

Consultant Anaesthetists Caithness General Hospital

Information Pack ConsAnaesJul20

Ref: MSN-ES1 027269

**APPOINTMENT OF CONSULTANT ANAESTHETISTS,
CAITHNESS GENERAL HOSPITAL**

INFORMATION PACK

Section 1 Welcome

Section 2 Advert

Section 3 Job Information

Section 4 Person Specification

Section 5 Terms and Conditions

Section 1 – Welcome

Introduction

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

NHS Highland is committed to 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. As part of this commitment this post may be considered as a Global Citizen Post. This can include a tailored partnership project with a global partner supporting an existing University of Edinburgh Global Health Academy programme. The post can include 10 weeks* (paid) each year dedicated to global health work in a partner country. (*This excludes annual leave and study leave – which could be added to this time.)

This is an innovative approach bringing global and local health together and will suit those who want to be an active citizen, advancing both personal and professional development, while contributing to improved access to health.

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 Neil Shepherd, Interim Clinical Lead, neil.shepherd@nhs.net,
Tel: 07393 936 765 or Danuta Solanska, Consultant
Anaesthetist danuta.solanska@nhs.net 01955 605050

Preliminary Visit Expenses:

Jasmine Oag, Employment Services Manager,
jasmine.oag@nhs.net

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 short listing. 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 subject to Protection of Vulnerable Groups Scheme membership.

Job reference: MSN ES1 027269

Closing date: 3rd September 2020

Interview date: 17th September 2020

Please contact northarea.recruitment@nhs.net for any queries regarding submitting your application to the NHS Scotland Recruitment website.

For further information on NHS Highland, please visit our website on www.nhshighland.scot.nhs.uk

Section 2 – Advert



CONSULTANT ANAESTHETISTS

CAITHNESS GENERAL HOSPITAL, WICK

Do you want to be part of a small community with lots of opportunities?

Full time, part time, annualised hours flexible options, the choice is yours. Global citizen options available

NHS Highland is looking for Consultants to join its existing talented team based at Caithness General Hospital, Wick. The posts provide innovative arrangements for on-call and time off.

The job can offer 10 weeks per annum of overseas work which will be captured in your Job Plan alongside the work in NHS Scotland. You will have the support of the Global Health Academy, which can identify projects for you to join overseas and can assist in travel and visa arrangements for self directed projects.

Caithness General Hospital provides acute and community services to a population of just under 40,000 in an area of approximately 3,000 square miles. The area has a very varied landscape from mountains to the lonely flow country and some spectacular coastal scenery, which will appeal to someone who loves outdoor activities. World class fishing, kayaking, surfing, coastal walks and sea bird colonies are within a few miles of the hospital. This post offers the satisfaction of living and working in some of the UK's most secluded and unspoilt countryside. In addition, there are the advantages of a low crime rate and exceptional safety and freedom for children. Caithness has regular rail and bus services and there are daily flights from Wick Airport. Wick is approximately 105 miles north of Inverness and about 17 miles south of John O' Groats. The local schools are excellent and property is very affordable.

Caithness General Hospital is a small, friendly, rural general hospital with a 2-theatre suite equipped with modern anaesthetic and monitoring equipment. There is a small midwife led obstetric unit, a 3 bedded high dependency unit, a day case unit and an active chronic pain service. The Accident & Emergency Department is modern and well-equipped and there is a CT scanner on-site.

We are a close, small, friendly and supportive team of physicians, generalists, surgeons and anaesthetists. We have very close working relationships with Raigmore hospital with physicians and surgeons visiting for several days at a time allowing exchange of ideas and peer support.

The anaesthetic workload is highly varied and not burdensome. Visiting surgeons from Raigmore ensure a fresh and interesting theatre caseload. The role involves close working with the Emergency Department when required to assist or lead the resuscitation of major trauma, sick medical patients and paediatrics. True generalist skills are needed for work that can include sedation for joint reduction and cardioversion, transferring intubated patients to CT and management of the undifferentiated sick patient. We have a 3 bed HDU which is run by the acute physicians and we would encourage any interest you may have in developing this. We have a very close working relationship with the Emergency Medical Retrieval Service who transport our ventilated and unstable patients for definitive care in larger centres.

