

**LOCUM CONSULTANT
IN
TRAUMA &
ORTHOPAEDICS
RAIGMORE HOSPITAL**

**Information Pack
MS12013434**

**APPOINTMENT OF LOCUM CONSULTANT IN TRAUMA & ORTHOPAEDICS
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

Recruitment Process

Applicants are expected to make contact with the department before applying and we would **strongly** encourage those that are shortlisted to visit the department prior to interview. The cost of one preliminary visit will be met by NHS Highland.

When organising a visit, candidates must agree appropriate travel and accommodation arrangements with the Medical Staffing Department prior to booking. Expenses will be reimbursed to candidates who are subsequently shortlisted.

Failure to confirm arrangements with Medical Staffing may result in limited reimbursement of expenses.

Department Contact: Mr William Macleod, Service Lead – 01463 706126

Preliminary Visit Expenses: Jackie Sutherland, Medical Staffing Manager
jackie.sutherland@nhs.net

How to Apply:

Completed applications should be submitted via our website at www.nhshighland.scot.nhs.uk

- 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.

Job reference: MS12013434

Closing date: 5th February 2020

Section 2 – Advert

NHS HIGHLAND RAIGMORE HOSPITAL, INVERNESS

LOCUM CONSULTANT IN TRAUMA & ORTHOPAEDIC SURGERY FIXED-TERM FOR SIX MONTHS

NHS Highland is seeking to recruit a Locum Trauma & Orthopaedic Consultant to join the department in Raigmore Hospital, Inverness. This post is offered on the Consultant Contract terms and conditions of service.

The City of Inverness is the Capital of the Highlands and enjoys a unique and enviable lifestyle and environment. Raigmore is a modern District General Hospital with 500 beds and a catchment area of almost 10,000 square miles covering the entire Scottish Highlands.

The Department of Orthopaedic Surgery comprises 13 Consultants. The provision of the service to a large geographical area requires a particularly flexible and imaginative approach by a team of enthusiastic and dedicated Consultants. These posts will participate in an on-call rota for trauma along with provision of elective services. The Department has Speciality Registrars rotating from both Aberdeen and Dundee rotations and there is a regular attachment of Medical Students from Aberdeen University. The provision of an extra Consultant is to support an increase in capacity.

Raigmore Hospital is the principal DGH providing undergraduate teaching for the University of Aberdeen and the Centre for Health Science and clinical skills centre has an extensive up-to-date library to support this commitment. Good links exist with the Highlands and Islands Research Institute.

Informal enquiries will be welcomed by: Mr William Macleod, Consultant Trauma & Orthopaedic Surgery 01463 706126.

Section 3 – Job Information

DEPARTMENT OF ORTHOPAEDICS

There are 52 beds located within the Department of Orthopaedic Surgery. The Department conducts emergency and elective service at base and elective activities at ten peripheral sites. Emergency activities are underpinned by daily trauma operating sessions six days a week. Peripheral duties involve Consultants in overnight stays out with Inverness but these should not amount to more than one night absence per month on clinical duties. In addition, the Consultants are available to give advice and accept patients from peripheral community hospitals and also from the General Surgeons at hospitals in Wick and Fort William. Tele-radiology facilities to assist with managing patients at a distance are currently running from four sites out with Inverness. The peripheral duties impose an obligation to flexibility and shared care which is probably unique within UK practice. A requirement for such flexibility prevents individual Consultants from having a fixed weekly timetable and a team approach is required for utilisation of outpatient facilities and theatre lists.

MEDICAL ESTABLISHMENT

- Mr Piers Renshaw, Full-time Consultant; Trauma, Arthroplasty and Paediatric Orthopaedics
- Mr Sean Kelly, Full-time Consultant; Lower Limb Arthroplasty
- Mr Kevin Baird, Full-time Consultant; Shoulder and Elbow
- Miss Adeline Clement, Full-time Consultant; Trauma, Hand Surgery
- Mr. Andrew Kent, Full-time Consultant; Trauma, Arthroplasty and Spine
- Mr William MacLeod, Service Lead for Orthopaedics, Full-time Consultant; Trauma; Revision Lower Limb Arthroplasty
- Mr Christian Michels, Full-time Consultant; Trauma, Lower Limb Arthroplasty
- Mr Colin McNair, Full-time Consultant; Lower Limb Arthroplasty, Trauma and Spine
- Mr James Beastall, Full-time Consultant; Trauma, Foot and Ankle
- Mr Malcolm Nicol, Full-time Consultant; Trauma and Shoulder
- Mr James Simpson, Full-time Consultant; Trauma and Lower Limb Arthroplasty
- Mr Gerard Cousins, Full-time Consultant; Lower Limb Arthroplasty, Trauma and Spine
- Mr George Zafiropolous, Full-time Consultant, Lower Limb Arthroplasty

