

# **Specialty Doctor in Emergency Medicine Raigmore Hospital**

**Information Pack  
MS12092119**

**APPOINTMENT OF SPECIALTY DOCTOR IN EMERGENCY MEDICINE**

**INFORMATION PACK**

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# Section 1 – Welcome

## Introduction

Thank you for your interest in our Emergency Department and in joining NHS Highland. This information package contains details relating to the Specialty Doctor post, the Terms and Conditions of Service and the local area.

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 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.

Due to the current travel restrictions in place all interviews will be held via Microsoft Teams.

### Department Contact:

Dr Mike Rennie, Tel 01463 704358

[michael.rennie@nhs.scot](mailto:michael.rennie@nhs.scot)

Consultant & Service Clinical Director Emergency Department

Dr Kirsteen Wintour, Tel 01463 70435

[kirsteen.wintour@nhs.scot](mailto:kirsteen.wintour@nhs.scot)

Specialty Doctor in Emergency Medicine & Educational Advisor for SAS Doctors and Dentists in Highland

## How to Apply

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

Job reference: MS12092119

Closing date: Midnight on 27<sup>th</sup> March 2022

For further information on NHS Highland, please visit our website on [www.nhshighland.scot.nhs.uk](http://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 [mary.urquhart1@nhs.scot](mailto:mary.urquhart1@nhs.scot) for any queries regarding submitting your application to the NHS Scotland National Recruitment website.

## Section 2 – Advert

### SPECIALTY DOCTOR IN EMERGENCY MEDICINE RAIGMORE HOSPITAL, INVERNESS

**Part time - 20 hours per week (substantive)  
£43,246 to £80,643 per annum pro rata, with prior experience recognised**

This really could be the opportunity you have been looking for – a chance to live and work in an area of outstanding natural beauty with unparalleled opportunities for outdoor pursuits and an excellent quality of life.

We need an individual who has a solid grounding in emergency care to join our extremely friendly and clinically dynamic team and help us deliver care to the ever growing population of Inverness and the Highlands. Your core experience could be in any one of a range of acute specialties – including (but not exclusively) emergency medicine, anaesthetics, surgery, acute medicine or general practice. The suitable individual will also have to have spent a period of time working in an emergency department as this post is designed to enhance the clinical decision making capacity and practical skill mix in the department during the peak periods of activity i.e. afternoons and evenings. While it is appreciated that applicants might not have all relevant resuscitation courses fully up-to-date it would certainly be relevant to have ETC/ATLS and ALS type experience and ideally some experience and/or training in the emergency care of children.

This post is based in Raigmore Hospital, which is the principal Emergency Department in the Highlands providing services to Inverness and the wider Highland region. This includes being the regional Trauma Unit covering over 10,000 square miles and a population of 320,000. We have a diverse and stimulating case mix across all age ranges and presentations, approaching 40,000 attendances per annum.

You will be based in the modern Emergency Department of Raigmore Hospital and join our established team of 7.2 WTE Consultants, ten part-time Emergency Practitioners, four Specialty Doctors (including this post), seven GPST's, one ACCS Trainee and emergency nurse practitioners.

Although there is a core rota (1 in 4) covering the key periods 7 days a week it should (with mutual agreement) allow a degree of flexibility such that the post holder could potentially combine this post with other roles. Opportunity for personal professional development is embedded within the rota and very much supported.

Informal enquiries would be welcomed by Dr Mike Rennie, Service Clinical Director [michael.rennie@nhs.scot](mailto:michael.rennie@nhs.scot) or Dr Kirsteen Wintour, Specialty Doctor in Emergency Medicine & Educational Advisor for SAS Doctors and Dentists in Highland [kirsteen.wintour@nhs.scot](mailto:kirsteen.wintour@nhs.scot). Alternatively contact can be made via the department secretary on 01463 704358.

**Closing Date: Midnight on 27<sup>th</sup> March 2022**

***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](#).***

## Section 3 – Job Information

### 1. JOB IDENTIFICATION

**Job Title:** Emergency Department Specialty Doctor

**Department(s):** Raigmore Hospital Emergency Department

**Hours of Work:** Part time, 20 hours.

**Remuneration:** Salary range £43,246 to £80,643 per annum pro rata  
Actual starting point dependent on relevant experience.  
Premium hours worked will be paid at time and 1/3.

