

Working for NHS Lothian

JOB TITLE: Locum Consultant in Obstetrics & Gynaecology – with special interest in maternal medicine

JOB REFERENCE: CG 1768

JOBTRAIN REFERENCE: 009910

CLOSING DATE: 15 December 2019



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Unfortunately we cannot accept CV's as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

You will receive a response acknowledging receipt of your application.

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.

All NHS Scotland and NHS Lothian Medical vacancies are advertised on our medical jobs microsite: www.medicaljobs.scot.nhs.uk

Please visit our Careers website for further information on what NHS Lothian has to offer <http://careers.nhslothian.scot.nhs.uk>



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Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Registered with the GMC. License to practice</p> <p>Be on, or within six months of being eligible for inclusion on the GMC Specialist Register at the time of interview.</p> <p>MRCOG or equivalent</p>	<p>Additional postgraduate qualifications e.g. MD/PhD.</p> <p>RCOG Advanced Skills Training Module in Advanced Antenatal Practice, Advanced Labour Practice, Labour Ward Lead or Maternal Medicine.</p> <p>ATSM(s) in gynaecology e.g. benign abdominal surgery: open or laparoscopic and/or colposcopy.</p>
Relevant Experience	<p>General obstetric and gynaecology experience.</p>	<p>Experience of writing guidelines</p> <p>Maternal Medicine</p> <p>Routine ultrasound</p>
Ability	<p>Ability to take full responsibility for independent management of patients on labour ward including supporting women with fetal loss and undergoing termination of pregnancy.</p> <p>Ability to manage high risk pregnancies through antenatal and inpatient services</p>	
Research		<p>Experience of supervised period of research, research methodology, clinical trials.</p>
Teaching and Audit	<p>Evidence of formal and informal teaching and training of junior doctors, medical students and other clinical staff.</p> <p>Evidence of learning and continuous professional development.</p> <p>Understanding of and commitment to the work of the Scottish Patient Safety Programme and the maternal work stream within this</p>	<p>Previous experience of designing teaching programmes.</p> <p>Qualification in teaching</p> <p>Experience of designing and effecting audit programmes</p>



	(Maternal Collaborative Quality Improvement Programme {McQIC}).	
Personal Attributes	<p>Evidence of patient focused care.</p> <p>Good team player, good communication skills, experience of working in multidisciplinary teams.</p> <p>Commitment to improving quality of care with consultant delivered care in and out of hours.</p> <p>Understanding of and commitment to the work of the Scottish Patient Safety Programme and the maternal work stream within this (Maternal Collaborative Quality Improvement Programme {McQIC}).</p>	



Section 2: Introduction to Appointment

Job Title: Locum Consultant Obstetrician
Department: Women's Services - Edinburgh Royal Infirmary
Base: Edinburgh Royal Infirmary

Post Summary:

This is a full time one year locum obstetrician post with an interest in maternal medicine available from 01 January 2020. The post holder will join a forward looking and vibrant department and play an active role in general obstetrics and maternal medicine whilst having the opportunity to develop special interests. There are 17 WTE consultant obstetricians at the RIE. Seven of these consultants cover obstetrics and gynaecology and two consultants are university appointments. The out of hours commitment is at the Royal Infirmary.

The department has a national and internally recognised academic department with a very active research programme and there are a number of sub specialty clinical services. The post holder will have a range of opportunities to develop a special interest.

The post holder will have a community based locality antenatal case load. Antenatal clinics are run within the local GP practice centre. In addition to this the post holder will have a weekly diabetic and twins clinic.

The obstetric service has separate consultant led care on the labour ward, obstetric triage unit, caesarean section list and wards working with the trainee doctor teams. Labour ward has consultant led care from 08.30-21.00 seven days a week. From March 2018 the service is extending consultant led care for a full day caesarean section list and full day consultant cover for obstetric triage. This has extended the consultant presence on the labour ward from 08.30-24.00 each day.

NHS Lothian has a commitment to developing a cross site service, working patterns and pathways between the RIE and St John's Hospital. The post may have sessions at St John's as this service development is established. The service has a commitment to delivering the recommendations of the "Best Start review – a five year forward plan for Scotland" and is one of the five Early Adopter Boards supporting the roll out of the recommendations. Patient safety is a priority and the service is committed to responding to the recommendations and learning from adverse events. A patient centred multidisciplinary review process has been developed which all consultants take part in.

All consultants take part in adverse event review, guidelines, quality improvement departmental and undergraduate teaching as part of their SPA time allocation.



