NHS Borders – Job Information Pack

POSITION: Specialty Doctor Dermatology

Borders General Hospital, Melrose, Scottish Borders

Job Description and particulars for the post:

Specialty Doctor Dermatology
Fixed Term for Period of One Year
Reference: MED 840

Please quote on all correspondence

Grade: Specialty Doctor - Dermatology

Location: Borders General Hospital

Hours / PAs: Full-time basis available – 10 P.A.s. OR part-time if preferred

Applications welcome from candidates interested in job share. There is no out of hours commitment.

Salary Scale: Specialty Doctor scale, £38,685 - £72,140 per annum with scale placing as appropriate to experience and qualifications.

Closing Date: 21 August 2017

Duration: Fixed Term for Period of One Year

Your Application

Thank you for expressing an interest in the above post within NHS Borders. Please find all the relevant information attached to begin the application process.

Should you require further information regarding this post you can contact the Medical Staffing team or make informal enquiries with the department using the contact details below.

To ensure we can process your application as easily as possible please complete all the information required within the Application Pack and return with your full C.V.

Contact Details

Telephone: 01896 826167

Email: Medical.staffing@borders.scot.nhs.uk

Application Process

To apply please submit a copy of your Curriculum Vitae along with the completed Application Pack (below), together with a daytime telephone number where you can be contacted, to Medical Staffing, Borders General Hospital, Melrose TD6 9BS. Tel: 01896 826167. Fax: 01896 826159 or e-mail to: medical.staffing@borders.scot.nhs.uk.

Application Pack

If emailing your CV please telephone 01896 826167 to confirm safe receipt.
Visits and Enquiries

Informal visits can be arranged and informal enquiries regarding this post will be welcomed by:-

Annabel Howell  
Associate Medical Director  
01896 826813

Date post is vacant

The post is vacant immediately and a start date will be agreed with the successful candidate.

NHS Borders Website

For further information regarding NHS Borders, please visit our website:-
www.nhsborders.org.uk

The Department

The Dermatology service is provided from the new Main Outpatient Department on the ground floor of the Borders General Hospital, this department has been recently designed providing dedicated space for the dermatology service.

POST INFORMATION

The Post

This is a new post within Borders General Hospital, offered on full-time basis of 10 programmed activities per week or part-time if preferred. There is no out of hour’s commitment.

You will assist the Consultant Dermatologist in the care of dermatology patients across the Scottish Borders area. The post will mainly be outpatient based with participation in clinics. The post holder will also assist in the continuing care of inpatients with dermatological conditions. The base for this post is Borders General Hospital. In addition there may be duties at clinics at other hospital sites in the Borders area.

Clinical duties of the post comprise general dermatology clinics, ward rounds, ward referrals and dermatological surgery.

The department is part of the South East Scottish Cancer Area Network (SCAN).

Acute dermatology input is provided for inpatients to other specialties at BGH and the consultant can admit patients to the Dermatology Ward at the Western General Hospital in Edinburgh. Inpatient provision for some dermatology patients at BGH is currently under consideration.
There is support from Dermatology Nurses, who provide specialist support of clinics and nurse led services including phototherapy, photodynamic therapy, skin surgery, cryotherapy and chronic disease management.

Secretarial and clerical support is currently provided by the department Secretary and provision will be enhanced as part of the expansion of the service associated with this appointment.

The department has strong links with the Academic Department of Dermatology in Edinburgh.

**Reporting Arrangements**

Managerially you will report to the Lead Dermatologist / Head of Service who will agree your job plan with you and the General Manager for Planned Care and Commissioning on an annual basis. The post will be under appropriate consultant supervision from the consultant dermatologist and if necessary a consultant will act as your educational supervisor.

**Health and Safety**

You are required to comply with NHS Borders Health and Safety Policies.

**Medical Staffing within Unit**

- Consultant Dermatologist – Dr Simone Laube
- Consultant Dermatologist – Dr Andrew MacKenzie
- Locum Consultant Dermatologist – Dr Daniel Kemmett

**DUTIES AND RESPONSIBILITIES**

**Main Duties**

A weekly timetable will be agreed with the successful applicant. The nature of clinical commitments may vary from week to week. The post will include fixed clinical commitments to outpatient clinics (under consultant supervision with clinics usually running alongside the consultant’s clinics).

