LOCUM CONSULTANT IN NEUROLOGY

BASED AT SOUTHERN GENERAL HOSPITAL

INFORMATION PACK

REF: 23412D

CLOSING DATE: 12TH AUGUST 2011
SUMMARY INFORMATION

POST: LOCUM CONSULTANT IN NEUROLOGY

BASE: SOUTHERN GENERAL HOSPITAL, GLASGOW

INITIALLY FIXED TERM 6 MONTH POST

This post will be based at the Department of Neurology, Southern General Hospital. The job plan provides for 10 PAs under the new Consultant contract. An outreach clinic service will be provided and this will also involve ward visit sessions and availability for advice at other times during the working week. The appointee will provide general neurology services to locations within NHS Greater Glasgow and Clyde and other West of Scotland hospitals.

The post has been created to help provide cover for maternity leave in the first instance, and to provide additional capacity across the region.

You will be appropriately experienced and qualified in the specialty, fully registered with the GMC and have a Licence to Practice. This post requires PVG Scheme Membership/Disclosure Scotland Check.

For further information please contact Dr Colin O'Leary, on 0141 201 2364.
ACUTE SERVICES DIVISION

INFORMATION PACK

FOR THE POST OF

LOCUM CONSULTANT

IN

NEUROLOGY

REF: 23412D
1. **GLASGOW – A GREAT PLACE TO LIVE AND WORK**

Greater Glasgow and Clyde Valley is one of the world’s most thrilling and beautiful destinations.

There is a wealth of attractions to discover, the UK’s finest Victorian architecture to astound, internationally acclaimed museums and galleries to inspire, as well as Glasgow’s own unique atmosphere to soak up.

Be entertained in one of Europe’s top cultural capitals by its year-long calendar of festivals and special events and enjoy outstanding shopping, superb bars and restaurants - all located within a stone’s throw of some of the country’s finest parks and gardens.

The area also stands at the gateway to some of Scotland’s most spectacular scenery, with Loch Lomond and the Trossachs only 40 minutes away.

What’s more, we are easily accessible by air, rail and road so getting here could not be easier.

2. **GREATER GLASGOW & CLYDE ACUTE SERVICES DIVISION**

The Acute Division brings together all acute services across the city and Clyde under a single management structure led by the Chief Operating Officer. The Division is made up of 6 Directorates of clinical services each managed by a Director and clinical management team along with a Facilities Directorate. These are:

- Emergency Care and Medical Services
- Surgery and Anaesthetics
- Rehabilitation and Assessment
- Diagnostics
- Regional Services
- Women’s and Children’s Services
- Facilities

**Regional Services**

This post is based within the Regional Services Directorate which includes:

- Neuro-sciences [including all sub-specialties except neuro-Radiology and neuropathology]
- Specialist Oncology services [including haemato-oncology]
- Plastic Surgery and Burns
- Renal Services including Renal Transplantation
3. **THE SOUTHERN GENERAL HOSPITAL**

The Southern General Hospital is a large teaching hospital with an acute operational bed complement of approximately 930 beds. The Hospital is sited in the south-west of Glasgow and provides a comprehensive range of acute and related clinical services. Glasgow’s Acute Services Review will see a new adult and paediatric hospital built on this site by 2015.

Services include Accident and Emergency, Dermatology, ENT, General Medicine (including sub-specialties), General Surgery (including sub-specialties), Medicine for the Elderly (including Assessment, Rehabilitation and Day Services), Gynaecology, Neonatal Paediatrics, Obstetrics, Ophthalmology, Orthopaedic Surgery, Urology, Physically Disabled Rehabilitation and Continuing Care. In-patient Maxillofacial (trauma and elective surgery and specialist provision for head and neck cancer), Dermatology and the Assessment and Rehabilitation service for the Physically Disabled are also provided for the whole city from the Southern General Hospital.

There is also a wide range of therapeutic services including Audiology, Clinical Psychology, Dietetics, Occupational Therapy, ECG, Physiotherapy, Radiology (including MRI and CT provision for the general hospital service) and Speech Therapy.

**The Institute of Neurological Sciences**

The Institute of Neurological Sciences is based on the Southern General campus and provides Neurosurgical, Neurological, Clinical Neurophysiology, Neuroradiological and Neuropathology facilities for the West of Scotland. The Institute is equipped with a Magnetic Resonance Imaging Suite, SPECT Scanner, two Computerised Axial Tomography Scanners, and angiography facilities. The Institute has ICU, HDU and outpatient facilities and also houses ENT and Oral & Maxillofacial Services.

