

# **Consultant in Occupational Health Medicine**

## **Applicant Information**



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## **Consultant in Occupational Health Medicine Part time – 6 Programmed Activities**



**Salary Scale - £91,474 - £121,548 per annum (pro rata)**

Looking for a new and exciting challenge? Then think about working in NHS Forth Valley in the heart of Scotland.

Applications are invited for the post of Part Time Consultant in Occupational Health Medicine based within NHS Forth Valley. The Occupational Health Department is centralised in purpose built premises at Forth Valley Royal Hospital in Larbert.

NHS Forth Valley provides acute and primary care services for a population of nearly 310,000 people in Central Scotland. It currently employs approximately 7,000 staff and is supported by a staff bank of around 2,000 staff. Services are also provided to GPs and their staff and GDPs and their staff who are part of the wider members of the NHS FV family.

This is a permanent, part time post for six programmed activities per week (24 hours) in the Occupational Health Department, which is part of the Human Resources service.

All candidates are required to have specialist training and accreditation in Occupational Health and hold MFOM or equivalent. This appointment will be subject to the terms and conditions of service for Consultants Scotland.

You can look forward to a warm welcome and strong support from colleagues. Our hospital is situated in the heart of Scotland, nestled against the Loch Lomond and Trossachs National Park, and close to vibrant towns that are richly endowed with excellent cultural and sporting facilities, offering good transport links to Edinburgh and Glasgow.

To apply for this post, please visit the job posting on the NHS Scotland Job Train website. Applicants should have full GMC registration and a license to practice. Applicants will be in possession of the MFOM or equivalent, registered with the General Medical Council and on the Specialist Register or be within 6 months of the anticipated award of a CCT at the time of interview or have a certificate of Eligibility for Specialist Registration (CESR). Applicants are required to have evidence of recent continued academic and professional development. Excellent, communication, listening and organisational skills are essential.

Informal enquiries should be directed to Joanna Elliott, Head of Occupational Health Service:  
e-mail [joanna.elliott@nhs.scot](mailto:joanna.elliott@nhs.scot) or telephone number: 01324 566663

Closing date: 19<sup>th</sup> July 2023

Interview date: 31<sup>st</sup> July 2023

Please quote reference number 152620 on all correspondence.

# Introduction to NHS Forth Valley

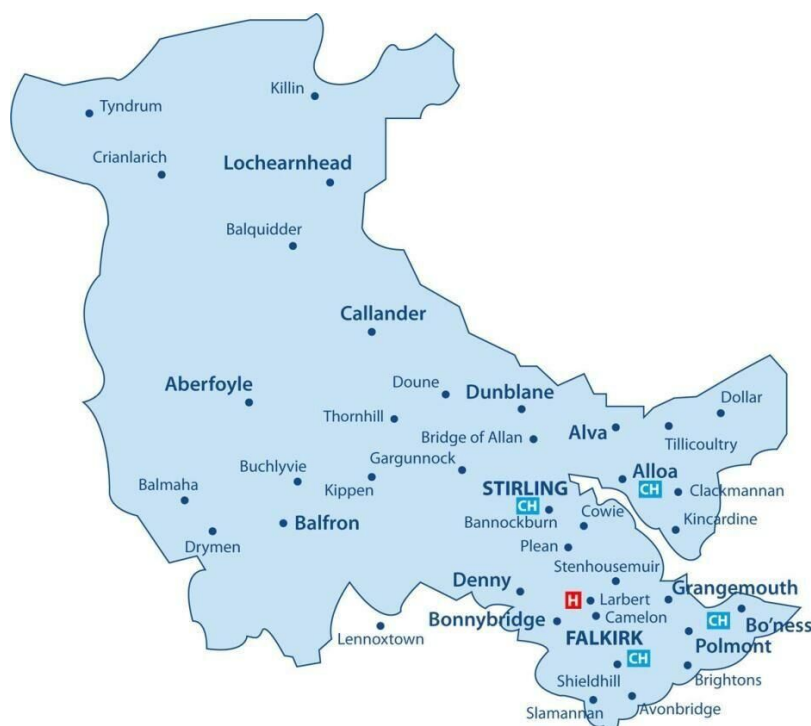
NHS Forth Valley is one of 14 regional health boards in Scotland and serves a population of nearly 310,000 in a diverse geographical area which covers the heart of Scotland and covers three council areas, [Clackmannanshire](#), [Stirling](#) and [Falkirk](#).

