### **TERMS AND CONDITIONS – CONSULTANT POST**

The post is covered by the Hospital Medical and Dental Staff and Doctors in Public Health and the Community Health Service (Scotland), Consultant Grade, Terms and Conditions.

|  |  |
| --- | --- |
| **GRADE AND SALARY** | Consultant: £96.963 - £128,841 per annum (pro rata for part time staff).New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer. |
| **HOURS OF DUTY** | Full Time 40 hours per week /pro rata to 40 hours for part time staff |
| **ANNUAL LEAVE AND PUBLIC HOLIDAYS** | Entitlement is 33 days annual leave and 8 days public holidays  Part-time staff will receive a pro-rata entitlement to annual leave and public holidays.The leave year commences on the date of appointment to the grade.  |
| **NOTICE** | The employment is subject to three months’ notice on either side, subject to appeal against dismissal |
| **PENSION FUND** | The appointment is superannuable under the NHS (Scotland) Superannuation Scheme unless you opt out in favour of some other scheme or are ineligible to join. Your remuneration will be subject to deduction of superannuation contributions in accordance with the scheme. Costs and contributions are available on the SPPA website: www.sppa.gov.uk NHS Fife encourages staff to join the scheme.  |
| **SICK PAY** | Entitlements to Statutory Sick Pay and Occupational Sick Pay will be determined in accordance with section 57 of the Hospital Medical and Dental Staff and Doctors and Dentists in Public Health Medicine and the Community Health Service Terms and Conditions of Service. Reckonable service may be credited for Sick Pay purposes providing there has been no break in service of 12 months or more at time of appointment in accordance with paragraph 228 of this section. |
| **SMOKING POLICY** | NHS Fife operates a No Smoking Policy and staff are not permitted to smoke on the premises or during working hours. It is a condition of employment that you comply with these requirements. |
| **REMOVAL EXPENSES** | Relocation expenses may be payable to the successful candidate, in accordance with the Policy. This is available on request from the Workforce Directorate. Shortlisted candidates who require relocating to take up post should discuss this with the Recruiting Manager/Budget holder before attending for interview.  |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | Candidates who are invited to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application or refuse an offer of appointment. |
| **DISABLED APPLICANTS** | A disability or health problem does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential. NHS Fife guarantees to interview all applicants with disabilities who meet the minimum criteria for the post. You will note during the application process that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview. |
| **OCCUPATIONAL HEALTH CLEARANCE** | Any offer of employment is subject to satisfactory Occupational Health clearance and you will be asked to complete a Pre-Employment Health Questionnaire. NHS Fife Occupational Health and Wellbeing will make an assessment on your fitness to carry out the post based on the information contained within the questionnaire. In certain circumstances further information is required before clearance can be given and NHS Fife Occupational Health and Wellbeing may contact you by telephone or request that you attend for an appointment. Clearance must be obtained before any new employee commences employment within NHS Fife. Clearance may be subject to you attending for a Post-Employment appointment and it is vital that you attend this appointment if required |
| **DECLARATION OF CONVICTIONS** | Under the terms of the Rehabilitation of Offenders Act 1974, many people need not refer to previous convictions which, after a certain period of time, are regarded as excluded from the provisions of this act. This post however, is excluded from the provisions of this Act and failure to disclose details of information relating to any convictions you have will result in the offer of employment being withdraw. If you are appointed, and it is found that you did not reveal a previous conviction you will be subject to disciplinary action and your employment may be terminated.Please note you must also notify us of convictions from other countries.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 Fife is legally obliged to ensure all its employees are legally entitled to work in the United Kingdom. If you are not a United Kingdom (UK) or Irish National you are required to detail the visa category under which you are legally entitled to work in the UK on your application and the expiry date of your leave to remain in the UK. Applications will be accepted from individuals who require a skilled worker visa but there is no guarantee that an application for a Certificate of Sponsorship will be granted by the Home Office.  |
| **EQUAL OPPORTUNITIES** | The post holder will undertake their duties in strict accordance with NHS Fife’s Equality Diversity and Human Rights Policy. |
| **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 the post holder’s 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. |