**Spinal Injuries Unit**

The Queen Elizabeth National Spinal Injuries Unit for Scotland provides a spinal injuries service to the whole of Scotland. This is housed in a purpose-built facility.

**University Links**

The Southern General Hospital has built a sound academic and research base over the years, and has an excellent teaching reputation with libraries and lecture suites with comprehensive audio/visual facilities on site. There are close links with the University of Glasgow’s Faculty of Medicine including Professors within Neurosciences.

4. **WORK OF THE DEPARTMENT**
The Neurology Department provides services for the West of Scotland including: NHS Greater Glasgow and Clyde, Ayrshire & Arran, Lanarkshire, and Western Isles. The Glasgow services are based at the Institute of Neurological Sciences (INS) while regional services are provided on an outreach model.

There are currently twenty consultant posts of which three are academic.

There is increasing consultant sub-specialisation and current sub-specialities include epilepsy, MS, muscle, neuro-genetics, movement disorders, stroke, headache, the dementias and peripheral neuropathy. Research interests in the academic department are neuro-virology, neuro-immunology and stroke, and a number of members of the clinical department also have research programmes.

In Glasgow in-patient neurology is based on two wards in INS. The total number of beds is 49, including three video EEG beds, and four acute stroke unit beds in the neurology ward with plans to increase in collaboration with Medicine for the Elderly. Out-patient facilities are also located within the Institute of Neurological Sciences. The building also accommodates maxillo-facial surgery and ENT units.

The department at present has 14 accredited training posts ranging from FY2 to SpR. Numbers will change, with the bulk of trainees at ST3 level and above.

The work of the neurology department is supported by: a department of clinical neurophysiology (five consultants); a department of neuroradiology (seven consultants); and a department of neuropathology (two consultants).

5. THE JOB ITSELF

(a) Title: Locum Consultant in Neurology

The job plan provides for 10 PAs under the new Consultant contract. One supporting professional activity (SPA) is now the advertised standard for all new consultant job plans within NHSGG&C. The one SPA minimum will reflect activity such as appraisal, personal audit and professional development occurring outside study leave time as well as limited time for other activities. Once the candidate has been appointed more SPA time may be agreed for activities such as undergraduate and postgraduate medical training which takes place outside direct clinical care, as well as research and/or management. These activities must be specifically and clearly identified and be agreed with the candidate and desired by the department.

The post has been created to help provide cover for maternity leave in the first instance, and to provide additional capacity.

Relationships:

(i) Name of Health Board(s):
NHS Greater Glasgow and Clyde
NHS Ayrshire and Arran
NHS Lanarkshire

(ii) Names of Consultant members of the Department:
Dr T Baird
Dr R A Metcalfe
(c) Duties of the Post:

(i) Clinical details of all clinical commitments

The post will be based at the Department of Neurology, Southern General Hospital and will provide cover to clinics in both Lanarkshire and Ayrshire and Arran. This will also involve ward visit sessions and availability for advice at other times during the working week.

The appointee will provide general neurology services to agreed hospitals in the West of Scotland.

(ii) Administration

The postholder will be responsible for the usual administrative duties associated with the care of patients.

(d) Timetable

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Hospital or Clinic and Description of Duties e.g. ward Rounds, Theatres and Out-patients etc.</th>
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</thead>
<tbody>
<tr>
<td>MON</td>
<td>AM</td>
<td>Outpatient clinic, Lanarkshire</td>
</tr>
<tr>
<td>MON</td>
<td>PM</td>
<td>Outpatient clinic, Lanarkshire</td>
</tr>
<tr>
<td>TUES</td>
<td>AM</td>
<td>OP admin, Lanarkshire</td>
</tr>
<tr>
<td>TUES</td>
<td>PM</td>
<td>Ward reviews, Lanarkshire</td>
</tr>
<tr>
<td>WED</td>
<td>AM</td>
<td>SPA (2 hours) Continuing Professional Development</td>
</tr>
<tr>
<td>WED</td>
<td>PM</td>
<td>Outpatient clinic SGH</td>
</tr>
<tr>
<td>THURS</td>
<td>AM</td>
<td>Outpatient clinic, Ayrshire and Arran</td>
</tr>
<tr>
<td>THURS</td>
<td>PM</td>
<td>Outpatient clinic, Ayrshire and Arran</td>
</tr>
<tr>
<td>FRI</td>
<td>AM</td>
<td>OP admin, Ayrshire and Arran</td>
</tr>
<tr>
<td>FRI</td>
<td>PM</td>
<td>SPA (2 hours)</td>
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</tbody>
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The above is a general guide but will be adjusted according to availability of out-patient facilities.