You can expect a person specific contract, which can be offered full time, part time or on an annualised basis. The post also offers the opportunity of collaborative working with Raigmore Hospital whether in theatre or ICU, together with an appropriate CPD package to maintain your skills. Opportunities are available for those at any stage of their consultant career or within six months of obtaining a CCT at the time of interview. NHS Highland will work with you on the contract which best meets your needs. We have a pragmatic approach to the use of skills that applicants may bring to the benefit of the local population.

Our ability to offer flexibility makes this a very attractive position. Two Extra Programmed Activities may be available and our goal is to work with you to meet your contractual and CPD needs. Informal visits are warmly encouraged so you can experience firsthand what we can offer.

Informal enquiries are welcomed by Dr Neil Shepherd, Joint Clinical Lead, Tel: 07393 936 765 or email: neil.shepherd@nhs.net or Dr Danuta Solanska, Consultant Anaesthetist danuta.solanska@nhs.net Tel: 01955 605050.

Closing date for applications: 3 September 2020

Interview date of selected candidates: 17 September 2020

To find out more about living and working in Caithness go to:

<http://investcaithness.com>

www.venture-north.co.uk

www.northcoast500.com

www.cgh.scot.nhs.uk/

www.caithness.org

Further information on NHS Highland can be found at www.nhshighland.scot.nhs.uk

A job pack for this post can be accessed at <https://apply.jobs.scot.nhs.uk/> Job ref: 027269

Section 3 – Job Information

JOB DESCRIPTION

CONSULTANT ANAESTHETIST (Full time or Part Time)

BASED AT CAITHNESS GENERAL HOSPITAL, WICK

1. INTRODUCTION

Caithness and Sutherland encompasses an area of almost 3,000 square miles across the north of mainland Scotland with a scattered population of just under 40,000. It is an area of unique outstanding beauty and is well located to pursue activities such as climbing, hill walking, canoeing, surfing, angling, sea fishing, golf, archaeological study and much more. It also has a surprisingly varied programme of arts and performances. This post combines the satisfaction of being able to provide a personal hands-on medical service to a small friendly community with the attractions of living and working in some of the UK's most secluded and unspoilt countryside. Other advantages are low crime rates, high security and freedom for children. Caithness and Sutherland have both regular rail and bus services and there are regular daily flights from Wick Airport to Edinburgh and Aberdeen.

2. JOB DETAILS

Job Title: Consultant Anaesthetist

Location: Caithness General Hospital, Wick, Caithness

3. JOB PURPOSE

To provide routine and emergency anaesthetic support for the clinical specialities based in Caithness General Hospital. The post also offers the opportunity to be involved in the ongoing redesign of medical services at Caithness General Hospital and work collaboratively with colleagues in Raigmore Hospital, Inverness.

4. DUTIES AND RESPONSIBILITIES

- a) The successful applicant will be employed to provide routine and on-call anaesthetic cover for Caithness General Hospital. The on-call commitment is 1:3, with an innovative on-call arrangement which provides generous time back in lieu of on-call periods. There are currently no Anaesthetic Trainees, therefore all care is Consultant led and delivered. The post is non-resident on-call but a response time of less than 15-20 minutes is expected. The workload is varied and interesting whilst seldom being burdensome or particularly busy when on-call.

- b) There is a 2-theatre operating department equipped throughout with modern anaesthetic machines and monitoring equipment and an integral staffed recovery area. In general there is one operating list per day with the second operating theatre available for emergencies.

The schedule prior to the COVID-19 outbreak was:

- Monday: Gynaecology
- Tuesday: General Surgery
- Wednesday: General Surgery
- Thursday: Oral Surgery/General Surgery
- Friday: General Surgery (minor ops)

We anticipate returning to a similar level of activity as the pandemic recovery work allows.

