

LAT Specialty Trainee Neurology

Ref: MH169011

Closing date: 04/01/2024

|  |
| --- |
| **Contents** |

|  |  |  |
| --- | --- | --- |
| **Section** |  | **Page** |
| Section 1: | Person Specification | 3 |
| Section 2: | Introduction to Appointment | 6 |
| Section 3: | Departmental and Directorate Information | 7 |
| Section 4: | Main Duties and Responsibilities | 8 |
| Section 5: | Contact Information | 9 |
| Section 6: | Working for NHS Grampian | 10 |
| Section 7: | Terms and Conditions of Employment | 14 |
| Section 8: | General Information for Candidates | 16 |

**Please use the following link to apply for the CDF post: http://www.nhsgrampianjobs.org/vacancies.html**

**Closing date is on the 29th of April 2016**

**You will receive a response acknowledging receipt of your application.**

|  |
| --- |
| **This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.**  |

|  |
| --- |
| **Section 1: Person Specification** |

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | Successful completion of the UK Foundation Programme, Core Medical Training or Core Surgical Training or equivalentMRCP or equivalent qualification | Distinction, prizes or honours during Postgraduate trainingALS/ATLS/CRISP Instructor Status |
| **Experience** | Recent development in areas of acute care and a medical specialty e.g. ED, General Surgery and Acute Medicine etc | Well-presented log book or professional portfolio |
| **Eligibility** | Eligible for full registration with the GMC at time of appointment and hold a current licence to practiceEvidence of achievement of postgraduate medical training in line with GMC standards/Good Medical PracticeEligibility to work in the UK | Evidence of research and publications in peer reviewed journals |
| **Teaching** | Enthusiastic in teaching clinical skills in the workplace or training environmentEvidence of contributing to teaching and learning of others | Experience of simulation based teachingHas successfully completed a ‘training the trainers’ or ‘teaching skills’ course |
| **Fitness To Practise** | Is up to date and fit to practise safely |  |
| Health | Meets professional health requirements (in line with GMC standards/ Good Medical Practice) |  |
| **Academic/ Research Skills** | **Research Skills**:* Demonstrates an understanding of the basic principles of audit, clinical risk management and evidence-based practice
* Demonstrates an understanding of basic research principles, methodology and ethics, with a potential to contribute to research

**Audit**: * Evidence of active participation in audit
 | Evidence of relevant academic and research achievementse.g. degrees, prizes, awards, distinctions, publications, presentations, other achievementsEvidence of participation in risk management and/or clinical/laboratory research |
| **Personal Skills** | **Judgement Under Pressure:*** Capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situations
* Awareness of own limitations and when to ask for help

**Communication Skills:*** Capacity to communicate effectively & sensitively with others
* Able to discuss treatment options with patients in a way they can understand
* Excellent written and verbal communication skills

**Problem Solving:*** Capacity to think beyond the obvious, with analytical and flexible mind
* Capacity to bring a range of approaches to problem solving

**Situation Awareness:*** Capacity to monitor and anticipate situations that may change rapidly

**Decision Making:*** Demonstrates effective judgement and decision- making skills

**Organisation & Planning:*** Capacity to manage time and prioritise workload, balance urgent and important demands, follow instructions
* Understands importance and impact of information systems

Excellent interpersonal skillsEvidence of ability to present oneself in an organised, professional mannerEvidence of understanding the importance of team workExperienced with Microsoft Word including PowerPoint, word-processing and spreadsheet software | Motivated and able to work unsupervised as well as within a small team under appropriate guidance |
| **Probity** | **Professional Integrity:*** Takes responsibility for own actions
* Demonstrates respect for the rights of all
* Demonstrates awareness of ethical principles, safety, confidentiality and consent
 |  |
| Circumstances of Job | May be required to work at any of NHS Grampian’s sites, according to the placement of the post  |  |

|  |
| --- |
| **Section 2: Introduction to Appointment** |

**Job Title:** LAT Specialty Trainee

**Department:** Neurology Department

**Base:** Ward 204 Neurology Department

You may be required to work at any of NHS Grampian sites, according to the placement of the post.

**Post Summary:**

Under the umbrella of the Associate Medical Director for Education in NHS Grampian, the Associate Directors of Medical Education (ADMEs) and Clinical Service Leads, successful applicant to this post will have the opportunity to experience in neurology which will be a professional interest to them before they commit to a programme of training.

This post provides a stepping stone for doctors with an interest in neurology to gain further experience towards run-through training.  The post-holder works on the middle grade rota for Neurology and Stroke but may have the opportunity to step into some registrar roles depending on experience and progress.  The unit is a small tight knit department with a strong emphasis on education.  Although small, we provide a wide spectrum of exposure to general neurology and specialty clinics in management of conditions like Epilepsy, Multiple sclerosis, Parkinson’s disease, neuropathies, headache, cognitive disorders and muscle diseases.