Other Staff

Three Specialty Doctors, Full time
Three Specialty Registrars on rotation from Aberdeen
Two Specialty Registrars on rotation from Dundee
One GPST Specialty Registrar
Five FY1s (Ortho-geriatrics)

Duties

The appointee will be required to participate in the Orthopaedic on-call receiving rota at Raigmore Hospital, which is currently on a 1 in 8 basis. The duties are as described in the Job Plan enclosed.

Section 4 – Job Plan

NHS Highland Health Board.

September 2019.

Job plan for Consultant Vacancy, Trauma & Orthopaedics

Basic Information

Job plan status	In 'Discussion' stage
Appointment	Full Time
Cycle	Rolling cycle - 1 week
Start Week	1
Report date	06 Sep 2019
Expected number of weeks in attendance	42 weeks
Usual place of work	*Raigmore Hospital, Inverness
Alternate employer	None Specified
Contract	New
1 PA of premium time equates to	4 hours
Private practice	No

Hours Breakdown

	Main Employer PAs	Core PAs	EPA PAs	Total PAs	Core hours	EPA hours	Total hours	Premium hours
Direct Clinical Care (DCC)	7.993	7.993	0.000	7.993	32:00	0:00	32:00	2:29
Supporting Professional Activities (SPA)	1.976	1.976	0.000	1.976	7:53	0:00	7:53	0:00
Total	9.969	9.969	0.000	9.969	39:53	0:00	39:53	2:29

On-call summary

Rota Name	Location	Weekday Freq	Weekend Freq	Level	Supplement	PAs
On-call Rota	*Raigmore Hospital, Inverness	12	12	1	3%	1.835

Type	Normal	Premium	Cat.	PA
			Total:	1.835
Predictable	2:58	2:26	DCC	0.461
Unpredictable	6:28	18:25	DCC	1.374
The total PAs arising from your on-call work is:			1.835	
Your combined frequency is:			9.69	
Your availability supplement is:			3% (based on the combined frequency from all your rotas)	

On-call rota details

On-call Rota (hours entry)

General information	
What is your on-call activity?	On-call Rota
Where does your on-call rota take place in?	*Raigmore Hospital, Inverness
What is your on-call classification?	1
Weekday work	
What is the frequency of your weekday on-call work?	1 in 12.00
Do you work your weekday on-call on a specific day?	No fixed day
	Predictable Unpredictable
What are your average hours of emergency work per weekday on-call?	03:07 07:06
How much of this takes place between 20:00 & 08:00? (premium time)	00:09 00:38
How much of your weekday predictable on-call work displaces other activities?	00:00
Weekend work (A weekend is classed as Saturday to Sunday for this rota)	
What is the frequency of your weekend on-call work?	1 in 12.00
	Predictable Unpredictable
What are your average hours of emergency work per weekend on-call?	02:17 17:47
Does your weekend predictable work displace other activities?	No
Other information	
Which objective does this on-call work relate to?	
Comments	

Sign off

Role: Clinical Manager	Role: Service Manager	
Name: Mr Macleod, William (Con)	Name: Ms Robertson, Helen	
Signed:	Signed:	
Date:	Date:	

Timetable Activities


 Extra Programmed Activities

Type	Day	Time	Weeks	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours
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You have not added any activities for this day.

