

**Consultant in Anaesthesia**

**Applicant Information**









A bridge over water with buildings and trees

Description automatically generated

Tay Rail Bridge seen from The Law: Visit Scotland / Kenny Lam

Closing Date:

Interview Date:

Welcome from the Recruitment Team

Welcome to NHS Tayside

Thank you for your interest in working for NHS Tayside and we hope you are encouraged to apply for one of the many excellent employment opportunities we currently have on offer.

If you are new to making an application to NHS Tayside, we ask you to take the time to read this information to learn more about us. We have also included links you may wish to read.

NHS Tayside follows a fair and consistent recruitment and selection process to ensure recruitment decisions are based on candidate skills, knowledge, experience and qualifications. To ensure fairness to all applicants, decisions to shortlist you for interview will be based solely on the information you supply within your application. Therefore, it is important that you complete all sections of the application with as much information as possible.

If you have a disability or long-term health condition, the Board is committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact the Recruitment Team.

If this is the first time you have applied for an NHS Tayside vacancy via our eRecruitment system (Jobtrain), you will be asked to create an account. Please make sure the email address submitted is correct as this will be our primary method of contact during each stage of the recruitment process. You will receive emails from our eRecruitment system throughout the process, you can reply to these and they will be received by our Medical Recruitment Team. Please ensure you check the email account, including junk/spam folders regularly.

We look forward to hearing from you and wish you success with your application.

  

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**NHS Tayside**

Consultant in Anaesthesia

Full Time

10 PA / week

We have an exciting opportunity available in one of the UK’s most up and coming and rapidly developing Cities.

NHS Tayside seeks to appoint a Consultant Anaesthetist

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| Title: | Whole-time Consultant |
| Specialty Area: | Anaesthesia |
| Location: | Based at Ninewells Hospital, Dundee with duties at other hospitals within NHS Tayside |
| Prime responsibility: | To provide care in Anaesthesia |
| Accountable to: | Associate Medical Director |
| Reports to: | Clinical Lead for Anaesthesia and Clinical Director for Theatres, Anaesthesia and Critical Care |
| Key Tasks: | Provision and maintenance of the highest clinical standards of clinical and patient care in Anaesthesia.  Teaching and training of junior staff, medical students, and other healthcare professionals.  Commitment to ongoing CPD  Actively participate in both departmental and NHS Tayside clinical governance, audit and management of safety and risk.  Actively participate in NHS Tayside on call service as appropriate.  Responsibility for ensuring active participation in continuing medical education (CME). |

NHS Tayside is supportive of continuous professional development, and all our posts include 2 PAs for supporting professional activities (pro-rata).

Applications will be considered from those wishing to work less than full time.

Applicants should have full GMC registration and a licence to practice and be on the specialist register or be within 6 months of the anticipated award of a CCT or CESR (CP) at the time of interview. If you have appropriate specialist training and experience but are not listed on the GMC Specialist Register you can be considered for a Locum Consultant post (up to 12 months) if no substantive Consultant appointment is made. Whilst in locum employment, you can apply to obtain a CCT or CESR and entry to the Specialist Register.

Informal enquiries can be made to;

Dr Andrew Dalton, Clinical Lead for Anaesthesia, by contacting the Admin Services Manager, Lezley Cassidy, lezley.cassidy@nhs.scot, Tel: 01382 632175

Dr Ben Shippey, Clinical Director, by contacting P.A. Gillian Barker, gillian.barker3@nhs.scot, Tel: 01382 740236

**Closing Date:**

**Interview Date:**

We are a Skilled Worker visa sponsorship employer and as such, welcome applications from international candidates. Further information can be found at https://www.gov.uk/skilled-worker-visa

Short-listed applicants will be contacted by email.   Please check your emails regularly, including your junk/spam folder.

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.

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| **Section 2: Living in Tayside** |

When choosing somewhere to work and live, quality of life is key. Tayside is one of the few locations in the UK which combines the best of both worlds – city facilities in Dundee and Perth on a friendly community scale, and easy access to some of the most stunning countryside in Scotland. Set on the spectacular estuary of the river Tay, Dundee, the principal city in Tayside, the sunniest city in Scotland, and sits in a landscape of wild beaches, championship golf courses, quaint costal villages and some of Scotland’s famous mountains and glens.

