

**CLINICAL FELLOW IN
SIMULATION
HIGHLAND MEDICAL
EDUCATION CENTRE**

Information Pack

**APPOINTMENT OF CLINICAL FELLOW IN SIMULATION
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:

Dr Helen Freeman, Director of Medical Education
hfreeman@nhs.net
Mr Ian Thomas, Consultant General Surgeon
lanthomas1@nhs.net

Preliminary Visit Expenses:

Jackie Sutherland, Medical Staffing Manager
jackie.sutherland@nhs.net

How to Apply:

Completed applications should be submitted via our website <https://apply.jobs.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: MS15024477

Closing date for applications is: 29th June 2020

Section 2 – Advert

CLINICAL FELLOW IN SIMULATION

CLINICAL SKILLS CENTRE CENTRE FOR HEALTH SCIENCE, INVERNESS

SALARY £32,961 - £43,607 PER ANNUM

Full Time

12 month fixed term contract from August 2020

This post, based in the Clinical Skills Centre at the Centre for Health Science, offers an exciting opportunity for trainee clinicians to develop their skills in the use of Clinical Simulation for teaching and training medical students, and also to undertake curriculum development, research and staff training in this field. The post-holder will be encouraged to undertake a PGCertificate, diploma or MSc in Clinical Education and will be expected to attend the Faculty Development Course in Simulation at the Scottish Centre for Simulation and Clinical Human Factors.

The post is open to those who have completed foundation training or equivalent but who are not proceeding to specialty training this year; those who have a training number, at least one year of specialty training and are eligible for out-of-programme experience; and those who are completing their training but not yet taking up a consultant post. Any potential applicants in a training programme must discuss with their training programme director before applying. It is expected that you will undertake up to 2 sessions of clinical practice each week. A strong interest in medical education and experience of teaching in a health-care setting are essential.

We encourage further enquiries. Please contact in the first instance: Dr Helen Freeman, Director of Medical Education on hfreeman@nhs.net or Mr Ian Thomas, Consultant General Surgeon on ianthomas1@nhs.net.

Start date for the post will be Wednesday 5th August 2020.

To apply for this position visit <https://apply.jobs.scot.nhs.uk>

Please quote reference: MS15024477

Closing date for completed applications: 29th June 2020

Section 3 – Job Information

Accountable to:	Director of Medical Education
Reports to:	Associate Director of Medical Education for Simulation/Clinical Skills
Time:	Full time – fixed term for 12 months, note potential for extension according to appraisal and mutual agreement (including up to two clinical sessions per week in your area of specialty training)
Department:	Highland Medical Education Centre/Clinical Skills Unit

Job Purpose

To lead, develop and help deliver, in conjunction with the existing Clinical Skills Team, certain core clinical aspects of the MBChB curriculum through a programme of Clinical Simulation. To evaluate and research aspects of the current Clinical Simulation programme and to undertake developments, as agreed with line managers, taking into consideration current evidence and on-going research. To develop the post-holder's knowledge and skills in simulation based medical education.

Main Responsibilities

- Supports the work of the Clinical Skills Team in developing and delivering an integrated programme of Clinical Simulation teaching to all medical students from the University of Aberdeen and ScotGEM MBChB programmes, involving working with high and low fidelity simulation equipment, AV technology, part task trainers, as well as simulated patients.
- To contribute to creating an evidence-based Clinical Simulation programme for both undergraduate and postgraduate learners that responds to changing needs, offers high quality learning opportunities to and can be delivered I.
- Contributes to the delivery of teaching, assessment and staff development in Emergency Care, Clinical and Resuscitation Skills.
- Plans, leads and contributes to research and development in Clinical Simulation to improve the curriculum.
- Undertakes up to two sessions of clinical practice, relevant to specialty training.

Planning and Organising

- Plans diary and manages workload 3-6 months ahead within the programme's priorities as advised by the Director of Clinical Skills.
- Plans curriculum development in Clinical Simulation over 6-24 months in response to statutory guidance and course quality measures.

- Contributes to planning, designing and organising teaching and staff development in Clinical Simulation
- Co-ordinates Clinical Simulation curriculum developments, engaging and informing key members of staff and committees in a timely manner, to ensure they are successfully implemented.
- Contributes to planning, designing, organising teaching and assessment in Emergency Care, Clinical and Resuscitation Skills.

Problem Solving

- Problems raised by Clinical Skills Team, NHS or academic staff, students and collaborators. May be academic, organisational or inter-personal or, within curriculum development, relate to concerns about course design and change management and are sometimes solved through application of University and Programme guidelines though often require individual solutions and may necessitate consultation with senior colleagues or referral to College or University committees.

Decision Making

- Determines strategy and methods for own teaching, research and development projects on Clinical Simulation in the curriculum, under the guidance of the ADME for simulation & Clinical Skills.
- Contributes to curriculum policy through papers to undergraduate and curriculum committees.
- Makes judgements about students' academic and professional competences and refers students for support as required.
- Acts autonomously within relevant codes of practice and policies, and refers to the ADME for simulation and clinical skills, DME and other senior colleagues as required.

