




**Borders General Hospital, Melrose, Scottish Borders**

Job Description and particulars for the posts:

**Consultant in Emergency Medicine**

Reference	<b>MED 725</b>	Please quote on all correspondence
Grade	Consultant in Emergency Medicine	
Location	Borders General Hospital	
Hours / PA's	Full time – At least 10 PAs per week (Part-time may be considered) E.P.A. (s) offered by mutual agreement	
Salary Scale	Consultant scale - £77529 - £104525	
Closing Date	Not currently advertised – contact Medical Staffing if interested	
Interview Date		

<b>Your Application</b>	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.		
<b>Contact Details</b>	Telephone	01896 826167	
	Email	Medical.staffing@borders.scot.nhs.uk	
<b>Application Process</b>	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: <a href="mailto:medical.staffing@borders.scot.nhs.uk">medical.staffing@borders.scot.nhs.uk</a> .   Application Pack MED710  <b>If emailing your CV please telephone 01896 826167 to confirm safe receipt.</b>		
<b>Visits and Enquiries</b>	Informal visits can be arranged and informal enquiries regarding this post will be welcomed by:-		
	Dr Hamish McRitchie	Assoc Medical Director	01896 826422

<b>Date post is vacant</b>	The post(s) are vacant and a start date will be agreed with the successful candidate(s).
<b>NHS Borders Website</b>	For further information regarding NHS Borders, please visit our website:- <a href="http://www.nhsborders.org.uk">www.nhsborders.org.uk</a>
<b>NHS Borders</b>	<p><b>Why work for us?</b></p> <p>Our Values are at the heart of all that we do:</p> <ul style="list-style-type: none"> <li>•Care and Compassion</li> <li>•Quality and Teamwork</li> <li>•Dignity and Respect</li> <li>•Openness, honesty and responsibility</li> </ul> <p>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.</p> <p>NHS Borders was one of the first NHS Boards in Scotland with an entirely integrated structure for management of health services. Decision-making is firmly embedded within 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.</p> <p>The NHS Borders Board covers an area co-terminus with the local authority and has developed close and effective links with Scottish Borders Council, including the creation of a Joint Health and Care Partnership Board moving forward the integration of health and social care.</p>
<b>The Department</b>	<p><b>5.1 The Emergency Department</b></p> <p>The ED provides facilities for the reception, resuscitation, examination and treatment of patients in the NHS Borders Area 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. The ED has recently undergone a redevelopment of its resuscitation area, which has resulted in a bright, well-equipped and fit-for-purpose resuscitation bay.</p>

	<p><b>5.2 Medical Staffing</b> The department is currently managed by a consultant emergency physician, Mr J Kerr, who was appointed in November 2008, and he has held lead administrative responsibility for the department. The department is currently staffed by eleven Specialty Doctors in Emergency Medicine (mostly part-time and GP qualified) as well as trainees in Orthopaedics &amp; Trauma.</p> <p><b>5.3 Nurse staffing</b> Nurse staffing within the ED comprises 23 registered nurses and 3 nursing assistants led by a senior charge nurse. Two plaster technicians staff the Plaster Room in the in-hours period. A departmental clerk undertakes clerical duties Mon to Sun 12.30 – 21.00hrs. Six Emergency Nurse Practitioners (ENPs) undertake the assessment, diagnosis, treatment and discharge of patients with minor injury. The ENPs provide a dedicated nurse led service during weekdays (13:00 to 21:00) and weekends (10:00 to 21:00). Overnight staffing comprises three trained staff rostered from 19:45 to 08:15.</p> <p><b>5.4 Attendances</b> The attendance rate at the ED is increasing year on year; 22,465 patients attended in 2007, which increased to 24,500 in 2012. and 27,000 in 2014.</p> <p><b>5.5 ED Services</b> Patients may self-present or be referred in by GP, arrive by own transport or brought by ambulance; there is also a helipad at the hospital. Referrals from GPs are made direct to specialties. Medical and surgical GP referrals are assessed in their respective assessment receiving units with a default to the ED in times of bed pressures. Orthopaedic GP referrals are assessed by this specialty in the ED.</p> <p>ED nurses are trained in Manchester Triage and X-ray requesting and have the right to refer patients direct to the appropriate specialty following triage. In the overnight period, nursing staff refer patients to the Hospital at Night team.</p> <p>During the out-of-hours period, patients requiring management by a Primary Care Practitioner are referred to the Borders Emergency Care Service (BECS) following triage by nurses in the ED.</p> <p>A team providing Psychiatric Emergency Care Services (PECS) has been established to cover the Borders area. This includes a service to the ED for advice, assessment and management of patients presenting with mental health needs.</p> <p>The Borders General Hospital has its own hospital-at-night team, including nursing practitioners, to cover inpatient care and emergency admissions overnight.</p>
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**POSITION:** Consultant in Emergency Medicine