Dundee is conveniently located within easy reach of three other large cities in Scotland – Edinburgh, Glasgow and Aberdeen and within a 90 minute drive of 90% of Scotland’s population. There are excellent road, rail and bus links to all 3 cities and London is six hours by rail and just over an hour by air from Dundee airport, flying direct to London Heathrow. There is a vibrant arts scene in Dundee and beyond. Scotland’s first design museum, The V&A Museum of Design, opened in 2019 as part of significant ongoing investment and redevelopment of waterfront including the forthcoming development of the Eden Project, Dundee. Dundee is the UK’s only UNESCO City of Design. Within Dundee, in addition to the new waterfront development, there are a number of attractions to suit all ages including Discovery point, the Dundee Contemporary Arts centre and the Dundee Science Centre.

Cairngorms National Park Visit Scotland / Jakub Iwanicki

Beyond Dundee, the River Tay and its estuary, the coasts of Angus and Fife and the nearby hills and mountains of Perthshire offer scope for almost any outdoor activity. Furthermore St. Andrews, home to a number of world-famous golf courses and surrounded by picturesque towns and beaches, is only a short drive away. Whether you want to live in the rural countryside, a seaside village or one of Tayside’s vibrant cities or towns, there is a variety of housing choices to suit all budgets. The salaries of employees in Dundee currently go further on the property ladder than almost any other city in the UK. There are a good variety of primary and secondary schools. There is also the option of private schooling with schools to choose from in Dundee, St Andrews and Perth and Kinross. Further information about these areas can be found by clicking these links [Dundee]("  "https://www.visitdundee.com/), Angus, Perth & Kinross, Fife, Scotland

Lunan Bay, Near Montrose, Visit Scotland / Paul Tomkins

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| **Section 3: NHS TAYSIDE** |

This post offers the opportunity to live and work in the Tayside region of central Scotland, widely regarded as one of the most scenic areas in the UK with a high quality of life.

NHS Tayside is the 4th largest board in Scotland led by our Chief Executive, Nicky Connor, our Medical Director, Dr James Cotton and our Executive Director of Nursing, Simon Dunn.

Our NHS Tayside Vision

“Everyone has the best care experience possible”

Our NHS Tayside Aim

“To be the best at getting better”

Our NHS Tayside Values

Care and Compassion

Dignity and Respect

Openness, Honesty and Responsibility

Quality and Teamwork

Tayside covers a wide area and three local councils (Perth & Kinross, Angus and Dundee City) and patients from North Fife access services in Tayside. There are joint services between NHS Tayside and NHS Fife including ENT, Vascular Surgery, Plastic Surgery and Interventional Radiology.

The approximate populations are:

* Tayside Population 410,000
* Angus 116,000
* Dundee 149,000
* Perth and Kinross 148,000
* North East Fife 74,000

Ranked 1st in the UK for Medicine in the Complete University Guide 2021 and the Guardian University Guide 2021, the University of Dundee Medical School is integrated into the Ninewells Hospital campus and has an international reputation for excellence in teaching and high impact clinical research, placing it amongst the best places in the world to study and to practice medicine.

Each of the three local councils now have a Health and Social Care Partnership (HSCP). Medicine for the Elderly is also hosted by the HSCPs and further development for other health services to be hosted by HSCPs rather than NHS Tayside is ongoing. NHS Tayside has a national reputation for models of service development, health informatics and quality improvement.

More information on the HSCPs can be found at

Angus: https://www.angushscp.scot/

Dundee: https://www.dundeehscp.com/

Perth & Kinross: https://www.pkc.gov.uk/integration

There are two hospitals which admit acute general medical patients and provide in-patient services; Ninewells Hospital, Dundee and Perth Royal Infirmary. The hospitals are 20 miles apart and there is a direct bus service to facilitate travel. There are a number of intermediate care hospitals in Angus and Perth & Kinross which also provide out-patient services. Ninewells Hospital and Medical School is a large teaching hospital for the University of Dundee, and houses most medical and surgical disciplines with supporting laboratory services. Stracathro Hospital has been developed as an outpatient diagnostic and treatment centre.

Further information about NHS Tayside can be found at https://www.nhstayside.scot.nhs.uk/. If you are thinking about joining us from overseas, further information can be found at https://www.scotland.org/work/career-opportunities/healthcare

**Teaching and Training Opportunities**

NHS Tayside has one of the largest and most successful teaching hospitals in Scotland. The University of Dundee Medical School was ranked 1st in the UK 2021 Complete University Guide. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train Doctors, Nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Tayside and continue to contribute to the development of the organization, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Tayside recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the East of Scotland rotating through our Tayside Hospitals.

Information regarding training with links to the appropriate UK websites can be found at https://www.scotmt.scot.nhs.uk/ and https://nes.scot.nhs.uk/

We enjoy close links with the University of Dundee (https://www.dundee.ac.uk/) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Tayside, the University of Dundee offers start-of-the-art medical teaching facilities including lecture theatres, seminar rooms, clinical skills training areas, simulation rooms, computing suites, and library facilities at the main campus and within UDOTS on the Ninewells Site.