Other activities will include ward rounds, ward referrals which can be seen independently but will be discussed with the consultant, dermatological surgery, training of junior doctors and other health service staff, patient administration, audit, a contribution to service redesign and committee work.

The postholder will provide dermatological advice and care as required to patients attending the Emergency Department, Borders General Hospital. Patient administration including dictation and signing of outpatient and
inpatient discharge letters in a timely fashion and completion of
documentation/forms regarding patients.

The post holder will play a full part in the work of the Department and will
be contribute to the development of dermatology services in Scottish
Borders.

The appointee will be expected to take part in undergraduate and
postgraduate teaching programmes.

The appointee will have a continuing responsibility for the care of patients
in his / her charge and will undertake administrative duties associated with
the care of his or her patients and an appropriate contribution to the
running of the Dermatology Department.

The definitive working week will be arranged within the department and
agreed with the individual in a job plan.

The undertaking of research or further continuance or development of an
additional area of specialty interest will be encouraged in line with the
policy to expand the range of local specialist services.

**WORK PROGRAMME AND OUTLINE JOB PLAN**

As required under Section 3 of the Terms and Conditions of Service, the
duties and responsibilities are supported by a job plan and work
programme. On taking up post, the formal plan will be agreed by the
Associate Medical Director and General Manager and the successful
applicant and subject to an annual cycle of review.

The job plan will include specific responsibilities as well as specialty
sessions. The content of the job plan will be dependent on the successful
candidate’s specialty training and interests and would also be modified for
part-time or job share postholders.
Our Values are at the heart of all that we do:
● Care and Compassion
● Quality and Teamwork
● Dignity and Respect
● Openness, honesty and responsibility

We apply Values Based Recruitment, and seek to test competence, clinical skills and knowledge in the interview/assessment process but also assess that the values and behaviours of individual candidates align to the Values of the NHS in Scotland. Patients are at the centre of everything we do in our daily working lives at NHS Borders ensuring they are safe, cared for efficiently, effectively by suitably experienced and qualified staff driving quality at the heart of patient care. We are a dynamic and forward thinking team with a wealth of clinical and leadership experience. We aim for an open and honest culture and believe in nurturing future stars in NHS.

NHS Borders has taken a lead as one of very few NHS Boards in Scotland with an entirely integrated structure for management of health services. Decision-making is firmly embedded with an integrated Clinical Executive, part of a natural evolution towards more integrated care, which has seen health and social services within the Borders develop nationally-recognised joint initiatives. The NHS Borders Board covers an area co-terminus with the local authority (Scottish Borders Council) and has developed close and effective links with Scottish Borders Council (SBC), including the creation of a Joint Health and Care Partnership Board moving forward the integration of health and social care.

The Clinical Executive (CE) is the body responsible for ensuring the overall management of services, operational service planning and service redesign. The CE is chaired by the Medical Director and includes the Director of Nursing, Clinical Chairs, General Managers from each of the Clinical Boards across NHS Borders (including the Mental Health Board) and SBC Social Care). The CE therefore has the authority to manage resources across the area and to design care from a “whole system” perspective.

Look at the embedded document for the views of some of your prospective colleagues or see the video at http://www.nhsborders.scot.nhs.uk/recruitment-fair

Clinical Governance is well established, forming part of Risk Management Clinical Governance is seen as a positive support to all clinicians with active participation by all professions. There is a wide range of opportunities to be involved in this area of work.
**Borders General Hospital**

The Borders General Hospital is the district general hospital serving the Scottish Borders Region. It has 320 beds with 87 acute medical beds of which 12 are in a higher dependency area with monitoring and telemetry facilities. The hospital offers services in General Medicine, Haematology, Palliative Care, Medicine for the Elderly, Stroke Medicine, Paediatrics, General Surgery, Orthopaedic Surgery, Ophthalmology, ENT, Obstetrics and Gynaecology and Dermatology. There is a 6 bedded ITU run by the Anaesthetic Department and an active outreach programme for critically patients. A very recent development is the opening of the Margaret Kerr Unit in January 2013 has provided palliative care services in the Scottish Borders with a purpose-built environment from which to deliver specialist palliative care.

