NHS Orkney
Consultant Anaesthetist

Recruitment and Information Pack

Application Reference Number: 0415/003
Application Closing Date: Thursday 14th April 2015

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To assist you with your application for the post of Consultant Physician, NHS Orkney, this pack provides useful information about NHS Orkney and post information.

Useful websites

NHS Orkney
   o http://www.ohb.scot.nhs.uk/
   o NHS Orkney Corporate Plan
   o NHS Orkney Local Delivery Plan
   o Our Orkney Our Health – Transforming Clinical Services

Orkney Island Council
   o http://www.orkney.gov.uk/

Scotlands Health On The Web (SHOW)
   o http://www.show.scot.nhs.uk/

NHS Orkney Twitter
   o www.Twitter.com/nhsorkney

NHS Orkney Facebook
   o www.facebook.com/nhsorkney

Welcome
Thank you for your interest in our Consultant Anaesthetist vacancy based in the Balfour, Rural General Hospital at NHS Orkney.

We believe working in a rural hospital can be both professionally and personally tremendously rewarding. We pride ourselves in delivering high quality care that is person centred, safe and effective and you would be joining at a time when we are investing in CT scanning and a high dependency care facility whilst at the same developing our Outline Business Case for our new Hospital.

Partnership working with our population, our patients, our staff and teams, and our colleagues in Orkney Islands Council and the third sector is important to us and NHS Orkney also for a number of specialist services rely on Service Level Agreements with other Health Boards.

Over recent years NHS Orkney has seen significant changes in the delivery of healthcare. The pace of change continues to accelerate as our committed staff adopt new and innovative ways of working fit for the coming decade.

The successful candidate in this post will have a key role in the stabilisation and management of patients until transfer, usually via air ambulance, to a more specialised unit/ITU on the Scottish mainland. There is also an important role in working with the Anaesthetic, Medical and Obstetrics/Gynaecology Teams to optimise the management of patients across a wide range of conditions.

Our new hospital is planned for 2018 and we work towards the provision of and investment in our outer island facilities, these developments allow us to drive forward service improvement with confidence.

If you believe you can fulfil this role, we at NHS Orkney look forward to receiving your application.

Marthinus Roos
Medical Director
NHS Orkney
Introduction to Orkney and NHS Orkney

Profile of Orkney

Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands, 17 of which are inhabited. The total population is approximately 22,000 with most people living on the Mainland. Kirkwall, the capital with its spectacular red sandstone 12th century cathedral, with a population of 7,500, it is the administrative centre of Orkney with a good mix of shops, supermarkets and businesses. Orkney is a wonderful place to live and work and voted the happiest place to live in the UK. Orkney also offers; low pollution, low crime, excellent schools, good leisure facilities, unique wildlife and amazing scenery.

Orkneys economy is mainly occupied by the farming industry. Commonly within Orkney Most farmers breed and rear beef cattle of the highest standard, although dairy cows and sheep are also kept. Agriculture is the main industry of the islands and generates some £30 million per year, followed closely by tourism and oil. And fishermen compete with seals and sea birds to enjoy something of the rich bounty provided by the surrounding seas. Orkney is at the forefront of the renewable energy drive in the UK. Wind turbines are dotted around the islands and wave energy research is on-going.

In economical terms Orkney hold an impeccable rate of those in employment/seeking, with the percentage of 84.7, the islands statistics are above the average for Scotland and Great Britain. Thus, unemployment levels are again on average lower than Scotland and the UK, in relation to long-term unemployment.
Kirkwall is truly a place for children, a great place for a family. The community spirit is amazing. There is so much for children and adults - theatre, drama, dance and ballet classes. Schools in Kirkwall are very good (no private fees). Imagine all of these within walking distance of your home and workplace. And for adults and visiting relatives and friends there is so much to see and do, playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing are but a few. The Pickaquoy centre provides a lovely modern well equipped gymnasium and entertainment centre.
NHS Orkney Balfour Hospital Kirkwall Orkney

Bed compliment: 40 beds

Acute ward and Receiving Area
408 elective admissions in 2013
1703 emergency admissions in 2013

Day Surgery Unit
1843 admissions in 2013

Renal Unit

Assessment and Rehabilitation Ward
180 admissions in 2013

Macmillan Unit
467 admissions in 2013

Maternity Ward
275 admissions in 2013

Balfour Hospital opened in 1937
New Hospital to be built in 2018

Outpatients Activity for 2013
Consultants: 4168 new and 7181 return appointment
Nurses: 642 new and 983 return appointments

Outpatient Consultant Specialties
Adolescent Psychiatry
Anaesthetics
Cardiology
Clinical Genetics
Dermatology
Diabetes
Ear, Nose & Throat
Endocrinology
General Medicine
General Psychiatry
General Surgery
Gynaecology
Neurology
Ophthalmology
Osteopathy
Oral and Maxillofacial Surgery
Oral Surgery
Orthodontics
Paediatric Surgery
Paediatrics
Pain Management
Restorative Dentistry
Rheumatology
Trauma and Orthopaedic Surgery