Each postholder is contracted for 10 programmed activities per week with an Availability supplement of 8% at Level 1. Work patterns are flexible, with few fixed sessional commitments as this is a small department within a small hospital. The contract is offered on an 8 programmed activity- direct clinical care (DCC) / 2 programmed activity- supporting professional activities (SPA) basis. Prior to the COVID-19 outbreak the departmental workload looked like this:

At Caithness General Hospital:

3 PA's of general surgery lists per week	Tue, Wed - am and pm
2 PA's of gynaecology lists per week	Mon - am and pm
2 PA of chronic pain clinic/list per week	Mon, Wed - pm
1 PA of anaesthetic assessment clinic per week	Wed - pm
2 PA of oral surgery/dental list every 4 weeks	Thurs - am and pm
10 PA day-time emergency cover	

SPA time allocated is expected to cover internal Continued Professional Development, attendance at departmental management and audit meetings, appraisal, clinical supervisor role and annual job plan review.

- c) Maternity service is provided by midwives at midwife-led CMU.
- d) Acute Pain: An acute pain protocol is in use to ensure a consistently high standard of post-operative pain relief.
- e) Chronic Pain: The chronic pain service for NHS Highland is hosted within North and West Division, Dr John Macleod is the clinical lead for this service, and has clinical commitments across NHS Highland. There is a weekly chronic pain clinic and pain procedure list at Caithness General Hospital (Dr MacLeod). Image intensifier facilities are available for pain procedures. Suitably experienced candidates may wish to involve themselves in service provision locally.
- f) Currently there is 1 Pre-operative Anaesthetic Assessment clinic per week, with plans to expand the service to 2 clinics per week.
- g) All patients requiring ventilation/intensive care support are transferred by fixed wing aircraft or helicopter. Scotland has an adult national retrieval service based in Glasgow and Aberdeen. All patients requiring critical care are transferred by the EMRS retrieval service. Similar arrangements are in place for paediatric and neonatal transfers.

5. ANCILLARY BACKUP

- a) There is a Pathology Department for Haematology, Biochemistry and Blood Transfusion with 24-hour on-call cover.
- b) The X-ray department also provides 24-hour on-call cover including CT. There is no on-site Radiologist but there is Tele-radiology.
- c) A full range of Physiotherapy is offered.
- d) There is a well-run and well-stocked Pharmacy Department.
- e) The Anaesthetic Department is located beside the operating theatres with secretarial support and computers with Intra and Internet connection. Full access is available to the excellent on-line resource, the e-library.
- f) There is a well-equipped 3-bedded HDU/CCU available for the post-operative management of patients.
- g) There is an up-to-date 3-bedded day-case unit.

6. OTHER MEDICAL STAFF AND WARDS

- a) Caithness General Hospital has in recent years undergone a redesign of hospital wards to improve patient flow. Currently the hospital is split into 2 main acute ward areas. Rosebank Ward is the “acute assessment unit” where all new acute admissions and post-surgical patients are managed. Bignold Ward is designated as “step down and rehabilitation”. Both units are consultant led. Medical, Surgical and Gynaecological patients may be cared for in either ward dependent of their need. A new infection unit has been established with capacity for up to 15 patients with suspected COVID-19 including several negative pressure rooms.
- b) There is a community midwifery unit led by the midwifery team.
- c) A Day-Case unit is collocated with Theatres on the surgical floor and there is an Ambulatory Care Unit beside the Renal Unit on the ground floor.
- d) All consultants are supported by full time secretaries.
- e) The emergency department sees 9000 patients a year and is staffed by rural emergency physicians with a background in GP. Ward cover is provided by permanent physicians, rotating physicians from Raigmore, one permanent general surgeon with support from a core of regular locum consultants.

7. TEACHING, AUDIT, & CONTINUING MEDICAL EDUCATION

The Anaesthetic department play an important role in the education programme for FY2, GPST, Clinical Development Fellows and other junior doctors. Other formal educational roles include a commitment to the medical students who come to Caithness General regularly from Aberdeen, and the anaesthetic nurses within theatre who are undertaking their anaesthetic competencies with educational support and supervision provided by the anaesthetic consultants.

The department has computers for audit projects and general administrative tasks. We currently audit all acute and chronic pain procedures, PCA's, out-of-hours surgery and inter-hospital transfers.