Within the Department of General Medicine there are 3 in patient wards and the 30 bedded Medical Assessment Receiving Unit (MARU - Ward 4). One of the wards includes a combined High Dependency and Coronary Care Unit which has 12 monitored beds and facilities for 6 telemetry units. Services provided by BGH Consultants include Cardiology, Respiratory Medicine, Diabetes and Endocrinology, Gastroenterology, Neurology and Rheumatology. Visiting consultants provide clinics for Oncology, Renal Medicine and Clinical Genetics.

Surgical services at the Borders include 5 fully equipped theatres, a purpose-built Day Procedure Unit with operating theatre and an endoscopy unit. The Surgical Unit comprises three wards and Planned Surgical Admissions Unit. Ward 7 with 31 in-patient beds and Ward 9 Providing a 17 bedded combined elective unit for all elective surgical patients and a 14 bedded orthopaedic trauma ward. Ward 16 provides gynecology emergency beds and step down surgical beds.

The Emergency Department provides facilities for the reception, resuscitation, examination and treatment of patients in the Scottish Borders who require emergency admission, or immediate care and discharge. The ED service is well integrated with the Borders Emergency Care Service (BECs), which is the Primary Care out-of-hours service for Borders. Orthopaedic Outpatient and Fracture Clinic facilities are also provided within the Department. The department is managed by a consultant emergency physician with Specialty Doctors, Salaried GPs, training grade doctors (FY2s, GPST, orthopaedic and surgical trainees) managing ED patients supported by speciality medical staff from within the hospital.

There is an up to date laboratory service covering Haematology, Microbiology and Clinical Chemistry with ready access to more specialised investigations in Lothian laboratories and other laboratories in Scotland. The Radiology Department is well equipped for routine radiology, CT scanning, ultrasound, Doppler studies, nuclear medicine and MRI. CT coronary angiography and cardiac MRI are well established in the department.

There is an active post graduate programme under the direction of the Director of Medical Education with excellent facilities in the Educational Centre.
Educational Facilities & Continuing Professional Development

There is an excellent library within the Borders General Hospital grounds run by Napier University with a range of textbooks and journals, and computer access to the internet and medical databases. Post graduate and continuing medical education is actively encouraged and supported. There is a weekly clinical audit meeting in the Department of Medicine, and a monthly educational half day. There is a weekly x-ray meeting with the department of radiology which has a spiral CT scanner and Gamma camera, up to date Doppler echo facilities and a purpose-built CT and MRI suite.

The Dermatology Department has strong links with the Academic Department of Dermatology in Edinburgh and the new post holder would be encouraged to attend Edinburgh for regional CPC meetings and more generally for CPD purposes. The postholder will be expected to keep up to date with dermatology research and publications and there will be opportunity to be involved in research if desired.

NHS Borders is committed to continuing medical education for the Specialty Doctor cohort. The postholder will be expected to agree educational objectives with their educational supervisor and to participate in annual appraisal in accordance with the arrangements for clinical governance. Protected time will be available for learning, research and audit.

The postholder will be entitled to study and professional leave in accordance with the Terms and Conditions of Service and their personal requirements for continuing professional development.

The Scottish Borders

The Hospital is situated on the outskirts of Melrose in the Scottish Borders. The Scottish Borders covers a large and scenically beautiful area of the Southern Uplands of Scotland. Predominately rural, it is historically a unique part of the country, the home of the Border Reivers, where annually each town in the Borders maintains its links with the past during the season of Common Ridings. Seven-a-side rugby originated in Melrose, and the Melrose event in particular draws large crowds each year. The Borders has tremendous facilities for sport and leisure. Glentress and Innerleithen mountain bike parks are world renowned for both cross country and down hill biking. The beautiful Berwickshire coast provides options for sea kayaking, surfing, diving and sea fishing. In addition there are facilities for fishing, golf, swimming, horse riding, cricket, football, hiking and many other activities. The Borders has excellent cultural opportunities in terms of music and art societies, drama, and small theatres in Melrose, Selkirk, Peebles and Hawick as well as amateur opera. There are excellent restaurants, cinemas and shops. The Hospital also has corporate membership of an excellent Fitness Centre in Galashiels. There is a purpose built nursery in the grounds of the hospital for hospital employees’ children.