Number of Drug Related Hospital Discharges
NHS Orkney compared to Scottish Average
Data from 2011
Source: ScotPHO - Health & Wellbeing Profile 2014

Number of Alcohol Related Hospital Discharges
NHS Orkney compared to Scottish Average
Data from 2011
Source: ScotPHO - Health & Wellbeing Profile 2014
Consultant Anaesthetist | Job Ref 0415/003

An excellent relocation package is available subject to eligibility

Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands, 17 of which are inhabited. The total population is approximately 22,000 with most people living on the Mainland. Kirkwall, with its spectacular red sandstone 12th century cathedral, is the capital. With a population of 7,500, it is the administrative centre of Orkney with a good mix of shops, supermarkets and businesses. The historical harbour town of Stromness, with a population of 2,500 is situated on the West Mainland. Both towns are famed for their picturesque main streets. The excellent ferry and air connections makes travel to the Scottish mainland, Aberdeen, Inverness, Glasgow, Edinburgh and Shetland. There is a rich archaeological history to be explored, as well as many outdoor pursuits, including diving in Scapa Flow, kayaking, walking, cycling, bird watching, and many more. Orcadian culture is rich, with music and arts and crafts well represented. The St Magnus Music Festival in June is internationally renowned.

Rise to the challenge and enjoy the opportunity – Orkney is a wonderful place to live and work and voted the happiest place to live in the UK. If you are tired of the rat race and want to live and work in a place where the pace of life is slower yet still connected to hustle and bustle of Edinburgh, Glasgow and Aberdeen (50 minutes by air) then to the continent and London, Orkney is the place for you.

Orkney also offers low pollution, low crime, excellent schools, good leisure facilities, unique wildlife and amazing scenery.

Imagine living and working in a place where modernity and history come together in an exhilarating mix. Kirkwall is just this place. From the beautiful Pier with the lovely little boats through to the cobbled streets lined with old fashioned shops dealing in handcrafted items and leading onto the ancient Cathedral. Kirkwall offers everything, from modern Italian and seafood restaurants to others serving traditional Scottish dishes. There are theatres and museums hidden in little side streets.

Kirkwall is truly a place for kids, a great place for a family. The community spirit is amazing. There is so much for kids here; the Pickaquoy centre provides a lovely modern well equipped gymnasium and entertainment centre. There are dance and ballet classes available for kids, children’s theatre and drama. Imagine all of these within walking distance of your home and workplace. And for adults and visiting relatives and friends there is so much to see and do, playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing are but a few. Schools in Kirkwall are very good. (no private fees again).

You might think Orkney is remote and whilst there are remote islands, Kirkwall has several flights a day (just under 1 hour) connecting to the mainland and with high speed broadband access.
available on the islands, friends and family are just a click away. Homes are very affordable, what you might get for £200,000 in London, Edinburgh, Glasgow or Leeds? For that sort of money you get 4 bedroom detached homes in the most sought after locations in Kirkwall and the best bit is there is very little traffic anywhere.

But don’t take our word for it come and see for yourself! Please feel free to visit the island and the Balfour Hospital where you will find a very warm welcome.

The Balfour Hospital in Kirkwall is a small Remote and Rural District General Hospital with 48 beds. There are 5 wards, a day hospital and a day surgery unit. The consultant compliment currently consists of 2 Consultant General Surgeons supported by 1 Staff grade and 1 Clinical Assistant, 2 Obstetric and Gynaecology Consultants, 3 Consultant Physicians as well as 2.4 WTE Consultant Anaesthetists, and this anaesthetic post. There is also a part-time Orthopaedic Surgeon, as well as a Consultant in Public Health.

Support services include laboratory and radiological services, including fluoroscopy and diagnostic ultrasound and CT scanning; and physiotherapy and occupational therapy. There is a 3 bedded HDU that cares for patients requiring level 2 care. In emergencies level 3 care is also provided, pending retrieval to the Scottish mainland.

Non-consultant cover is provided by a rota of Specialty Doctors, LAS and LAT appointments.

There is a wealth of opportunity to teach both junior medical and nursing staff and Orkney is a very popular destination for medical students on elective placement.

Patients requiring emergency care that cannot be provided on Orkney are transferred by air to the main centres in the Scottish mainland, usually Aberdeen. Transfer of patients requiring special care is done by retrieval services, where the flights from the Scottish mainland are accompanied by consultants who then retrieve the patients from Orkney.

The post will augment the existing 2 full time and 1 part time Anaesthetists. The Consultant Anaesthetists provide generalist anaesthetic services and in keeping with the broad nature of the workload, each anaesthetist is expected to have a wide range of anaesthetic skills encompassing generalist, paediatric, obstetric and critical care fields.

Due to a partnership agreement, as well as excellent relations with NHS Grampian, clinical contact with the clinical services in Grampian is actively encouraged and the post-holder will have an honorary contract with NHS Grampian. The appointed anaesthetists will be expected to work in Grampian for a few weeks per year to enable their clinical skills to be continuously updated, and also participate in the Grampian CPD activities.