	<p>There are four Minor Injury Units (MIUs) in the Borders, at Hawick, Peebles, Kelso and Duns. Last year, a total of 3102 patients were managed in these units in a year.</p> <p>The MIUs are situated in Community Hospitals, and are overseen by the Ward Manager of each hospital. Nurses from the MIU may seek advice regarding patient care from the GP covering the community hospital, or from the ED.</p> <p>Major trauma patients are initially stabilised in the ED. Some of these patients are then transferred to other hospitals for definitive care, eg severe head injuries are transferred to the Western General Hospital in Edinburgh.</p> <p><b><u>Unscheduled Care</u></b></p> <p>At the conclusion of the Unscheduled Care Collaborative Programme in June 2008, the percentage of patients being discharged from the Borders General Hospital Emergency Department within four hours of arrival at the department had risen from 87% to 98%. Although in recent times the Emergency Access Standard – in common with other Scottish hospitals - has not been achieved consistently in the BGH the hospital still has one of the highest compliance rates in the country. This is principally due to integrated working between senior clinicians and senior management, aimed at streamlining patient flows through the hospital.</p>
<b>POST INFORMATION</b>	
<b>The Post</b>	<p>Building on the excellent work of the first Emergency Medicine Consultant at Borders General Hospital, who established the Emergency Department in 2008, we are seeking to develop the service by recruitment to newly established consultant posts. NHS Borders is committed to this Emergency Medicine recruitment plan and is seeking to establish 3 consultant posts. This is part of a vision for Emergency Medicine at BGH as the centre-piece of the emergency care service; to develop a modern ambulatory care service; with links to the South East Major Trauma Network, Emergency Medicine Retrieval Service and PCI.</p> <p>Depending on subspecialty training there are opportunities locally for a sub specialty interest e.g. in intensive care medicine, paediatrics or acute medicine. We are also exploring the sub specialty opportunities with dual site working and network arrangements with NHS Lothian and possibly other NHS Boards as partners, for example potential sub speciality sessions could include a day at Edinburgh Royal Infirmary.</p> <p>The appointee(s) will contribute to the ongoing development of the clinical interface with the Acute Medicine (new consultant physician in acute medicine commenced in October 2015) and play a key role in modernising</p>

	<p>the management of emergency admissions. Ambulatory care is being developed in conjunction with our Acute Medicine colleagues as an alternative pathway for patients who may not require admission. A pilot was undertaken in April 2015, led by a Consultant Acute Physician.</p> <p>A full time post of 10 programmed activities with possibility of mutually agreed EPA(s) available but applications are welcome from candidates who may be interested in part time commitments or job share.</p>				
<b>Reporting Arrangements</b>	You will report to the Associate Medical Director, who will agree your job plan on an annual basis.				
<b>Health and Safety</b>	You are required to comply with NHS Borders Health and Safety Policies.				
<b>Training Grade Medical Staff</b>	<p>You will be responsible for the training and supervision of the Training Grade Medical staff (Foundation Trainees, GPSTs, Core Medical Trainees and Specialty Registrars), and you will be expected to devote time to this on a regular basis.</p> <p>There is an ambition to train GPSTs in Emergency Medicine and potentially a Higher Specialist Trainee in Emergency Medicine or ACCS trainees are also an option to explore when the consultant posts are appointed.</p>				
<b>Medical Staffing within Unit</b>	<p>1 Consultant (Dr Colm McCarthy)</p> <p>11 Specialty Doctors mostly GP qualified (various commitments, most part-time)</p> <p><b>Training Grade Medical Staff for Orthopaedics and Trauma (with duties in ED)</b></p> <table> <tr> <td>GPST</td><td>4</td></tr> <tr> <td>FY2</td><td>2</td></tr> </table>	GPST	4	FY2	2
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<b>DUTIES AND RESPONSIBILITIES</b>					
<b>Main Duties</b>	<p><b>8.1 Summary of Role in Emergency Department</b></p> <p><i><b>The successful candidate will provide:</b></i></p> <ul style="list-style-type: none"> <li>• Responsibility for the delivery of unscheduled care within the department, to meet national targets</li> <li>• Shared administrative and leadership responsibility for the ED</li> <li>• Liaison with agencies that interface with the ED e.g. police, SAS, social services, alcohol &amp; drugs partnership, public health</li> <li>• Liaison with primary care services throughout the Borders, also supporting care delivered in minor injury units in community hospitals</li> <li>• Liaison with specialist centres that may receive transfers</li> </ul>				