The Scottish Borders offers all the benefits of rural life with very easy access to major cities such as...
Edinburgh (37 miles) Glasgow (75 miles) Newcastle (75 miles). Edinburgh is renowned for its cultural activities in music, including opera and ballet, theatre, cinemas (including a film theatre) and visual arts, and of course every year there is the world famous Edinburgh International Festival and Fringe Festival. Glasgow also runs an annual festival in the early summer.

There are rail links to the rest of the country at Berwick Upon Tweed, and Carlisle and there is easy access to Edinburgh Airport (approximately 1 hour 15 minutes) and Newcastle Airport (approximately 1 hour 30 minutes). The reopening of the Waverly line, Edinburgh Waverly Station – Tweedbank Station terminus (1 mile from BGH) railway line is expected by the end of 2015.

House prices in the Borders Region are significantly less than in major cities and also less than many other rural parts of the country, particularly in the south. There is assistance with temporary housing costs and relocation allowances up to full inland revenue limits for the successful applicant.

Please see Websites:

<table>
<thead>
<tr>
<th>Website</th>
<th>Website URL</th>
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<tbody>
<tr>
<td>Scottish Borders Tourist Board</td>
<td><a href="http://www.scot-borders.co.uk">www.scot-borders.co.uk</a></td>
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<tr>
<td>Scottish Borders Information</td>
<td><a href="http://www.bordernet.co.uk">www.bordernet.co.uk</a></td>
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<td>Melrose</td>
<td><a href="http://www.melrose.bordernet.co.uk">www.melrose.bordernet.co.uk</a></td>
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<tr>
<td>Southern Reporter</td>
<td><a href="http://www.borderstoday.co.uk">www.borderstoday.co.uk</a></td>
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<tr>
<td>NHS Borders</td>
<td><a href="http://www.nhsborders.org.uk">www.nhsborders.org.uk</a></td>
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<tr>
<td>Borders Properties</td>
<td><a href="http://www.bspc.co.uk">www.bspc.co.uk</a></td>
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### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Primary Medical Degree.</td>
<td>Further training in research methods, teaching and/or management.</td>
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<td></td>
<td>Full registration with GMC with a licence to practice.</td>
<td>MRCP or equivalent.</td>
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<tr>
<td>Training and Experience</td>
<td>At least 4 years’ full-time postgraduate training (or its equivalent gained on a part-time or flexible basis) at least 2 of which will be in specialty training in Dermatology or equivalent.</td>
<td>Ability to supervise postgraduate and undergraduate teaching.</td>
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<td></td>
<td>As an alternative to the experience above, candidates must demonstrate equivalent experience and competencies.</td>
<td>Courses in teaching skills</td>
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<td></td>
<td>Sufficient experience to demonstrate an intermediate level of clinical responsibility.</td>
<td>Extensive experience medical dermatology but able to undertake all aspects of general dermatological practice, including dermatological emergencies.</td>
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<td></td>
<td>Experience of teaching basic medical skills to medical students</td>
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<td></td>
<td>Evidence of experience of supervising basic trainees (FY1, FY2)</td>
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**Skills, abilities and knowledge**

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<tr>
<th>Managerial</th>
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<tr>
<td>Basic management skills</td>
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<tr>
<td>Thorough understanding of healthcare governance.</td>
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<tr>
<td>Familiar with structure of Scottish Health Service and recent initiatives.</td>
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<td>Developing multi-disciplinary clinical service.</td>
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<tr>
<th>Audit</th>
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<tbody>
<tr>
<td>Thorough understanding of principles of clinical audit and healthcare governance.</td>
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<td>Experience in undertaking and completing audit projects</td>
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<tr>
<th>Research and Publications</th>
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<tbody>
<tr>
<td>Knowledge of the principles of medical research</td>
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<tr>
<td>Thorough understanding of recent Dermatology literature.</td>
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<tr>
<td>Research experience</td>
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<tr>
<td>Publication of research and/or review article(s)</td>
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**Personal Attributes**

Effective communicator with patients, relatives, colleagues across primary and secondary care.

Able to work in a small interdisciplinary team and co-operate with medical, nursing and other healthcare staff.

Reliable.

Professional approach to work.