There are ample opportunities available to become involved in clinical leadership, Clinical Governance, Patient Safety, training of nurses and junior medical staff, and many more.

On-call commitment would primarily be 1:3 with locum cover for sickness and unforeseen absences. Whilst availability may seem high, activity is less intense than that experienced in mainland posts. Maintenance of clinical skills and knowledge is supported by participation in the post-graduate programme of the Anaesthetic Department in Aberdeen Royal Infirmary. This involves taking part in their weekly CPD meeting by video-conference link, as well as spending at least 2 weeks per year in the ARI Anaesthetic Department taking part in general and specialised theatre lists.

To find out more about living and working in Orkney got to www.orkney.org. Additional information on the islands can be viewed on www.visitorkney.com and further information on NHS Orkney can be found at www.ohb.scot.nhs.uk. The full job adverts can be seen on http://www.medicaljobs.scot.nhs.uk and www.docotors.net
For further information on the post please contact Dr Paul Cooper, Lead Clinician and Consultant Anaesthetist on 01856 888000 or paul.cooper7@nhs.net

For an electronic application pack, including an application form and information on Orkney, please contact Danna Wilson, Human Resources Department, NHS Orkney, Balfour Hospital, New Scapa Road, Kirkwall, Orkney KW15 1BH. Tel: 01856 888186 or Email: ork-hb.recruitment@nhs.net. Please note that in order to apply for a position at NHS Orkney the standard NHS application form needs to be completed – CVs are not accepted.

Closing date for applications: Thursday 14th April 2015

Interviews are expected to be held the week commencing 8th June 2015

This post is subject to a PVG Scheme Record check
Information for Applicants

NHS Scotland

The NHS is one of our nation’s biggest and most important public services. Each day thousands of Scots depend on it for treatment and care. Each day it saves hundreds of lives.

The nation’s largest employer, more than 150,000 dedicated and skilled staff work for NHS Scotland. Since devolution, the Scottish Government has been striving to make Scotland healthier for all of us.

The work undertaken by the 14 territorial NHS Boards across the country provides the strategic framework to ensure that the management of our healthcare is more efficient, more accountable and more effective. These Boards bring together key partners to deliver healthcare. One of the main functions of these different bodies is to put government policies into practice in the best way possible.

An NHS Board is a board of governance, which has responsibility for issues such as health improvement, strategic planning and resource allocation.

NHS Orkney

The smallest of the territorial Boards, NHS Orkney employs circa 567 substantive employees.

The Board Comprises of 15 Members:

- The Board Chairperson
- 6 Non-Executive Members
- 2 Stakeholder Members
  - Employee Director
  - Chair of Clinical Forum
- 5 Executive members
  - Chief Executive
  - Director of Finance
  - Medical Director
  - Director of Public Health
  - Director of Nursing, Midwifery and Allied Health Professionals
- In attendance at the Board and a member of the Executive Team is the Head of HR Services

The Non-Executive members are lay-people who are invited to sit on the Board. These people generally have other jobs but they receive some remuneration for activities involving their Health Board duties.
Selection Process and Recruitment Timetable

<table>
<thead>
<tr>
<th>Recruitment Stage</th>
<th>Planned Date</th>
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</thead>
<tbody>
<tr>
<td>Recruitment Advert opens</td>
<td>Thursday 12th March 2015</td>
</tr>
<tr>
<td>Closing date for returned applications</td>
<td>Thursday 14th May 2015</td>
</tr>
<tr>
<td>Shortlisting to take place</td>
<td>Week Commencing Monday 18th May</td>
</tr>
<tr>
<td>Candidates informed to advise of outcome of Shortlisting</td>
<td>Friday 22nd May 2015</td>
</tr>
<tr>
<td>Shortlisted Candidates will be invited to participate in the following:</td>
<td>Week commencing 8th June 2015</td>
</tr>
<tr>
<td>- Meet and greet</td>
<td>At Balfour Hospital, Kirkwall, Orkney</td>
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<tr>
<td>- Panel Interviews</td>
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</tbody>
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Special Requirements for Selection Events

Where appropriate NHS Orkney is fully supportive in discussing making any reasonable adjustments to the recruitment process to ensure no candidate is disadvantaged as a result of a disability or any other health condition.
Job Description

TITLE: Consultant Anaesthetist

LOCATION: Balfour Hospital, Kirkwall, Orkney

RESPONSIBLE TO: Hospital Manager/Medical Director

1. Introduction

NHS Orkney is at the forefront of developing sustainable and cost-effective care in a remote and rural environment. The successful candidate will have the opportunity to participate in the challenge of providing this evolving service in a rural General Hospital as well as being linked into a networked service for professional development, clinical practice and support with NHS Grampian.

The Post is based at the Balfour Hospital in Kirkwall, which serves the population of circa 20,000 across the islands served by NHS Orkney. A key recent development has been the development of close links with the anaesthetic department in Aberdeen, which will provide the postholder with a broader width of clinical experience and activity.

