

**Consultant in
Anaesthetics
Belford Hospital
Fort William**

**Information Pack
MS12 210462**



**CONSULTANT IN ANAESTHETICS,
BELFORD HOSPITAL, FORT WILLIAM**



**APPOINTMENT OF CONSULTANT IN ANAESTHETICS
INFORMATION PACK**

- Section 1 Welcome**
- Section 2 Advert**
- Section 3 Job Information**
- Section 4 Job Plan**
- Section 5 Person Specification**
- Section 6 Terms and Conditions**

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 being 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 in the Belford Hospital and 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

Recruitment Process

Please make contact with the department before applying: we **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 Contacts:

Mr Bruce Tulloh Clinical Lead and Consultant in General Surgery 01397 702481,
Emma Oates, Belford Hospital Manager; Tel 01397 702481; e emma.oates@nhs.scot
Dr Katrina Gannon, Consultant Anaesthetist on 01397 702481

How to apply

- Complete an Application Form on the NHS Scotland National Recruitment portal, Job Train: <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: 210462

Closing date: Midnight Sunday 13th April 2025

Interviews will be held on – Date to be Arranged

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

Section 2 – Advert

NHS HIGHLAND BELFORD HOSPITAL, FORT WILLIAM

CONSULTANT IN ANAESTHETICS £107,144 to £142,369 per annum pro rata

Are you confident and capable in a broad range of emergency and clinical scenarios? Do you value a good work-life balance? Are you looking to work in an area of outstanding natural beauty, where you are a valued team member and can shape your career and future? Would you enjoy having time to deliver excellence?

We are looking for you.

As a Consultant in Anaesthetics you will work closely with our existing 3 Consultant Anaesthetists as well as the Medical and Surgical teams of the Hospital, to deliver a first-rate service to the population of Lochaber and beyond.

Situated at the foot of Ben Nevis, Fort William is often referred to as the outdoor capital of the UK. The Belford Hospital has an established reputation in the management of trauma, particularly from mountaineering accidents, skiing and mountain biking and also undertakes a variety of appropriate elective surgery. The acute specialties of Medicine and Surgery are supported by modern, comprehensive Anaesthetic services. All specialties provide 24/7 (non-resident) consultant cover (including cover for A&E), this is supported by a well-equipped HDU, comprehensive laboratory and radiology services (including on-site ultrasound and CT). The on-call frequency is being offset by a lighter workload during the working week. We manage our emergency cases on site, care is consultant led and delivered. Resuscitation and stabilisation of the critically ill or severely injured to allow transfer to definitive care, regional intensive care unit or tertiary centres forms a major part of our workload. Our clinical services are highly valued by the local population and also by the large tourist population.

Your personal development as a doctor and the maintenance of your clinical skills are well supported. Video conferencing, national support networks, local and organisational level support are in place to ensure your specialist skills are valued and maintained.

Come and be part of our team in a place where you can provide high quality medical care whilst living in the most spectacular scenery in the British Isles. Away from work you can enjoy life in a vibrant community, with excellent indoor facilities in addition to the obvious attractions of the great outdoors. And if you want to swap the Northern Lights for the "bright lights", you are within reach of Glasgow and Edinburgh, while London is only a Sleeper-train away.

This post is offered on a seven programmed activity basis as outlined in the proposed job plan. The frequency of on-call is 1:4 with prospective cover. The on-call frequency attracts a supplement of 8% in line with the Terms and Conditions of Service. The successful applicant will be required to have wide knowledge and experience in anaesthesia and critical care. Applicants must be on the GMC Specialist Register or be within 6 months of obtaining their CCT at the time of interview.

The current hospital has a 22 bedded Combined Assessment Unit for acute admissions, a two bedded high dependency unit with facility for short-term critical care, a 5 bed day bed area and a 12 bedded acute mixed/rehabilitation ward. The Belford has an excellent on-site laboratory service providing biochemistry, haematology and cross match services 24/7 in addition to on site radiology with ultrasound scanning and CT. There is a visiting echocardiography service.

The successful candidates will have well developed anaesthesia skills, excellent communication and problem solving skills, and be able to work flexibly as part of an integrated team. If you feel that you would like to refresh any areas of practice, we would be able to support this. You would be encouraged to develop your special interests as part of a network with specialists in Highland and across Scotland, through the Scottish Rural Health Partnership. We are open to discussions on working patterns to allow you to work across sites.

There are also exciting opportunities to be involved in research, with the University of the Highlands and Islands and Aberdeen University. An active interest in teaching is desirable as we have students coming from Aberdeen, Dundee, Edinburgh, Glasgow, London and from around the world, on electives. We also have trainees in General Practice, Surgery, Foundation Years and plan to have more senior medical trainees with an interest in remote and rural medicine. The Scottish Government and Department of Health have initiatives to ensure the sustainability of Remote and Rural Healthcare, including increased allocation of trainees and students.