NHS Forth Valley has an annual budget of approximately £570 million and is the largest employer in the area, with approximately 8000 staff from a wide range of professional and support occupations. Acute Services are based in our modern, purpose built 860 bedded, Forth Valley Royal Hospital, which opened in 2011 and provides inpatient and outpatient services. It is supported by a network of four [community hospitals](#), 56 health centres, day centres providing care and support for patients with mental illness and learning disabilities and a wide range of community based services.

We are home to the [Scottish Centre for Clinical Simulation and Human Factors](#), one of the most advanced training facilities of its kind where medical staff are able to hone their skills using computerised mannequins. In addition, NHS Forth Valley has been named in a survey of trainee doctors as one of the top places to be in the UK for medical education and training.

There are two Health and Social Care Partnerships (HSCP) which cover the Forth Valley area – one for [Clackmannanshire and Stirling](#) and one for [Falkirk](#).

Further information is available at [www.nhsforthvalley.com](http://www.nhsforthvalley.com)



## The Forth Valley Area

Forth Valley, in the heart of Scotland, is an exciting place to live and work. Transport links are second to none with excellent motorway and rail links and two international airports nearby, Edinburgh and Glasgow. House hunters in the Forth Valley area are spoiled for choice. On offer is a large array of established and new properties in a variety of attractive settings.



Education in the area is first class, with excellent provision of pre-school, primary and secondary education. State schools in the area have strong reputations and there is also easy access to the area's private schools in Dollar and Crieff. On the further education front, Stirling boasts an excellent University and access to the University cities of Glasgow and Edinburgh is easy. There are also further education Colleges in Falkirk, Stirling and Alloa.

### Stirling Area

A wee city with a big history, Stirling punches well above its weight for historic attractions and spectacular scenery, not to mention shopping, places to eat and exciting events. Visit Stirling and take in the magnificent views from [Stirling Castle's](#) hill-top esplanade towards the [National Wallace Monument](#) on the edge of the rolling Ochil Hills before looking north east for the mountain peaks of [Loch Lomond & The Trossachs National Park](#). Find out more about the area on [Your Stirling](#).

### Falkirk Area

The Falkirk area is steeped in history with a wealth of attractions, including two of the world's most unique, including, [The Falkirk Wheel](#) and [The Kelpies](#) in [The Helix Park](#). Plus the Falkirk area has a significant section of the [John Muir Way](#). [Falkirk](#) is a historic town centre with a traditional high street and lots of things to be doing with two large shopping centres. Find out more about the area on [Visit Falkirk](#).

### Clackmannanshire Area

Clackmannanshire lies between the majestic Ochil Hills and the River Forth and provides the perfect year-round base to explore the stunning countryside, rich history, medieval castles and tower houses. For leisure, there are six golf courses, a luxury spa and a major shopping outlet. Find out more about the area on [Discover Clackmannanshire](#).

## Job Description

**Job Title:** Consultant in Occupational Health Medicine  
**Posts:** 1 substantive post  
**Hours of Work** Part time – 24 hours per week

### Background

This is a replacement post following retirement of the incumbent. Occupational Health is part of the Human Resources Directorate. It is a busy service which predominantly focuses on the delivery of Occupational Health Services to NHS Forth Valley and the wider NHS family but does also involve some work with local private companies, including Serco who provide Facilities Management Services on-site at Forth Valley Royal Hospital. The Occupational Health Team have enhanced and developed the service to one which has which has a good reputation within NHS Forth Valley.

The Consultant works with a team of OH Nursing Advisers, Staff Nurses, Clinical Psychologists, Clinical Associate Assistant Psychologists, Staff Counsellors and Admin support.

Staff Physiotherapy and Podiatry are also provided in partnership with the respective services.

There is a close working relationship with the Health and Safety Team who provide health and safety advice, ergonomics, moving and handling training and the prevention of violence and aggression.

The post is currently based at the purpose built Occupational Health Department, at Forth Valley Royal Hospital in Larbert, but provides services throughout NHS Forth Valley. Operating hours of the service are: Monday – Friday (8.30 a.m. – 5.00 p.m.). The successful candidate will be able to work their hours within these times.

