificate of Readiness to Enter Specialty Training</i></li> </ul>	MRCEM
<b>GMC/ Specialist Registration</b>	Be eligible for full registration with, and hold a current licence to practise <sup>1</sup> from, the GMC at intended start date	
<b>Clinical Knowledge &amp; Experience</b>	<p>Evidence of competence in Basic and Advanced Life Support with an Advance Life Support Certificate</p> <p>Relevant experience of working in a comparable multi-disciplinary healthcare team</p> <p>Ability to apply sound clinical knowledge and judgement to problems.</p> <p>Ability to prioritise clinical need.</p> <p>Ability to maximise safety and minimise risk.</p> <p>Recognition of, and ability to undertake the initial management of, an acutely ill patient.</p>	<p>Previous Emergency Medicine Experience</p> <p>Paediatric and Trauma Life Support Courses</p>

<p><b>Career Progression</b></p>	<p>Be able to provide complete details of their employment history.</p> <p>Have evidence that their career progression is consistent with their personal circumstances.</p> <p>Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training.</p> <p>Have notified the Training Programme Director of the Specialty Training Programme they are currently training in if applying to continue training in the same specialty in another region<sup>ii</sup></p> <p>Applicants must not have previously relinquished or been released / removed from a training programme in this specialty, except if they have received an ARCP outcome 1 or under exceptional circumstances<sup>iii</sup></p> <p>Not previously resigned, been removed from, or relinquished a post or programme with resultant failure to gain the award of a FPCC (FACD 5.2), except under extraordinary circumstances <i>and</i> on the production of evidence of satisfactory outcome from appropriate remediation<sup>iv</sup>.</p>	
<p><b>Commitment to specialty</b></p>	<p>Shows initiative/drive/enthusiasm (self-starter, motivated, shows curiosity, initiative)</p> <p>Demonstrable interest in, and understanding of, the specialty.</p> <p>Commitment to personal and professional development</p> <p>Evidence of attendance at organised teaching and training programme(s)</p> <p>Evidence of self-reflective practice.</p>	<p>Extracurricular activities / achievements relevant to the specialty</p> <p>Attendance at training courses relevant to the specialty</p>
<p><b>Fitness to Practice</b></p>	<p>Is up to date and fit to practise safely and is aware of own training needs.</p>	
<p><b>Language Skills</b></p>	<p>Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Medical Council<sup>v</sup></p>	<p><b>Language Skills</b></p>
<p><b>Health</b></p>	<p>Applicants must meet professional health requirements (in line with GMC standards / Good Medical Practice).</p>	<p><b>Health</b></p>

<p><b>Personal Skills</b></p>	<p><b>Communication skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates clarity in written/spoken communication, and capacity to adapt language to the situation, as appropriate.</li> <li>• Able to build rapport, listen, persuade, and negotiate.</li> </ul> <p><b>Problem solving and decision making:</b></p> <ul style="list-style-type: none"> <li>• Capacity to use logical/lateral thinking to solve problems/make decisions, indicating an analytical/scientific approach.</li> </ul> <p><b>Empathy and sensitivity:</b></p> <ul style="list-style-type: none"> <li>• Capacity to take in others' perspectives and treat others with understanding; sees patients as people.</li> <li>• Demonstrates respect for all.</li> </ul> <p><b>Managing others and team involvement:</b></p> <ul style="list-style-type: none"> <li>• Able to work in multi-professional teams and supervise junior medical staff.</li> <li>• Ability to show leadership, make decisions, organise, and motivate other team members, for the benefit of patients through, for example, audit and quality improvement projects.</li> <li>• Capacity to work effectively with others.</li> </ul> <p><b>Organisation and planning:</b></p> <ul style="list-style-type: none"> <li>• Capacity to manage/prioritise time and information effectively.</li> <li>• Capacity to prioritise own workload and organise ward rounds.</li> <li>• Evidence of thoroughness (is well-prepared, shows self-discipline/commitment, is punctual and meets deadlines.)</li> </ul> <p><b>Vigilance and situational awareness:</b></p> <ul style="list-style-type: none"> <li>• Capacity to monitor developing situations and anticipate issues.</li> </ul> <p><b>Coping with pressure and managing uncertainty:</b></p> <ul style="list-style-type: none"> <li>• Capacity to operate under pressure.</li> <li>• Demonstrates initiative and resilience to cope with changing circumstances.</li> <li>• Is able to deliver good clinical care in the face of uncertainty.</li> </ul> <p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Understands, respects, and demonstrates the values of NHS Highland.</li> </ul>	<p><b>Management and leadership skills:</b></p> <ul style="list-style-type: none"> <li>• Evidence of involvement in management commensurate with experience</li> <li>• Demonstrates an understanding of NHS management and resources.</li> <li>• Evidence of effective multi-disciplinary team working and leadership, supported by multi-source feedback or other workplace-based assessments.</li> <li>• Evidence of effective leadership in and outside medicine.</li> </ul> <p><b>IT skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates information technology skills.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Evidence of achievement outside medicine</li> <li>• Evidence of altruistic behaviour, e.g., voluntary work</li> <li>• Evidence of organisational skills – not necessarily in medicine, e.g., grant or bursary applications, organisation of a university club, sports section, etc.</li> </ul>
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## Section 5 – Terms and Conditions

This appointment is offered on the terms and conditions of service of the Clinical Fellow 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	Clinical fellow in Emergency Medicine
Type of Contract	Full time, 40 hours per week. Fixed Term , until 6 <sup>th</sup> August 2024
Location	Raigmore Hospital
Salary	£40,995 – £54,235 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 Clinical Fellow post or previous non-NHS experience equivalent to that gained in an NHS Clinical Fellow 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 <sup>th</sup> of each month.
Arrangement of Duties	See separate Job Plan/rota.
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.
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 28 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 <b>three one</b> 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	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	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.

<sup>i</sup> The GMC introduced the licence to practise in 2009. Any doctor wishing to practise in the UK after this date must be both registered with and hold a licence to practise from the GMC at time of appointment.

<sup>ii</sup> The Support for Application to another region form, signed by the Training Programme Director of their current Specialty Training Programme confirming satisfactory progress must be submitted to the recruitment office at time of application.

<sup>iii</sup> Exceptional circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train. Applicants will only be considered if they provide a 'support for reapplication to a specialty training programme' form signed by both the Training Programme Director / Head of School and the Postgraduate Dean in the Local Office / Deanery that the training took place. No other evidence will be accepted.

<sup>iv</sup> An applicant who has previously resigned, been removed from, or relinquished a post on the foundation training programme will not usually be eligible to apply for an ST1/CT1 post except under extraordinary circumstances. Extraordinary circumstances may be defined as a demonstrated change in circumstances which can be shown to impact on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train as a foundation doctor, either through sickness absence, as a LTFT trainee or in a period out of programme.

Where an applicant wishes to apply for an ST1/CT1 post in the above circumstances they must provide evidence to support this application in the form of a letter written and signed by the Director of the Foundation School where previous training took place. This letter must include the following information:

- The dates of your previous training.
- Confirmation of the reasons why the applicant previously resigned, was removed from or relinquished their post in the training programme.
- Confirmation that the applicant has met the requirements/demonstrated the competencies of foundation training.
- Confirmation that the applicant has completed a period of remediation (if applicable)

<sup>v</sup> Applicants are advised to visit the GMC website which gives details of evidence accepted for registration.