Key Contacts/Relationships

The Fellow will be based in the Clinical Skills Centre, part of the Highland Medical Education Centre in the Centre for Health Sciences, Inverness. The Fellow will work closely with the Clinical Skills Team (ADME for simulation & clinical skills, clinical skills educator, 3 clinical skills facilitators, clinical skills technician), local programme leads for University of Aberdeen and ScotGEM, the University of Aberdeen Teaching Fellows, the Medical education Fellows within the Centre for Medical Education and a large number of other academic and NHS staff. It will be essential to meet with colleagues, particularly in the NHS to draw on their experiences and to share ideas, as well as developing links with the wider field of Clinical Simulation in the UK and internationally. Attending a number of committees, particularly the Centre for Medical Education undergraduate meetings, forums and research group will also be important in gathering and disseminating thinking.

Dimensions

- Contributes to the teaching and learning experience of medical students across both University of Aberdeen and ScotGEM programmes
- Prepares teaching materials, facilitates and delivers small and large group teaching

- Contribute to design, standard setting and examination for local formative assessments/OSCEs in collaboration with programme leads/director and local team.
- Contribute to current postgraduate simulation training courses, their evaluation and development of further events
- Work with Highland medical education team to support innovative delivery of simulation training across region including use of VC.
- Encouraged to publish a peer-reviewed paper per year and give presentations at local, national or international academic meetings.

Job Context and other relevant information

This post for advertised for one year, with potential extension to a maximum of 2 years subject to satisfactory performance and annual appraisal. A successful applicant without prior training in Simulation Based Education will be required to undertake the Faculty Development Course at the Scottish Centre for Simulation and Clinical Human Factors. They will be encouraged to undertake a postgraduate qualification in Medical Education, with funding support available.

The post-holder must guide, advice and implement innovation within a complex curriculum and institution without direct responsibility for or line management of those s/he seeks to influence.

This post is supported in principle by the regional Dean of Postgraduate Medicine, but the post does not carry prospective approval for training. Applicants must discuss their particular training requirements with their training programme director prior to interview, and/or with senior Deanery staff (e.g. Associate Postgraduate Dean, Lead Dean Director), especially where they wish to take time out of their approved training programme. Deanery Guidance on OOP is available at <https://www.scotlanddeanery.nhs.scot/trainee-information/out-of-programme-oop/>. It may be possible for time spent in clinical practice to contribute towards training, but this must be considered on an individual basis in conjunction with guidance from the applicant's Royal College. Applicants must discuss their particular training requirements with their programme director prior to interview. The post is also open to those wishing to gain experience in education immediately after completion of their training, or prior to applying to a speciality training post.

Section 4 – 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. Education / Qualifications	<p>MBChB or equivalent</p> <p>Full registration with GMC</p> <p>Ongoing clinical experience as a doctor and satisfactory progression through training</p> <p>Satisfactory completion of core training or equivalent with intention of seeking a specialty training number, or have completed at least one year of specialty training, or recently completed specialty training</p> <p>Eligible for OOP experience under current regulations</p>	<p>A higher degree or training in medical education (or working towards).</p>
2. Work and other relevant experience (including training)	<p>Interest in medical education and simulation</p> <p>Experience of teaching, learning and assessment in the healthcare setting</p>	<p>Evidence of simulation teaching experience in an NHS setting</p> <p>Evidence of understanding an academic approach to medical education Experience of research, project management and scholarship in medical education.</p>
3. Personal Qualities and Abilities	<p>Ability to communicate effectively with individuals at all levels.</p> <p>Flexible with ability to work well with a team of colleagues from different backgrounds and to adapt work patterns according to need.</p> <p>Motivated, conscientious and innovative with ability to plan, organise and prioritise workload, to adapt and work under pressure and meet deadlines.</p>	

Section 5 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICES

CLINICAL FELLOW

While at Raigmore Hospital you will be on NHS Highland's payroll. The medical staffing departments will liaise regarding appointments and payroll/banding details.

This appointment is a full-time appointment and is in accordance with the Terms and Conditions of Service for Hospital Medical and Dental Staff (Scotland) employed in the National Health Service, as amended by the Secretary of State for Scotland, and subsequently the Scottish Parliament, from time to time.

Hours of Duty

This post is offered at the banding of the post at the date of commencement which may vary from what the post is currently banded at. The terms and conditions of service as amended from time to time will apply to and govern this statement.

The Clinical Fellow is also required to provide cover for Annual Leave and Study Leave and short periods of sick leave of colleagues.

The Clinical Fellow accepts that he/she will also perform duties in occasional emergencies and unforeseen circumstances at the request of the appropriate Consultant(s). It has been agreed between the professions and the Scottish Office that while juniors accept under this paragraph that they perform such duties it is stressed that additional commitments arising under this paragraph are exceptional and in particular that juniors should not be required to undertake work of this kind for prolonged periods or on a regular basis.

Salary Scale

The salary scale for this post (48 hours per week) is £32,961; £34,978; £37,795; £39,498; £41,552; £43,607 per annum pro rata (rates of pay effective from 1 April 2019).