The database used in the service is eOPAS

## Job Purpose

The Head of NHS Forth Valley Occupational Health (OHS) and the Consultant Occupational Health Physician (COP) work collaboratively in supporting OHS Multidisciplinary Team (MDT) service provision to NHS Forth Valley (FV) and external service users. The COP provides specialist advice to NHS FV and other employers to enable fulfillment of statutory obligations under Health and Safety legislation, employment legislation, compliance with clinical governance requirements and promotion of public health. The post holder will support the development of OHS MDT quality standards in clinical practice; collaborating to develop and sustain evidence based practice derived from audit and research. To be aware of existing and impending legislation relating to Health, Safety, Environment issues and Employment Law thus contributing to the development of Safe and Effective Service Delivery.

Provide clinical Occupational Physician services, with advice to clients, Human Resources and line management, and OHS service users as appropriate.

## Establishment

	Head Count	WTE
<b>Head of Service:</b>	1	1.0
<b>Proposed Medical:</b>		
Consultant Occupational Health Physician	1	0.6
<b>Mental Health:</b>		
Consultant Clinical Psychologist	2	1.01
Counselling x 1x PTP 1PT T	1	1
CAAP x1 FT x T	1	1
<b>Nursing:</b>		
Lead Nurse	1	1.0
Nursing Advisors	6	4.39
Staff Nurses	3	2
<b>Administration &amp; Clerical:</b>		
Admin	6	5
Staff Physiotherapy	2	1.76
Podiatry	3	1



## **Training and Education**

NHS Forth Valley places a high priority on training and development across all staff groups and strongly supports continuing medical education. There is a purpose built education service with a library, lecture theatre and meeting rooms with PACS and video-conferencing facilities.

## **Departmental Information**

### **What we are:**

NHS Forth Valley Occupational Health Service offers a wide range of clinical and health management skills to support employees and managers in achieving a healthy, productive and effective workplace. We also deliver services to the working population of Forth Valley by supporting small and medium sized enterprises with their occupational health needs and support the wider national health initiatives to improve the wellbeing of the population.

### **What we do:**

Forth Valley Occupational Health Service provides a wide range of services to mitigate the occurrence of work related illness, injury and disease, maintain and promote health including:

### **Strategic involvement:**

- Contributes to the Staff governance Framework
- Contributes to the development of the Staff Support & Well - being strategy
- Advises on Attendance management and vocational rehabilitation services
- Control of infection & incident management advice
- Pandemic planning
- National and Board Policy development
- Identification of risk and risk mitigation

### **Occupational health services:**

- Pre-employment, pre-placement health screening
- Health surveillance and health assessments
- Management and self referrals
- Rehabilitation

- Counselling and Psychological Therapies Service
- Immunisation and screening programmes
- Management of exposure to blood borne viruses
- Pensions applications due to Ill Health
- Staff Health and Wellbeing
- Staff physiotherapy referral service
- Staff podiatry referral service
- Support with risk assessment
- supporting client organisations with mobilisation or delivery of relevant emergency preparedness or response actions such as contact tracing, prophylaxis, advice on isolation and clinical testing.
- Support organisation to comply with statutory illness/disease reporting such as RIDDOR

#### **First Aid training:**

- Administration of Initial and refresher courses arranged

#### **External contract activity:**

- Work with external organisations including, Serco and many small and medium sized enterprises located within NHS Forth Valley.



## **Responsibilities**

- Provide Consultant Occupational Physician input into a management referral service for advice on employee attendance management, workplace adjustments, rehabilitation back into the workplace and early retirement on ill health grounds, to address attendance management, in line with Occupational Health and Human Resources strategies. Advise on the requirements of the Equality Act Disability provisions.
- Clinical delivery of services may be throughout NHS Forth Valley, however main services will be delivered at Forth Valley Royal Hospital, Larbert at this time.
- Provide Occupational Health Consultant clinical input to NHS Forth Valley undertaking fitness for work referral assessment and advice consultations, pre-employment, in service placement examinations and statutory medical examinations in line with agreed job plan.
- Provide specialist Occupational Health medical input to other service contracts, within the overall parameters of the Occupational Health Service job plan. This will include the clinical supervision of specialty doctor post – if required.
- In conjunction with the Head of Service, contribute to the production of annual plans and reports, supplemented by regular monitoring information and client satisfaction surveys as agreed. Assist in the further development and maintenance of quality improvement programmes, such as SEQOHS, multidisciplinary clinical audit, participate in research and the development of health surveillance and health protection programmes, as required.
- Participate in the maintenance of a confidential record system, provision of reports and information to the Central Legal Office, clients' solicitors, courts and individual employees, adhering strictly to legislative requirements on Access to Medical Reports, Health Records, Data Protection, GDPR, Freedom of Information and codes of professional ethics, ensuring statutory compliance reducing risk of litigation for clients.