	<ul style="list-style-type: none"> <li>Shared responsibility for care delivered by Emergency Nurse Practitioners (ENPs) in the ED.</li> </ul> <p><b>8.2 Specific Clinical Responsibilities</b></p> <ul style="list-style-type: none"> <li>Supporting doctors from all acute specialties within the BGH when they deliver care in the ED. (Includes Orthopaedic Surgery, Anaesthetics, General Medicine, General Surgery, Paediatrics, Medicine for the Elderly, Mental Health, Women's' Health)</li> <li>Supervising, training, and developing protocols to support the ENP service.</li> <li>Liaison with all A.H.Ps involved in EM patient care.</li> <li>Supporting the senior charge nurse with training and development issues for ED nursing staff.</li> </ul> <p><b>8.3 Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>Representing the department at organisational meetings within and outside the BGH.</li> <li>Complaints management.</li> </ul> <p><b>8.4 Teaching</b></p> <ul style="list-style-type: none"> <li>Participation in teaching activities at undergraduate level and postgraduate education within the hospital, including induction training for doctors new to the hospital</li> <li>Provision of training to prehospital care professionals including ambulance service paramedics and technicians</li> <li>Provision of training to ED nursing staff in relevant skills, and subjects including X-ray requesting, use of PGDs, interpretation, prescribing, and management of minor injuries.</li> </ul> <p><b>8.5 Audit</b></p> <ul style="list-style-type: none"> <li>Monitoring the use of the Emergency Department Patient Management System (Trakcare) and supporting further developments.</li> <li>Auditing ED activity and participating in national audit projects</li> </ul> <p><b>8.6 Further Responsibilities</b></p> <ul style="list-style-type: none"> <li>Support and leadership role in the delivery of unscheduled care across the organisation, contributing to achievement of hospital-wide four-hour standard.</li> <li>To at all times comply with the GMC's guidance on "Good Medical Practice" as amended or substituted from time to time</li> <li>To ensure that patient confidentiality is maintained at all times</li> <li>To participate in the Statutory &amp; Mandatory training programme.</li> <li>To contribute to Scottish Patient Safety Programme and there may be an opportunity to develop QI initiatives.</li> </ul>
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## WORK PROGRAMME AND OUTLINE JOB PLAN

The job plan includes specific responsibilities to provide clinical management of undifferentiated patients in the Emergency Department on weekdays/weekends (1:5 is proposed) and sub specialty sessions.

The core ED shifts times are 10:00 – 20:00, 08:00 – 16:00, 16:00 – 24:00 (weekdays with slight additional modification on Monday) and 09:00 – 21:00, 14:00 – 24:00 and 10:00 – 18:00 (weekends). In addition, trainees in orthopaedics and trauma provide a clinical input to E.D.

There is no requirement to work night duty except in unforeseen circumstances but a non resident on-call in support of the GPST covering ED overnight may be applicable as a new development.

The content of the job plan will be dependent on the successful candidate's subspecialty training and interests and would also be modified for part-time or job share postholders.