**What we can offer you**

Working with NHS Tayside offers a variety of opportunities and benefits:

* Access to the NHS pension scheme
* Assistance relocating to Tayside
* NHS Tayside is an equal opportunities employer and promotes work-life balance and family-friendly policies
* A beautiful setting to live and work and to take time out after a busy day or week
* A wide range of affordable housing and some of the best schools in Scotland
* Access to a transport network offering easy travel links to the rest of the UK
* Offers and discounts through https://www.nhsstaffbenefits.co.uk/ and https://www.bluelightcard.co.uk/
* Access to corporate passes and staff lottery through Tayside TREATS
* Supportive staff health and wellbeing services
* On-site accommodation
* On-site Community Gardens within grounds of Ninewells Hospital



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| **Section 4: SPECIALITY / DEPARTMENT SERVICES IN TAYSIDE** |

**Theatres Anaesthesia and Critical Care Clinical Group**

The Theatres, Anaesthesia & Critical Care Clinical Group sites within the Acute Services Surgical Division together with the Surgery & Orthopaedics Clinical Group and Specialist Surgery Clinical Group.

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| Associate Medical Director | Dr Christina Beecroft |
| Associate Director | Wendy Croll |
| Clinical Care Group Director | Dr Ben Shippey |
| Lead Nurse | Aline Ramsay |
| Clinical Care Group Manager | Christina Navin |
| Clinical Lead Ninewells | Dr Andrew Dalton |
| Clinical Lead PRI | Dr Stephanie Sim |
| Stracathro Lead | Dr Orla Hayes |

The successful applicant will join a team of consultants providing anaesthesia for the multiple surgical specialties in Tayside. NHS Tayside is a large teaching hospital with all surgical specialties except cardiothoracic. We are a Major Trauma Centre and have large vascular, orthopaedic and plastic surgery departments based at Ninewells Hospital. Surgically we provide care for patients undergoing upper gastrointestinal, hepatobiliary and colorectal surgery and have a multi-specialty surgical robot. Stracathro Hospital and Perth Royal Infirmary are planned surgery sites with thriving day case and enhanced recovery programmes.

**Trainees**

Trainees rotate to the Royal Hospital for Sick Children in Edinburgh for additional training in paediatric anaesthesia plus the Golden Jubilee National Hospital in Glasgow for training in cardiothoracic anaesthesia. Posts for specific training in Intensive Care Medicine and sub-specialty training in Pain Medicine are included within the overall total of NTNs. Other bespoke training opportunities are available locally including Regional, Airway, Leadership, Obstetric and Teaching Fellowships.

**Accommodation**

Office accommodation will be available on a shared basis.

Access to secretarial support and IT facilities is available within the Anaesthetic Department.

**Wellbeing**

We are a supportive department with a well-established peer support led by identified Wellbeing Champions

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| **SECTION 5: MAIN DUTIES AND RESPONSIBLITIES**  **(Job Description)** |

**Clinical Duties**

Each post is full-time with10 PAs per week. The post is for all sites in NHS Tayside.

The successful candidate will share an office with colleagues within the Anaesthetic Department and will have access to full secretarial support within the Theatres, Anaesthesia and Critical Care management structure

Additional EPA’s may be available to meet the needs of the service.

This post is available with an immediate start date.

**Academic Responsibilities**

Professor Tim Hales is the Director of the Institute of Academic Anaesthesia within the Neurosciences Centre at the Medical School and coordinates the academic activities of the anaesthetic department.

Within constraints of available SPA time, the successful candidate will be expected to share in the teaching of undergraduate and postgraduate students, of nursing staff and other staff as arranged from time to time.

There are ample opportunities for research in association with the University Department of Anaesthesia and in collaboration with other University Departments. The successful applicant would be encouraged to take part in ongoing research initiatives. Joint projects are currently running with the Departments of Pharmacology, Medicine, Computer Sciences, Biomedical Engineering & Psychology (St. Andrews).

**Direct Clinical Care**

The appointee will provide anaesthesia for planned and unscheduled care. On call duties are within a team of consultants and cover theatres, resus and trauma calls and maternity. On call duties are non-resident.

**Supporting Professional Activities**

1 SPA is allocated for personal CPD, Appraisal and Revalidation.

A second SPA session will be available to support the needs of either area of specialist interest service and administrative needs. This can be tailored to support the successful candidate’s specific interests.