- Participate in clinical networking with NHS Scotland OH Services, formally and informally, maintaining effective liaison with professional colleagues out with the NHS, to promote consistency of standards and share evidence based practice.
- In conjunction with the Head of Service have responsibility to ensure appropriate clinical governance arrangements are in place. Participate in clinical audit, including peer review and provide appropriate clinical advice and support to the Occupational Health MDT.
- Work in close liaison with Public Health and Infection Control colleagues in relation to the prevention and control of communicable diseases pertinent to healthcare workers.
- Participate fully in Consultant appraisal and personal development planning activities.
- Assessment in relation to Fitness to Practice for clinicians who require review by Regulatory Bodies.
- Work with colleagues to ensure the effective and efficient development and implementation of support systems.
- Work flexibility supporting the individual's special interests or professional development goals consistent with the direction of the service, organisation, wider FV workforce or communities.
- The requirements of this post will change through time in line with clinical advances and developments in services provided by the NHS in Forth Valley.

## Job Plan

The **indicative** job plan, detailed below, will be agreed with the post holder on appointment. Any changes required in the job plan will be discussed and communicated. The job plan will be reviewed three months following appointment to ensure it appropriately meets the needs of the service. The indicative job plan will capture the split between direct clinical care and supporting professional activities. The SPA included in the indicative job plan will reflect activities such as appraisal, personal audit, professional development and teaching. It is anticipated that there will be agreed flexibility in planning SPA and direct clinical care sessions.

There is no formal out of hours or on-call commitments. A typical weekly timetable of six sessions will be:

	AM	PM
<b>Monday</b>	Non working day	Non working date
<b>Tuesday</b>	DCC	DCC
		SPA
<b>Wednesday</b>	DCC	Departmental meetings, OHS MDT support & development
<b>Thursday</b>	DCC	SPA
<b>Friday</b>	Non working day	Non working date

Other activities include weekly departmental team meetings, medical student teaching, audit, attendance at meetings with external clients which will be scheduled if required.

The clinical sessions will accommodate 60 minute appointments for new patients and **up to** 60 minute review appointments as required.

You shall be required to participate in annual appraisal. Job planning is linked closely with, but is separate to, the agreed appraisal scheme for consultants. The job plan review will take into account the outcome of appraisal discussion and reflect agreed Personal Development Plan.

## Contractual Details

Contracted activities for this appointment will be defined and agreed with the post holder and the Head of Occupational Health.

The post holder will be professionally responsible to the Medical Director who is the Responsible Officer (RO) and managerially responsible to the Head of Occupational Health.

This Consultant post is available on a part time basis.

The terms and conditions of service applicable to this appointment are the Consultant grade terms and conditions of service as amended from time to time.

The post holder will be required to agree a job plan of fixed and other commitments, which will be reviewed on an annual basis and revised as necessary to meet the requirements of the local and national service issues.

The successful candidate will be required to participate in an annual NHS appraisal. Appraisal will be arranged via SOAR platform to enable annual appraisal and GMC revalidation on a 5 yearly basis.

Formal appointment to this post will be conditional upon satisfactory completion of all pre-employment checks, including satisfactory Occupational Health assessment with a third party OHS provider.

NHS Forth Valley does not negotiate salary placements. On commencement of employment, salary will be determined in accordance with Section 5 of the terms and conditions of service.

This appointment will be superannuable under the NHS Superannuation Scheme, which is contracted out of the State Earnings Related Pension Scheme (SERPS). New employees will automatically be enrolled in the scheme unless they opt out. For further information, please contact the Scottish Public Pensions Agency (SPPA) on 01896 893100 or visit [www.sppa.gov.uk](http://www.sppa.gov.uk)

The employment is subject to three calendar months notice on either side.