Superannuation Auto Enrolment

You will automatically be enrolled in the NHS Pension Scheme from the first day of your employment. Eligible employees will no longer be allowed to opt out of the scheme prior to taking up employment. They must be enrolled in the first instance. If you wish to **opt out** you must obtain the necessary documentation from SPPA (Scottish Public Pensions Agency), either on line at www.sppa.gov.uk or by telephone on **01896 893000**. Further details of the scheme can be found at <http://www.sppa.gov.uk/nhs/home/htm>.

Practitioners members

Tier	Whole time equivalent pensionable earnings	contribution percentage rate
1	Up to £17,864	5.2%
2	£17,865 to £23,112	5.8%
3	£23,113 to £28,747	7.3%
4	£28,748 to £53,025	9.5%
5	£53,026 to £75,703	12.7%
6	£75,704 to £116,360	13.7%
7	£116,361 and above	14.7%

Pensionable earnings should be rounded down to the nearest pound.

The above contribution rates are applicable from 1 April 2019 however the earnings bands may be adjusted to reflect any national pay awards.

Expenses

If you incur expenses in relation to your day to day business eg travel and subsistence to clinics, please claim on NHS Highland claim form, with receipts monthly. (This does not apply for relocation expenses).

Registration with the General Medical Council and Medical Negligence

The postholder will be required to maintain current full registration with the General Medical Council with a licence to practice at all times during their employment with NHS Highland. 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 NHS Highland's indemnity scheme, details of which are given in NHS Circular 1989(PCS)32, which will be issued to the successful candidate.

Annual Leave

Post holders are entitled to 5 or 6 weeks' (dependent upon point on scale) annual leave per annum during their appointment

Public Holidays

You will be eligible to the agreed Public Holidays for NHS Highland which fall during your period of employment. If you are required to work on a designated Public Holiday you are eligible to a day off in lieu of that day. Such should be requested through the General Manager for your Division.

Minimum Notice

The postholder will be required to give and is entitled to receive a minimum of one months' notice of termination of employment.

Medical Fitness

All entrants to Raigmore Hospital posts must be certified medically fit for such posts and appointment is conditional on such certification.

Disclosure of Criminal Convictions

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.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or their health service business. On no account must information relating to patients be divulged to anyone other than authorised persons, e.g. medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient.

If you are in any doubt whatsoever as 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 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 NHS Highland or one of its Committees by an employee is also regarded as breach of confidence and may lead to disciplinary action.

Disciplinary Procedures

The Secretary of State has determined that paragraph 190 of the Terms and Conditions of Services of Hospital Medical and Dental Staff (Scotland) will not be incorporated in new contracts of employment. Raigmore Hospital will negotiate any new disciplinary procedure via the local negotiating machinery.

Removal/Relocation Expenses

Assistance with removal expenses will be given in accordance with NHS Highland Board's short-term removal/relocation package. For posts of a fixed term period of under 2 years only minimum costs of removal of basic effects and transport of the postholder and his/her spouse and/or dependants will be reimbursed. Before claiming any expenditure it is essential that the successful applicant contacts Ms Lauren Baird, Senior Medical Staffing Officer on 01463 704450. Failure to do this may limit reimbursement of expenses.

Any relocation expenses must be claimed on NHS Highland claim form monthly in arrears. You will be reimbursed by cheque.

Equal Opportunities in Employment

NHS Highland affirms that all employees should be afforded equal opportunities in employment, in accordance with the Equal Opportunities Commission recommendations.

Identity Badge Policy

Raigmore Hospital has a policy that all staff will be issued with and required to wear a Raigmore Hospital 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 the Board and must be returned when you terminate your employment.

Smoke Free Highlands

Please be aware that smoking tobacco products or e-cigarettes is not allowed anywhere in NHS Highland properties, vehicles or grounds. All staff who smoke can access information regarding services provided by Occupational Health and locality based Stop Smoking Advisers for smoking cessation support - for more information please visit www.smokefreehighland.co.uk.

All NHS Highland employees will have the same part to play when maintaining the Smokefree Policy. It will be everyone's role to enforce the policy by reminding people that NHS Highland provides a smoke-free environment and that they cannot smoke anywhere inside its buildings or in its 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

Healthy Working Lives

Healthy Working Lives (formerly SHAW, Scotland's Health at Work) is the national award programme designed to encourage and reward employers in their efforts to improve the health and well-being of their staff. Healthy Working Lives involves having policies and practices in place which help employees be better informed to make healthy choices. It also involves recognising that organisations themselves can have a direct impact on the health and well-being of the individual members of staff.

Over the last few years, NHS Highland has placed the wellbeing of staff high on our list of priorities and is committed and signed up to achieving the Healthy Working Lives Award.

Healthy Working Lives needs the support and involvement of staff. To find out where your nearest contact for Healthy Working Lives is, contact Susan Birse on susanbirse@nhs.net

Scottish Workforce Information Standard System (SWISS)

DATA STATEMENT

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.)

Staff information will be held securely in a national database, which 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.