The post calls for enthusiasm and adaptability, providing anaesthetic services for patients of all ages undergoing both elective and emergency procedures at the Balfour Hospital. There is a 2–bedded HDU. In addition, the post holder will have a key role in the stabilisation and management of patients until transfer, usually via air ambulance, to a more specialised unit/ITU on the Scottish mainland. There is also an important role in working with the Surgical, Medical and Obstetrics/Gynaecology Teams to optimise the management of sick and deteriorating patients, including paediatric cases.

The post provides an opportunity to enjoy an outstanding quality of life as part of a vibrant and forward thinking community, in an area of superb natural beauty, heritage and culture which also enjoys subsidised and frequent air and sea links to mainland Scotland.

2. Balfour Hospital

Bed complement: 58 beds:

- Acute ward - medical and surgical: 16 beds
- High Dependency Unit: 2 beds
- Receiving Unit: 5 beds
- Day Surgery: 6 beds
- Maternity Unit: 6 beds
- Macmillan Unit: 4 beds
- Continuing Care, Rehabilitation, Dementia Assessment, Mental health: 19 beds
The fully equipped Theatre Suite is fitted out with newly acquired anaesthetic and monitoring equipment. There is an A&E/Receiving Area and short-stay bay, resuscitation facilities and general assessment bays for receiving both acute admissions and minor injuries presentations. Visiting Consultants provide Ophthalmology, ENT and Oral Surgery during their visits. Emergency and elective General Surgery, Gynaecology and Obstetric surgery is provided by surgeons based in Orkney. NHS Orkney are keen to continue the repatriation of clinical work from the Scottish mainland and surgical care delivered on-island is expected to increase.

Across the whole hospital, enthusiastic and adaptable Nursing and Allied Health Professional staff have experience and in some cases extended skills in order to meet the generalist approach to care in Orkney.

Waiting lists and waiting times are small in comparison to the Scottish mainland as would be expected with the local population count. There is considerable capacity within the hospital and the vast majority of patients are managed within the required waiting times. Suspected cancer and urgent cancer referrals are almost all jointly managed with NHS Grampian, with opportunities to participate in the regional MDT structures that have been put in place for this.

Medical Services for adults and children are designed to be appropriate for a non-specialist unit. The Critical Care Team, which is composed of nursing staff, the Medical Team, Anaesthetists and Paramedics are responsible for the resuscitation, stabilisation and ongoing management of critically ill patients, with air ambulance evacuation of adults (by the Emergency Medical Retrieval Service) or by the nation-wide paediatric and neonatal retrieval teams.

Visiting Consultants from mostly Grampian and Highland Health Board Areas support a wide range of additional specialist clinics.
Support services include Laboratory, Blood Transfusion and Radiological services (including diagnostic ultrasound), Physiotherapy and Occupational Therapy departments.

Cancer and Palliative care services are provided in Macmillan House by the patient’s own GP, supported by a multidisciplinary team.

3. Medical Staff

The Anaesthetic Team complement is 2 WTE and a 0.5 Part Time Consultant, currently supported by Locum cover. With the appointment of this post, this will be increased to 3.5 WTEs Closer ties with NHS Grampian are being developed to improve opportunities for experience across a greater range of clinical areas.

There is an establishment of 2 WTE Consultant General Surgeons supported by 2 Specialty Grade doctors, one of which has formal surgical training, as well as a part time Orthopaedic Surgeon who performs a limited range of procedures. The Surgical Team will be recruiting for a 3rd full-time consultant surgeon shortly. The majority of the elective workload is day-case surgery, with endoscopy a major component. Emergency surgery includes surgical and orthopaedic emergencies, as well as caesarean sections. Complex patients tend to be transferred to larger centres, as the capability to manage such patients on island is limited.

Acute medicine is staffed with 3 consultant physicians Acute. There is a non-consultant rota of 8 doctors , a mixture of Speciality doctors, GP trainees and LAS

Visiting Consultants from predominantly NHS Grampian and Highland Health Board support a wide range of additional specialist out-patient clinics and some elective theatre lists (ENT, Oral Surgery, Ophthalmology).

Support services include laboratory and radiological services and a CT scanner. There is a range of AHP services available, including physiotherapy and occupational therapy departments. An Intermediate Care Team service provides support for patients across the hospital and those returning from external Boards.

There is a wealth of opportunity to teach staff across the organisation, including those in training. Providing a comprehensive teaching service, and engendering good links to practice and teaching opportunities with mainland colleagues are essential to sustaining services on island and reducing professional isolation.

4. Management Structure

NHS Orkney Board is accountable for the provision of healthcare across primary and secondary care. There is also a formal CHSCP arrangement – Orkney Health and Care, to work in partnership with Orkney Islands Council to provide health and social care which meets the growing needs of patients living with long term conditions. Formal medical representation at board level is through the Medical Director and the Chairman of the Area Clinical Forum. Board philosophy is to involve and integrate senior clinicians into all relevant major aspects of health care management and strategy.