The LAT ST will be encouraged to work on a project that can be combined with supervised and directed activity linked to an area of mutual professional interest including clinical teaching, quality improvement and safety, research, management, medical education and leadership development.

|  |
| --- |
| **Section 3: Main Duties and Responsibilities** |

The exact format of each post will be agreed with the successful applicant and the service managers.

Within a 48-hour contract, each trainee will contribute approximately:

* 42 hours per week, on average, of Clinical activities linked to a specialty of choice, under the mentorship of a consultant colleague
* 6 hours per week, on average, Personal and Professional Development (PPD)

PPD will take the form of some or all of these components:

* Clinical teaching skills development
* Management and Leadership skills development
* Research and Quality Improvement skills development and an activity linked to Safety and Quality improvement in Grampian

**Communication and Working Relationships**

The post holder will be expected to establish and maintain good communications and working relationships with a wide range of staff, including:

* Line Manager
* Supervising Staff members from Medical, Clinical and AHPs backgrounds
* Named Clinical Supervisor
* Colleagues in training grades at Foundation, Core and Specialty level

**Base**

The post holder will be based in Grampian and will spend much of their time with other clinicians, staff and medical students.

**Annual leave**

Annual leave is in accordance with the nationally agreed level for the grade of applicant – i.e. 28 days per annum.

**Salary**

You will be paid in line with the pay and conditions of service remuneration of hospital medical and dental staff at ST level based on your previous experience. You will also receive an amount equivalent to a banding payment applicable to the hours of work.

NHS Grampian recommends all junior doctors should take part in rota monitoring to ensure they are working healthy patterns regardless of their training status. Natural breaks and adherence to agreed working hours will be enforced across all clinical areas where clinical fellows are deployed.

**Pre-Employment Checks**

The offer of appointment is subject to the post holder undergoing relevant clearances and health checks in accordance with NHS Grampian’s Recruitment and Selection Policy.

**Qualifications and Experience**

The post holder must (at the time of commencement of employment) have full registration with the GMC. Ideally, applicants will have recently completed a UK based Foundation Programme and Core Training and have achieved MRCP or equivalent. They should understand the UK Healthcare system. It is no longer a requirement of employment within the NHS that medical staff be registered with a medical insurance organisation. Should you wish to maintain registration with such an organisation this is entirely your own choice.

**Job Revision**

This job description should be regarded only as a guide to the duties required and not definitive or restrictive in any way.  It may be reviewed in light of changing circumstances following consultation with the post holders.  This job description does not form part of the contract of employment.

**Training Approval**

This post is recognised for training and is eligibility for Specialty training it is built on sound educational governance principles.

**Appointment**

The appointment will be on a fulltime basis for 6 months in the first instance and subject to satisfactory on-going appraisal within the role.

|  |
| --- |
| **Section 4: Contact Information** |

For further information please contact:

Dr Margaret-Ann Macleod

Consultant Neurologist

Aberdeen Royal Infirmary

email: Margaret.macleod2@nhs.scot

Mr Sean Berryman

Unit operational manager

Surgery 3

Aberdeen Royal Infirmary

|  |
| --- |
| **Section 5: Working for NHS Grampian** |

**Who are we?**

NHS Grampian is a tertiary teaching hospital with 90% of specialties based on one site. This said NHS Grampian has one of the largest campuses in Western Europe which is shared with the University of Aberdeen Research Institutes and Medical School.

NHS Grampian is an integrated NHS Board in Scotland with Mrs Caroline Hiscox as the Chief Executive and Dr Nick Fluck as the Medical Director.

NHS Grampian is an equal opportunities employer and promotes work-life balance and family-friendly policies.

**Location**

NHS Grampian provides integrated patient care across primary, secondary and tertiary services across cities, towns, villages and agriculture countryside.

Aberdeen is regularly voted as one of the happiest places to live in the UK with a high standard of living. The quality of life in Aberdeen is exceptional with outstanding schools, rural village/community life and with stunning countryside surrounding the city of Aberdeen including mountains, beaches and lochs, there are plenty opportunities to get out in the fresh air during leisure time and enjoy. Popular outdoor activities include river fly fishing, surfing, mountaineering, and skiing.

There are many leisure opportunities such as Historic Castles to visit, parkland and woodland walks, over 50 golf courses, and the usual city centre attractions including shopping centres, cinema, theatre, museums, and restaurants/pubs.

**What we can offer you**

Opportunities:

* Employee Engagement- Staff views are actively sought and acted upon
* Relocation Assistance
* A beautiful setting to live and work and to take time out after a busy day or week
* Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

Benefits

* Access to the NHS contributory pension scheme
* Generous Holiday Entitlement
* Child Care Voucher Scheme and access to NHS Grampian Nurseries
* Salary Sacrifice Schemes i.e Computers, Cycle to Work.
* Various Staff Discounts available i.e gym membership, restaurant and shopping discounts

**Teaching and Training Opportunities**

NHS Grampian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing reputation for medical teaching and research. We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Grampian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

In conjunction with England, Wales, Northern Ireland and NHS Education for Scotland (NES) NHS Grampian recruits junior medical staff from the UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the North of Scotland rotating through Aberdeen and Elgin hospitals. NHS Grampian provides a supportive medical community with opportunities to be involved in undergraduate and postgraduate medical education and academic research programmes that operate across the globe.