**Other**

Car driver with full driving License
## Specification of NHS Values

<table>
<thead>
<tr>
<th>NHS Values</th>
<th>Specification</th>
<th>Method of Assessment</th>
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<tbody>
<tr>
<td><strong>Care and Compassion</strong></td>
<td>Expectations • Treat people as though they matter • Involve people • Consider people as individuals and acknowledge diversity • Puts the patient first • Shows they care</td>
<td>Structured Competency Based Interview. Multi Disciplinary Team Discussion Response to Scenarios (Desk Top)</td>
</tr>
<tr>
<td><strong>Dignity and Respect</strong></td>
<td>Expectations • Team player • Manages own attitudes and behaviour • Addresses concerns with colleague as they arise • Communicates respectfully, openly and professionally • Listens and turns that into action • Sees things form another person’s perspective</td>
<td>Structured Competency Based Interview. Multi Disciplinary Team Discussion Response to Scenarios (Desk Top)</td>
</tr>
<tr>
<td><strong>Openness, Honesty and Responsibility</strong></td>
<td>Expectations • Takes person responsibility for actions • Sharing of ideas for improvement • Observes processes • Ability to work across boundaries • Commitment to work to best of their ability</td>
<td>Structured Competency Based Interview. Multi Disciplinary Team Discussion Response to Scenarios (Desk Top)</td>
</tr>
<tr>
<td><strong>Quality and Teamwork</strong></td>
<td>Expectations • Works as part of a team to support others and improve service provision • Acknowledges mistakes • Takes responsibility • Inspires the team</td>
<td>Structured Competency Based Interview. Multi Disciplinary Team Discussion Response to Scenarios (Desk Top)</td>
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TERMS AND CONDITIONS

The Terms and Conditions of Service of the Specialty Doctor Grade (2008) apply.

- The full-time salary will be on the scale £38,685 - £72,140 per annum with scale placing as appropriate to experience and qualifications. If a part-time appointment is agreed the salary is pro rate of 8 Programmed Activities (negotiable).

- The appointment will be made by NHS Borders on the recommendation of an Advisory Appointment Committee. Any person suitably qualified and experienced who is unable for personal reasons to work full-time, will be eligible to be considered for the post on a part-time basis.

- You must be fully registered with the General Medical Council with a licence to practice.

- To be eligible for a Specialty Doctor post you must demonstrate at least 4 years’ full-time postgraduate training (or its equivalent gained on a part-time or flexible basis) at least 2 years of which will be in a specialty training programme in a relevant specialty; or you must demonstrate equivalent experience and competencies.

- The full-time salary, exclusive of any discretionary points or distinction award, will be on the scale £38,685 - £72,140 per annum with scale placing as appropriate to experience and qualifications.

- Combined Annual leave / Public Holiday entitlement is 7 weeks per year until 2 years service have been completed in the grade and 8 weeks thereafter for practitioners remaining in the grade. Where the appointee in his/her immediately previous regular appointment attracted the 6 weeks annual leave per annum, this entitlement would remain.

- The appointment will be superannuable if the person appointed chooses. He or she will be subject to the regulations of the National Health Service Superannuation Scheme and the remuneration will be subject to deduction of contributions accordingly, unless he or she opts out of the Scheme.

- The NHS Board is legally liable for the negligent acts or omissions of the employees in the course of their NHS employment. Medical staff are however advised to ensure that they have defence cover for activities not covered by the NHS indemnity.

- All entrants to the Borders General Hospital must be certified medically fit and the appointment is conditional on such certification. Arrangements for medical screening are the responsibility of the Occupational Health Service. Candidates must show evidence of immune status to HEPATITIS B, or agree to undergo the necessary procedures. The Occupational Health Service will check this.

- The normal notice period in the Terms and Conditions of Employment is 3 months notice from
either side to terminate the appointment.

- Assistance with removal expenses / temporary accommodation etc. may be provided in accordance with the Relocation Benefits Policy.

- NHS Borders operates a No Smoking Policy. It is a condition of your employment that you must not smoke whilst you are on duty. Failure to observe this rule could result in disciplinary action. When selecting new staff, NHS Borders does not discriminate against applicants who smoke but applicants who accept an offer of employment will, in doing so, agree to observe the policy and the legal requirements on smoking in public places.

- The Equal Opportunities Policy affirms that all employees should be offered equal opportunities in employment, irrespective of their age, gender, marital status, race, religion, creed, sexual orientation, colour or disability.