**Out of Hours Commitment**

Full participation in the anaesthesia on-call rota; 1:8 with prospective cover

**YOUR ROLES**

**Provide high quality care to patients**

* Maintain GMC specialist registration and hold a licence to practice
* Participate in the annual appraisal process
* Develop and maintain the competencies requires to carry out the duties of the post
* Ensure patients and families are involved in decisions about their care and respond to their views

**Research, teaching and training**

* Where possible to collaborate with academic and clinical colleagues to enhance NHS Tayside’s research portfolio, at all times meeting the full requirements of Research Governance
* To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Operational Medical Director
* To act as educational and/or clinical supervisor as delegated by the Clinical Director to ensure external accreditation of training posts with an appropriate allocation of SPA times for these roles

**Medical staff management**

* To work with colleagues to ensure junior doctors are complaint in line with EWTD and New Deal
* To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
* To participate in the recruitment of junior medical staff as and when required
* To participate in team objective setting as part of the annual job planning process

**Governance**

* Participate in clinical audit, incident reporting and analysis to ensure resulting actions are implemented
* Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
* Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
* Role model good practice for infection control to all members of the multidisciplinary team

**Strategy and business planning**

* To participate in the clinical and non-clinical objective setting process for the directorate

**Leadership and team working**

* To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Tayside and when participating in national or local initiatives
* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
* Adhere to NHS Tayside and departmental guidelines on leave including reporting absence
* Adhere to NHS Tayside values

**Annual appraisal & job planning**

You shall be required to participate in annual appraisal. Job planning is linked closely with, but is separate to, the agreed appraisal scheme for consultants. The job plan review will take into account the outcome of the appraisal discussion and reflect the agreed personal development plan

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| **Section 6: NHS Tayside – Indicative Job Plan** |

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| Post: | Consultant |
| Specialty: | Anaesthesia |
| Principal Place of Work: | Ninewells. You may be required to work at any of NHS Tayside sites as part of your role. |
| Contract: | Permanent / Fixed Term |
| Availability Supplement: | 5% |
| Out-of-Hours | Cover is on a 1:8 rota with prospective cover |
| Managerially responsible to: | Clinical Lead for Anaesthesia |

**Indicative job plan (the actual anaesthesia sessions may differ following discussion with the successful candidate. This is for illustration purposes)**

Day time work 08:00-18:00

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|  | AM | PM |
| Monday | Week 1 RAS (extended list)  Week 2 Flexible | Week 1 RAS (extended list)  Week 2 Flexible |
| Tuesday \*on call | Emergencies (Alt weeks) | Emergencies (alt weeks) |
| Wednesday | SPA | SPA |
| Thursday |  |  |
| Friday | Anaesthesia (sessions will aim to accommodate interest area of successful candidate) | Anaesthesia (sessions will aim to accommodate interest area of successful candidate) |

The job plan will be negotiable and agreed between the successful applicant and the Clinical Lead / Clinical Director. As a major teaching and research contributor, NHS Tayside would expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research, service development and other activities. These are all areas where NHS Tayside has a strong commitment, and we recognise the contribution that consultants are both willing and eager to make. Precise allocation of SPA times and associated objectives will be agreed with the successful application and will be reviewed at annual job planning.

Extra programmed activities may be available by negotiation with the Clinical Director

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| **SECTION 6: PERSON SPECIFICATION** |

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| CRITERIA | ESSENTIAL | DESIRABLE |
| 1.Qualification | MBChB or equivalent  GMC registration with licence to practise  CCT in Anaesthesia  Evidence of higher training in subspecialty areas of interest | Higher Degree in an area relevant to teaching hospital consultant practice (e.g. MD, PhD)  Other qualifications relevant to medicine &critical care e.g. Medical Education. Management etc |
| 2.Experience | Ability to take full responsibility for independent management of patients in area of subspecialisation.  Able to function well in acutely stressful situations  Ability to undertake specialist procedures and instruction of postgraduate trainees | Additional post-CCT training or experience |
| 3.Teaching | Ability and willingness to participate in formal and informal teaching of under-graduates and post-graduates, nurses and other healthcare professionals | Formal training in medical education. |
| 4.Research | Evidence of supporting or participation in research work.  Interest in and enthusiasm for research work in critical care.  Experience of research methodology | Evidence of design or conduct of research studies.  Original peer reviewed publications. |
| 5.Audit | Evidence of significant participation in audit and/or quality improvement activities. | Commitment to ongoing participation and development of outcome and process audit. |
| 6.Management | Understanding of the organisation of the NHS.  Awareness and sensitivity to management issues. | Previous managerial training and experience.  Leadership qualities |
| 7.Interest and Motivation | Genuine interest, enthusiasm and commitment to the specialty. | Affiliation to relevant critical care and associated societies. |
| 8. Other | Adherence to professional standards and ethics.  Ability to work as part of a multidisciplinary team.  Commitment to delivery of patient focused care.  Ability to communicate clearly in written and spoken English and ability to produce legible notes. |  |

