JOB DESCRIPTION AND TERMS AND CONDITIONS:

REF: 19ab/136

POST: Psychologist, Band 8a, Helensburgh

Please return all completed applications to:

Resourcing Team
People & Change
NHS Highland, Argyll & Bute HSCP
Aros
Lochgilphead
Argyll
PA31 8LB

Email: recruitment.ab@nhs.net
AGENDA FOR CHANGE  
NHS JOB EVALUATION SCHEME  

JOBS DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

| Job Title: | Clinical Psychologist (CAMHS) |
| Reports to: | Team Leader (CAMHS) |
| Department, Ward or Section: | Child and Adolescent Mental Health Service (CAMHS) |
| Operational Unit/Corporate Department: | Lomond House, Helensburgh |
| Job Reference: | |
| No of Job Holders: | 1 |
| Dated: | 21.05.19 |

2. JOB PURPOSE

To provide expert, prioritised, comprehensive, specialist child and adolescent psychology services at Tier 4 and Tier 3 level to patients, colleagues and organisations concerned with the delivery of health care to children, adolescents and their families in Helensburgh, Argyll and Bute. To assist with the strategic development of the service to meet the needs of families in the area. To provide training and development to clinical psychology trainees and to other professionals, paraprofessional and workers in the voluntary sector. To contribute to the development and understanding of psychology as a profession at a local and national level.

3. DIMENSIONS

- To be aware of and implement service priorities in line with guidance from the Scottish Government, NHS Highland, Argyll and Bute HSCP and the Children's Services Manager with responsibility for CAMHS.
- To ensure that services are deployed in line with best contemporary standards and principles of equity, and reflecting evidence based practice.
- To provide clinical supervision to appropriate grades of clinical psychology staff and other staff in the Tier 2-4 CAMHS. Formal supervision occurs as much as possible face-to-face as needed to meet their professional needs and guidelines, with informal supervision also provided as required.
- To provide clinical supervision to clinical psychology doctoral trainees on their child psychology placement. Supervision occurs face-to-face for at least one hour on a weekly basis. Informal supervision occurs as needed. Supervision consists of observation of trainee with clients; reviewing and editing the trainee's written reports; guidance on case selection and case management, including discussion of treatment, professional and ethical issues; guidance on organising, carrying out and interpreting at least one piece of research or audit.
- To provide specialist teaching and training to the post-graduate clinical psychology training course,
as well as to other professional groups, organisations and courses.

- To support the development and provision of specialist psychological advice, consultation and, where appropriate, formal supervision to other disciplines and workers in other agencies.
- Provision of expert consultancy and advice to colleagues, NHS organisations and other bodies as required.
- To provide a highly specialist clinical psychology service to children, adolescents and their families, through gathering and interpreting of highly complex information, developing an appropriate formulation to guide treatment and choosing between a range of treatment options to develop a highly specialised programme of intervention for the child and his/her family.
- To have sole and autonomous responsibility for the assessment and management of children, adolescents and families on own caseload. To have responsibility for the cases of trainees and assistants.
- To apply the principles of Clinical Governance within the specialty.
- To support colleagues within the specialty to provide highly motivated, enthusiastic and skilled provision of psychological services to our patient group.
- Research and development as appropriate, such as clinical audit and research.
- Assist in identification of service priorities in line with guidelines and policies from the Scottish Government, NHS Highland and Argyll and Bute HSCP.

4. ORGANISATIONAL POSITION

5. ROLE OF DEPARTMENT

To provide highly specialist psychological assessment and treatment of a wide variety of mental health and behavioural difficulties in children and young people aged 0 – 18 (or to older adolescents if they are still in secondary education) and their families; to provide training and supervision to post-graduate clinical psychology trainees; to provide consultation, supervision and training to other child health professionals and organisations; to carry out research and audit programmes to help guide treatment planning and service development; to participate in cross-agency and multi-disciplinary planning groups so as to promote joined up working and a seamless service for our patient group; to participate locally and nationally in relevant discussions about Clinical Psychology in general and Child Psychology in particular, as well as in discussions about the wider Child and Adolescent Mental Health Service.
6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

The post-holder is responsible for the following key outcomes:

- The policies of NHS Highland and Argyll and Bute HSCP are carried out efficiently and to the highest possible standard.
- Participating in the development of, and conformity with, clinical governance procedures within the department as promoted by NHS Highland.
- To keep management well informed about the needs and developments of the service and any psychological matters concerning children and adolescents’ well being or mental health by participating in Team Meetings, the Mental Health Improvement Group across NHS Highland and linking with Psychology Services in Highland.
- To provide representation for clinical psychology on committees and working groups, as directed by the Head of Clinical Psychology Service for Children and Young People, within NHS Highland and elsewhere, as appropriate.
- Provision of a responsive, efficient, equitable, expert, specialist clinical psychology service to children, families and colleagues across Helensburgh and Lomond within Argyll and Bute.
- To ensure that the best professional standards of assessment, formulation, communication and treatment are applied and maintained.
- Provide an expert and highly specialised clinical psychology service to children and young people aged 0-18 and their families, including individual therapy for the child or young person, individual work with the parent(s), working with the parent(s) and identified child/young person together, and working with all family members together, including extended family if appropriate.
- Provide expert administration and interpretation of psychological tests, including but not limited to the Wechsler Preschool and Primary Scale of Intelligence; Wechsler Intelligence Scale for Children; Wechsler Objective Reading, Numerical, and Language Dimensions; Children's Memory Scale; British Ability Scales; Kaufman Assessment Battery for Children; Child Behaviour Checklist; Youth Self-Report Measure; Child Depression Inventory; Spence Anxiety Scale; Family Relations Test - Children's Version, etc.
- Provide expert assessment, formulation, and treatment of a wide range of behavioural and emotional difficulties, including but not limited to anxiety/panic attacks, depression/low mood, phobias, attention deficit difficulties, bereavement, eating disorders/eating difficulties, parent-child relationship problems, post-traumatic stress issues, neuropsychological issues, enuresis, encopresis, self-harm, psychological issues related to chronic health problems, medical compliance issues, psychosomatic presentation, and sexual/physical/emotional abuse.
- Draw from various psychological theories and therapeutic models to develop a treatment programme specific to each family's needs. Theories and models include but are not limited to social learning theory, developmental psychology, behavioural theory, cognitive-behavioural therapy, solution focused therapy, play and art therapy, family systems theory and therapy, etc.
- Maintain a good record keeping system and to comply with requirements for reports as required by local and national policies.
- To provide an expert advisory and consultancy service to colleagues and organisations within NHS Highland, Argyll and Bute HSCP and elsewhere as appropriate.
- Practice effective self-management of workload, including own supervision, so that own well-being and health is maintained.
- Provide input to the University of Glasgow Clinical Psychology doctoral training course, such as providing placements for trainees; involvement in discussion regarding appropriate topics for core teaching; providing teaching and training; aid identification of developments to improve training (e.g., representing Highland supervisors at the national Supervisors’ Representatives meeting); and attending meetings, as appropriate, organised by the training course. Also take part in national initiatives as appropriate, such as the committee organised by NHS Education Scotland (NES) to devise methods for assessing the clinical and professional competence of Clinical Psychology Trainees.
- To provide supervision for staff from other disciplines who are employed by NHS Highland
- Provide teaching and training to other allied professionals as appropriate.
- To ensure the receipt of regular clinical professional supervision from a senior clinical psychologist and where appropriate other senior professional colleagues.
• To maintain and contribute to Continuing professional development in the department and elsewhere in the health care system
• To develop and maintain good links with colleagues, service users, carers and relevant community and voluntary organisations.
• Other duties in negotiation with CAMHS Team Leader and Children’s Services Manager.
• To undertake risk assessment and risk management for individual patients and families, and provide advice to other professionals on psychological aspects of risk assessment and risk management.
• To contribute and being part of a Duty rota, which incorporates assessment of DSH admissions, triage and non-urgent telephone calls.

7a. EQUIPMENT AND MACHINERY

The post-holder should:
• Maintain a high level of proficiency in the use of specialist psychological tests and assessment methods, and to incorporate developments in these as they are introduced to clinical practice.
• Have a good working knowledge of computer-based technology including word processing, e-mail, internet, Excel, and Access.
• Be able to operate a car in a safe and responsible manner, including having good winter driving skills.
• Shredder to shred confidential information.
• Photocopier to photocopy relevant handouts, information or reports as required.

7b. SYSTEMS

The post-holder should conform to the department’s systems of information management for patient records, activity data, and mileage and expenses information. For example:
• Complete mileage sheets, annual leave requests and study leave requests and forward them to the correct department.
• Maintain up to date patient files in accordance with NHS Highland policy and with guidelines set out by the British Psychological Society.
• Maintain up to date computer database regarding clinic patients.