There are monthly postgraduate and Morbidity & Mortality meetings attended by all the medical staff. These provide a forum for presentation of cases, audit results and general interest topics and the meetings are accredited for CME points

There are opportunities to attend a number of video-conferenced CME activities, including the educational meetings within the Anaesthetic Department in Aberdeen, and the monthly evening updates organised by the Royal College of Physicians of Edinburgh. Opportunity also exists to attend the anaesthetic departmental meetings in Raigmore Hospital in Inverness.

To ensure the maintenance of clinical skills, an agreement has been reached with the anaesthetic department at Raigmore Hospital to facilitate clinical attachments for consultants from Caithness, for them to undertake a range of suitable accompanied lists, liaise with the ITU team and maintain specialist skills or develop new ones. It is also envisaged that consultants will be able to spend a week per annum at a specialist centre of their choice (eg. a tertiary paediatric centre).

Consultant study leave is funded and time is allowed for travelling to courses, as approved by the Lead Clinician.

8. JOB PLAN FOR CONSULTANT ANAESTHETIST

1. You will be expected to work with local managers and professional colleagues in the efficient running of the service, and will share with Consultant colleagues in the Medical contribution to management. Subject to provisions of the Terms and Conditions of Service, you are expected to observe the Board's agreed policies and procedures, drawn up in the consultation with the profession, on clinical matters, and to follow the standing orders and financial instruction of Highland NHS Board. In particular, where you formally manage employees of Highland NHS Board, 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.
2. You are required to comply with the Board's Health & Safety Policies.

Duties and Responsibilities

3. The main duties and responsibilities of your post include:
 - i. Provision with consultant colleague(s) of a service in Anaesthetics to NHS Highland based at Caithness General Hospital and also across the NHS Highland region as required.
 - ii. Out of hours' responsibilities.
 - iii. Professional supervision and management of any junior medical staff if appropriate although this is mainly carried out by the lead clinician and consultant physicians.
 - iv. Responsibilities for carrying out teaching, accreditation and examination duties, as required, and for contributing to postgraduate and continuing medical education activity, locally and nationally.
 - v. Requirements to participate in medical audit and in continuing medical education.

Managerial, including budgetary, responsibilities (where appropriate).

Work on behalf of the Board such as domiciliary consultations or services provided by the Board for other agencies, e.g. Prison Service (where appropriate and agreed).

Work Programme

4. As required under Section 3 and 4 of the Terms and Conditions of Service of the new consultant contract, the duties detailed above are supported by the job plan attached. The weekly timetable included in the job plan shows your programmed activity commitments, and indicates the hospital(s) and other locations where each commitment will be undertaken, and the type of work involved.
5. Completion of the job plan does not give rise to a contractual duty to work beyond the actual contractual commitment.

Review of Job Plan

6. The Job Plan is subject to review once a year by you and the Board's Chief Executive, or other Executive acting on his behalf. For this purpose both you and the Chief Executive should have a copy of the current Job Plan (and job description if appropriate) including up-to-date work programme and the most recent and relevant departmental statistical information (preferably over a twelve month period), together with note(s) – provided by either side – or any new or proposed service, or other, developments.

The Global Health Academy

The Global Health Academy is a vibrant, evidence led academic community and cross-disciplinary structure. We showcase, support and help enable global health research, learning and networks – advancing the University's global ambitions and the Sustainable Development Goals (SDGs).

We are housed in the College of Medicine & Veterinary Medicine at the University of Edinburgh.

Our Vision

We deliver impact for society by drawing together resources within and beyond the University community to **enable better and more equitable health for all**.

Our Mission

We work **to support the creation, curation and implementation of global health knowledge across a diverse global community** including practitioners, trainers, researchers, policy makers, business, local community and international agencies.

Our Distinctive Approach

- We focus particularly on health issues affecting the greatest number of people worldwide – these people typically live in **low and middle income countries (LMIC)**.
- For meaningful impacts, **interdisciplinary approaches** are increasingly recognised as fundamental to how we must approach research, education and action.
- Breakthroughs in global health will be forged through **partnerships and working with communities**.

