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| |  | | --- | | http://nhsintranet/corporate/images/transparent-logo.png  **Working for NHS Shetland**  General Practitioner posts |   L:\R&S - General Recruit Info\M&D Microsite Info\scenary\Sumburgh head.jpg |

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| Do you want to work in teams where good interdisciplinary work is standard....then come to Shetland | | |
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| This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work. |

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| **Section 1:** **Person Specification** |

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| EXPERIENCE | * Broad general medical experience and skills development * Interest in quality development * Collaborative working | * Understanding of the healthcare issues common to remote and rural communities |
| QUALIFICATIONS  TRAINING | * On the GMC GP Register and have a licence to practice * Fully qualified GP * BASICS or willingness to undertake training | * MRCGP or equivalent * Evidence of innovative approaches to work |
| KNOWLEDGE AND SKILLS | * Competent time management and organisational skills. * Excellent interpersonal skills. * Good communication skills. * Computer literate. * Dispensing experience or willingness to learn * Evidence of multidisciplinary team working * Ability to work individually and as part of a team in challenging circumstances. * Pro active about life long learning, development and personal achievement | * Practical emergency skills * Audit, Clinical Governance and Research skills. * Awareness and understanding of nGMS * Awareness of NHS strategy and future national & local plans for service development and delivery * Awareness and understanding of broad public health issues * Clinical teaching experience |
| DISPOSITION | * Able to prioritise conflicting demands. * Good communication skills. * Flexible, positive and enquiring approach to work. * Focused and proactive. * Ability to work on own initiative. * Self-motivated, enthusiastic and able to deal with change. * Dependable. * Effective team worker. * Ability to work effectively under pressure and manage stress. * Capability to build strong relationships based on mutual trust and respect * Willingness to explore and use technology | * Innovative |
| OTHER | * UK Full Driving Licence |  |

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| **Section 2:** **Introduction to Appointment** |

**Job Title: General Practitioners**

**Department: Primary Care**

**Post Summary:**

We are looking to recruit a number of General Practitioners, to work in a range of practices – these range from small single handed island practices of 1100 patients, through to single handed practices on Mainland Shetland with 720 patients. Our largest group practice has just under 9000 patients, so there are a range of posts available.

The posts, which are varied offer an excellent opportunity for the appointee to undertake a traditional General Practitioner role in Shetland; where 15 minute appointments times are standard, where there is good interdisciplinary team working and where you will get a chance to influence the direction, e.g, cluster working. Along with our practice teams you will support the delivery of exemplary standards of care, providing daytime general medical services through the week, undertaking a range of duties and dependent upon the location supporting the OOH cover arrangements.

As we are small “your voice will be heard” and you will have an opportunity to influence and help us shape future delivery models. Lerwick Health Centre, our largest practice is highly rated as a training practice and we offer opportunities to undertake GPwSI.

Teaching and providing experience of remote clinical working to visiting students and qualified practitioners also forms part of the post holder’s responsibilities.

We are open to discussion regarding different models for delivering care, so if you are interested in working part time or want to develop a portfolio career incorporating other roles elsewhere, this can be discussed. If you would like to discuss taking on any of our salaried practices as an independent practice, we would be happy to have that conversation with you. Successful candidates will have the option to develop specialist interests e.g. paediatrics, obstetrics, dermatology etc should this be of interest. Several of our GPs have worked with Promote Shetland to develop short video clips detailing what it is like to live and work in Shetland and you can access the clips here:

<http://www.shetland.org/60n/video/1>

<http://www.shetland.org/discover/live-here/health>

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| **Section 3:** **Organisation and Departmental Information** |

# Introduction

The appointee will provide a range of primary medical services to the residents of a specific practice area. We also have a local hospital, which is detailed below. We have a total of ten health centres throughout Shetland, ranging in size from single handed surgeries on remote islands covering 600 patients (Unst), to a 9,000 patient town training practice with 5 GPs, 5 Advanced Nurse practitioners and up to 4 GP registrars (Lerwick). All Shetland practices use EMIS and DOCMAN. You would first and foremost be part of the GP community in Shetland. This is a great opportunity to work in this fascinating and challenging remote and rural location. As well as GP colleagues across Shetland, we have GPs with Special Interests (who provide a diverse range of roles, providing services in dermatology, dual diagnosis, sexual health, paediatrics and obstetrics) and if you have a specialist area you would like to develop, we can work with you to do this.