8. ASSIGNMENT AND REVIEW OF WORK

All referrals for the Helensburgh area are triaged on a daily basis and allocation of cases is done weekly in an MDT allocation meeting.
In common with all Clinical Psychologists, clinical supervision is provided on a regular basis according to the needs of the post-holder and in line with guidelines from the British Psychological Society.

Post-holder reports to the CAMHS Team Leader for clinical and professional matters and to the Children’s Services Manager in managerial matters.

Post-holder is also responsible for independently planning and organising a broad range of complex activities to meet the needs of the clients and their families (e.g. organising case conferences or multi-disciplinary consultations between numerous professionals).
9. DECISIONS AND JUDGEMENTS

Note that all qualified clinical psychologists are autonomous (i.e. independent) practitioners, responsible for their own work and interventions and for the interpretation of agreed guidelines and policies.

In addition, the post-holder must:

- Be capable of taking sole and autonomous responsibility for clinical psychology input.
- Be capable of making judgements and clinical assessments involving highly complex facts and situations, which require the analysis, interpretation and comparison of a range of options.
- Be accountable for own professional actions.
- Be responsible for the clinical work undertaken by assistants and trainees, assuming they have acted within their own professional boundaries and in line with the post-holder’s advice.
- Be capable of weighing conflicting components pertaining to a complex problem or situation and forming judgements where information is incomplete or unavailable and in situations where expert opinion may be divided.
- Be capable of selecting an appropriate treatment or intervention to fit a particular situation.
- Be capable of monitoring a situation or intervention by some formal means of evaluation and be able to modify the plan, treatment or intervention to obtain a better outcome.
- Be capable of monitoring training and supervision and varying these to suit the learning requirements of the students/trainees/other child health professionals.
- Be capable of balancing the welfare rights of the individual against the duty of care to the wider community where the behaviour of a patient is likely to pose a significant risk to themselves and others.
- Be capable of acting within the terms of reference of legislation pertaining to child health, child mental health and child protection.
- Assist in the identification of gaps in service provision and planning of ways in which these deficiencies can be met.
- Be aware of future demands reflecting technological innovation, novel treatments or demographic shifts in population structure.
- Be involved in formulating departmental policy by participating in departmental meetings (child psychology and area psychology) and in helping to formulate national policy by participating in meetings with other specialty groups.
- As part of the diagnostic process, be capable of breaking bad news to children and families and formulating and delivering the appropriate support in the wake of such disclosure.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- Influencing health care and other systems to adopt practises and behaviours to promote the psychological well being of staff and patients.
- Dealing with parents' and systems' resistance to change where entrenched positions are causing or contributing to a child’s distress or psychological ill-health.
- Lone working, particularly when dealing with particularly traumatic or distressing case material.
- The emotional challenges to one’s own psychological well being by interacting with and seeking to resolve psychological distress in others.
- Dealing with infants, children and young people with degenerative or life-limiting illness, including one's own feelings about this as well as helping the family and child to cope with the impact of this upon their lives.
- Helping other Child Health professionals to manage the impact of infant or child deaths on their own well being and organisations/services, as well as managing one's own emotional reaction to infant/child deaths.
- Unpredictable nature of the job, where planned activities are interrupted on a daily basis by phone calls from clients as well as other Child Health professionals, crises with clients, needs of other team members, etc.
11. COMMUNICATIONS AND RELATIONSHIPS

The post-holder must:

- Communicate clearly, professionally and empathetically with children, adolescents and their families in a wide range of very distressing, emotive and/or hostile circumstances, which may involve imparting sensitive clinical information relating to diagnosis, potential deterioration, death or involve restrictions on personal liberty (e.g. removal of children from parental care).
- Communicate promptly, clearly and sensitively with referral agents and colleagues, providing a written history of the presenting complaint, the clinical findings on assessment, a clinical formulation, and a recommended course of action; ensuring that these observations are sent to all those with a significant role in the management of the patient and that an appropriate record is stored in the records system.
- Possess excellent interview skills to assess complex, and frequently co-morbid, clinical presentations. The need to use these skills flexibly applies to both clients and indirectly to colleagues who are being supervised.
- Ensure that contemporary standards of confidentiality are observed in the communication and storage of clinical information.
- Ensure that the requirements for informed consent are observed when communicating about a patient with a third party or when soliciting their participation in research.
- Ensure a presence at important decision-making meetings concerning clients with whom one is involved to ensure the passing on of relevant information to colleagues (e.g. Child and Adolescent Mental Health meetings, Social Services case conferences, Children’s Hearings, school liaison group meetings).
- Provide a clinical and research consultancy service to colleagues, other professionals and organisations, pertaining to psychological aspects of health care.
- Responsibility to ensure high quality training and supervision of clinical psychology trainees in clinical and research matters within the specialty.
- Develop and maintain good relationships with voluntary and carer organisations dealing with children and families.
- Conduct appropriate research and audit and to communicate the findings to help to shape clinical practice and to enhance the perceived stature of NHS Highland by publishing, when possible, in professional, peer-reviewed journals.
- Maintain effective communication with the CAMHS Team Leader and Children’s Services Manager in order to keep them informed as to developments within the department and to receive updates and feedback about wider service issues.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