5 Clinical Network with NHS Grampian

The successful candidate will have a primary appointment in NHS Orkney, where the candidate will work and live. A clinical network and joint appointment with NHSG is being developed. The purpose of this is to encourage close working relationship with colleagues in the Surgical Department in Aberdeen Royal Infirmary and other Grampian hospitals, participation in their CPD programs and access to their departments for training and support.
It is envisaged that if the successful candidate desired, arrangement could be made to spend regular periods of time working in the Grampian hospitals.

6. Principal duties

The main duties and responsibilities of the post include:

1. Support the General Surgical Services predominantly in Orkney but also via a network with Grampian, in the delivery of acute and elective clinical services, providing specialist advice and clinical intervention where required.

2. The Anaesthetists will also provide input into hospital-wide resuscitation situations, and take a lead role in the High Dependency Unit.

3. The service is provided on a 24 hour basis and includes an on-call rota for Orkney which equates to 1:3. There is an 8% allowance for this level of on-call. The Emergency Medical Retrieval Service operating from Glasgow retrieves patients destined for intensive care from Orkney. However, very infrequently it might still be necessary for the local anaesthetist to transfer critically ill patients off-island to the Scottish Mainland.

4. Under normal circumstances leave will not be granted to more than 1 person at a time.

5. The contract will be for 10 Programmed Activities, and a further two negotiated Extra Programmed Activities will be included in the job plan.

6. The weekend on call commitment will be 1:4, but during the week this will be on occasion 1:2. Locum cover will be available for sickness and occasional unplanned absences.

7. Responsibility for the supervision and education of multi-disciplinary colleagues, including trainee doctors and medical students, are expected, where appropriate. This will include both formal education programmes, and fostering by example an atmosphere within the hospital which encourages learning. It is expected that the post-holder will complete a course such as Training the Trainees to enable compliance with the upcoming GMC requirements to train junior doctors.

8. Participation in annual appraisal, revalidation and licensing, and CPD to maintain and refresh their skills and competencies is required.

9. A requirement to undertake other appropriate clinical and administrative work on behalf of NHS Orkney such as participation in Major Incident planning and supporting work around future service design options is required.

10. Participation in the development and renewal of clinical care models in preparation for a new build Care Campus will be expected.

11. The very broad range of skills and competencies required to practice in a Remote and Rural setting such as Orkney differs from mainstream, often subspecialised, anaesthetics. To ensure that the candidate appointed will have those skills, tailored support in acquiring those skills will be addressed during the induction period, when the candidate will spend time in NHS Grampian. The program for this period will be tailored for the individual requirements of the successful candidate.

12. It is a requirement to participate in medical audit and other aspects of clinical governance, continuing medical education, as well as to help establish clinical effectiveness systems, taking action to improve the quality of service, and to report any significant deficiencies so that joint remedial action can be taken. Active participation in documented regular Mortality and Morbidity meetings is mandatory. It is required to work with local managers and professional colleagues in the efficient running of services, and
to manage local waiting lists, times and other service delivery targets and guarantees in order to ensure the quality delivery of surgical services. Adherence to guidelines such as infection control, hand hygiene, antibiotic usage, etc is mandatory.

13. An expectation to share with Consultant colleagues in the anaesthetic contribution to management of the service as well as leading on policy and protocol development and implementation.

14. To be aware of National recommendations and frameworks which impact on such services, making recommendations as to this which require to be considered for local implementation.

15. A requirement to meet performance targets as described in the HEAT targets (health efficiency access treatment targets) set out by the Scottish Government Health Department. HEAT targets form part of the NHS Orkney Local Delivery Plan (LDP).

16. To establish effective working relationship and communication links with colleagues across Scotland, especially in NHS Grampian, but also other Boards working in similar environments e.g. NHS Shetland and NHS Western Isles. A formal networking arrangement with the Anaesthetic Department in Grampian is being developed. The candidate will be expected to spend 2 weeks in the Anaesthetic Department in Aberdeen as induction. Participation in the CPD program of the Aberdeen Anaesthetic Department is required.

17. Subject to the provisions of Terms and Conditions of Service, there is a requirement to observe the Board’s agreed Policies and Procedures, drawn up in consultation with the profession on clinical matters, and to follow the standing orders and financial instructions of the NHS Orkney Board; in particular, in formally managing employees of the Board, there is the requirement to follow the local and national employment and personnel policies and procedures.

18. A requirement to make sure that there are adequate arrangements for hospital and other staff involved in the delivery of surgical care to be able to contact the post-holder when on-call, both in and out of working hours. The Board will provide communications equipment as appropriate in order to facilitate this.

19. A requirement to respond positively to appropriate requests for assistance wherever possible in the event of a major incident or other event where anaesthetic or professional expertise is felt to be advantageous.

20. A requirement to comply with Board Health and Safety policies.

21. A requirement to ensure the efficient and effective use of resources (financial, human and material) within the service.