**What’s important to know about the setting in Shetland**.

* We deliver and wish to continually deliver a high standard of patient centred compassionate care
* Our largest health centre situated in Lerwick is a highly rated training practice
* 15 minute appointments times are standard
* Opportunities for GPwSI
* Golden Hello applicable
* Depending on the practice OOH involvement may be required
* Good interdisciplinary working
* Practice premises are of good quality
* GPs and other clinical colleagues working within the practices are supported by friendly experienced administration staff
* Practices supported by practice nursing staff, community nursing staff and in some practices ANPs
* Excellent amenities, good roads, lovely setting, top rated schools, low crime rates, welcoming communities

**Our Primary Care vision 2017 is that we want:**

* “Primary care to be the focus of local NHS business; we need good quality primary care delivered in local communities as part of integrated community health and care services.
* To develop a service that incorporates the fundamental principles of good quality primary care, based on continuity of care and strong patient – clinician relationships.
* To no longer be making distinctions between primary and secondary care – we need a single system for remote and rural health and social care across primary and secondary care and across health and social care (primary and secondary care as old concepts). The vision is that we deliver appropriate care where people are, and then accept but minimise care that people have to travel for. This strategy starts developing that single system approach by building on the primary care elements of that integrated service.
* To build as much remote access as possible: video conference, telephone, email become routine methods of communication, to use expertise that is available wherever that is, to help patients here, and only send the patient away somewhere when there is really no alternative. This is written into our 2020 Vision, as ‘care as close to home as possible’; the vision is to really live by that principle.
* To support people to be in control of their own health, preventing ill-health and making best use of services.
* As part of delivering this vision, the Strategy also needs to present solutions to the problems that we currently face in Primary Care in Shetland, including cost pressures (such as the cost of locums, the increasing cost of prescribed medicines), the future likely budget reductions with reducing public sector spending, and difficulties in recruitment and retention of staff, dealing with fragility and building resilience in our services. And to do this in ways that are supportive, enabling, building on our assets, valuing the people we work with and working together to solve these problems – i.e. tackling the behaviours and leadership issues that we understand have been getting in the way of delivering and developing the services that we want and need for the future”.

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| **Section 4:** **Main Duties and Responsibilities** |

Most of our GP posts are full time but we are open to discussion on job share and part time opportunities should this be your preference.

**Location:**

You will have a main base location, where you will undertake the majority of your GP work but we do try to help cover other areas during periods of leave or illness, so you may be asked to work in a different health centre should the need arise.

**Provide high quality care to patients:**

* Maintain GMC GP registration and hold a licence to practice
* Undertake the prevention, diagnosis and treatment of illness, disease, disorders and injury of patients
* Ensure provision of continuing care, treatment and onward referral of patients, where appropriate
* Provide a broad range of general medical services and enhanced services to the practice population
* Provide emergency, preventative and anticipatory care along with the effective management of chronic disease
* Provide services in the surgery and where appropriate in the patient’s home.
* Actively participate in the multidisciplinary primary care team and work in cooperation with nursing, allied health and social work professional colleagues to provide a seamless service
* Keep contemporaneous, accurate and legible records of all patient contacts and contribute to electronic data monitoring and audit as directed by NHS Shetland.
* Prescribe to the patient population in line with NHS Shetland policies and national standards.
* Support colleagues in ensuring practice cover is available at all times

**Governance:**

* Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
* Ensure clinical guidelines and protocols are adhered to and updated on a regular basis
* Keep fully informed about best practice in own speciality areas and ensure implications for practice changes are discussed with the Medical Director
* Role model good practice for infection control to all members of the multidisciplinary team
* A requirement to participate in medical audit and other aspects of clinical governance, continuing medical education, appraisal and revalidation procedures.
* Subject to the provisions of Terms and Conditions of Service, 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 Shetland NHS 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.
* A requirement to comply with Board Health and Safety policies.