The post-holder must:

- Maintain fitness and eligibility to drive frequent car journeys (at least fortnightly, usually up to an hour journey each way) to sometimes isolated locations throughout the year to ensure equity of access to health care.
- Undertake overnight stays away from home and lengthy car journeys to attend meetings and appointments
- Be able to cope with unpleasant behaviour including physical and verbal aggression, exposure to passive smoking, noxious body fluids and odours and generally sub-optimal conditions for clinical activity (e.g. in home visits where physical conditions may fall far below recognised standards of cleanliness, etc).
Be able to sit in confined spaces and concentrate for long periods of time (up to several hours) when carrying out clinical assessments involving technical psychometric tests. These involve a high degree of physical manipulation and dexterity due to the nature of the test materials, as well as a high degree of multi-tasking observational skills and concurrent intellectual analysis under pressure of time.

To be able to sit still and concentrated for long periods of time when undertaking clinical interviews for the purposes of assessment, formulation and treatment. Each appointment lasts approximately 1 hour, and there can be up to six appointments per day.

To cope sensitively and appropriately with the potentially difficult matter of comforting ill, hurt, distressed or distraught children, adolescents and their families.

To deal with the physical demands of interviewing, assessing or otherwise engaging with children, many of who will be impulsive or hyperactive.

To cope with hearing details from children, adolescents, and their families of potentially distressing information such as sexual, emotional, or physical abuse, bereavement, accidents, etc.

Be able to cope with the unpredictable nature of the job, including being able to prioritise own workload in the face of disruption and conflicting demands.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The post-holder must:

- Have a British Psychological Society accredited under-graduate honours degree (or equivalent) in Psychology.
- Have a post-graduate Doctorate in Clinical Psychology (or equivalent).
- Be eligible for registration with the HCPC.
- Broad range of psychological skills and models and working knowledge of a range of theoretical bases and approaches. Clear sense of own professional role.
- Be eligible for a Practising Certificate by maintaining CPD.
- Maintain an up-to-date knowledge of the profession and the specialty by additional reading, study and CPD.
- In addition to routine CPD, show evidence of continued specialist training.
- Have undertaken clinical supervision training.
- Have the ability to undertake clinical supervision of appropriate grades of clinical psychology staff as required to meet their professional guidelines, as per the British Psychological Society code of conduct.
- Attend relevant in-house and external courses, such as computer training, lone worker guidelines, etc.
- Have knowledge of NHS Highland’s policies and procedures.
- Have knowledge of national and professional guidelines for optimal standards of clinical care. This includes a particular and extensive knowledge of Child Protection issues and procedures.
- Be able to cope professionally with offensive and confrontational behaviours, which are often a manifestation of psychological ill health.
- Be able to cope emotionally with complex clinical situations characterised by, for example, progressive illness, chronic disability, social exclusion and extreme family dysfunction.
- Respond appropriately to suicidal or self-harming children, adolescents and their families.
- Respond appropriately to clients at risk of harming others.
- Work in a sensitive manner with respect for diversity in gender and philosophical issues with a wide range of individuals and organisations.
- Be aware of the limits of one’s own competence and expertise.
- Be aware of the need to deploy valuable health service resources in an effective and rational manner, according to current evidence based practice.
- Possess a current full UK driving licence.
# 14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

<table>
<thead>
<tr>
<th>Job Holder’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
## TERMS AND CONDITIONS OF SERVICE

The conditions of service are those laid down and amended from time to time by Agenda for Change.