Annual leave entitlement is 33 days per year (pro rata for part time post holders), with additional statutory holiday entitlement as agreed by the Local Negotiating Committee and published annually.

If you are successful at interview and receive an offer of appointment with NHS Forth Valley, can you please advise the Medical Workforce Team of any periods of Less Than Full Time Training (LTFT) you may have had.

# General Employment Information

## Equality in Employment

NHS Forth Valley fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. NHS Forth Valley is committed to ensuring equality of treatment for both present and potential employees.

## Human Resources Policies and Services

NHS Forth Valley is the largest employer in Forth Valley, and is committed to ensuring its employment and Human Resources policies and procedures reflect best practice. As a progressive employer, NHS Forth Valley is committed to supporting and developing all employees.

## The Medical Workforce Team

In recognising the needs of services, operational requirements and medical staff, the operational Medical Workforce team provides a range of services for all grades of medical and dental staff. For assistance or information, please contact:

Jacqui Crilley	Medical Workforce Manager	01786 457379 <a href="mailto:jacqui.crilley2@nhs.scot">jacqui.crilley2@nhs.scot</a>
Lynsey Doherty	Deputy Medical Workforce Manager	01786 457388 <a href="mailto:lynsey.doherty@nhs.scot">lynsey.doherty@nhs.scot</a>
Laura Bayley	HR Adviser Medical Workforce	01786 457375 <a href="mailto:laura.bayley@nhs.scot">laura.bayley@nhs.scot</a>
Elsbeth Gillespie	Medical Workforce Adviser (Contracts)	01786 457382 <a href="mailto:elsbeth.gillespie@nhs.scot">elsbeth.gillespie@nhs.scot</a>
Hunter Rice	Medical Workforce Adviser	01786 457376 <a href="mailto:hunter.rice@nhs.scot">hunter.rice@nhs.scot</a>
Katrina Vernon	Medical Workforce Adviser	01786 457387 <a href="mailto:katrina.vernon@nhs.scot">katrina.vernon@nhs.scot</a>
Leiane Hall	Medical Workforce Adviser	01786 457307 <a href="mailto:leiane.hall2@nhs.scot">leiane.hall2@nhs.scot</a>

## Pre-Employment Screening

### Criminal Convictions - Protecting Vulnerable Groups (PVG) Scheme

The Protecting Vulnerable Groups (PVG) scheme has replaced the previous disclosure arrangements for people who work with vulnerable groups. The duties of this post require the post holder to undertake regulated work with children and young people (individuals aged under 18 years) and / or protected adults (individuals aged 16 or over who is provided with



(and thus receives) a type of care, support or welfare service).

The post holder will be required to be a member of the PVG Scheme and to consent to NHS Forth Valley obtaining a Scheme Record or Scheme Record Update, as appropriate. Any failure to disclose convictions could result in the withdrawal of an offer of employment.

Any applicant wishing to discuss any existing criminal convictions and how these may impact upon an application for employment should contact the Medical Workforce Manager in the first instance.

### **Occupational Health Screening**

Any offer of employment will be subject to satisfactory Occupational Health Assessment which will be requested via a third party OHS supplier.

### **Confidentiality**

During the course of their employment with NHS Forth Valley, employees may have access to information about staff or patients or other aspects of NHS Forth Valley's activities, about which they have a duty to maintain confidentiality at all times. In common with all other staff, the post holder will have, in addition, a responsibility to ensure that information relating to his or her work and the operation of the Forth Valley Acute Services in general is kept and maintained securely in accordance with the requirements of the Data Protection Act (1998), the Board's policies and Occupational Health practice in relation to Confidentiality and Consent. In particular, the disclosure of commercial or other confidential information which may affect the Board's business interests or endanger the survival of any of its services will be regarded as a fundamental breach of the mutual confidence which must exist between the employer and the employee.