### 2. JOB PURPOSE

#### Role Context

This role is based in the Emergency Department of Raigmore Hospital – a designated ‘Trauma Unit’ and a training unit for undergraduates and postgraduates. It is the principal Emergency Department in the Highlands providing Emergency services to Inverness and the surrounding catchment area of @ 120,000 people. The hospital is also the secondary receiving service for the wider Highland area covering over 10,000 square miles and a population of 320,000.

The role is supported by eight Emergency Medicine Consultants (7.2 WTE) providing clinical support and training, seven x part-time Emergency Practitioners (EP)<sup>†</sup> (total 5.2wte); seven x GPST’s and one x ACCS Trainee Further there is a team of Emergency Nurse Practitioners and a strong nursing team. There are current plans to expand both the EP and trainee rota tiers.

[<sup>†</sup>Emergency Practitioners (EPs) have primary care qualifications and work 24/7 primarily in the ED but with a unifying role working between the ED and the integrated GP Out of Hours service in conjunction with Unscheduled Care Nurse Practitioners (UCPs) and GPs]

#### Role Purpose

You will be working as part of a multidisciplinary team of doctors, nurses and paramedical support (Emergency Department Assistants) to provide emergency care predominantly throughout the afternoon and evening period seven days per week. The purpose is to bolster the workforce during the period where it is known to be under consistent pressure. It is also hoped that the introduction of the specialty doctor role will allow the team to safely extend certain services later into the evening (e.g. procedural sedation for reduction of fractures / dislocations) thereby helping to reduce some admissions. Your presence should help augment the practical skill mix on the ‘shop floor’ and the executive clinical decision making capacity of the department.

As an experienced decision maker it is also hoped that your presence will help support the development and decision making of the trainees working in the department. You will be working with immediate access to the full support of acute receiving teams. When on duty you will be involved in consultations with the full range of emergency unscheduled care. This will include 999 ambulance arrivals, self-referrals and those referred directly to the Emergency Department.

Although we do have on site support from the acute specialties (including ITU, surgery, acute medicine and paediatrics etc.), in the event of acute life threatening emergencies you should be prepared to lead (at least initially) in the management of critically ill or injured patients. You should therefore have relevant ALS, ATLS experience (ideally current provider status) and ideally EPLS/APLS skills (or equivalent). You will also be expected to participate in CPD to ensure continued clinical competence in your role.

NB We do have an established trauma team response to optimise management of major trauma.

## 5. MAIN DUTIES/RESPONSIBILITIES

### Raigmore Hospital

Provide day to day service in the Emergency Department;

- Role dealing with a full range ages across all presentations: medical, surgical, trauma and minor injuries.
- Resuscitation and stabilisation of critically ill patients.
- Team based approach

### Interpersonal Skills

- Support and encourage doctors in training and nursing staff including ENPs
- Function in a holistic manner in dealing with patients.
- Support and supervise undergraduates attached to the department
- Encourage an environment of team work with colleagues

### Personal Professional Development

- Develop a Personal Development Plan identifying areas of clinical expertise for targeted development.
- Adopt a personal life-long learning culture
- Be fully involved in annual appraisal as dictated by NHS Highland and GMC

### Professional Issues

- Work and practice at all times in accordance with the GMC code of Professional Conduct.
- Actively demonstrates a positive approach to sustaining and developing personal and professional knowledge required to undertake own role.

## KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED

- ED skills and experience
- Resuscitation skills
- Basic airway management skills and experience
- Excellent diagnostic ability including radiological
- Inpatient management skills and experience
- Awareness of own limitations and those of unit
- Planning and organisation
- Prioritisation and management of risk

- Influencing, listening and communication skills
- Diplomacy and trust building
- Training/Supervision and mentoring skills

- Literature updates
- Critical appraisal skills
- Awareness of national standards of care

- In-depth knowledge of professional code of conduct.
- Advocacy
- Creative thinking
- Negotiation skills
- Motivational skills
- Dealing with complexity and contentious information
- Effective communication skills
- Ability to work across organisational boundaries.