22. A requirement to work within the strategy developed by NHS Orkney promoting closer integration of services and closer working relationships, both between disciplines, and with partner agencies, to ensure patient centred care.

23. Undertake clinical audit in relation to practice and contribute to mortality and morbidity meetings which are aimed at improving safe and compliant practice.

24. The candidates will be expected to take part in the activities of various committees, such as the Resuscitation committee, the Drug and Therapeutics Committee, the Area Medical Committee and others

25. Any training attended should be seen as attendance on behalf of the Anaesthetic team, and the learning should be shared with the team on return.

26. Network with anaesthetic department in Grampian
7. Special Interests and Skills

As immediate management of Major and Minor Trauma is an integral part of the emergency workload the post holder will be expected to be competent to manage such cases in conjunction with other senior clinical colleagues. The service also provides chronic pain management support, and there are opportunities to develop other clinical services in conjunction with NHS Grampian, which will enable local service delivery.

8. Consultant Work Programme

The weekly timetable of fixed commitments for this post will be dependent on other anaesthetic colleagues work programme and also the arrangements for visiting services. Job planning will be negotiated accordingly and will include sessions of work in Grampian. Prospective cover for annual and study leave will be included in the Job Plan. Consultants will be expected to submit an annual diary of activity to assist in job and service planning.

9. Continuing Education and Professional Development (CEPD)

The Board recognises this to be a crucial aspect of the appointment as part of its provision of high-quality health care and responsibility for clinical governance. CEPD is undertaken not only in line with individual Personal Development Plans, but also as part of departmental service development.

CEPD programmes are encouraged and take full advantage of study leave opportunities. Requests are considered flexibly to allow for the difficulties of off-island travel. The Board is at the forefront of videoconference use as an innovative tool to support remote learning. Videoconference participation in the educational/CPD meetings of the Aberdeen Anaesthetic Departmental CPD meetings, as well as national meetings are encouraged. In recognition of the potential difficulties of professional isolation the Board also looks favourably on short secondments to other units, especially should they be designed to update clinical skills, or to further develop clinical networks. There is some availability of anaesthetists from NHS Grampian to come to Orkney to provide relief to facilitate such secondments or attendance at national meetings. This aspect of the networking arrangements between NHS Grampian and Orkney is being actively developed.

Medical audit is regarded as an integral part of the CEPD package. Assistance and guidance in performing medical audit is available from the Clinical Governance Department. Regular inter-departmental meetings are being developed to capitalise on local expertise and to enhance cross-fertilisation of knowledge, and videoconferencing is being explored in order to link into the regular departmental meetings at Aberdeen.

Outside the hospital, the local Postgraduate Education Adviser organises an active postgraduate training programme for hospital and primary care staff and junior doctors and all are encouraged to participate. In addition, mainland experts are invited at intervals to lecture both to this group and to local symposia.

10. Research

Although research is not included as part of the proposed duties of this post, the Board will provide active encouragement for the post-holder to pursue any personal research interest as it would for any area of appropriate professional development.

11. Leave

The post-holder will be entitled to 34 working days annual leave per year, in addition to ten days public holidays (pro-rata). Study leave of thirty days per triennium is allowed, and there
is generous funding available for approved study. Innovative working patterns to accommodate special interests can be discussed within the team following appointment. There is recognition of the complexities of travel to educational events in mainland UK, and this is taken into account when study leave is requested. In order to maintain continuity of care and ensure uninterrupted awareness of local constraints to medical management, leave requests resulting in more than one Anaesthetic Consultant being absent simultaneously will only be granted in exceptional circumstances.

12. Locum Arrangements
The establishment of 3 WTE's is intended eliminate reliance on locum services. The organisation does recognise that this may be unavoidable for exceptional reasons.

13. Other information
   a) In order to participate in the on call rota, Consultant's should be no more than 10 miles or 30 minutes travel time from the Balfour Hospital, during their on call period, unless the Board grants an exemption.

   b) The post is classed as exposure prone, and a certificate of immunity against Hepatitis B and full Occupational Health clearance is required.

   c) Written evidence of full registration as a Medical Practitioner with the General Medical Council must be produced as well as evidence of admission to the Specialist Register.

   d) Proof of identity and evidence that you are entitled to live and work in the United Kingdom must be supplied.

   e) The Terms and Conditions of Service for Consultant Grade (Scotland) will apply.
CONSULTANT ANAESTHETIST

The appointment will be subject to the Terms and Conditions of Service for Consultant Grade (Scotland).

1. **Location:** Balfour Hospital, Kirkwall predominantly but also regular sessions by negotiation in Aberdeen Teaching Hospitals.

2. **Hours of Work:** 10 PA’s per week with options to negotiate 2 additional PA’s which are renegotiated annually (maximum of 48 hours per week). Supporting Professional Activities, such as CPD, training, etc is subject to negotiation.

3. **Salary:** Based on seniority. May be eligible for discretionary points, depending on direction from the Scottish Government. A Distant Islands Allowance of £1,000 is also payable.