Information regarding training with links to the appropriate UK websites can be found at http://www.scotmt.scot.nhs.uk/ and http://nes.scot.nhs.uk/

We enjoy close links with the University of Aberdeen and Robert Gordon University and alongside NHS Grampian; the University offers state-of-the-art medical teaching facilities at the Suttie Centre, including: lecture theatres; seminar rooms; clinical skills training area and computing suites.

**Our vision, values and strategic aims**

NHS Grampian proudly works together and takes every opportunity to improve the health of our population. By consistently displaying the below behaviours we will put people at the heart of everything we do:

* Treating everyone with dignity and respect
* Behaving with integrity, consistency and compassion
* Communicating clearly
* Being open, honest and fair
* Learning and improving ourselves and others
* Being environmentally responsible
* Celebrating success
* Collaboratively working with colleagues, patients, families carers, communities and other non-NHS partners
* Making best use of resources
* Encouraging innovation and building on success
* Respecting individual needs and preferences
* Engaging others and respecting their views

**NHS Grampian Strategic Themes are as follows:**

**Developing and Empowering Staff**

* Align staff across partnership to deliver outcomes
* Create a supportive and empowering organisational climate and culture
* Be the NHS employer of choice

**Delivering High Quality Care in the Right Place**

* Provide safer, effective, sustainable services built around people
* Exploit the opportunities arising from integrated working
* Modernise healthcare services to improve outcomes

**Involving our Patients, Public, Staff and Partners**

* Ensure public and patients are fully informed in a way relevant to their needs
* Ensure all plans, programmes and services demonstrate active and meaningful involvement
* Embed a culture of genuine partnership in all NHS Grampian services

**Improving Health and Reducing Inequalities**

* Reduce inequalities in health outcomes and access to and use of healthcare
* Sustain and improve the population’s health
* Work in partnership to support healthier and fairer communities

**The Vision and Values of NHS Grampian are as follows:**

**Caring**

* Treat everyone with dignity and respect
* Behaving with integrity, consistency and compassion
* Respecting individual needs and preferences

**Listening**

* Communicating clearly
* Being open, honest and fair
* Engaging others and respecting their views

**Improving**

* Learning and improving ourselves and others
* Being environmentally responsible
* Collaboratively working with colleagues, patients, families, carers, communities and other non-NHS partners
* Making best use of our resources
* Encouraging innovation and building on success

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

|  |
| --- |
| **Section 6: Terms and Conditions of Employment** |

For an overview of the terms and conditions visit http://www.msg.scot.nhs.uk/pay/medical.

|  |  |
| --- | --- |
| **TYPE OF CONTRACT**  | Fixed Term 6 months |
| **GRADE AND SALARY** | LAT - Specialty Trainee (£40,995 - £64,461)You will also receive an amount equivalent to a banding payment. Should rotations be re-banded this amount will not change as New Deal does not apply to these roles |
| **HOURS OF WORK** | Full Time – up to 48 hours depending on on-call commitment |
| **SUPERANNUATION** | New entrants to NHS Grampian who are aged between sixteen and 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 |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. |
| **TOBACCO POLICY** | NHS Grampian operates a No Smoking Policy in all premises and grounds. |
| **DISCLOSURE SCOTLAND** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| **CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK** | NHS Grampian 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 Grampian 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 employment until right to work in the UK has been verified. |
| **REHABILITATION OF OFFENDERS ACT 1974** | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying, this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Grampian. Any information given will be completely confidential. |
| **MEDICAL NEGLIGENCE** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme. |
| **NOTICE** | Employment is subject to one month notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Grampian sites as part of your role. |
| **SOCIAL MEDIDA POLICY** | You are required to adhere to NHS Grampian’s Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media.  |

|  |
| --- |
| **Section 7: General Information for Candidates** |

**Data Protection Act 1988**

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to Human Resources staff.

**Counter Fraud**

NHS Grampian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Grampian’s intranet (Counter-Fraud and Theft page) and further information is available at http://www.audit-scotland.gov.uk/work/nfi.php.

**References**

All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give in addition the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

**Disclosure Scotland**

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

**Sponsorship**

If you require sponsorship, please seek further guidance on current immigration rules, which can be found on the Home Office website www.ind.homeoffice.gov.uk

**Job Interview Guarantee Scheme**

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

**Overseas Registration and Qualifications**

NHS Grampian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor for your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.

**Workforce Equality Monitoring**

NHS Grampian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

**Equal Opportunities Policy Statement**

NHS Grampian considers that it has an important role to play as a major employer and provider of services in Grampian and accepts both its legal and moral obligations by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**NHS Scotland Application Process**

* The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
* Once in receipt of the application pack it is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
* Please note for equal opportunity purposes NHS Grampian do not accept CV’s as a form of application.
* Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.

**You will receive an automated response acknowledging receipt of your application.**

**Closing date: 04/01/2024**