



NHS HIGHLAND JOB PACK

Title: Consultant in Older Adult Psychiatry, Central Sector

Location: New Craigs Hospital

**APPOINTMENT OF CONSULTANT IN OLDER ADULT PSYCHIATRY
CENTRAL SECTOR**

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 Dirk Maliepaard, Clinical Lead, Older Adult Psychiatry, New Craigs Hospital

dirk.maliepaard@nhs.scot

01463 704650

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.

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

PLEASE NOTE - You should apply for this post by completing the application process on Job Train. We suggest you use Internet Browser "Google Chrome" or "Microsoft Edge"

DO NOT upload a CV as this will not be used for short listing purposes.

Once you have submitted your application form you will be unable to make any amendments.

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

Please contact nhsh.medicalrecruitment@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

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 2 – Advert

**NHS HIGHLAND
NEW CRAIGS HOSPITAL
Consultant in Older Adult Psychiatry
1.0 WTE Permanent Post
£96,963 - £128,841**

We seek to appoint a permanent Older Adult Psychiatry Consultant, to join our team dedicated to the delivery of older adult mental health services in the Highlands. The post holder will provide consultant input to the community teams to cover Beauly, the Black Isle and Nairn for both primary and organic mental disorders. The post is supported by a well-developed community mental health team. The post holder will be based at the New Craigs Hospital site, where inpatient care is provided, and will participate in the Consultant on call rota (1: 16.5).

The job plan can be developed flexibly, with opportunities for special interests in keeping with the needs of the service, whether in community, inpatient, liaison or young onset dementia services. The post provides a 8:2 split between Direct Clinical Care and SPA sessions.

The post holder will be supported by a cohesive and collegiate group of clinicians, and will participate in CPD and peer supervision. Consultant peer groups meet regularly and there are regular educational events organised as part of our in-house programme.

Interested applicants should contact Dr Dirk Maliepaard, Clinical Lead for Older Adult Psychiatry, New Craigs Hospital, Inverness on dirk.maliepaard@nhs.scot or 01463 704650. Prospective applicants are most welcome to contact us in order to arrange an informal visit.

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

PLEASE NOTE - You should apply for this post by completing the application process on Job Train. We suggest you use Internet Browser "Google Chrome" or "Microsoft Edge"

DO NOT upload a CV as this will not be used for short listing purposes.

Once you have submitted your application form you will be unable to make any amendments.

Section 3 – Job Information

Introduction to the Older Adult service

Older Adult Mental Health Services in Highland are currently provided by six Consultant teams across North Highland. The Older Adult service continues to develop taking into account the requirements of the Annual Development Plan and the Mental Health and Dementia Strategies. We aim to provide high quality person-centred services within local communities and early intervention for dementia in terms of diagnosis and treatment.

The older adult mental health service has its own service structure with in-patient and community services jointly managed. There is scope to play a significant role in the continued development of the service.

The service base is at New Craigs Hospital in Inverness, a modern building which provides a high standard of care and accommodation for patients in Highland who require inpatient services.

Clinics take place at New Craigs Hospital and across the locality both in local hospital and primary care settings. Many appointments may be delivered utilising assistive technology such as Near Me.

At present, Older Adult patients with primary (functional) mental disorders are admitted to the 12-bedded Morlich ward. Patients with dementia are admitted to Ruthven Ward. Ruthven is a 24 bedded unit which provides care for patients requiring dementia assessment and treatment as well as hospital based complex clinical care. The hospital wards have close working links with the CMHTs, and virtual technologies are used to strengthen communication and discussions about patient care.

This post will cover a defined catchment area within North Highland. Depending on the agreed location there may be a speciality doctor attached to the team. In addition there may be a junior doctor in training and medical students attached to the team.

There is ongoing development of the Older Adult service in which the post holder will participate. This may lead to reconfiguration of this post in time.

The post holder can live in Inverness, or in a more rural area, and the job plan can be flexible to accommodate this. Consultants need to stay within half an hour of the hospital when they are on call.

Duties and Responsibilities of the Post

This post includes the provision of community psychiatric care to the designated sector within North Highland. This will include outpatient clinics, home and nursing home or other care facility visits as appropriate, liaison with GPs, team working with colleagues from the CMHTs and the hospital sector team, and liaison-consultation work in general / community hospitals. Depending on the sector, the post holder may be expected to lead the inpatient care for sector patients admitted to New Craigs Hospital.