Section 3: Departmental and Directorate Information

The Simpson Centre for Reproductive Health is the main centre for perinatal care in South East Scotland. The delivery rate is approximately 6900 births. The SCRH is the tertiary referral centre for the South East of Scotland and is the largest obstetric unit in Scotland with 77 inpatient beds, a four bedded Day Assessment Unit and a six bedded obstetric triage unit (staffed 24/7). The hospital includes a Neonatal Intensive Care Unit, with twelve Level 3 Intensive Care, seven Level 2 Intensive Care and twenty four Special Care cots. We have two dedicated obstetric operating theatres with 24/7 access to interventional radiology. Six weekly high-risk multidisciplinary antenatal clinics (multiple pregnancy, diabetes, renal, haematology, epilepsy, infectious diseases and obesity) are held within the SCRH and there is a comprehensive outreach antenatal service covering the City of Edinburgh and East/Midlothian. There is a busy Fetal Medicine Unit with daily sessions and regular multidisciplinary working involving genetics, neonatology and paediatric surgery. A fetal MRI service is available. A midwifery-led birthing centre opened adjacent to SCRH in October 2011.

There is large general gynaecological workload with approximately 500 hysterectomies (abdominal and vaginal) and 5,000 day cases being performed per annum. 3,000 new gynaecological outpatients are seen per year. Sub-specialty interests include Infertility, urogynaecology, gynaecological oncology and menstrual dysfunction. Within The Simpson Centre for Reproductive Health, there is a dedicated centre, The Edinburgh Fertility and Reproductive Endocrinology Centre (EFREC) for patients with endocrine and infertility problems.

The Obstetric and Gynaecological Services at St. John's comprises fifty obstetric beds, including a day bed unit, and twenty gynaecology beds (twelve in-patient and eight day beds). In 2014, the department handled approximately 2,674 deliveries. There is an outreach antenatal service covering West Lothian and part of the west of Edinburgh. Special interests of the department include urogynaecology, menstrual dysfunction and fetomaternal medicine. There are strong links between the two Maternity Units.

Medical Staffing at the Royal Infirmary of Edinburgh

Feto-maternal medicine unit

Dr N Aedla
Dr C Alexander
Dr A Armstrong*
Dr A Campbell
Dr C Chiswick
Dr E Cooper
Dr S Cowan
Professor F Denison (University of Edinburgh)
Dr E Doubal
Dr K Dundas
Dr K Edgar
Dr F Fankam
Dr L Hermis
Dr R Hughes



Dr J Laurie
Dr C Love
Dr N Mary
Dr H Mustafa
Dr B Smyth
Dr Sarah Stock (University of Edinburgh)

Gynaecology / Oncology / Urology Unit

Dr C Busby-Earle
Dr P Dewart
Dr S Fegan
Dr S Jack
Dr C Martin
Dr S Nicholson (Clinical Director for Gynaecology, NHS Lothian) *
Dr S Milne
Dr N Ghaoui
Dr J May
Dr J Chamberlain
Dr K Rose

Reproductive Medicine Unit

Professor R Anderson (University of Edinburgh)
Professor H Critchley (University of Edinburgh)
Dr W Duncan (University of Edinburgh)
Dr A Horne (University of Edinburgh)
Dr C Tay (Gynaecologist and ACU Consultant)
Dr J Thong (Gynaecologist and ACU Consultant)
Dr C West
Dr M Chetty
Dr S Brett
Dr M Madhra*

Medical staffing at St. John's Hospital, Howden

Dr D Arnot
Dr A Gharaibeh*
Dr S Court
Dr S Coutts
Dr S Kallat
Dr A MacLeod
Dr P Mills *
Dr S Rane
Dr J Wilkens
Dr E Golightly *

Those consultants marked * work at both RIE and St John's Hospital



Section 4: Main Duties and Responsibilities

The job plan consists of nine direct clinical care programmed activities and one supporting professional activity. The post holder will join the Fetomaternal Medicine Unit supporting Labour Ward and inpatient obstetric services. There is a specific responsibility to the diabetic service.

It is anticipated that the post holder will have a flexible job plan providing with time for SPA special interest, administrative time and prospective cover for the obstetric service. It is anticipated that SPA time will be taken flexibly during the week to ensure availability to carry out prospective cover for obstetric services. NHS Lothian maternity service is committed to developing in line with local and national strategic recommendations. Posts may change some roles and responsibilities with time.

Desk and computer with necessary IT access in a shared office. Secretarial support as required.

This is an Exposure Prone post and evidence of the relevant immunities will be required before starting work.