<ul style="list-style-type: none"> <li>● <b>SYSTEMS AND EQUIPMENT</b></li> <li>● PC and Microsoft office – Operational work.</li> <li>● Working with electronic patient management systems (EDIS, TrakCare, AdAstra)</li> <li>● Email system – Day to day communications</li> <li>● Intranet / Internet – Source of reference material and NHS Highland protocols</li> <li>● Laboratory Computer interface for results of patient tests</li> <li>● Computer based discharge letter system</li> <li>● Numerous monitoring equipment used in the clinical area</li> <li>● Resuscitation equipment and ventilator</li> <li>● Near patient testing equipment</li> </ul>	
<p><b>7. DECISIONS AND JUDGEMENTS</b></p> <ul style="list-style-type: none"> <li>● Specialty doctors capable of working mostly autonomously and with minimal supervision.</li> <li>● Ability to recognize scope of personal abilities and clinical judgement</li> <li>● Ensure safety of practice at all times by liaison with other professionals and by adherence to national guidance and standards</li> </ul>	
<p><b>8. COMMUNICATIONS AND RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>● Responsible for partnership working, involving all staff at the earliest opportunity to influence change if required and provide most efficient, effective and safe service</li> <li>● Collaborate with a range of colleagues both locally and in higher specialist units in provision of patient care and in personal professional development</li> </ul>	<p><b>KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED</b></p> <ul style="list-style-type: none"> <li>● Leadership and relationship building</li> <li>● Effective communication skills</li> <li>● Effective interpersonal skills</li> <li>● Good negotiation skills</li> <li>● Clinical Management skills</li> <li>● <b>Influencing skills</b></li> <li>● <b>Teaching/supervision and mentoring desirable</b></li> </ul>
<p><b>9. PHYSICAL DEMANDS OF THE JOB</b></p> <ul style="list-style-type: none"> <li>● Ability to work in a sustained and focused manner</li> <li>● Ability to make immediate decisions</li> <li>● Ability to cope with stressful situations</li> <li>● Resilience</li> </ul>	

## Section 4 – Job Plan

Your hours of work will be 20 hours per week, equivalent to 5 sessions total with 4 sessions allocated to direct clinical care (DCC) and 1 session for supporting professional activity (SPA).

The core rota is based around working afternoons and evenings seven days per week. Each member of the team of ED Specialty Doctors will be expected to roll through the different parts of the rota to ensure equity of workload, weekend working and seven day cover of the department year round. Annual leave entitlement is 33 days per year plus eight public holidays per annum (pro rata for part time staff). You are entitled to 30 days study leave/budget across three years pro rata. It is expected that you will refresh and maintain provider status in relevant Life support courses – ALS, ATLS or ETC, EPLS or APLS (or recognised equivalents).

There may be situations when, for example, sudden unexpected illness leaves gaps in either the Junior or EP rota. The Service may, on such occasions, need to make some slight adjustments to the shift(s) to help ensure appropriate cover is maintained. The Specialty Doctor would not be expected to cover the GP OoH service. Sometimes the Service may be looking for a Specialty Doctor to consider covering a different shift entirely but that would be by mutual agreement.

DRAFT Rota:

	M	T	W	T	F	S	S	Hrs	Premium Hrs
Wk1	13-23	13-23	Off	Off	Off	Off	Off	20	8
Wk2	Off	Off	13-23	13-23	Off	Off	Off	20	8
Wk3	Off	Off	Off	Off	15-23	15-23	15-23	24	20
Wk4	Off	Off	Off	Off	Off	Off	Off	0	0
								64	36

NOTE 1: This equates to working 20hrs per week for 42 weeks of the year (taking into account annual leave, public holidays, CPD/ study leave).

NOTE 2: T&Cs for Specialty doctors recognise hours out with 07:00-19:00 M-F as premium hours where a Programmed Activity is 3hrs rather than 4hrs. Based on this draft rota there would be 36hrs premium hours – which will be paid at time and 1/3.

NOTE 3: There is entitlement to 4hrs SPA per week – to be undertaken within the department and during the non-premium hrs period. Of this 4hrs, 35min per week is allowed for appraisal and revalidation specifically and 60min per week is for personal CPD. The remainder will be used to meet Service needs such as departmental audit, quality control and quality improvement type activity as well as skill development (all of which should also prove useful for appraisal and revalidation).

NOTE 4: The SAS Development Programme and Charter have increased the focus on supporting professional development of SAS Doctors and Dentists, and our department is aware of and utilising these resources!

