****

**Clinical Lead**

**Gender Identity Service**

**Raigmore Hospital**

**Information Pack**

**MS14 186947**

**APPOINTMENT OF CLINICAL LEAD, GENDER IDENTITY SERVICE**

**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 Fiona Gibson, Gender Identity Lead Clinician (Fiona.gibson4@nhs.scot)

 Dr Hame Lata, Service Clinical Director (hame.lata@nhs.scot)

 Kimberley MacInnes, Service Manager (Kimberley.macinnes@nhs.scot)

**How to Apply**

* Applicants should complete an Application Form on the NHS Scotland National Recruitment portal. https://apply.jobs.scot.nhs.uk/. Please note we do not accept CVs.
* All candidates and employees are afforded equal opportunities in the recruitment and selection process and in employment irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.
* Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
* NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment in regulated work candidates will be subject to Protection of Vulnerable Groups Scheme membership.

Job reference: MS14 186947

Closing date: 27/05/24

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 kayleigh.noble@nhs.scot for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

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| **Section 2 – Advert**  |

**NHS HIGHLAND**

**RAIGMORE HOSPITAL**

**CLINCAL LEAD FOR GENDER IDENTITY CLINIC**

**FIXED TERM CONTRACT TILL 31/3/2026**

**4 HOURS PER WEEK**

Applications are welcome from any health professional for this exciting opportunity, based at Highland Sexual Health in Raigmore Hospital, to lead the Gender Identity service. A high level of experience in providing assessment and management of those experiencing Gender incongruence is essential.

Highland Sexual Health is the main hospital based provider for integrated Sexual & Reproductive Health (SRH) and Genitourinary Medicine (GUM) for the Highland region. The department provides a fully integrated sexual health service to adults and teens as well as specialist provision for treatment and diagnosis of HIV, management of Menopause, Sexual Dysfunction and Gender Identity care.

The post holder will be expected to take a lead role in development of the gender identity service; represent NHS Highland in Gender Identity on a National level; support clinicians for highly specialist assessments and interventions within the MDT and provide specialist teaching, training and CPD. There are currently 4 hours available, on day(s) to be agreed with the successful candidate. The service is currently based at Raigmore Hospital, but could be led remotely.

There is no on-call or out of hours commitment for this post.

You must be fully registered with your professional body.

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.

For informal enquiries please contact:

Dr Fiona Gibson, Clinical Lead for Gender Identity (Fiona.gibson4@nhs.scot)

Kimberley MacInnes, Service Manager (Kimberley.macinnes@nhs.scot)

Closing date: 27/05/24

Job Reference: MS14 186947

***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.***

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| **Section 3 – Job Information**  |

**Highland Sexual Health Service**

Highland Sexual Health (HSH) is hosted within the Community Directorate and provides a comprehensive range of Sexual Health services including Genitourinary Medicine (GUM), HIV Medicine, Sexual & Reproductive Health (SRH) and Gender Identity medicine to the population of North Highland. The main administrative and clinical base is at Raigmore Hospital, with weekly service provision in the peripheral areas. The service provides open access for integrated sexual health care, with patients attending mostly generic services with a range of issues and being seen by members of a multidisciplinary team who will work within their skills and competencies to meet the patient’s needs or refer on to appropriate team members or other professionals. Specialist clinics are clinician referral only. There is a comprehensive sexual health IT system (NaSH) in use across Scotland. Appropriate training in the use of NaSH system will be provided for the successful applicant. All routine consultations are paperless. There are over 13 000 patient contacts at HSH per year.

The comprehensive Genitourinary Medicine service includes STI screening, treatment and partner notification, management of non STI genital infections, genital dermatology, pelvic pain, sexual dysfunction and psychosexual therapy, PrEP and PEP. There is currently a cohort of approximately 160 HIV patients and 170 Gender Identity patients receiving care and support at HSH.

HSH provides a complete range of contraceptive services including provision of Long Acting Reversible Contraception (LARC). We support priority access to vulnerable groups, as well as fast track referral for teenagers, post abortion and post pregnancy LARC. Specialist sexual and reproductive health clinics include complex contraception (such as ultrasound guided deep implant removal), specialist menopause care, psychosexual medicine and adolescent & medical gynaecology including PMS. Termination of pregnancy requests are directed to the Social Gynaecology service. Vasectomy is delivered through a local GP enhanced service.

HSH provides trauma informed care for those who have been raped or sexually assaulted by providing medical services and follow-on support. HSH works in partnership between the statutory and voluntary sector including Forensic Medical Services, Police, Child Protection and Rape & Sexual Abuse Services Highland (RASASH).

HSH is involved in training and education of many healthcare professionals at varying levels, including the Faculty of Sexual & Reproductive Health’s Diploma (DFSRH), Letters of Competence in Intrauterine techniques and Subdermal Implants, and the British Menopause Society’s Principles and Practice of Menopause Care (PPMC). Undergraduate nursing students and medical students from various Universities are on placement as well as Special Study modules or electives.

Highland Sexual Health offers clinics at various locations across North Highland including Wick, Thurso, Skye, Invergordon and Fort William. These clinics are integrated sexual health clinics incorporating SRH, including LARC, and GUM via telephone or face to face consultations depending on needs and patient preference.

The successful applicant will join the Gender Identity Service Team at HSH which currently comprises of:

* 1 Specialty Doctor & Current Lead Clinician (12 hours) – due to retire in June 2024
* 1 Specialty Doctor (8 hours)
* 1 Nurse (22.5 hours)
* 1 Administrator (15 hours)

The wider team at HSH currently consists of 1 SRH Consultant, 2 GUM/HIV Consultants and 1 SRH Specialty Doctor. The wider multidisciplinary team include specialist sexual health nurse practitioners, HIV Advanced nurse practitioner, health advisers, health care support workers, health care assistants and administration and secretarial staff.