Research and Development

The Royal Infirmary of Edinburgh is the site of the University's newly established Queens Medical research Institute of which MRC Centre for Reproductive Health is a key component. This is largest aggregation of Reproductive Scientists and Clinicians in Europe and offers unique opportunities for research collaboration in all areas of obstetrics and gynaecology. The MRC Centre for Reproductive Health includes the Tommy's Centre for Maternal and Fetal Health, which has a research focus on maternal obesity and preterm birth. The Tommy's Centre currently has around £10 million of pregnancy related research funding, and there are excellent opportunities for collaboration with interested clinicians.

Currently the most prominent areas of clinical research include fertility control (conception and contraception), gynaecological endocrinology, mental dysfunction, gonad and gamete biology, fetomaternal disorders, placental function and the biological control of parturition.

Teaching

The Department of Obstetrics and Gynaecology is recognised for sub-specialty training in fetomaternal medicine, reproductive medicine and gynaecological oncology. There are also sub-specialty training opportunities in sexual and reproductive health at the Family Planning Clinic in Dean Terrace, Edinburgh.

Advanced training skill modules are available for trainees in years ST6/7.

The post holders may be asked to contribute to the organisation, delivery and quality control of undergraduate and postgraduate medical education and training at the Royal Infirmary and St. John's.



Section 5: NHS Lothian – Indicative Job Plan

Specialty:	Obstetrics and Gynaecology
Principal place of work:	Royal Infirmary, Edinburgh; Some cross site working at St John's hospital
Contract:	Full Time
Programmed activities:	10 PA 9.0 DCC PA; 1.0 SPA
Managerially responsible to:	Clinical Director of Obstetrics, NHS Lothian

The consultants share a rota for consultant led care of labour ward (0830-2100), obstetric triage (0900-1700), antenatal and postnatal wards (0900-1300), caesarean section list and second on for labour ward (0800-1700). The on call is a mixture of partial resident and resident on call during the week and weekend. The weekends are covered by two consultants; one on call and the second covering the labour ward (0830-2100). The on call has a resident component from 2030 -2400 and on call from midnight till 0830 the next morning. The post will have a 1:17 commitment to all these shifts. During out of hour's shifts the consultant will be working with two FY/GPST/ST1 doctors, and ST6-7 registrar and an ST 3-5 registrar.

The attached job plan in its present form describes a 9:1 split between direct clinical care and supporting professional activities. NHS Lothian allocates all consultants one SPA for CPD, clinical governance (guidelines, audit, quality improvement, risk management, mandatory teaching) appraisal, revalidation job planning and management meetings. As a major teaching and research contributor it would normally expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research and other activities. These are all areas where NHS Lothian has a strong commitment and we recognise the contribution that consultants are both willing and eager to make. There will be the opportunity for consultants with a particular interest in the Scottish Patient Safety Programme, Risk Management or skills and drills training (such as PROMPT – the PRactical Obstetric Multi-Professional Training course) to be awarded additional SPAs for these purposes. The precise allocation of SPA time and associated objectives will be agreed with the successful applicant. There are 3 weeks of a ward and obstetric triage cover.

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Twins clinic	On call Administration	Labour ward Caesarean section list	SPA	Non working time 3x Labour ward 3x on call 3x OTA
PM	Diabetic clinic	Antenatal community clinic Administration	Labour ward Caesarean section list	Specialist interest	Non working time 3x Labour ward



					3x on call 3x OTA
		Labour ward			

Section 6: Contact Information

Informal enquiries and visits are welcome and should initially be made to:

Dr Nirmala Mary, Obstetric Lead RIE, nirmala.mary@nhslothian.scot.nhs.uk

Dr Edile Murdoch, Clinical Director of Obstetrics, NHS Lothian,
edile.murdoch@nhslothian.scot.nhs.uk

Dr Edward Doyle, Associate Medical Director, edward.doyle@nhslothian.scot.nhs.uk 0131 536 0007

Section 7: Working for NHS Lothian

Working in Edinburgh and the Lothians

Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Tim Davison is the Chief Executive and Tracey Gillies is the Executive Medical Director.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Over the next year across Scotland there will be significant changes in the way health and social care services are provided. In April 2015, integration came into effect in local areas led by four Health and Social Care Partnerships in East Lothian, Edinburgh, Midlothian and West Lothian. Working together will help us provide even better services for our communities and, where appropriate, people will receive high quality care closer to home. There is work underway in relation to the operational and governance capacity required, ensuring that planning for unscheduled and scheduled care is done in tandem between the four Integrated Joint Boards and the acute service.

Further information about Edinburgh and NHS Lothian can be found at <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx>.

Location

Edinburgh and the Lothians are on the eastern side of Scotland's central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East Lothian, Mid Lothian and West Lothian.



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Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh's historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk.