Informal enquiries to;

Mr Bruce Tulloh Clinical Lead and Consultant in General Surgery 01397 702481

Dr Katrina Gannon, Consultant Anaesthetist on 01397 702481 katrina.gannon@nhs.scot

Emma Oates, Rural General Hospital Manager on 01397 702481. emma.oates@nhsh.nhs.scot

For useful information on the Highlands please go to <https://www.visitscotland.com/places-to-go/highlands>

Fort William is the outdoor capital of the UK offering unparalleled opportunities for outdoor leisure pursuits, stunning scenery and wildlife and good schools in a friendly and supportive community all within three hours drive of Inverness, Edinburgh and Glasgow. There are also excellent public transport links, with the train to Glasgow and sleeper to London as well as the Jacobite "Harry Potter" train to Mallaig. To get an idea of the hospital and surrounding countryside we have made a short video https://www.youtube.com/watch?v=tOS-r_1LvFY.

Applicants who wish to work part time and flexibly are encouraged to apply. You will be on the General Medical Council Specialist Register with a Licence to Practise or within six months of obtaining CCT at time of interview. The posts can be adapted to suit the individual candidate and hours and job plan can be discussed on an individual basis

Applicants not currently on the specialist register would also be considered for a fixed term contract in the first instance.

Job reference: 210462

Closing date: Midnight Sunday 13th April 2025

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

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

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

Section 3 – Job Information



We are looking a Consultant in Anaesthetics to join our existing team, delivering high quality care from our rural general hospital in the Scottish Highlands.

This is a 7 PA post, with 6 PA's in Anaesthetics and 1 SPA session.

A sample job plan is outlined here:

Week	Mon	Tues	Weds	Thurs	Fri	Sat & Sun	PAs
1	On call	On call	Post call	Off	On call	On call	9.75 + 1.5
2	Post call	Off	Theatre	Theatre	Off		5.5 + 1.5
3	Off	Theatre	On call	On call	Post call		7 + 1.5
4	Half day SPA	[cover]	[cover]	[cover]	Off		1
							27.75

Fort William

Fort William is a small town in the West Highlands at the foot of Ben Nevis, the heart of the Outdoor Capital of the UK. A great array of local activities are available such as hill-walking and mountaineering, mountain biking, scuba diving, ice climbing, skiing and snowboarding in an area of outstanding natural beauty with a unique culture and excellent schooling. The local population of 20,000 expands to 60,000 - 80,000 during the summer with visitors, coming to experience the Highlands, and to take advantage of Scotland's best ski-resort at Nevis Range during the winter.

Belford Hospital

Belford Hospital has 31 acute beds and nine day-case beds along with a 24/7 Accident and Emergency department providing acute consultant led services. Support for level 3 care is available at Raigmore Hospital, 90 minutes away in Inverness and at tertiary referral units in Glasgow, Edinburgh and Aberdeen. Students and trainee doctors often comment on the breadth of clinical situations encountered at the Belford. When managing critically ill patients, the traditional

boundaries between specialties can often blur. There is good team work and consultants need to be “hands on” and physically present in times of need.

Combined Assessment Unit

The multi-disciplinary approach of our Combined Assessment Unit enables us to streamline patient care, divert unnecessary work from ED and reduce inappropriate admissions. The key element here is combined working between medical and surgical specialities and allied health professionals. This provides an ideal forum for teaching / training and has totally transformed the way we work. Every patient is discussed at a morning ‘board-round’ with medical and surgical consultants, junior doctors, nurses, physiotherapists, occupational therapists and social-workers present to inform the discussion regarding the treatment plan and need for admission.

Ward 1 (Combined Step-down & Rehab Ward).

Any patient no longer requiring high level acute care but needing time to get back on their feet is transferred to Ward 1 from CAU for multi disciplinary evaluation and rehabilitation then discharged as soon as practicable.

Accident and Emergency

A wide variety of presentations are managed in our 24/7 ED department including a relatively large volume of trauma for our size. Junior doctors and a team of experienced nurses run the department with 24/7 oversight by the rural emergency practitioners, on call physician, surgeon and anaesthetist along with remote telephone/VC support from Raigmore and tertiary centres. When transfer is indicated initial stabilisation takes place in the department awaiting the local Scottish Ambulance Service or air evacuation via the Emergency Medical Retrieval Service (EMRS) based in Glasgow and Aberdeen.