**Raigmore Hospital**

Raigmore Hospital is the principal acute general hospital serving the population of NHS Highland (215,000, excluding the 90,000 in Argyll & Bute generally served by Glasgow hospitals). It also provides some tertiary services to NHS Western Isles (population 25,000) and some western parts of NHS Grampian area. The total catchment population is approximately 250,000. Raigmore is supported by smaller hospitals in Wick (Caithness General Hospital) and Fort William (Belford Hospital), each of which has some consultant staff. Raigmore is a modern, well-equipped, general hospital. The relative geographical isolation demands levels of services greater than that seen in many general hospitals of comparable size. Raigmore Hospital is the second campus for the University of Aberdeen Medical School and for the University of Highlands & Islands School of Nursing and Midwifery. The Centre for Health Sciences is a state of the art facility that brings together research, education, training, patient care and business development under one roof. The New National Treatment Centre has now opened its doors .

**Duties and Responsibilities within the Gender Identity Service**

1. Take a lead role in development of the Highland Gender Identity Service.
2. Support strategic clinical leadership for the service alongside the Service Clinical Director and Service Manager.
3. Provide clinical expertise and support clinicians and wider health professional in specialist assessments and interventions.
4. Develop, coordinate, and professionally lead and manage other staff working within the GIC service, including conducting individual performance reviews and identifying continuing professional development needs.
5. Provide specialist clinical supervision to members of the team including psychologists, medical and nursing colleagues, and others as required.
6. Provide specialist teaching, training and CPD.
7. Ensure that appropriate clinical governance is met.
8. Take a lead role in representing NHS Highland on a National level.
9. Ensure effective deployment of existing clinical resources and work within the financial and other constraints decided upon by the health board. Additional expenses will not be committed prior TO approval from service or health board budget holders.

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| **Section 4 – Job Plan**  |

The Job plan is to be agreed on appointment: 4 hours per week

Medical Job plans are electronic and will be subject to review with the Clinical Director for Highland Sexual Health.

Professionals on the Agenda for Change contract will be subject to annual TURAS review with the Service Manager for Highland Sexual Health.

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| **Section 5 – Person Specification**  |

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| **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.  |

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| **Requirement** | **Essential** | **Desirable** |
| 1. Qualifications
 | Clinical Psychology, Medical or Nursing Qualification | Postgraduate qualification in related specialty Eg Sexual & Reproductive Health, General Practice or Endocrinology. |
| 1. Specialist Registration
 | Full registration with appropriate professional body Eg HCPC, GMC, NMC | Registered as a Gender Specialist as recognised by HM Courts & Tribunals. |
| 1. Clinical Experience
 | Wide experience in working in Gender Identity/ Transgender Heath service or with transgender patients, in particular management of complex patients |  |
| 1. Management
 | Clear understanding of health service management structures in Scotland.Involvement and evidence of managing change in a healthcare setting.Ability to carry responsibilityAbility to prioritise and manage own time effectively | Experience in service leadership and developmentExperience in service redesign and project deliveryMedia training and the ability to provide clear, confident, understandable and succinct response to media and FOI enquiries  |
| 1. Teaching & Training
 | Interest in and commitment to teaching and training.Experience in providing supervision and mentorship |  |
| 1. Research & Audit Experience
 |  | Experience in research & audit of health practice and experience of design of audit |
| 1. Team Working & Interpersonal Skills
 | Non judgemental, caring attitude Sensitive to professional issues, standards & ethicsExcellent communicator & self reflective learner Team player, willing and able to provide appropriate support to others, irrespective of profession or grade Flexible approach to duties which satisfies the needs of the service and changing environment.Proficient IT skills |  |
| 1. Publications
 |  | Evidence of research and publications in peer reviewed journals. |
| **Section 6 – Terms and Conditions** |

This appointment is offered on the terms and conditions of service in accordance with Agenda for Change or the Hospital Medical & Dental Staff (Scotland) and current General Whitley Council. Further information can be found here: https://www.nhsemployers.org/publications/tchandbook and http://www.msg.scot.nhs.uk/pay/medical

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| **Job Title** | Clinical Lead for Gender Identity Service |
| **Type of Contract** | Part timeFixed term till 31/3/2026 |
| **Location**  | Highland Sexual Health is currently based at Raigmore Hospital but may be subject to a change of location within the Inverness area. |
| **Salary** | Will be dependent on applicant’s professional role and current grade(Eg Clinical psychologist, Medical Consultant or Specialty doctor etc) Placing on the salary scale will normally be on the minimum point unless the successful applicant has previous experience in an equivalent post in the NHS, or previous non-NHS experience equivalent to that gained in a NHS post. Proof must be provided.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 27th of each month.  |
| **Arrangement of Duties** | 4 hours per week may be worked flexibly and remotely with agreement with Highland Sexual Health Service Clinical Director and Service Manager. |
| **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 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 Professional Body** | Prior to commencement in post, successful candidates must have full registration with their professional body and a licence to practise. |
| **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 will run from the date of appointment to the post. The annual leave entitlement for those on Agenda for Change is dependent on their length of service. Medical staff are entitled to 6.6 weeks (pro rata). |
| **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/Long Term Relocation Policy. It is compulsory that you discuss any arrangements relating to your relocation with us before arranging anything. Failure to do so may result in limited or no assistance being given.  |
| **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. |