### **Infection Control and Hand Washing Policy**

NHS Forth Valley is committed to providing as clean and safe environment as possible for staff, patients and visitors. The post holder will be required to comply with the Infection Control and Hand Washing Policies

### **Health & Safety at Work**

All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Forth Valley policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the

interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

### **Partnership Agreement**

NHS Forth Valley is committed to partnership working. All employees are required to contribute to the development of partnership working by:

- supporting NHS Forth Valley in delivering its goals and objectives;
- supporting continuous improvement in individual performance and the performance of the relevant team / department, directorate and NHS Forth Valley;
- Complete statutory / mandatory training and other activities aimed at developing and improving individual skills to maintain occupational currency for the benefit of service users and the organisation.

## Selection Criteria

Criteria	Essential	Desirable
<b>Qualifications</b>	<p>Full GMC registration, with license to practice in the UK</p> <p>Membership of the UK Faculty of Occupational Medicine ( MFOM)</p> <p>Certificate of Completion of Specialist Training (CCT) / Certificate of Eligibility for Specialist Registration (CESR).</p> <p>Applicants who are within 6 months of achieving CCT at the date, of interview are eligible to apply.</p>	<p>Higher degree e.g. MSc, MD or PhD higher degree</p> <p>MBA or other relevant diplomas</p> <p>Membership of a relevant UK (or equivalent) Faculty or College such as Royal College of Physicians, Royal College of Psychiatrists, Royal College of General Practitioners or Faculty of Public Health.</p>
<b>Knowledge and Skills</b>	<p>Experience and competence in the clinical aspects of Occupational Health Medicine having worked in a complex organization with the ability to develop new skills and train colleagues as appropriate.</p> <p>Ability to work unsupervised and make decisions</p> <p>Excellent written and oral communication, &amp; listening skills.</p> <p>Ability to manage time effectively</p> <p>Ability to work effectively a multi-disciplinary team</p> <p>Empathetic to the needs of OHS service users exhibiting distress</p> <p>Competent information technology skills, ability and experience in the use of software packages such as Microsoft Office, electronic medical records and web based search engines</p>	<p>NHS Occupational Health Experience</p> <p>Appropriate sub specialty interest and knowledge.</p> <p>Understanding of NHS Scotland policies, pathways, networks and process for escalating service user deemed to be at risk</p> <p>Use of eOPAS database</p>

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Academic</b>	<p>Participation in research or clinical audit to improve clinical care.</p> <p>Participation in departmental teaching</p> <p>Presentations at national meetings if/ as required</p>	<p>Formal research training; demonstrated ability to design a research or audit project</p> <p>Formal training in teaching methods; demonstrated ability in teaching / training.</p> <p>Previous Publications</p>
<b>Management</b>	<p>Knowledge and understanding of Management, Human Resource and Occupational Health obligations in relation to UK regulatory bodies in connection with health, fitness and performance. Participate in clinical governance linked to service planning and be willing to contribute to the wider activity of NHS in Forth Valley.</p> <p>Understand the challenges faced by NHS Scotland and how these are being addressed in NHS Forth Valley</p> <p>Understanding of NHS Scotland approach to Staff Governance, Patient Safety and Quality Improvement ( SEQOHS )</p>	<p>Demonstrated ability to engage and lead on e.g. multidisciplinary project work and mentoring junior / OHS MDT colleagues</p> <p>Delivery of a patient safety or quality improvement project linked to (SEQOHS )</p> <p>Demonstrates knowledge of Realistic Medicine.</p>
<b>Other</b>	<p>Ability to work flexibly according to the needs of the service, and contribute to OHSMDT team skills development.</p> <p>Willing to travel as required by the duties of the post. This will not be a regular commitment.</p>	

## Application Process

To apply for this post, please visit the job posting on the NHS Scotland Job Train website.

Please note that applicants not currently entered onto the Specialist Register must be within 6 months of award at the date of interview for the post.

Applicants who are not yet in receipt of a Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration (CESR) are required to provide documentary evidence of eligibility to apply when submitting their application.

Please quote **reference number 152620** on all correspondence. Please note the following dates:

**Closing date: 19<sup>th</sup> July 2023**

**Interview date: 31<sup>st</sup> July 2023**

Please note that we *do not* accept applications in the form of Curricula Vitae

### **Web Sites of Interest for Candidates**

**Scottish Health on the web :** <http://www.scot.nhs.uk/>

**Scottish Government:** [www.scotland.gov.uk](http://www.scotland.gov.uk)

### **Living & Working in Scotland**

<https://medicaljobs.scot.nhs.uk/working-in-scotland>