

# Working for NHS Lothian

JOB TITLE: Consultant Gynaecologist, Royal Infirmary of Edinburgh

JOB REFERENCE: CG 1724

JOBTRAIN REFERENCE: 006135

CLOSING DATE: 13 October 2019

INTERVIEW DATE: 01 November 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](http://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	GMC registration and licence to practice.  Be on, or eligible for inclusion on the GMC Specialist Register. MRCOG or equivalent	Additional post-graduate qualifications, e.g. MD/ PhD/MSc
Experience	Experience in benign gynaecology including abdominal and laparoscopic surgery  General and emergency gynaecology experience  Competent in laparoscopic surgery including total laparoscopic hysterectomy, oophorectomy and ovarian cystectomy	Experience / accreditation in OP hysteroscopy, colposcopy or gynae skins
Ability	Ability to take full responsibility for independent management of patients.  Ability to communicate effectively and clearly with patients and other team members.	
Academic Achievements	Evidence of research activity and presentations.  Understanding of the place of research in improving patient outcomes.  Willingness to support academic colleagues and contribute to the wider research programme in the specialty.	Evidence of research and publications in peer reviewed journals
Teaching and Audit	Evidence of commitment to:  clinical audit formal and informal teaching and training of trainee doctors, medical students and other clinical staff learning and continuing	Experience of designing audits  Experience of simulation training  Evidence of training in clinical and / or educational supervision



	professional development	
Motivation	Evidence of commitment to:  patient-focused care continuous professional development and life-long learning effective and efficient use of resources.	Desire to develop services for patients
Team Working	Ability to work in a team with colleagues in own and other disciplines.  Ability to organise time efficiently and effectively.  Reliability.  Excellent communication skills Knowledge and understanding of the Scottish Patient safety Programme.	Ability to motivate colleagues Evidence of previous managerial training and experience
Circumstances of Job	May be required to work at other hospitals in NHS Lothian including St John's Hospital (SJH), Livingston and Roodlands General Hospital (RGH), Haddington	



## Section 2: Introduction to Appointment

**Job Title:** Consultant Gynaecologist. Fixed term one year post

**Department:** Department of Gynaecology, Royal Infirmary of Edinburgh

**Base:** Royal Infirmary of Edinburgh (RIE)

The post may include working at other hospitals within NHS Lothian including SJH, Livingston and RGH, Haddington

### Post Summary:

This job is a one year fixed term locum consultant post based at the Royal Infirmary of Edinburgh but also likely to involve sessions at SJH and RGH. The post has been funded through waiting list money to reduce waiting times for both out patients and gynaecological surgery. It will include daytime cover of emergency gynaecology but no out of hours work. The post holder will work Monday to Friday. The contract will be 10 PA per week which will include 1 PA for clinical administration and 1 SPA session. The post holder will be expected to deliver 8 sessions of DCC per week (OP clinics, theatre lists and daytime on call for gynaecology)

The post holder will be a specialist in benign gynaecology and able to offer surgical procedures to the level of total laparoscopic hysterectomy (TLH).

## Section 3: Departmental and Directorate Information

Within NHS Lothian there is large general gynaecological workload with approximately 500 hysterectomies (laparoscopic, vaginal and abdominal) and 5,000 day cases being performed per annum. Over 16,000 new gynaecological out-patients are seen per year (including those seen in peripheral clinics). Sub-specialty interests include gynaecological oncology, urogynaecology, infertility, endometriosis, menstrual dysfunction and gynae skins. Within the Simpson Centre for Reproductive Health, there is the Edinburgh Fertility and Reproductive Endocrinology Centre (EFREC) for patients with endocrine and infertility problems. In 2015 the Royal Infirmary of Edinburgh became accredited as an Endometriosis Centre.

On the SJH site a new ambulatory care suite with 2 modern treatment rooms and 2 consultation rooms is being developed within the Gynaecology ward and is expected to open in 2019/20. The purpose of this suite is to increase capacity for OP hysteroscopy and move cystoscopy procedures out of the operating theatre. Colposcopy on the SJH site will also be moved from OPD to this new unit.

A new Short Stay Elective Centre (SSEC) is being built at the St John's Hospital site and is expected to open in 2021/2022. The SSEC will have 11 operating theatres 38 inpatient beds and 24 day surgery beds. It will look after patients with up to a 48 hour postoperative stay and Gynaecology is expected to be a significant user of this facility with patients currently operated on at RIE or SJH moving to this new facility.