**Strategy and Business Planning:**

* To participate in the clinical and non-clinical objective setting process for the directorate

**Leadership and Team Working:**

* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
* Adhere to NHS Shetland and departmental guidelines on leave including reporting absence
* Adhere to NHS Shetland values
* A requirement to work with local managers and professional colleagues in the efficient running of services, and to manage local general practice waiting times and other service delivery targets and guarantees in order to ensure the quality delivery of services.

# Special interests and skills

A specialist GP interest is not essential but would be welcomed. It must be practicable to develop this within the clinical services in Shetland.

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| **Section 5:** **Terms and Conditions of Employment** |

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| **Type of Contract** | Substantive |
| **Grade and Salary** | Salaried General Practitioner  Salary up to £94,543 per annum(pro-rata if applicable) |
| **Hours of Work** | Full time (subject to discussion) |
| **Superannuation** | New entrants to NHS Shetland who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: [www.sppa.gov.uk](http://www.sppa.gov.uk) |
| **General Provisions** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with GP colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Shetland, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. |
| **Relocation Expenses** | Relocation assistance is provided up to £8,000. |
| **Expenses of Candidates for appointment** | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses. |
| **Tobacco Policy** | NHS Shetland operates a No Smoking Policy in all premises and grounds. |
| **Disclosure Scotland** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| **Confirmation of Eligibility to work in the UK** | NHS Shetland has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Shetland they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified. |
| **Rehabilitation of Offenders Act 1974** | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Shetland. Any information given will be completely confidential. |
| **Medical Negligence** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice. |
| **Notice** | Employment is subject to three months’ notice on either side, subject to appeal against dismissal. |
| **Principal Base of Work** | Local Health Centre (this will be clarified once it is clear which GP post you are interested in) |
| **Social Media Policy** | You are required to adhere to NHS Shetland’s Social Media policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media. |

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| **Section 6:** **Contact information** |

Interested applicants are most welcome to contact the relevant departments for additional information and to discuss the specifics of the post.

Please contact Gilbert Ozuzu (Medical Director) by email: [g.ozuzu@nhs.net](mailto:g.ozuzu@nhs.net) or phone 01595 74 3000.

**Section 7:** **General Information about Clinical Services**

# Gilbert Bain Hospital

The Gilbert Bain Hospital, based in Lerwick, is the only acute hospital in Shetland and it serves both the population of approximately 23,000 within the Shetland Health Board area and the 4000 offshore workers in the fishing and oil industries. The hospital is a 3-storey building, opened in 1961, with an extension opened in 1991 and a modern Outpatient department completed in 2008.

It’s a 50 bedded hospital - the bed complement is:

Ward 3 Medical 22

Ward 1 Surgical 20

High Dependency 2

Maternity 6

We also have a number of day services including:

Day Surgical Unit with 6 trolleys (a business case is in progress to increase the capacity of the DSU so that more procedures can be delivered through an ambulatory care pathway). The current unit was refurbished in 2009.

Renal unit with five stations (capacity has recently been increased and the unit refurbished in 2016).

**Ward 3**

Ward 3 is an acute medical receiving unit and although the unit does not have a dedicated HDU, the multidisciplinary team occasionally manages patients with high dependency care requirements in situ, principally those with respiratory or cardiac failure and those with severe sepsis. Facility for cardiac monitoring via telemetry is available throughout the ward.

The unit admits both adults and children, providing the full range of inpatient care including palliative and end of life care. Patients with acute psychiatric illness are also admitted to Ward 3 as a ‘place of safety’.

The ward is supported by a multi-disciplinary team including specialist nurses (for adults and children), clinical pharmacists and allied health professionals.

In addition, approximately 200 ambulatory care patients each year are supported by the medical unit with a variety of investigations and interventions.