(e) Domiciliary consultations as may be required by the employing authority.

(f) The Consultant has a continuing responsibility for the care of patients in their charge, and for the proper functioning of the Department.

(g) The Consultant will undertake the administrative duties associated with the care of neurology patients and the running of the clinical department.
(h) In addition to the duties mentioned above, duties at other hospitals administered by the employing authority may be necessary.
# MEDICAL AND DENTAL STAFF APPOINTMENTS
## PERSON SPECIFICATION

**POST:** Locum Consultant in Neurology  
**BOARD:** Greater Glasgow and Clyde  
**HOSPITALS:** Southern General Hospital/WoS hospitals

<table>
<thead>
<tr>
<th></th>
<th>ESSENTIAL FOR THE POST</th>
<th>DESIRABLE FOR THE POST</th>
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<tbody>
<tr>
<td><strong>1. Professional Qualifications</strong></td>
<td>Full registration with the general medical Council and a Licence to Practice. A higher qualification e.g. MRCP or equivalent.</td>
<td>MD / PhD</td>
</tr>
<tr>
<td><strong>2. Training</strong></td>
<td>Previous appointments which provided professional training in Neurology posts approved by the Royal College of Physicians.</td>
<td>Attendance at appropriate professional courses.</td>
</tr>
</tbody>
</table>
| **3. Experience** | Experience of neurology and general medicine.  
Special interest complementary to those established within the conurbation. | Working knowledge of NHS management responsibilities of consultants. Attendance at an appropriate management course. Experience of clinical audit. |
| **4. Teaching** | Evidence of participation in teaching postgraduate medical staff plus a commitment to Postgraduate Training and Undergraduate Teaching within the organization. Interest in undergraduate and postgraduate medical teaching. | Experience of teaching medical and other staff.  
Evidence of participation in Undergraduate Teaching. |
<p>| <strong>5. Research / Publications</strong> | Experience and evidence of research and relevant publications. | Evidence of recent and current research, with relevant publications. |
| <strong>6. Professional Membership</strong> | Membership of appropriate... |... |</p>
<table>
<thead>
<tr>
<th>Interests</th>
<th>professional society (ies) Knowledge of up to date literature.</th>
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<tbody>
<tr>
<td>7. Personal Skills</td>
<td>Ability to communicate and liaise effectively with patients and their relatives, and with colleagues of all disciplines.</td>
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<tr>
<td>Relationships</td>
<td>Ability to be able to work harmoniously with colleagues.</td>
</tr>
<tr>
<td></td>
<td>Experience of supervision of junior medical staff and relevant staff in other disciplines.</td>
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<tr>
<td>Leadership</td>
<td>Ability to develop neurology services within Glasgow and Lanarkshire.</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Ability to work as a team player with professional colleagues, both medical and other disciplines</td>
</tr>
<tr>
<td>8. Circumstances Residence</td>
<td>Agree to live an appropriate distance from the respective organisations.</td>
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<td></td>
<td>Full driving licence.</td>
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</tbody>
</table>
## TERMS AND CONDITIONS OF SERVICE

The conditions of service are those laid down and amended from time to time by the Hospital and Medical & Dental Whitley Council.