Theatres

The Belford has 1 operating theatre providing services for Lochaber, with a resident population of c.20,000 with seasonal fluctuations increasing the figure to c.80,000. All Surgical and Endoscopy services in Lochaber are undertaken within Belford hospital. There is 1 theatre, with 1 anaesthetic room and 1 first stage recovery bed and a separate endoscopy procedure room; Day case unit has 1 multi-bedded bays of 4 beds and has additional 5 beds housed in the annex of a separate ward.

Provision of a 24 hour emergency general surgery service 365 days per year. Currently 3 days of elective general surgery operating lists with occasional visiting gynaecology and orthopaedic surgery. There is no paediatric patients or obstetrics activity delivered on site. Surgical preassessment is part of the role.

Out Patient Department

Medical outpatients take place weekly with potential for specialty interest clinics. There are a variety of outreach clinics by sub-specialities providing an opportunity to meet local colleagues.

Teaching / Training.

We take medical students from Edinburgh, Dundee and Aberdeen throughout the year and varying number of elective students from Imperial College, London and further afield. There is potential to become an educational and clinical supervisor, if appropriately trained and interested and we would expect our new colleague to contribute to the day - to - day teaching of all our junior doctors and students, both placement and elective. On-site video conference facilities allow participation in multi-disciplinary team meetings with the bigger units and in educational meetings elsewhere in Scotland.

Continuing Professional Development

This post attracts two weeks of paid study leave with funding available to course fees and subsistence. All Consultant Medical Staff are expected to participate in Consultant Appraisal and Job Plan Review on an annual basis and revalidation. You will be expected to perform any audit relative to your caseload and support other staff in this activity.

Other Support

Professional leadership is provided by the Clinical Lead and Associate Medical Director for Acute services North and West Division.

Remote IT support is available via the e health department based at the Raigmore Hospital site in Inverness. An office will be made available for administrative tasks and other activities.

Staffing

Consultant Physicians;

Dr Brian Tregaskis

Dr Asmat Abro, locum Consultant Physician

Consultant Anaesthetists;

Dr Katrina Gannon

Dr Lester Critchley

Dr Sam Spinney

Consultant Surgeons;

Mr Bruce Tulloh

Mr Rajarajan Ramamoorthy

Ms Eimear Monaghan

Rural Emergency Practitioners

Dr Beth Hadden

Dr Adrienne Swan

Training Grades;

FY1 Medicine (4 month placement)
FY1 Surgery (4 month placement)
CT1 Surgery (6 month placement)

3 x FY2 RHM (4 month placement)
3 x GPST (Rotational – 1 year placement)
4 x Clinical development fellows (6 months)

Management Team

Mrs Emma Oates. Rural General Hospital Manager
Katherine Sutton Chief Officer Acute
Mike Hayward Deputy Chief Officer Acute

Clinical management team

Operational Medical Director Acute - Dr Elaine Henry
Associate Nursing Director Evelyn Gray
Clinical Director Surgery Mr Alan Grant
Clinical Director Medicine Dr Duncan Gray

Senior Nursing Staff;

Lead Nurse	Aileen MacLean
A&E	SCN Chris Stirrup
CAU and daycase	SCN Lesley Pow and Eilidh MacDonald
Rehab Ward / Ward 1	SCN Liz Knox
Outpatients Department	SCN Veronica Walker-Armitage
Operating Theatre & Endoscopy Unit	SCN Helen Cree

Pharmacy

Pharmacy Manager- vacant

Radiography department;

Superintendent Radiographer – Niall Lloyd

Comprehensive radiography service with CT and US available

Laboratories;

Grace Cuthbertson – Laboratory Manager

24/7 laboratory service for routine and emergency bloods as well as blood transfusion/cross match.

Physiological measurement;

Access to ECGs, respiratory function tests, Exercise Tolerance Tests and echocardiography.

Physiotherapy & Occupational Therapy.**Night Nurse / Day Nurse Practitioner Service**

These are Senior Nurses and are undertaking advanced clinical practice.

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 three 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 4 – Job Plan

NHS HIGHLAND

JOB PLAN FOR CONSULTANT

1. Consultant for NHS Highland based at Belford Hospital. Although based at Belford Hospital, Fort William, you may wish to work additionally in other NHS Highland Healthcare facilities to develop your career and to meet the requirements of the service. This is a 7 PA post, with 6 PA's in Anaesthetics and 1 SPA session.
2. Those wishing to work flexibly, or part time can be accommodated following discussion.
3. You will be expected to work with local managers and professional colleagues in the efficient running of the service and will share with Consultant colleagues in the medical contribution to management. Subject to the provisions of the Terms and Conditions of Service you are expected to observe the NHS Highland Board's agreed policies and procedures, drawn up in consultation with the profession, on clinical matters, and to follow the standing orders and financial instructions of NHS Highland. In particular, where you formally manage employees of NHS Highland, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff, involved in the care of your patients, to be able to contact you when necessary.
4. You are required to comply with the NHS Highland Board's Health & Safety Policies.
5. You have agreed that you will be responsible for the training and supervision of the junior medical staff who work with you, and you will be expected to devote time to this activity on a regular basis. In addition you will be expected to ensure that junior staff have access to advice and counselling. If appropriate, you will be named in the contracts of doctors in training grades, as the person responsible for overseeing their training, and as the initial source of advice to such doctors, on their careers.