With current attendances out of hours, it is suggested an evening a week and one weekend in 5 could be factored into the job plan for each consultant. Cross cover and temporary arrangements could be developed to for an interim period whilst we recruit to the full complement.

In summary below is an example of 10 P.A. job plan with 1:7 on call, 5% availability supplement  
 4 P.A.s for BGH Emergency Medicine (DCC),  
 2 P.A.s for specialist interest (DCC)  
 0.5 P.A. for ED clinical admin / patient communication (DCC)  
 0.5 P.A. for unpredictable clinical work (DCC)  
 3 P.A.s for SPA / leadership etc.

Sub-speciality Interest and Supporting Professional Activity can be scheduled at any time.

<b>Outline Job Plan</b>  All direct clinical care shifts in ED in accordance with agreed rota.  Time will be scheduled for shared administrative responsibility of the ED and liaison with GPs, specialist Centres etc.  Scheduled off duty time would be agreed in final job plan.	Days	Timing	Type of Work	Location
	Monday	AM		
		PM	Direct Clinical Care – Emergency Medicine	BGH ED
	Out of Hours	17:00 -21:00 hrs	Direct Clinical Care – Emergency Medicine	BGH ED
		21:00 - 09:00 hrs	Non resident on-call in support of GPST overnight	
	Tuesday	AM		
		PM	S.P.A.	BGH
	Wednesday	AM	Sub Specialty Interest	Various
		PM	Sub Specialty Interest	Various
	Thursday	AM	Direct Clinical Care – Emergency Medicine	BGH ED
		PM	SPA - ED Protected Training	BGH ED
	Friday	AM	Clinical governance / performance meetings / leadership	BGH ED
		13:00 – 15:00 hrs	ED related admin / clinical admin	BGH
	Saturday	09:00 – 18:00 hrs	Direct Clinical Care – Emergency Department 1 weekend in 5	BGH ED
	Sunday	09:00 – 18:00 hrs	Direct Clinical Care – Emergency Department 1 weekend in 5	BGH ED



### **Borders General Hospital**

The Borders General Hospital is the district general hospital serving the Scottish Borders Region. It has 284 beds in total across all specialties. There is a 6 bedded ITU and an active outreach programme for critically patients. There are 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. January 2013 saw 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 specialists in Cardiology, Respiratory Medicine, Diabetes and Endocrinology, Gastroenterology, Neurology and Rheumatology. Visiting consultants provide clinics for Oncology, Dermatology, Renal Medicine and Clinical Genetics.

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, Mr J Kerr, who was appointed in November 2008, and he has lead administrative responsibility for the department. Specialty Doctors, Salaried GPs, training grade doctors (FY2s, GP, orthopaedic and surgical trainees) manage ED patients supported by speciality medical staff from within the hospital. Nurse staffing within the ED is comprised of 23 registered nurses and 3 nursing assistants led by a senior charge nurse.

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, Dr Jane Montgomery (local Consultant Anaesthetist) with excellent facilities in the Educational Centre.

### **Educational Facilities and Development**

On commencement you will have the opportunity to attend the hospital's corporate induction programme (or if preferred we can arrange a bespoke Consultant induction).

All new consultants are welcome to join the consultant development programme. The programme has a planned duration of 2 years (probably a protected 1/2 day every alternate month) and seeks to provide you with support for the development of leadership and management skills. The content of the programme includes modules on consultants as leaders, managing people and performance. Workshops provide a structured opportunity for facilitated discussion, learning through experience, reflective practice and networking with peer consultants. There are also opportunities for professional coaching and mentoring – an established BGH consultant will be identified as a “buddy” in your first few weeks. The Training & Professional Development Department is available as consultancy and advisory facility to advise on development activities tailored to particular service needs and for individual consultants.

There is an excellent staffed library within the Borders General Hospital grounds with good Internet access. The library is staffed Monday – Friday and security swipe card access in out of hours period, 7 days per week. As well as a range of textbooks and journals, there is access the health e-library and to the online clinical enquiry and response service (CLEAR) from Healthcare Improvement Scotland and NHS Education for Scotland.

Post graduate and continuing medical education is actively encouraged and supported. There are weekly department education meetings, and a hospital wide monthly educational half day.