4. **Tenure:** Permanent

5. **Notice Period:** 3 months from either party.

6. **Annual Leave:** 30 working days per annum (pro rata)

7. **Public Holidays:** 10 statutory public holidays each year (pro rata)

8. **No Smoking:** The Board has a policy to regulate smoking by staff whilst at work. Smoking by staff is prohibited on NHS Orkney property.

9. **Confidentiality:** All information regarding patients, staff personal information that employees may learn in the course of their duties must be treated as confidential. Unauthorised disclosure may lead to disciplinary action.

10. **Pension:** The appointment is superannuable under the NHS (Scotland) Superannuation Scheme unless the post-holder opts out in favour of another scheme or is ineligible to join.

11. **Relocation:** This post is eligible for removal expenses and benefits in accordance with the Board’s Relocation Policy.

12. **Health Screening:** All offers of appointment are subject to an Occupational Health screening undertaken by the Board’s in-house service. Candidates invited for an interview will be provided with a medical questionnaire for completion and may be asked to have a medical examination. The post is exposure prone, and evidence of immunity to Hepatitis B is required.
# PERSON SPECIFICATION
## Consultant Anaesthetist

<table>
<thead>
<tr>
<th>FACTOR</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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</table>
| **EDUCATION & TRAINING:**     | Primary medical degree.  
FRCA or equivalent  
On the GMC specialist register or eligible for registration within 6 months of CCT  
Full GMC registration. | Higher degree by examination or thesis.                                                                                 |
| **WORK EXPERIENCE:**          | Wide experience of general medicine.  
Experience of acute or chronic pain services as well as HDU  
Higher Specialist training in anaesthetics.  
Thorough understanding of principles of medical audit.  
Ability to coach and develop other staff.  
Participation in research or clinical audit to improve clinical care.  
Participation in departmental teaching. | Experience of service development.  
Familiar with current structure of NHS.  
Experience and understanding of the issues in remote and rural medicine. |
| **SKILLS & KNOWLEDGE:**       | High level of competence in the clinical aspects of Anaesthetics and evidence of an ability to develop new skills and train colleagues as appropriate.  
Ability to work effectively with all levels of clinical staff as part of the clinical team.  
Flexible approach to covering services.  
Ability to establish trust and Evidence of ability to innovate, particularly in a low resource and low cost environment.  
Appropriate sub specialty interest and knowledge.  
Good IT skills.  
Understanding and familiarity with current Scottish policy and strategy.  
Understanding of NHS structures. |
<table>
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<tr>
<th><strong>Dispatcher</strong></th>
<th><strong>Supervisor</strong></th>
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<tr>
<td><strong>Basic Skills</strong></td>
<td><strong>Advanced Skills</strong></td>
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<tr>
<td>respect with patients and colleagues.</td>
<td>Ability to deal with patients in a sympathetic and caring manner.</td>
</tr>
<tr>
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<td>Good organisational skills.</td>
</tr>
<tr>
<td>Good organisational skills.</td>
<td>Strong commitment to working with surgical colleagues, local GPs and other stakeholders to develop services.</td>
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<tr>
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<td>Ability to take personal responsibility for service development.</td>
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<tr>
<td>Ability to take personal responsibility for service development.</td>
<td>Personal commitment to continuing personal development.</td>
</tr>
<tr>
<td>Personal commitment to continuing personal development.</td>
<td>Ability to work unsupervised and make decisions.</td>
</tr>
<tr>
<td>Ability to work unsupervised and make decisions.</td>
<td>Excellent written and oral communication skills with a requirement to be fluent in English.</td>
</tr>
<tr>
<td>Excellent written and oral communication skills with a requirement to be fluent in English.</td>
<td>Ability to manage time, workload and prioritise clinical work.</td>
</tr>
<tr>
<td>Ability to manage time, workload and prioritise clinical work.</td>
<td>Ability to take leadership role in a multi-disciplinary team, ensuring high quality care and staff morale.</td>
</tr>
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<td>OTHER:</td>
</tr>
<tr>
<td>OTHER:</td>
<td>Willing to relocate to Orkney and live less than 20 mins away from hospital.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER:</th>
<th>Willing to relocate to Orkney and live less than 20 mins away from hospital.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ability to deal effectively with stress.</strong></td>
<td>Willing to relocate to Orkney and live less than 20 mins away from hospital.</td>
</tr>
<tr>
<td>Must be within 30 minutes away from hospital on Mainland Orkney while on duty.</td>
<td>Willing to relocate to Orkney and live less than 20 mins away from hospital.</td>
</tr>
<tr>
<td>Candidates need not relocate to Orkney, but on condition that the practical aspects of this will be managed within a framework that will safeguard the interests of NHS Orkney</td>
<td>Willing to relocate to Orkney and live less than 20 mins away from hospital.</td>
</tr>
<tr>
<td>Willing to participate in on call</td>
<td>Willing to relocate to Orkney and live less than 20 mins away from hospital.</td>
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<td>rota.</td>
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<td>-------</td>
<td></td>
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<tr>
<td>Driving licence and access to vehicle.</td>
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</table>
Guidance for completing the NHSScotland application form

If you need this, or any of the attached forms in large print or other formats please call our recruitment office on 01856 888186

An electronic version is available by contacting

ork-hb.recruitment@nhs.net

General guidance

- If you have any questions or need some help with completing the form, please call 01856 888186. Please have the job reference number handy if possible.