<table>
<thead>
<tr>
<th>TYPE OF CONTRACT</th>
<th>Fixed Term 6 months initially</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADE AND SALARY</td>
<td>CONSULTANT, £74,504 - £100,446.00 (2009/10) and increases in accordance with contractual terms and conditions per annum (pro rata) New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer.</td>
</tr>
<tr>
<td>HOURS OF DUTY</td>
<td>40 hrs</td>
</tr>
<tr>
<td>SUPERANNUATION</td>
<td>You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension. Employee’s contributions to the NHS Scheme are Tiered based on your earnings and the employers contribution equates to 13.5 % of salary. Employees in the NHS Scheme are “Contracted-out” of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available. A Personal Pension is a private arrangement agreed with the pension provider that will be an organisation such as a Bank, Building Society or Insurance Company.</td>
</tr>
<tr>
<td>REMOVAL EXPENSES</td>
<td>Assistance with removal and associated expenses may be given and would be discussed and agreed prior to appointment.</td>
</tr>
<tr>
<td>EXPENSES OF CANDIDATES FOR APPOINTMENT</td>
<td>Candidates who are requested to attend an interview will be given assistance with appropriate traveling expenses. Re-imbursement shall not normally be made to employees who withdraw their application or refuse an offer of appointment.</td>
</tr>
<tr>
<td>TOBACCO POLICY</td>
<td>NHS Greater Glasgow and Clyde operate a No Smoking Policy in all premises and grounds.</td>
</tr>
<tr>
<td>DISCLOSURE SCOTLAND</td>
<td>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 which currently costs £59.00. The cost of the PVG Membership will be initially paid by NHS Greater Glasgow and Clyde and will required to be repaid through a payroll deduction mandate from the successful candidate’s first salary.</td>
</tr>
<tr>
<td>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</td>
<td>NHS Greater Glasgow and Clyde (NHSGGC) 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 GGC 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 not circumstances will they be allowed to commence until the right to work in the UK has been verified. ALL applicants regardless of nationality must complete and return the Confirmation of Eligibility to Work in the UK Statement with their completed application form. You will be required provide appropriate documentation prior to any appointment being made.</td>
</tr>
<tr>
<td>REHABILITATION OF OFFENDERS ACT 1974</td>
<td>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 Greater Glasgow and Clyde. Any information given will be completely confidential.</td>
</tr>
<tr>
<td>DISABLED APPLICANTS</td>
<td>A disability or health problems does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential. NHS Greater Glasgow and Clyde guarantees to interview all applicants with disabilities who meet the minimum criteria for the post. You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.</td>
</tr>
<tr>
<td><strong>GENERAL</strong></td>
<td>NHS Greater Glasgow and Clyde operates flexible staffing arrangements whereby all appointments are to a grade within a department. The duties of an officer may be varied from an initial set of duties to any other set, which are commensurate with the grade of the officer. The enhanced experience resulting from this is considered to be in the best interest of both NHS Greater Glasgow and Clyde and the individual.</td>
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<tr>
<td><strong>EQUAL OPPORTUNITIES</strong></td>
<td>The postholder will undertake their duties in strict accordance with NHS Greater Glasgow and Clyde’s Equal Opportunities Policy.</td>
</tr>
</tbody>
</table>

**ADDITIONAL CONDITIONS OF SERVICE**

(vi) In terms of NHS Circular 1989 (PCS) 32 Dealing with Medical Negligence, the employing authority does not require you to subscribe to a Medical Defence Organisation as the employer’s indemnity will cover NHS Greater Glasgow and Clyde responsibilities.

It may however, be in your interests to subscribe to a defence body in order to ensure you are covered for any work which does not fall within the scope of the indemnity scheme.

(vii) Contact between the public telephone service and your private residence shall be maintained by you. Reimbursement of certain telephone charges may be payable on application to the employing authority and in accordance with the Terms and Conditions of Service for Hospital Medical and Dental Staff.

**DATE WHEN POST IS VACANT**

This post is vacant immediately

**FLEXIBLE WORKING ARRANGEMENTS**

This post is suitable for both full and part-time applicants. Candidates seeking either part-time or flexible working arrangements will be considered for the post in accordance with the organisations HR policies, subject to discussion and agreement on potential work patterns meeting the needs of the service. Modification of the job content should be discussed on a personal basis with the Lead Consultant, General Manager and HR Manager, prior to / at / following interview.
FURTHER INFORMATION

For further information on NHS Greater Glasgow and Clyde, please visit our website on www.show.scot.nhs.uk

Applicants wishing further information about the post are invited to contact Dr Colin O’Leary, Lead Clinician, Neurology Department 0141 201 2364 with whom visiting arrangements can also be made.

Short-listed candidates are invited automatically by the Director of Human Resources to visit the hospitals concerned. If candidates on their own initiative have visited the hospital prior to short-listing, they will only be allowed expenses for that prior visit if they are subsequently short-listed. When it is thought that there will be difficulty in filling the post, the Director of Human Resources has the authority to approve a second visit.

If shortlisted you may wish to contact: Mrs S Walker, General Manager, INS 0141-201 2833

HOW TO APPLY

To apply for these posts please include your CV and names and addresses of 3 Referees, along with the following documents; (click on the hyperlinks to open)

Medical and Dental Application and Equal Opportunities Monitoring Form

Declaration Form Regarding Fitness to Practice

Immigration Questionnaire

Alternatively please visit www.nhsggc.org.uk/medicaljobs and click on the “How to Apply” tab to access application for and CV submission information.

RETURN OF APPLICATIONS

Please return your application by email to nhsggcrecruitment@nhs.net or to the recruitment address below;

Medial and Dental Recruitment Team
NHS Greater Glasgow and Clyde Recruitment Services
5th Floor, Tara House
46 Bath Street
Glasgow
G2 1HJ

CLOSING DATE

The closing Date will be 12th August 2011