**The Accident and Emergency Department** serves not only the islands but also acts as a front-line station for personnel on marine vessels and offshore installations. A full range of medical and surgical conditions is treated, from minor injuries to major trauma requiring resuscitation, stabilisation and aero-medical evacuation to mainland Scotland. The A&E Department is open 24/7 with a dedicated team of Emergency Nurse Practitioners. Medical cover is provided in-hours by junior doctors with supervision from Speciality Doctor and Consultant input. At night cover is provided by a medical junior doctor with medical, surgical and anaesthetic consultants available from home.

Consultant Psychiatrists and Community Psychiatric Nurses (CPNs) provide input to A&E and support assessment of patients with acute psychiatric presentations who attend or are admitted to Ward 3.

**Ward 1**

Ward 1 is an acute surgical receiving unit with 20 acute beds and 2 HDU beds. The nursing team also provides on call cover for high dependency care (typically 120+ admissions each year). There has been an increase (40%) in the number of patients requiring post operative high dependency care because we have proactively repatriated patients from Grampian and the local surgical team has undertaking more complex surgery in collaboration with Aberdeen specialists (e.g. nephrology).

The **Day Surgery Unit** provides 6 day-case beds staffed by the surgical nursing team.

The **Theatre Suite** is spacious, modern and well equipped. It includes two large operating theatres with adjoining anaesthetic rooms, a four-bay Recovery Unit, communal rest-room facilities for nursing and medical staff. There is an extensive up-to-date range of surgical equipment including endoscopic and laparoscopic systems that enable the surgeon to undertake most elective and emergency procedures. Instrument sterilisation is undertaken within the integral HSDU and is compliant with the recent requirements for hospital sterilisation facilities.

The **Maternity Department** is small but spacious (approximately 170 deliveries per year; 6 beds) and is currently being developed so as to satisfy the requirements of the Expert Group on Acute Maternity Services.

**Services for children** are designed to be appropriate for a non-specialist unit. There are regular paediatric lists for dental surgery and some operating for general minor/intermediate surface surgery, together with the regular paediatric component of ENT and ophthalmic surgery.

The **Outpatient Department** is compact and friendly – a Senior Staff Nurse heads the nursing support team with extensive experience and extended skills. Currently there are consultant led commitments in general medicine, diabetes, endocrinology, cardiology, including a rapid access chest pain clinic and rheumatology. Visiting specialist services provide expert support and there are established tele-neurology and a variety of tele-health clinics e.g. orthopaedics. Specialist Nurses are in place supporting Cardiac, Stroke, Diabetes, Continence and Neurological pathways as well as a variety of Link Nurses supporting specific aspects of care such as Breast cancer and Inflammatory Bowel Disease.

**Support Services** are in line with those expected of a District General Hospital. This includes a: local Laboratory with a full range of testing available, with specialist provision accessed via NHS Grampian.

We have a Medical Imaging Department with access to Ultrasound and CT in Shetland. A number of invasive radiological investigations are performed locally on a regular basis under the supervision of a visiting radiologist, and the radiology department has supports CR/PACS which allows viewing of an electronic image anywhere in the hospital. Images are sent digitally to NHS Grampian for reporting.

A Diagnostic Physiology service is available as a visiting service for echocardiography, holter and other recording devices as well an implanted device follow up/surveillance service.

There is also access to in-patient and community based Occupational Therapy and Physiotherapy services available on week days.

# Management Structure

NHS Shetland is a unified Island Board and the Board is responsible for both primary and secondary care services and is accountable directly to the Scottish Government Health Directorate. Formal medical representation at Board level is through the Medical Director, Director of Public Health and the chair of the Area Clinical Forum (ACF). An Executive Management Team (EMT) provides strategic and organisational direction to both hospital and community care. Primary Care is integrated into the overall structure via the Integrated Joint Board (IJB). The recently jointly appointed (NHS and Council) Director of Community Health and Social Care is the joint officer for integrated community health and social care services.

Board philosophy is to involve and work closely with senior clinicians regarding major aspects of health care management and strategy.