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| **SECTION 7: FURTHER INFORMATION / CONTACT DETAILS** |

Informal enquiries and visits are strongly encouraged and should initially be made to:

Dr Andrew Dalton, Clinical Lead for Anaesthesia, by contacting the Admin Services Manager, Lezley Cassidy, lezley.cassidy@nhs.scot, Tel: 01382 632175

Dr Ben Shippey, Clinical Director, by contacting P.A. Gillian Barker, gillian.barker3@nhs.scot, Tel: 01382 740234

**Application Process:** To apply for this post please complete the application via https://apply.jobs.scot.nhs.uk/. NHS Scotland does not accept CV’s in addition to/instead of a completed application form. Your CV will not be provided to the interview panel for shortlisting. NHS Tayside is unable to accept written applications; all applications must be submitted via eRecruitment system, Jobtrain.

All adverts will close at midnight on the advertised closing date.

**Regulatory Body: General Medical Council & General Dental Council:** In the UK, the General Medical Council (GMC) and the General Dental Council (GDC) are the public bodies that maintain the official register of medical and dental practitioners within the United Kingdom. Their chief responsibility is to “protect, promote and maintain the health and safety of the public” by controlling entry to the register, and suspending or removing members when necessary. It also sets the standards for medical schools in the UK. To practice medicine and dentistry in Scotland, you must have a valid GMC/GDC Registration with a Licence to Practice – this is known as Full Registration. To find out more visit the GMC website.

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. Further information is available for those interested in the CESR route

We are a Skilled Worker visa sponsorship employer and as such, welcome applications from international candidates. Further information can be found at https://www.gov.uk/skilled-worker-visa

NHS Tayside is proud to be a Disability Confident Employer and is committed to the employment and career development of people with disabilities and will interview applicants who consider themselves to have a disability and who meet the ‘minimum criteria’ for a job vacancy. A request under the ‘Job Interview Guarantee’does not guarantee a job. It allows the opportunity to apply for a vacancy and be interviewed.

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| **SECTION 9: TERMS AND CONDITIONS OF EMPLOYMENT** |

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 https://www.msg.scot.nhs.uk/pay/medical

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| **JOB TITLE** | Consultant |
| **TYPE OF CONTRACT** | Permanent |
| **Hours of work** | 10 PAs (40 hours per week full time) |
| **Location** | Based at Ninewells Hospital but may be required to work at any of NHS Tayside sites as part of your role. |
| **Salary** | £91,474 to £121,548 per annum (pro rata if applicable)  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 a NHS Consultant post.  Salary is paid monthly by Bank Credit Transfer into a UK bank account |
| **Arrangement of Duties** | To be organised through Job Planning after appointment |
| **Leave** | 33 days annual leave and 8 public holidays |
| **References** | Jobs are offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer. |
| **Occupational Health Check** | All appointments will be made subject to the receipt of a satisfactory Pre-Employment Occupational Health Check |
| **Superannuation** | New entrants to NHS Tayside who are aged over sixteen but under seventy-five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to “opt out” arrangements can be made to do this via https://pensions.gov.scot/nhs |
| **General Provisions** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Tayside, in particular, where you manage employees of the organisation, 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. |
| **Removal Expenses** | Assistance with removal and associated expenses may be awarded |
| **Tobacco Policy** | NHS Tayside operates a No Smoking Policy in all premises and grounds |
| **Disclosure Scotland** | 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 Tayside has a legal obligation to ensure that it is employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdon. Before any person can commence employment with NHS Tayside 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 right to work in the UK has been verified. |
| **Rehabilitation of Offenders Act 1974** | The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section $ of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment. Failure to disclose such convictions could result in dismissal or disciplinary action by NHS Tayside. Any information given will be completely confidential. |
| **Medical Negligence** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council’s Good Medical Practice requires you to have the adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice. |
| **HEALTH AND SAFETY** | All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Tayside policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work. |
| **Notice** | Employment is subject to three months’ notice on either side, subject to appeal against dismissal |
| **Social Media Policy** | You are required to adhere to NHS Tayside’s Social Media policy, which highlights the importance of confidentiality, professionalism and the acceptable behaviours when using social media. It sets out the organisation’s expectation to safeguard staff in their use of social media |
| **Responsibility for Records Management** | All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |



Ninewells Hospital, Dundee