No specified day

"()" Refers to an activity that replaces or runs concurrently

 Extra Programmed Activities

Type	Normal	Premium	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours
						Total:	Core EPA Replaced	8.134 0.000 (0.000)	39:53 0:00 (0:00)
	15:00	0:00	Personal Appraisal / Revalidation	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	1	0.089	0:21
	10:00	0:00	Job planning	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	1	0.060	0:14
	1:30	0:00	Audit	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	11	0.098	0:24
	3:30	0:00	Meetings - management Comments: Partners meeting	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	11	0.229	0:55
	2:00	0:00	Formal Teaching (Healthcare Practitioners)	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	12	0.143	0:34
	3:00	0:00	CPD - clinical educational meeting internal	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	12	0.214	0:51
	1:00	0:00	Statutory & Mandatory Training - 4 hrs/yr	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	12	0.071	0:17
	1:00	0:00	Undergraduate Formal Teaching (Yr 4-5 Med Students)	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	12	0.071	0:17
	0:30	0:00	Trauma meeting	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	126	0.375	1:30
	4:00	0:00	Clinic - elective new	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	35	0.833	3:20
	1:00	0:00	Admin - outpatient clinic Comments: Admin: Clinic - Elective New	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	35	0.208	0:50
	3:00	0:00	Injection list	NHS	*Raigmore	DCC	4	0.071	0:17

Type	Normal	Premium	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours
				Highland Health Board.	Hospital, Inverness				
	1:00	0:00	Admin - injection	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	4	0.024	0:06
	4:00	0:00	Trauma operating Comments: Adhoc Emergency Work	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	40	0.952	3:49
	0:15	0:00	Clinic - Virtual Fracture	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	0.063	0:15
	1:30	0:00	Admin - general	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	42	0.375	1:30
	1:00	0:00	Research and Development	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.250	1:00
	1:00	0:00	Supervision - specialist nurse	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.250	1:00
	1:00	0:00	CPD - Personal (max 1 hour per week)	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.250	1:00
	1:00	0:00	Audit	NHS Highland Health Board.	*Raigmore Hospital, Inverness	SPA	42	0.250	1:00
	4:00	0:00	Clinic - review	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	47	1.119	4:29
	1:00	0:00	Admin - review	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	47	0.280	1:07
	1:00	0:00	Admin - elective	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	52	0.310	1:14
	4:15	0:00	Elective operating	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	52	1.315	5:16
	0:30	0:00	clinic - pre-	NHS	*Raigmore	DCC	52	0.155	0:37

Type	Normal	Premium	Activity	Employer	Location	Cat.	Num/Yr	PA	Hours
			admission	Highland Health Board.	Hospital, Inverness				
	0:15	0:00	Elective ward round	NHS Highland Health Board.	*Raigmore Hospital, Inverness	DCC	52	0.077	0:19

Board Objectives

Care

To improve the experience of care and caring for people by: - Minimising the time that individuals have to be away from home and their families to receive care. - Supporting more individuals and their families to make choices about their care, particularly when nearing the end of their life. - Preventing people from falling.

People

To attract staff and improve our staff experience working for NHS Highland by: - Making NHS Highland the employer of choice. - Ensuring staff are proud of their contribution to delivering safe and effective care. - Increasing the number of staff who feel engaged and valued as part of our team.

Quality

To improve access to and coordination of services by: - Improving timely access to the right person who can best meet people's needs. - Increasing the number of people who can be supported through the use of modern technology. - Providing timely access to clinically appropriate care.

Resources

Staff

Equipment

Clinical Space

Other

Additional information

Additional comments

No comments made

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	MB BS or equivalent FRCS/MRCS FRCS (Orth)	ATLS provider Membership of Sub-specialty Society
2. GMC/Specialist Registration	Full registration with the GMC and hold a current licence to practice	On the Specialist Register
3. Clinical Experience	Postgraduate training in Orthopaedics and Trauma	Sub-specialty interest consistent with the needs of the department
4. Knowledge	Modern Trauma Management General orthopaedic training to undertake a general clinic Committed and knowledgeable on audit	Fracture Fixation Course
5. Aptitudes	Team player Flexible approach to working week Computer literacy Excellent Communicator	Teaching skills
6. Other	Hardworking with commitment to highest standards of care and training Full Driving licence	

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 Trauma and Orthopaedics
Type of Contract	Full time Fixed term
Location	Raigmore Hospital, Inverness
Salary	£82,669 to £109,849 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.
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.

<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. 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, however, will be completely confidential and will be considered only in relation to the post for which this application form refers.</p>

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 six weeks' annual leave plus ten 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 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.</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 outwith 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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