Objectives

1. **Leadership in Learning:** To support and develop powerful educational resources and study programmes to empower global health professionals – especially those working in LMICs. We want students and professionals to develop career pathways, and to deliver improved healthcare, clinical, programme and managerial skills.
2. **Leadership in Research:** To enable and advance impactful research programmes including cross-disciplinary and multi-country studies. We want to create new knowledge and ensure relevant research to be developed and used globally. (See this [short video](#) giving a flavour of our leadership in research).

3. **Leadership in Relationships of Influence:** To foster networks, strategic partnerships and communities of practice within and beyond the University. We want University of Edinburgh, and Scottish wide research to be heard and adopted and the global health conversation to be strengthened.

Values

The following principles underpin how we work, communicate and build relationships:

- **The equality of humanity:** We are born equal, there is no innate hierarchy within humanity, but we are born into very unequal circumstances. Our mission is to tackle the inequalities that surround us, and in doing so to respect and value the life of all others.
- **Collective, collaborative effort:** Challenges in global health can only be combatted by working in partnerships with different communities, agencies and disciplines, listening to different discourses in order to develop shared understandings of problems and their solutions. Through building on existing excellence and by creating chances for novel combinations, we can collectively drive change. Innovation isn't only about new things but about old ideas in new spaces.
- **Listening, curiosity and creativity:** We operate with the conviction that the answers to many of the world's challenges are in the world already – just not in the places or with the people that we traditionally expect will have answers. Listening to those who are on the edges of communities or who have remained unheard because of oppression, discrimination or poverty, and listening to those living in different contexts who build local solutions from repurposed tools, can help us find answers.

What we offer

All our activities are shaped by the United Nations Sustainable Development Goal agenda.

Innovative learning programmes

Impactful research into action programmes

- Research and practice is conducted under 7 broad thematic strands
 - Planetary Health, One Health and the Determinants of Health
 - Care Pathways and Care at Life Stages
 - Illness Specific Strand (Infectious Diseases; Non Communicable Diseases and Co-morbidities; Mental Health)
 - Technical Innovation and Big Data for health
 - Global Surgery
 - Health System Strengthening and Global Health Governance
 - Compassion, Wellbeing and Ethical Health Care

All our work is guided, co-designed and conducted in partnership with colleagues in low and middle income countries.

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. Qualifications	<p>MBChB</p> <p>FRCA or equivalent</p> <p>Completed appropriate Higher specialist training with appropriate CCT/on the Specialist Register or within six months of obtaining it at time of interview</p>	<p>ATLS</p> <p>APLS</p> <p>ALS</p>
2. Experience	<p>Wide experience in the provision of all types of anaesthesia both general, regional and in intensive care</p>	<p>Additional paediatric anaesthesia experience</p> <p>Aeromedical transfer experience or training</p>
3. Knowledge	<p>Appropriate for post</p>	<p>Use of evidence based practice clinically</p>
4. Aptitudes	<p>Ability to organise and time manage own work</p> <p>Ability to work in and lead clinical teams</p> <p>Open style of interaction/non-judgemental</p> <p>Able to compromise for the benefit of the workings of the department</p> <p>Ability to communicate (written and oral) effectively</p> <p>Ability to work in the NHS system in a Consultant role</p>	<p>Enthusiasm for teaching</p> <p>IT Skills</p> <p>Self audit</p>
5. Other	<p>Full UK driving licence</p>	

Section 5 – Terms and Conditions

TERMS AND CONDITIONS OF SERVICE

This appointment is a whole-time appointment. This appointment is offered on the terms and conditions of service of the new Consultant Contract in accordance with the Hospital Medical & Dental Staff (Scotland) and current General Whitley Council.

Local Agreements: Pending the establishment of new negotiating machinery necessitated by the discontinuation of Trusts and the establishment of NHS Highland from 1 April 2004, relevant existing local collective agreements reached between Highland Acute Hospitals NHS Trust and the BMA will form part of your Contract of Employment. In future, collective agreements reached through new negotiating machinery will form part of your Contract of Employment.

Salary

The starting salary will be determined by the Terms and Conditions of the New Consultant Contract. 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. Salary will be credited each month to a bank of your choice. The salary scale below is for full time 40 hours per week. If Extra Programmed Activities (EPAs) are worked then they will be remunerated at 1/10th of the basic pay for each EPA.