<https://www.scotlanddeanery.nhs.scot/media/398573/sas-development-programme-brochure-2020.pdf>

[https://www.scotlanddeanery.nhs.scot/media/227118/sas\\_charter\\_scotland\\_dec2014.pdf](https://www.scotlanddeanery.nhs.scot/media/227118/sas_charter_scotland_dec2014.pdf)

## 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	<ul style="list-style-type: none"> <li>• MBBS or MBChB</li> </ul>	<ul style="list-style-type: none"> <li>• Current ALS</li> <li>• Current ATLS / ETC</li> <li>• Current EPLS / APLS or other</li> <li>• MRCS / FRCS</li> <li>• MRCP</li> <li>• MRCEM / FRCEM</li> </ul>
2. GMC/Specialist Registration	<ul style="list-style-type: none"> <li>• Registration with the GMC with a licence to practice for the duration of your post</li> </ul>	
3. Clinical Experience	<ul style="list-style-type: none"> <li>• Minimum 4 years clinical experience <b>post</b> Foundation training in relevant settings</li> <li>• Minimum of 6 months working as a Junior in an Emergency Department</li> <li>• Experience being the first practitioner delivering care in a resus type situation.</li> <li>• Competence with Basic Airway management</li> <li>• Competence with suturing</li> <li>• Good clinical diagnostic skills and knowledge in emergency situations</li> <li>• Good clinical diagnostic skills and knowledge for managing minor injury and illness</li> <li>• Radiological diagnostic skills and knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an Emergency Department in middle grade or specialty doctor type capacity</li> <li>• Advanced Airway Management skills</li> <li>• Experience in procedural sedation</li> <li>• Experience in reduction of fractures / dislocations</li> <li>• Experience of Emergency procedures such as Chest drain insertion, initiating BiPAP /CPAP etc</li> <li>• Experience leading a Resus Team</li> <li>• Understanding of human factors</li> </ul>
4. Teaching & Training	<ul style="list-style-type: none"> <li>• Enthusiasm for and experience of teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Instructor on life support courses</li> <li>• Medical education qualification</li> </ul>
5. Research & Audit Experience	<ul style="list-style-type: none"> <li>• Knowledge and understanding of audit and quality improvement principles</li> </ul>	<ul style="list-style-type: none"> <li>• Regular active engagement in audit</li> </ul>
6. Team Working & Interpersonal Skills	<ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Motivational skills</li> <li>• Negotiation skills</li> <li>• Diplomacy and trust building</li> <li>• Planning / Prioritisation/</li> <li>• Management of Risk</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring / training skills</li> <li>• In depth knowledge of Professional Code of Conduct</li> <li>• Advocacy</li> <li>• Creative thinking</li> </ul>

# 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>

<b>Job Title</b>	Specialty Doctor in Emergency Medicine
<b>Type of Contract</b>	Part Time (20 hours / 5 sessions) Permanent
<b>Location</b>	Emergency Department, Raigmore Hospital, Inverness
<b>Salary</b>	£43,246 to £80,643 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 <sup>th</sup> of each month.
<b>Arrangement of Duties</b>	See separate Job Plan.
<b>Medical Negligence</b>	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.
<b>Registration with General Medical Council</b>	Prior to commencement in post, successful candidates must have full registration with the General Medical Council, a licence to practise.  Non UK applicants must demonstrate equivalent training.

<p><b>Disclosure of Criminal Convictions</b></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><b>Rehabilitation of Offenders Act 1974</b></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 <b>excluded</b> 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>

<b>Medical Fitness</b>	<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>
<b>Right to Work</b>	<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>
<b>Annual Leave &amp; Public Holidays</b>	<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 (pro rata per annum) plus eight statutory and public holidays as agreed by NHS Highland (pro rata per annum).</p>
<b>Superannuation</b>	<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>
<b>Notice</b>	<p>The postholder will be required to give and is entitled to receive a minimum of three months notice of termination of employment.</p>
<b>Removal Expenses</b>	<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>

<b>Private Residence</b>	If your position includes on-call commitments, 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.
<b>Identity Badge Policy</b>	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.
<b>Smoke Free Policy</b>	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.
<b>Confidentiality</b>	<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>

<b>Scottish Workforce Information Standard System (SWISS)</b>	<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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