The post holder will be required to undergo training to become an Approved Medical Practitioner under the Mental Health (Scotland) Act 2015 when eligible to do so. AMP work will be incorporated into the role of the post holder. The post includes work under the Adults with Incapacity (Scotland) Act 2000 and participation in the Care Programme Approach (CPA).

On call frequency is currently 1 in 16.5. This may vary depending on staff numbers. On call is non-residential.

Further professional and career development will be supported. Peer group support is encouraged in New

Craigs, with monthly meetings. The post holder will be expected to participate in the weekly internal teaching session which covers all specialities. Quarterly meetings take place with colleagues in Old Age Medicine. Service management and development as well as clinical governance are supported at monthly Older Adult consultants meetings, as well as a hospital wide consultants meeting.

Regular audit of clinical effectiveness in relation to working protocols or treatments and quality improvement projects will be encouraged.

Responsibilities for carrying out teaching include tuition to medical students, departmental trainees and other staff as appropriate.

The post holder will be subject to annual appraisal and participation in revalidation and annual job plan reviews.

Resources/Teams to Support Post holder's Clinical Activity

The post holder will have Medical Secretary support (based in New Craigs Hospital).

The post holder will have designated office space, PC or laptop, and mobile phone.

The Board operates a lease car scheme, should the post holder be eligible for participation. Hospital pool cars can be used for longer distance travel, or Hire cars in their absence.

The post holder will be work directly with the relevant CMHTs detailed below.

Nairn OA CMHT:

One WTE Band 7, covering Nairn and Badenoch & Strathspey (B&S)

One WTE Band 6, covering Nairn and B&S, although predominantly based in Nairn

One PT Band 6, 30 hours covering Nairn

One WTE HCSW Band 3, mainly B&S but supporting Nairn

One WTE Band 6 OT covering Nairn and B&S

OT support from an Inverness team member.

Easter and Mid Ross OA CMHT:

0.6 Band 7 Team Lead

2.4 WTE Band 6 CPNs (0.6 of this is for care home stress and distress work)

1.6WTE Band 6 OTs,

1 WTE Band 5 CPN

0.4 Band 4 Support Worker

3 Post Diagnostic Support workers

1 full time admin support

Part time psychology input

There is access to Alzheimer Scotland day care in Dingwall and Tain

(The team also covers areas not in this post catchment)

Clinical Psychology for Older Adults

There are four older adult Clinical Psychologists – 3.6 whole time equivalent in total. Within this establishment a service is offered to Skye, Wester Ross, Easter Ross, Inverness, Caithness, Sutherland, Lochaber and Nairn, Badenoch and Strathspey. The psychologists are involved in referrals for the range of later life problems – depression, anxiety etc – including face to face work with patients and on a consultancy/supervision basis with colleagues and teams. One of the psychologists leads our Stress

and Distress in dementia service, based on the Newcastle stress and distress model, with ongoing training provided across NHS Highland. A clinical neuropsychology service is also provided for Older Adults. The department of Clinical Psychology is a teaching department for the University of Glasgow Doctorate in Clinical Psychology and provides clinical and research supervision to trainee clinical psychologists from the course.

Social care service

Older adult mental health services access generic social care services. The Mental Health Officer service is managed separately by the Local Authority.

Older Adult Community Mental Health services

Older Adult Mental Health Services are provided by multidisciplinary Community Mental Health Teams. The Inverness, Nairn / Badenoch & Strathspey, and Easter Ross (Invergordon) teams each has a team manager that reports to the Older Adult Service manager. Smaller teams in the rural North and West (Sutherland, Caithness, Lochaber, Skye & Wester Ross) currently reports to district managers, but will be integrated with the Mental Health Service in April 2024.