<table>
<thead>
<tr>
<th>TYPE OF CONTRACT</th>
<th>This post is fixed term and worked on a full time basis.</th>
</tr>
</thead>
</table>
| GRADE AND SALARY | Band 8a  
 £45,446–£45,446–£45,446–£47,205–£49,234–£51,883 pro rata if part time  
 New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer. |
| HOURS OF DUTY    | 37.5 hours per week                                      |
| ANNUAL LEAVE     | The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years’ service and 33 days after 10 years’ service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata for part-time staff) |
| SICK PAY SCHEME  | The Conditions of Service provide for operation of a scheme related to length of service.  
 Staff should keep managers informed of the likely duration of absence and should telephone their line manager at their place of work regardless on the 4th day because a self-certificate will be required. Staff do not need a medical certificate for the first 3 days of sickness absence. For sickness absence of 4 to 7 days, a self-certificate (DSS form SC2) is required. These are available from GP practices and line managers and the self-certificate must be returned to the line manager within 7 days of the first day of incapacity. From the 8th day of sick absence the member of staff should go to their General Practitioner for a medical certificate which should be sent to their line manager without delay. If staff do not follow this procedure then they will be considered to be ‘absent without leave’ and therefore will not receive any pay or sick pay for that period of absence.  
 NHS Service – During 1st year: 1 months’ full pay and 2 months’ half pay.  
 NHS Service – During 2nd year: 2 months’ full pay and 2 months’ half pay.  
 NHS Service – During 3rd year: 4 months’ full pay and 4 months’ half pay.  
 NHS Service – During 4th and 5th year: 5 months’ full pay and 5 months’ half pay.  
 On completion of 5 years NHS Service: 6 months’ full pay and 6 month’s half pay. |
| 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](http://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.

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

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.

Part B - Practitioners members

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

Pensionable earnings 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.

The contribution rates apply across both the old scheme (1995 and 2008 sections) and the new 2015 scheme.

Practitioner members pay contributions at the rate in column 3 based on their total current year practitioner earnings from all sources which falls into the relevant band in column 2.

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](http://WWW.sppa.gov.uk) or email: nhspensionsreform@scotland.gsi.gov.uk

**PERIOD OF NOTICE**

You are required to give one months’ notice on termination of employment.
| NHS HIGHLAND SECONDMENT PIN POLICY - TERMS & CONDITIONS OF EMPLOYMENT | • In circumstances where NHS Highland seeks to second an employee, that Secondee is entitled to maintain their terms and conditions of employment except where mutually agreed otherwise.  
• In circumstances where an employee seeks a secondment opportunity, the advertised terms and conditions will apply. The employee should be made aware of any changes this may mean for their pay or terms and conditions.  
• Where the terms and conditions for the secondment opportunity are more generous than those applying to the Secondee’s substantive post the terms and conditions of the secondment post will apply for the secondment period. For secondments outside the Seconding Organisation, any alterations to the employment contract, including to pay or other terms and conditions of employment, need to be fully discussed and agreed, and detailed in the secondment agreement.  
• Where secondment is to a post of a higher grade, at the end of the secondment the Secondee will go back to the post on the terms and conditions that would have applied had they not been on secondment. Credit will be given for time spent at a higher grade in the event of any subsequent promotion, where appropriate.  
For further information please refer to the NHS Highland Secondment PIN Policy which is available on the NHS Highland Intranet page under Policies Library. |
| PROFESSIONAL REGISTRATION | It is essential that all staff employed by NHS Highland possess and maintain current professional body registration for the entire period of employment. |
| OCCUPATIONAL HEALTH SCREENING | Shortlisted applicants not currently employed by NHS Highland will be required to complete a medical questionnaire, following which they may be required to attend the Occupational Health Service for screening. All appointees are expected to comply with NHS Highland’s Immunisation Policy.  
**Additional Health Clearance for EPPs**  
*If this post involves Exposure Prone Procedures (EPP’s), additional health clearance will be needed. Additional health clearance means being non-infectious for:*  
• HIV (antibody negative)  
• Hepatitis B (surface antigen negative or, if positive, e-antigen  
• Negative with viral load of $10^3$ genome equivalent/ml or less); and  
• Hepatitis C (antibody negative or, if positive, negative hepatitis C RNA).  
**Additional checks must be completed before confirmation of an appointment to an EPP post, as the healthcare worker will be ineligible for appointment if found to be infectious.** |
| REMOVAL EXPENSES | Assistance with removal and associated expenses may be given and should be discussed and agreed prior to appointment. |
| EXPENSES OF CANDIDATES FOR APPOINTMENT | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application or refuse an offer of appointment. |
| SMOKE FREE POLICY | 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](http://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.

**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, including dismissal, being taken against you.

The unauthorised disclosure of official business under consideration by NHS Highland or one of its Committees by an employee is also regarded as a breach of confidence and may lead to disciplinary action.