- If you are using the ‘hard copy’ version of our application form, please use black ink and write clearly in BLOCK CAPITALS. This makes the form much easier to read and clearer when we scan it.

- The job reference number can be copied from the job advert.

- The job location will be on the job advert.

- The candidate ID number will be written in by us once you have returned the form to our office.

- The people who look through your completed form (short listing or short leeting team) to see if you have the skills and abilities needed for the job, will only see ‘Part C’ of the form. They will only see your candidate ID number and all personal details will be anonymous.

- Please do not send in a CV instead of, or as well as, the application form. We do not consider CVs during the selection process.

- Please fill in all sections of the application form. If some parts are not relevant, write ‘not applicable’ or ‘N/A’ in that space.

- If you need more space to complete any section, please use extra sheets of paper. **Do not put your name or any identifying information on it as it**
needs to remain anonymous. Secure it to the relevant section, and we will add a candidate ID number to it when we receive it.

- When you have completed all of the forms, please email them to ork-hb.recruitment@nhs.net

Or if this method is not suitable you can send them to the following address:

<table>
<thead>
<tr>
<th>Human Resources Department</th>
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</thead>
<tbody>
<tr>
<td>NHS Orkney</td>
</tr>
<tr>
<td>Balfour Hospital</td>
</tr>
<tr>
<td>New Scapa Road</td>
</tr>
<tr>
<td>Kirkwall</td>
</tr>
<tr>
<td>Orkney</td>
</tr>
<tr>
<td>KW15 1BH</td>
</tr>
</tbody>
</table>

**Personal Details section**

- This gives us your contact details such as name and address. Under ‘title’ you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer.

- We may need to contact you at some time throughout the recruitment process. Please let us know the most suitable method of contacting you, for example a text message, email or phone call and the most convenient time.

**Sickness**

- Please list in this section the number of occasions you were off work in the past year because of illness. If you would like to discuss this for further clarification please call our recruitment office.

**Declarations**

- **Only if it is asked for in the job description, person specification or application pack about the job**, you must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified. If in doubt please call our office at the help line number on page one of this guidance.

- Please note that having a conviction will not automatically disqualify you from getting a job with us. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction your employment may be terminated.

- Remember to read, consider and sign the declaration at the bottom of page 2
Qualifications section

- Please tell us of any qualifications you have. This can include school standard grades, GCSEs highers, or work based qualifications such as SVQs or NVQs

- Remember to write down any ‘non formal’ qualifications or certificates that you think are relevant to the job you are applying for.

Present (or most recent) post section

- If you are currently out of work, please write this in the ‘job title’ space

- Please write your start date in month/year format MM/YYYY

- Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others. There is not a lot of space here so continue on a separate sheet if you need to.

Employment History section

- This is where you write down all the jobs you have done previously.

- Remember that if a job you have done in the past supports or is similar to the job you are applying for, please tell us more about it in your ‘support of application’ statement on page 6 of the application form – use a separate sheet if you need more space.

References section

- Referees are people who know you at work. Please give the full names and addresses of 2 referees, one of whom must be your present or most recent employer and can confirm your job details.

- You should check that the people you have put on your form are happy to be referees.

- Your referees will not be contacted unless you are a ‘preferred candidate’ after interview. A preferred candidate is someone who is the preferred choice for the job, subject to satisfactory checks where appropriate.

Driving Licence

- You only need to complete this if the job requires you to drive. Please check the job description or person specification. For example, some jobs with the Ambulance Service require you to be able to drive class C1 and D1 vehicles.
Statement in support of your application

- This is one of the most important parts of the form. In here you say why it is you want this job, and can list all your skills and abilities that you think help to match up you against the ‘person specification’. In here you could describe how something you have done in a non work setting (for example, planning and leading a group outing) shows planning skill and some leadership qualities.

Where did you see the advert section

- Please try to remember where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is.

Equal opportunities monitoring

- Please note that all details on this section (Part D) will remain totally anonymous. It will be detached from the rest of the form as soon as we get it and remain anonymous.

- We want to ensure that there are no barriers to joining our workforce. As an employer, NHSScotland is as fully inclusive as possible. One way we can ensure this is to analyse all the data provided in this section and ensure that job opportunities are being accessed by as wide a community as possible.

Please email your completed form to ork-hb.recruitment@nhs.net

However if you are un-able to submit your application electronically, you can send it to:

Human Resources Department
NHS Orkney
Balfour Hospital
New Scapa Road
Kirkwall
Orkney
KW15 1BH