Consultant sectors may span different CMHTs and are divided into:

North Sector: Caithness, North West Sutherland

South Sector: Lochaber (Fort William), Drumnadrochit, Badenoch & Strathspey

West Sector: Skye, Wester Ross & part of Inverness (Cairn, Fairfield, Dunedin, Burnfield practices, with Inverness care homes Culduthel, Castlehill, Aden House, Isobel Fraser)

East Sector: Sutherland, Mid Ross (Dingwall, Strathpeffer), Easter Ross (Alness, Invergordon, Tain)

Central sector: Beauly, Black Isle, Nairn, Raigmore & RNI Liaison

Inverness (this post): Kingsmills, Southside, Crown, Riverside & Foyers, Kinmylies, Culloden Surgery, Culloden Medical Practice, with Inverness Care Homes: Kingsmills, Southside, Ballifeary, Cameron House, Ach-an-Eas, Highview, Cradlehall, Meallmore.

Older Adult Psychiatric Inpatient Services

Ruthven ward in New Craigs Hospital provides 24 beds for dementia patients. These beds provide both specialised dementia assessment and treatment as well as Hospital Based Complex Clinical Care.

There are 12 beds in Morlich ward with a dedicated multidisciplinary team for the assessment and treatment of older adult patients with primary (functional) mental disorders.

Memory Assessment Services

There has been a focus on earlier diagnosis and where required intervention and treatment for dementia. Memory services are integrated with other community mental health services. Patients are initially assessed by CMHT members, including cognitive testing, prior to diagnostic appointments. A full time memory clinic nurse and post diagnostic support staff linked with Alzheimer's Scotland contributes to the service.

There is currently no dedicated service for young onset dementia. Patients are assessed by their sector Older Adult service, and we have access to neuropsychological testing. MRI and SPECT imaging can be accessed in Raigmore Hospital.

Hospital Liaison Service

Raigmore is the main hospital for Inverness and the Highlands. It also serves as a teaching hospital for both the Universities of Aberdeen and Stirling, with a newly built Centre for Health Science next to the hospital. Assessment and management of patients with mental disorders in Raigmore Hospital is supported by a generic hospital based liaison team, covering both General Adult and Older Adult patients. Sector teams provide some liaison support to the two district hospitals in Wick and Fort William, as well as several community hospitals.

Mental Health Assessment Unit

A Mental Health Assessment team based in New Craigs Hospital provides unscheduled care for the General Adult service as well as older patients with primary mental disorders. Our transition policy for patients from the General Adult service is needs based, and is being revised so that patients presenting under the age of 70 will initially be seen by the General Adult service.

Mental Health & Learning Disabilities Services

Demographics

The area covered by NHS Highland comprises the largest and most sparsely populated part of the UK. In 2018 North Highland had a resident population of over 240,000 people. The population of people over 65 was over 55 000 in 2021. The geographical area covered is diverse; including the expanding populations of Inverness and other urban centres around the Inner Moray Firth, as well as the most remote and socio-demographically fragile communities in both island and mainland locations. Apart from the city of Inverness (population over 60 000) and towns such as Fort William, Nairn, Thurso and Wick, most people live in small rural communities. In addition many tourists visit our area all year round, but particularly in the summer months. The Inner Moray Firth is the most densely populated area. Stretching from Ross-shire to Badenoch and Strathspey it has a resident population of 160,000 (31,894 are over 65). There are variations in the population structures of areas in Highland with the most remote and rural communities having larger cohorts at older ages. Rural populations generally experience decreased accessibility and diminished availability of health care services, particularly as distance from major urban centres increases and local population size decreases.

An estimate carried out by Alzheimer Scotland suggests that there were 6,600 people with dementia in NHS Highland in 2017 of which 4,600 were in North Highland. It is estimated there will be 8,000 people with dementia in NHS Highland by 2026 and over 10,000 people by 2036. 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. The percentage of the population aged 65 plus will continue to increase over the next few years whilst the proportion of under 65s decreases.

Overall, the indicators of deprivation show that Highland residents fare better than the average Scot, although there is significant variation, with evidence of rural deprivation and pockets of urban deprivation within Inverness and some of the larger towns.

Leadership and structure

NHS Highland is one of Scotland's 14 territorial Health Boards. NHS Highland consists of two Health and Social Care Partnerships: 'North Highlands' (235 000+ population / 25 600 km²) and Argyll and Bute (86 000 / 6 900 km²), reflecting the Local Authority boundaries. The two areas still operate separately, and there are no links between their mental health services, apart from shared oversight from the Deputy Medical Director and Lead Mental Health Nurse.