RATES OF PAY EFFECTIVE FROM 1 APRIL 2019

PAY ARRANGEMENTS FOR NEW CONSULTANTS

Seniority Point	Pay Point	Salary 2019
1	1	82,669
2	2	84,415
3	3	86,928
4	4	89,441
5	5	91,948
6	5	91,948
7	5	91,948
8	5	91,948
9	5	91,948
10	6	97,917
11	6	97,917
12	6	97,917
13	6	97,917

14	6	97,917
15	7	103,886
16	7	103,886
17	7	103,886
18	7	103,886
19	7	103,886
20	8	109,849

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.

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.

Annual Leave & Public Holidays

The leave year shall run from date of taking up appointment and in a full year the postholder will be entitled to 6 weeks' annual leave plus 10 statutory and public holidays as agreed by NHS Highland.

SUPERANNUATION

Auto Enrolment

All employees, eligible to join the NHS must be automatically included in the scheme from the first day of employment. Eligible employees will no longer be allowed to opt out of the scheme before they take up employment. They must be enrolled in the first instance.

Those who are ineligible to join the scheme will be enrolled in NEST, again opt out can only occur once in the scheme.

Further information can be found on the Pension Regulators website www.sppa.gov.uk

Part A - Officer members (including GP Practice Staff who are not practitioners)

From 1 April 2015 NHS pension scheme members will pay contributions at the rate in column 3 based on their previous year's whole time equivalent pensionable earnings which fall in the relevant banding in column 2 of the table below.

Tier	Whole time equivalent pensionable earnings	contribution rate	percentage
1	Up to £15,828	5.2%	
2	£15,829 to £21,601	5.8%	
3	£21,602 to £27,089	7.3%	
4	£27,090 to £49,967	9.5%	
5	£49,968 to £71,337	12.7%	
6	£71,338 to £111,376	13.7%	
7	£111,377 and above	14.7%	

Pensionable pay should be rounded down to the nearest pound.

The above contribution rates will be applicable for 4 years from 1 April 2015 to 31 March 2019 however the earnings bands may be adjusted to reflect any national pay awards.

In general the amount you will pay will be based on your previous year's earnings. If you were employed part-time the amount is uprated to the whole time equivalent pay for that post. If you change jobs during the current year or have a promotion or step down to a lower paid job your contribution rate will be reset in line with your new pay band.

For more detailed information please see SPPA circular 2015/04 available on the SPPA website. There is a calculator on the SPPA website where you can see what these changes mean for you. For more detailed information please see employers circular 2015/04 also available on the website. If you have any enquiries about which contribution rate you are paying please contact Practitioner Services Division of NHS National Services.

Changes to the NHS Pension Scheme from 1 April 2015 – for further information please visit the SPPA website WWW.sppa.gov.uk or email: nhspensionsreform@scotland.qsi.gov.uk

Sick Pay Scheme

The conditions of service provide for the operation of a scheme related to length of service.

Minimum Notice

The postholder will be required to give and is entitled to receive a minimum of **three month's** notice of termination of employment.

Medical Fitness

All entrants to NHS Highland posts must be certified medically fit for such posts and appointment is conditional on such certification. The Director, Occupational Health Unit, is responsible for the way in which this is arranged and keeps any necessary records.

Disciplinary Procedures

The Secretary of State has determined that paragraph 190 of the Terms and Conditions of Service of Hospital Medical & Dental Staff (Scotland) will not be incorporated in new contracts of employment unless the postholder was in post on 1 April 2004 and had the right of a paragraph 190 appeal at that time. NHS Highland has negotiated disciplinary procedures for medical and dental staff through the relevant local negotiating machinery.

Confidentiality

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.

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 Trust Management Team or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.

Removal Expenses

Assistance with Removal expenses will be given in accordance with the NHS Highland Long Term Removal/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.

Private Residence

Your private residence shall be maintained in contact with the public telephone service and shall be not more than 10 miles or 20 minutes by road from Caithness General Hospital 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 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 it's buildings or in it's 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.

These Terms and Conditions of Employment forms part of your Contract of Employment and are subject to ongoing review.