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| **Section 8:** **Working for NHS Shetland** |

**Who are we?**

NHS Shetland is an integrated NHS Board in Scotland providing primary, community, mental health, and hospital and community services. Mr Ralph Roberts is the Chief Executive and Dr Gilbert Ozuzu is the Medical Director. Mr Simon Bokor-Ingram is the Director for Health and Social Care and Ms Lisa Watt is the Primary Care Manager.

The NHS Board determines strategy allocates resources and provides governance across the health system working in partnership with the Integrated Joint Board for Health and Social care services.

# About NHS Shetland

NHS Shetland is the most northerly Health Service in the country and a unique setting in which to develop your career. We are, of course, a small organisation, with circa 650 staff looking after the health needs of some 23,000 people spread across 15 islands. However, what we lack in size, we more than make up for by way of the tight-knit, highly professional ethos that characterises every aspect of our operations. Local Hospital and Community Services are provided from the Gilbert Bain Hospital. In addition, visiting consultants from NHS Grampian provide out-patient clinics as well as in-patient and day-case surgery to supplement the service provided by our locally-based Consultants in General Medicine, General Surgery, Anaesthetics and Psychiatry. We have a progressive agenda within the Shetland and work in partnership, not only with other local stakeholders but with the NHS in Scotland as a whole and NHS Grampian in particular.

Our job – your job should you care to join us – is to provide healthcare services to, and strive to improve the overall health of, the population of this most delightful part of the British Isles. Community Care Services are provided via GPs and Community Nurses , Dentists, Pharmacists, Allied health Professionals and Social Care workers working from one of our ten Health Centres/ or Care Homes and other locations including mobile units and schools. All in all, you’ll find a superb degree of professionalism allied to a practical, resolute approach to the challenges of providing healthcare in a northern island setting.

# Working at NHS Shetland

What’s it like to work in the Health Service in Shetland? Well, the remote and rural nature of our service brings its own challenges, however you can be assured that the facilities and equipment are as good as any you’ll get on the mainland. Moreover, the friendliness and professionalism of your new colleagues will help you quickly to find your feet and feel at home in your new surroundings.

**Living in Shetland**

We cheerfully admit that Shetland is not for everyone, but if you value working in a team, providing a broad range of clinical interventions and living in one of the most beautiful parts of Scotland then Shetland may be for you.

**What we can offer you**

Working with NHS Shetland offers a variety of opportunities and benefits:

* Access to the NHS pension scheme
* Assistance relocating to Shetland
* NHS Shetland is an equal opportunities employer and promotes work-life balance and family-friendly policies
* A beautiful setting to live and work and to take time out after a busy day or week
* Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

# Continuing education and professional development (CEPD)

A medical library has been recently established and is rapidly evolving under the guidance of senior medical and nursing staff. Internet access, the e-library and an on-line retrieval system is available locally. Arrangements exist for access to the extensive medical library at Aberdeen Royal Infirmary for research and study purposes not catered for in Shetland.

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. In recognition of the potential difficulties of professional isolation the Board also looks favourably on short secondments to other units, especially if designed to update clinical skills or to further develop clinical networks.

Clinical audit is regarded as an integral part of the CEPD package: some assistance and guidance in performing clinical audit is available from the Clinical and Governance Team.

We enjoy close links with the University of Aberdeen (<http://www.abdn.ac.uk>) whose Medical School is renowned for preparing its medical students to become doctors.

**Our vision, values and strategic aims**

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

We have identified five strategic objectives to ensure we can deliver safe, effective and person-centred health and social care:

1. To improve and protect the health of the people of Shetland
2. To provide quality, effective and safe services, delivered in the most appropriate setting for the patient
3. To redesign services where appropriate, in partnership, to ensure a modern sustainable local health service
4. To provide best value for resources and deliver financial balance
5. To ensure sufficient organisational capacity, capability and resilience

**Vision**

To deliver sustainable high quality, local health and care services, that are suited to the needs of the population; to make best use of our community strength, community spirit and involvement; for people to make healthy lifestyle choices, and use their knowledge and own capacity to look after themselves and each other.

**Values**

Person centered – in the partnerships between patients, their families and those delivering healthcare services we respect individual needs and values and demonstrate care and compassion, continuity, clear communication and shared decision-making.