Duties and Responsibilities

5. The main duties and responsibilities for your post include:
- a) Provision with consultant colleagues of a service to NHS Highland, with responsibility for the prevention, diagnosis and treatment of illness, and for the proper functioning of the Department.
 - b) Out-of-Hours Responsibilities:
1 in 4 rota
 - c) Requirements agreed for the provision of cover for consultant colleagues in an emergency.
 - d) Professional supervision and management of junior medical staff.
 - e) Responsibilities for carrying out teaching, accreditation and examination duties, as required, and for contributing to postgraduate and continuing medical education activity.
 - f) Responsibilities, which relate to a special interest.
 - g) Requirements to participate in medical audit and in continuing medical education (**where appropriate and agreed**)
 - h) Work on behalf of the NHS Highland Board such as domiciliary consultation or services provided but NHS Highland for other agencies, e.g. Prison Service (**where appropriate and agreed**)

Job Plans

6. It is a requirement for all consultants to have a job plan. Agreed job plans will be prospective and will set out:
- All professional commitments
 - Time and service commitments
 - Accountability and management arrangements
 - Objectives
 - Resources
 - Any agreed extra programmed activities

All job plans will follow the model format contained at Appendix 4 of the New Consultant Contract.

The job plan will be subject to review at least annually, or more often, if changes to staffing resources, or working practices, or the consultant's circumstances require it.

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	FRCA or equivalent ALS	Other relevant medical and non-medical training / degree Other relevant postgraduate qualification (MD, PhD) Evidence of teaching/education training Full driving license
2. GMC/Specialist Registration	Full Registration with the GMC with a licence to practise Applicants are on the Specialist Register or be within six months of the anticipated award of a CCT in Anaesthetics and Pain Medicine at the time of interview for the post.	
3. Clinical Experience	Wide experience and an enthusiasm for anaesthetics, critical care and acute medicine as well as Chronic Pain Management, with a willingness to learn new techniques and procedures. Demonstrates awareness of good decision making and aware of own limitations Clinical governance: capacity to be alert to dangers or problems.	Show ability to learn from experience Experience of telemedicine.
4. Teaching & Training	Commitment to continuing medical education, appraisal and clinical governance. Experience of clinical supervision.	Experience of teaching to undergraduates, postgraduates & members of multi disciplinary team Willingness to training as educational supervisor.
5. Research & Audit Experience	Participation in clinical audit, especially within specialty discipline.	Training in statistical methods, critical appraisal

	<p>Clinical presentations at national and regional scientific meetings</p> <p>Commitment to CPD and Quality Improvement.</p>	and evidence based medicine.
6. Staff Management	People management skills	Leadership skills
7. Team Working & Interpersonal Skills	<p>Excellent written and verbal communication skills and team working with patients, colleagues, managers & other staff</p> <p>Good organisational skills and ability to work under pressure</p> <p>Enquiring, critical approach to work</p> <p>Professional integrity and respect for others</p> <p>Able to present information in a clear and concise manner.</p> <p>Good IT skills</p>	Understanding of rural issues
8. Publications		Peer-reviewed publications

Section 6 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

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 Anaesthetics
Type of Contract	Part time Permanent
Location	Belford Hospital, Fort William
Salary	£107,144 to £142,369 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	Anaesthetics – 6 PA in theatres, pre-operative assessment and on-call Supporting Professional Activity – 1 PA
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.

<p>Registration with General Medical Council</p>	<p>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.</p> <p>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.</p>
<p>Disclosure of Criminal Convictions</p>	<p>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.</p> <p>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.</p>
<p>Rehabilitation of Offenders Act 1974</p>	<p>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,</p>

	however, will be completely confidential and will be considered only in relation to the post for which this application form refers.
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Medical Fitness	<p>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.</p> <p>Those posts classified as Exposure Prone Procedures appointments are dependent on satisfactory proof of immunity or freedom from Hep B infection prior to appointment.</p>
Right to Work	<p>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.</p>
Annual Leave & Public Holidays	<p>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 plus eight statutory and public holidays as agreed by NHS Highland.</p>
Superannuation	<p>New entrants to NHS Highland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme.</p>
Notice	<p>The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.</p>
Removal Expenses	<p>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.</p>

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	<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>
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