The NHS in the North Highlands integrated with Social Services from the Highland Council in 2012, with a lead agency model: the NHS manages adult health and social care, and the Local Authority manages child health and social care, including the Child and Adolescent Mental Health Service. A Health and Social Care Committee reports to the Highland Health Board. Argyle & Bute formed an Integrated Joint Board in 2016, with a Partnership model of integration.

Mental health services are clinically lead by a Clinical Director, supported by a Deputy Medical Director and the Board Medical Director. Since 2020 the Clinical Director is supported by two Clinical Leads, one of which is for Older Adults. The Clinical Lead will lead a monthly Older Adult Consultants Meeting and participates in a monthly Older Adult Senior Management Team meeting, the Mental Health Clinical Governance

Meeting, and in the Mental Health Senior Management Team meetings. Consultants also attend the Consultant Psychiatrist Group meetings.

Community services in the North Highlands were historically divided into two Operational Areas: North & West and the Inner Moray Firth Operational Unit (IMFOU). Community mental health teams in the North & West are managed by Community Services, and those in the IMFOU area are managed by the Mental Health Department. There is ongoing development of management structures, and the aim of the Mental Health Service is to have a unified structure across the whole of the North Highlands by April 2024.

Some of the key leadership positions in the Mental Health service are:

Head of Mental Health Services – Arlene Johnstone
Clinical Director - Dr Neil McNamara
Associate Nurse Director (Mental Health) - Barry Muirhead
Director of Psychology - Dr Allyson Turnbull-Jukes
Clinical Lead Older Adult Services – Dr Dirk Maliepaard
Service Manager Older Adult Services – Fraser McLelland
Team manager, Inverness OA CMHT – Greg Lamb
Clinical Lead General Adult Services – Dr Amy Mackaskill
Hospital Manager: Joyce Forsyth

Teaching and Research

There is a mixture of FY2, GP trainees and psychiatry trainee doctors within our department. The Clinical Tutor is supported via the Deanery in Aberdeen. Psychiatric trainees attend a programme of MRCPsych training based in Aberdeen but there is also a local teaching programme for all junior doctors and a Balint group.

There are four posts for higher trainees in Old Age Psychiatry in the North of Scotland (based in Aberdeen).

A Mental Health Research Strategy is currently being developed in Highland and we have strong links with Aberdeen University, Stirling University and the University of the Highlands and Islands. Research educational meetings occur on a regular basis.

General Adult Psychiatry Service

There are nine community sector consultants and two inpatient consultants in our General Adult service. The service has 22 inpatient beds on Morar ward in New Craigs Hospital.

Child and Adolescent Mental Health Services

The CAMHS services are based on the Raigmore hospital site and is managed separately from other mental health services under our integration model. Inpatient facilities are in Dundee.

Psychiatric Rehabilitation Service

The rehabilitation service does not exclude patients over the age of 65, but may seek joint working. There is dedicated social services for people under 65 with mental disorders. Just as with General Adult services, they may transfer patients to the older adult service if and when their needs change. The service has 14 beds on Aonach Mhor, and 8 beds on Bruar ward.

Learning Disability Service

The learning disability service has two consultants, and 6 hospital beds on Willows ward. Patients with learning disability who develop dementia are usually assessed and managed by the learning disability service.

Drug and Alcohol Recovery Service

Addiction services have been restructured and, in addition to locality based provision, there is a purpose-built centre, Osprey House, near Raigmore Hospital. There are four CPNs for Addictions in Inverness, along with one nurse who acts as the dual diagnosis worker for Highland-wide. There is also a nurse who works Highland-wide, but mainly in Inverness, for the Drug Treatment and Testing Order scheme, this being a joint Health/Social Work initiative. The service has 2 inpatient detox beds on Morar ward.

Personality Disorder / Eating Disorders / Psychotherapy

The Eating Disorders Service and tertiary psychotherapy unit is based at Greenfields House in Inverness. The eating disorders team are part of a North of Scotland network. The tertiary psychotherapy service offers CBT, IPT and DBT and many staff have been trained through the department. The Personality Disorder Service offers mainly DBT.