Safe – avoiding injury or harm, in an environment that is clean and safe.

Effective – the most appropriate treatments, interventions, support and services provided to everyone who will benefit.

Efficient – making best use of available resources, and the eradication of wasteful or harmful variation.

Equitable – taking account of and valuing diversity, promoting equality, fairness.

Timely - linked to effective: services in the right place at the right time, reducing waiting times wherever possible.

Sustainable – using resources responsibility, to continue to provide services locally.

Ambitious – always striving to be better for our patients, staff and service

# Geography 60º North

The islands of Shetland lie scattered like the pieces of an elongated puzzle some 93 miles (150 km.) north of the Scottish Mainland. The capital, Lerwick is 211 miles (340 km.) from the Scottish port of Aberdeen and only about 18 miles (29 km) more than this from Bergen in Norway and Torshavn in the Faroe Islands.

The 60-degree line of latitude lies across the South Mainland of Shetland, passing through the small island of Mousa with its famous broch. There are over 100 islands ranging in size from the large island of Mainland (351 square miles/909 square kilometres) to the numerous small skerries and islets along the coast.

The distance from Sumburgh Head, the most southerly tip of Mainland, to Hermaness at the most northerly tip of Unst, is about 70 miles (113 km). North of Unst lies Muckle Flugga with its lighthouse perched 192ft. (59m) above sea level; the most northerly inhabited island in the British Isles.

Fair Isle is 24 miles (39 km) south-west of Sumburgh Head and lies mid-way between Shetland and Orkney. Foula, off the West Mainland, is about 18 miles (29 km) west of Walls.

# Travelling to Shetland

Shetland lies at the crossroads of the North Sea and the North Atlantic, virtually equidistant from Aberdeen, Bergen in Norway and the Faroe Islands, and there are frequent, efficient air and sea services through Aberdeen.

Most major airports and cities in the UK have scheduled flights to Shetland through Aberdeen (50 minute flight), Edinburgh (1hour 20minutes) and Glasgow (1hour 30 minutes). Northlink Ferries currently operate car ferries seven days a week direct from Aberdeen to Shetland on Mondays, Wednesdays and Fridays (via Orkney on Tuesdays, Thursdays, Saturdays and Sundays) in comfortable, well-appointed vessels. There are also connections to Scrabster in Caithness (via Orkney).

The ferry journey from Aberdeen to Shetland takes between 12-14 hours, leaving Aberdeen at 1900 hours direct (1700 via Orkney) and arriving in Shetland 0730 hours the following morning. The return journey similarly leaves Lerwick at 1900 hours direct (1730 via Orkney).

In the summer an air service connects Bergen with Sumburgh Airport.

**Links**

**NHS Shetland Website:** [**www.shb.scot.nhs.uk**](http://www.shb.scot.nhs.uk)

**NHS Scotland Jobs and Online Application System:** [**www.jobs.nhsscotland.com**](http://www.jobs.nhsscotland.com)

**Shetland Islands Council:** [**www.shetland.gov.uk**](http://www.shetland.gov.uk)

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| **Section 9:** **General Information for Candidates** |

**Data Protection Act 1988**

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to Human Resources staff.

**Counter Fraud**

NHS Shetland is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Shetland intranet (Counter-Fraud and Theft page) and further information is available at <http://www.audit-scotland.gov.uk/work/nfi.php>.

**References**

All jobs are only offered following receipt of two satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

**Disclosure Scotland**

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

**Work Visa**

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found on the Home Office website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

**Job Interview Guarantee Scheme**

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

**Overseas Registration and Qualifications**

NHS Shetland will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.

**Workforce Equality Monitoring**

NHS Shetland is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfill their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

**Equal Opportunities Policy Statement**

NHS Shetland considers that it has an important role to play as a major employer and provider of services in Shetland and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

Our Equal Opportunities in Employment policy can be viewed at:

<http://www.shb.scot.nhs.uk/board/policies/hr-recruitment.pdf>

<http://www.shb.scot.nhs.uk/board/equality.asp>