What we can offer you

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

- Access to the NHS pension scheme
- Assistance relocating to Edinburgh
- NHS Lothian 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

Teaching and Training Opportunities

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at <http://www.scotmt.scot.nhs.uk/> and <http://nes.scot.nhs.uk/>

We enjoy close links with the University of Edinburgh (<http://www.ed.ac.uk/home>) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.



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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:

- Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
- Everything we do maximises efficiency and delivers value for patients and the public

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

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment – efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2013 – 2020,” consultation document which you will find at

www.nhsllothian.scot.nhs.uk/OurOrganisation/KeyDocuments.

Our Health, Our Care, Our Future

NHS Lothian works to help people live healthier, longer lives – no matter who they are or where in the region they live. Much progress has been made, but significant challenges and opportunities lie ahead. NHS Lothian draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

- asked staff and patients what and how things need to change to deliver our aims
- brought together local plans into an integrated whole
- identified opportunities to make better use of existing resources and facilities
- prioritised areas that will make most difference to patients

The plan outlines a range of proposals, which will allow us to:

- improve the quality of care
- improve the health of the population
- provide better value and financial sustainability



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Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at

<http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf>

NHS Lothian's Clinical Quality Approach – Quality Driving Improvement

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement we aim to deliver 'high quality, safe and person-centered care at the most affordable cost'. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

Our Values and ways of working

NHS Lothian is determined to improve the way their staff work so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

NHS Lothian – Our Values into Action:

Care and Compassion

- We will demonstrate our compassion and caring through our actions and words
- We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
- We will be visible, approachable and contribute to creating a calm and friendly atmosphere
- We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
- We will meet people's needs for information and involvement in all care, treatment and support decisions.

Dignity and Respect

- We will be polite and courteous in our communications and actions
- We will demonstrate respect for dignity, choice, privacy and confidentiality
- We will recognise and value uniqueness and diversity
- We will be sincere, honest and constructive in giving, and open to receiving, feedback
- We will maintain a professional attitude and appearance.

Quality

- We will demonstrate a commitment to doing our best



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- We will encourage and explore ideas for improvement and innovation
- We will seek out opportunities to enhance our skills and expertise
- We will work together to achieve high quality services
- We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

Teamwork

- We will understand and value each other's role and contribution
- We will be fair, thoughtful, welcoming and kind to colleagues
- We will offer support, advice and encouragement to others
- We will maximise each other's potential and contribution through shared learning and development
- We will recognise, share and celebrate our successes, big and small.

Openness, Honesty and Responsibility

- We will build trust by displaying transparency and doing what we say we will do
- We will commit to doing what is right – even when challenged
- We will welcome feedback as a means of informing improvements
- We will use our resources and each other's time efficiently and wisely
- We will maintain and enhance public confidence in our service
- We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx>



<http://careers.nhslothian.scot.nhs.uk>

Section 8: Terms and Conditions of Employment

For an overview of the terms and conditions visit: <http://www.msg.scot.nhs.uk/pay/medical>.

TYPE OF CONTRACT	FIXED TERM: 6 months
GRADE AND SALARY	Locum Consultant £82,669 - £109,849
HOURS OF WORK	40 HOURS PER WEEK
SUPERANNUATION	New entrants to NHS Lothian 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
GENERAL PROVISIONS	You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant 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 Lothian, 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. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.
REMOVAL EXPENSES	Assistance with removal and associated expenses may be awarded (up to 10% of salary)
EXPENSES OF CANDIDATES FOR APPOINTMENT	Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursment 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 Lothian 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.



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CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	<p>NHS Lothian has a legal obligation to ensure that its employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian 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.</p>
REHABILITATION OF OFFENDERS ACT 1974	<p>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 Lothian. Any information given will be completely confidential.</p>
MEDICAL NEGLIGENCE	<p>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.</p>
NOTICE	<p>Employment is subject to three months’ notice on either side, subject to appeal against dismissal.</p>
PRINCIPAL BASE OF WORK	<p>You may be required to work at any of NHS Lothian’s sites as part of your role.</p>
SOCIAL MEDIA POLICY	<p>You are required to adhere to NHS Lothian’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.</p>



Section 9: General Information for Candidates

Data Protection Legislation

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found [here on the NHS Lothian website](#).

For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

Counter Fraud

NHS Lothian 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 Lothian intranet (Counter-Fraud and Theft page) and further information is available via [Audit Scotland](#).

References

All jobs are only offered following receipt of three 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 [here on the Home Office website](#).

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

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed at [here on the NHS Lothian website](#).

NHS Scotland Application Process

- The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
- It is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
- Please note for equal opportunity purposes NHS Lothian do not accept CV's as a form of application.
- Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- Please complete all sections of the application form. Those sections that are not relevant please indicate 'not applicable', do not leave blank.
- Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