Forensic Psychiatry

A Forensic Psychiatrist provides the lead in this area within the department, including managing patients on the low secure Intensive Psychiatric Care Unit (Affric ward), regular visits to the prison and the management of forensic cases through liaison with the courts, the State Hospital and the criminal justice system.

Living and working in the Highlands

The Highlands offer an excellent quality of life with particularly good facilities for leisure and recreation. Good housing can be bought and schooling (primary and secondary level) is excellent. The Board does not operate a crèche, but there are a number of good nurseries in the area. Road, rail and air links have developed considerably in recent years and can be very economic. NHS Highland operates a leased car scheme.

The city of Inverness, as the capital of the Highlands, is a thriving shopping and services centre. As one of the UK's newest cities, Inverness is expanding rapidly and has ambitions to be European City of Culture. In the summer, tourists from around the world make the city a very cosmopolitan place.

Inverness has increasingly good sports facilities, including a major leisure/swimming complex adjacent to which there is an athletics track and a number of all-weather pitches. There are also excellent facilities for activities such as golf, skiing, hill walking, fishing, orienteering, tennis, cricket and water sports. Inverness is the home to Inverness Caledonian Thistle FC, and there are also other local clubs for sports such as rugby (men's and women's), athletics, rowing and shinty.

A major extension to the city's main shopping centre has been completed, and most of the major multiples are already represented in the city. There is also a wide range of small specialist shops. There are also several major supermarkets, in some cases offering 24 hour shopping. There is an ever-increasing variety of cuisine available. There is an increasingly vibrant nightlife and a good live music scene.

Eden Court Theatre attracts performers of international repute, and it also shows a wide range of mainstream, art-house and classic films. There is also a seven screen multiplex on the outskirts of the city showing all the major releases.

The local area boasts some of the finest scenery in the country, with a diverse (and often unique) flora and fauna.

Section 4 – Job Plan

The successful applicant will participate in electronic annual job planning. An initial job plan will be negotiated prior to the onset of duties. The following is an outline of a proposed timetable for this post.

OUTLINE TIMETABLE – COMMUNITY OLDER ADULT PSYCHIATRY, INVERNESS

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	OPC Nairn	SPA	CMHT meeting (Invergordon team)	OPC / DVs Nairn / Fortrose	OPC (flexible)
PM	CMHT MEETING OPC / ADMIN	SPA & PROFESSIONAL MEETINGS	OPC / ADMIN Beaully / Muir of Ord	UNSCHEDULED CARE	ADMIN

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	<p>MBChB or equivalent</p> <p>Applicants must hold a full registration with a licence to practice with the GMC</p> <p>MRCPsych or equivalent</p> <p>Currently or within 6 months of being eligible for the Specialist Register</p>	<p>Section 22 approved (Will need Approved Medical Practitioner status, under Scottish Mental Health Act)</p>
2. Clinical Experience	<p>Clinical experience of working in OA Psychiatry</p> <p>Ability to work independently at Consultant level</p> <p>Knowledge of and willingness to undergo training in MHA and AWI Act</p>	<p>Experience in subspecialty / special interest areas like hospital liaison, care home liaison or young onset dementia</p>
3. Teaching & Training	<p>In good standing with CPD</p>	<p>Recognition as Trainer</p>
4. Team Working & Interpersonal Skills	<p>Ability to work in and lead a clinical team</p> <p>Excellent communication skills</p>	
5. Other	<p>Full driving licence</p>	

Section 6 – Terms and Conditions

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

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

Job Title	CONSULTANT IN OLDER ADULT PSYCHIATRY, CENTRAL SECTOR
Type of Contract	Full time Permanent
Location	NEW CRAIGS HOSPITAL
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. 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.
Disclosure of Criminal Convictions	Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post is considered to require Registration with the Protecting Vulnerable Groups (PVG) Scheme as it involves substantial access to children and / or vulnerable adults. A PVG Scheme Record will contain details of all convictions on record, whether spent or unspent. This means that even minor convictions, no matter when they occurred will be included in the Scheme Record. It may also contain non conviction information held locally by the police, where this is considered relevant to the post. Following the selection interview only the "successful" candidate will be subject to registration with the PVG Scheme. Offers of appointment will be made subject to satisfactory PVG Scheme screening and medical fitness. Please note that a commencement date will only be issued once this clearance has

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

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