There is an excellent 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 Borders General Hospital is a teaching unit for undergraduate students in medicine. Appointed consultants act as educational supervisors for individual students attached to different teams.

### **The Scottish Borders**

The Hospital is situated on the outskirts of Melrose in the Scottish Borders. The 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 maintain 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 and Selkirk 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. Local transport links have improved greatly.

After an absence of almost 50 years, the Borders Railway has now opened, with train services to central Edinburgh running every thirty minutes (journey time 50 minutes approx). Tweedbank Station is a few minutes walk from the Borders General Hospital. On opening the railway Her Majesty Queen Elizabeth said "The Borders railway brings so much promise for sharing and invigorating this most beautiful countryside as a place to work, live and enjoy. 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).

As part of our policy there is assistance with temporary housing costs and relocation allowances if applicable.

Please see Websites:

Scottish Borders Tourist Board -	<a href="http://www.scot-borders.co.uk">www.scot-borders.co.uk</a>
Southern Reporter -	<a href="http://www.borderstoday.co.uk">www.borderstoday.co.uk</a>
NHS Borders –	<a href="http://www.nhsborders.co.uk">http://www.nhsborders.co.uk</a>

See the microsite for the views of some of your prospective colleagues on living and working in the Scottish Borders or see the video at <http://www.nhsborders.scot.nhs.uk/recruitment-fair>

**NHS Borders  
Person Specification Form  
Consultant in Emergency Medicine**

	<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>A</b>	<b>Qualifications</b> Basic Postgraduate	Basic Medical Qualification registered with GMC and a license to practice.  GMC Specialist Registrar for Emergency Medicine. Alternatively within six months of the expected date of obtaining CCT/CESR or equivalent.  CCT (or equivalent) in Emergency Medicine  FCEM (or equivalent certificate)	ATLS, ALS, EPLS MIMMS
<b>B</b>	<b>Experience</b>	Completion of training in Emergency Medicine	
<b>C</b>	<b>Ability</b> Knowledge   Clinical Skills and Technical Skills	Knowledge and experience of Emergency Medicine and allied specialties commensurate with completion of specialist training  Assessment and examination of undifferentiated patients including resuscitation, investigation, management and interpretation of results.	
<b>D</b>	<b>Motivation</b>	Self-motivating and enthusiastic. Teaching experience and initiative.	Able to motivate others.
<b>E</b>	<b>Personality</b>	Effective interpersonal skills. Able to establish good relations with colleagues and able to work within a multidisciplinary team.	
<b>F</b>	<b>Audit</b>	Experience of clinical audit	
<b>G</b>	<b>Research</b>		Research experience. Postgraduate Degree.
<b>H</b>	<b>Management Ability</b>	Willingness and ability to participate in hospital management and to accept ethos of management. Capable of self-reflection. Possession of negotiating skills. Experience of management within the NHS.  Well organised and ability to combine clinical and management roles effectively	
<b>I</b>	<b>Other requirements</b>	Current Driving Licence Holder	

## **TERMS AND CONDITIONS**

### **Main Conditions of Service**

- The Terms and Conditions of Service will be drawn from the New Consultant Contract (2004)
- The appointment will be made by NHS Borders on the recommendation of an Advisory Appointment Committee, constituted in terms of the National Health Service (Appointment of Consultants) (Scotland) Regulations 2009 - NHS Circular CEL 25 (2009). 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.
- Possession of FCEM or equivalent certificate is essential. You must also be fully registered with the General Medical Council with a licence to practice and your name should appear in the Specialist Registrar for Emergency Medicine. Alternatively you may be within six months of the expected date of obtaining your CCT/CESR or equivalent.
- The full-time salary, exclusive of any discretionary points or distinction award, will be on the scale £77529 - £104525 per annum with scale placing as appropriate to experience and qualifications. Any mutually agreed E.P.A.s offered at 10% of basic salary. An availability supplement is payable if non resident on-call agreed with the service.
- Annual leave allowances and public holidays are combined 8 weeks per annum for a full time appointment.
- 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

**POSITION:** Consultant in Emergency Medicine



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.