**ASYLUM AND IMMIGRATION ACT 1996**

Under the Asylum and Immigration Act 1996, NHS Highland is required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

**REHABILITATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Highland.

Any information given will be completely confidential.

**DISCLOSURE SCOTLAND**

Appointment to this post will be made subject to satisfactory screening by Disclosure Scotland. This post may be considered to require registration with the Protecting Vulnerable Groups (PVG) Scheme if it involves substantial access to children and vulnerable adults or a Standard Disclosure depending on the type of post. A PVG Scheme Record or Standard Disclosure 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 a check by Disclosure Scotland to verify details previously supplied by him/her. Offers of appointment will be made subject to satisfactory Disclosure Scotland screening, medical fitness and two references, all of which must be satisfactory in relation to the requirements of the post.

**APPLICANTS WITH DISABILITIES**

A disability or health problems does not preclude full consideration for the job and
applications from people with disabilities are welcome. All information will be treated as confidential.

NHS Highland guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.

You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.

**KNOWLEDGE AND SKILLS FRAMEWORK (KSF)**

To support personal development and career progression, there is an NHS Knowledge and Skills Framework which supports the process of annual development review and agreeing personal development plans.

The NHS Knowledge and Skills Framework helps staff develop their skills to the full in a particular NHS post. It helps ensure better links between education, development and career and pay progression for all NHS Staff.

The first gateway in each pay band will be after one year in post.

The position of the second gateway will vary between pay bands but will fall between the top three points of the pay band.

**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.

**CAR FOR BUSINESS USE**

*If you are required to use your own car to carry out the duties of the post you must hold a full current driving licence and comprehensive car insurance which includes business use.*

**CHILDCARE VOUCHERS**

For information relating to Childcare Vouchers please visit [https://www.gov.uk](https://www.gov.uk)

**THE HIGHLAND CLINICAL RESEARCH FACILITY**

The UHI Millennium Institute’s (UHI) Clinical Research Facility, is housed on the ground floor within the Highland Diabetes Institute: phase III of the new Centre for Health Science building adjacent to the Raigmore Hospital site, it opened in January 2009.

The Clinical Research Facility is a joint NHS/UHI initiative aiming to provide a high quality clinical environment in which participants can take part in research programmes safely according to ethically approved study protocols. It comprises a bedded clinical research unit in which patient monitoring may be conducted on a day case or 24 hour basis. The facility has the capacity to be used by departments or specialties within NHS Highland, UHI or other research institutions for clinical research.

The facility is supported by the CRF Advisory Group and approved studies are reviewed by the CRF User’s Group, it is staffed by a small team comprising a dedicated manager, research nurses, research pharmacist, part time pharmacy technician and administrative support under the leadership of a part time CRF Director, Prof Sandra MacRury.
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.

The postholder will undertake his/her duties in strict accordance with NHS Highland’s Equal Opportunities Policy.

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

Completed applications should be returned, **AS SOON AS POSSIBLE**, to the Human Resources Department, NHS Highland, Argyll & Bute, Aros, Lochgilphead, Argyll PA31 8LB.

(E-mail address: recruitment.ab@nhs.net).

<table>
<thead>
<tr>
<th>HEALTHY WORKING LIVES</th>
<th>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 <a href="mailto:susanbirse@nhs.net">susanbirse@nhs.net</a>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>EQUAL OPPORTUNITIES</td>
<td>The postholder will undertake his/her duties in strict accordance with NHS Highland’s Equal Opportunities Policy.</td>
</tr>
<tr>
<td>FURTHER INFORMATION</td>
<td>For further information on NHS Highland, please visit our website on <a href="http://www.nhshighland.scot.nhs.uk">www.nhshighland.scot.nhs.uk</a>.</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Completed applications should be returned, <strong>AS SOON AS POSSIBLE</strong>, to the Human Resources Department, NHS Highland, Argyll &amp; Bute, Aros, Lochgilphead, Argyll PA31 8LB. (E-mail address: <a href="mailto:recruitment.ab@nhs.net">recruitment.ab@nhs.net</a>).</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td><strong>AS PER ADVERT</strong></td>
</tr>
</tbody>
</table>

All completed applications are held in the Recruitment Team until the closing date. Thereafter the recruitment process takes approximately four weeks. If you have not heard from us within four weeks of the closing date for the vacant post, I am afraid that your application has not been successful and you will receive no further correspondence from the Recruitment Team.