The Simpson Centre for Reproductive Health at the RIE is the main centre for perinatal care in South East Scotland. There were approximately 6700 deliveries in 2014. The SCRH is the tertiary referral centre for the South East of Scotland and is the largest obstetric unit in Scotland. The hospital includes an intensive care Neonatal Unit, with 12 Level 1 Intensive



Care, seven Level 2 Intensive Care and 24 Special Care cots. Six weekly high risk antenatal clinics are held within the SCRH.

The obstetric and gynaecology service at St. John's comprises 26 obstetric beds, including a day bed unit, and 18 gynaecological beds (10 in-patient and eight day beds/23 hour stay beds in a dedicated Day Case Surgical Facility). In 2015 the department handled approximately 2,800 deliveries and had over 5000 new gynaecological outpatient referrals. Four weekly high risk antenatal clinics are held and in addition there is a weekly multiple pregnancy, diabetic and maternal medicine clinic and a monthly haematology clinic. The obstetric unit is supported by a SCBU. Special interests of the department include urogynaecology, laparoscopic surgery, gynaecology oncology, menstrual dysfunction (including outpatient hysteroscopy) and maternal medicine.

This current post does not involve any obstetrics, apart from occasional assistance on labour ward with major haemorrhage. There is no out of hours or on call component to the post.

### **Senior Medical Staffing at the Royal Infirmary of Edinburgh**

The RIE Medical Staff is currently divided into three units:-

#### Gynaecology Oncology/Benign Gynaecology /Urogynaecology Unit

Dr S Nicholson (Clinical Director for Gynaecology NHS Lothian)  
Dr S Jack (Clinical Lead for Gynaecology RIE)  
Professor H O D Critchley (University of Edinburgh)  
Professor A Horne (University of Edinburgh)  
Dr C Martin (Gynaecology Oncology)  
Dr S Fegan (Gynaecology Oncology)  
Dr N Ghaoui (Gynaecology Oncology)  
Dr C Busby-Earle  
Dr J Chamberlain  
Dr P Dewart  
Dr M Madhra  
Dr J May (Gynaecology Oncology)  
Dr K Munro  
Dr S Milne (Associate Specialist)  
Dr K Rose

#### Fetomaternal Medicine Unit

Dr Edile Murdoch (Consultant Neonatologist, Clinical Director for Obstetrics NHS Lothian)  
Dr N Mary (Clinical Lead for Obstetrics)  
Professor J Norman (University of Edinburgh)  
Professor F Denison  
Dr N. Aedla  
Dr C Alexander  
Dr A Armstrong  
Dr A Campbell  
Dr C Chiswick  
Dr S Cooper  
Dr S Cowan  
Dr E Doubal  
Dr K Dundas  
Dr K Edgar



Dr L Hermis  
Dr F. Fankam  
Dr J Laurie  
Dr C Love  
Dr H Mustafa  
Dr B Smyth

Reproductive Medicine Unit

Professor R A Anderson (University of Edinburgh)  
Professor C Duncan (University of Edinburgh)  
Dr S Brett  
Dr M Chetty  
Dr C Tay (Gynaecologist and ACU Consultant)  
Dr J Thong (Gynaecologist and ACU Consultant)  
Dr C P West

**Senior Medical Staffing at St John's Hospital, Livingston.**

Dr S Nicholson (Clinical Director for Gynaecology NHS Lothian)  
Dr A Macleod (Clinical Lead for O&G, St John's)  
Dr A Armstrong  
Dr D Arnott  
Dr S Court (Associate Specialist)  
Dr S Coutts  
Dr P Dewart  
Dr A Gharaibeh  
Dr E Golightly  
Dr S Kallat  
Dr P Mills  
Dr S Rane  
Dr K Rose  
Dr J Wilkens

**Section 4: Main Duties and Responsibilities**

**Clinical**

This one year fixed term post is principally designed to reduce waiting times for women attending gynaecology OP clinics and awaiting gynaecological surgery in NHS Lothian. The timetable will be made up of prospective cover sessions in theatre, OP clinics and daytime on call for gynaecology. The timetable will usually be made up 4-6 weeks in advance. The post is a 10 PA contract which will include one programmed activity for clinical administration and one SPA session

**Out of Hours Commitments**

Nil

**Location:**

This post will be based at RIE but will also include sessions at SJH and RGH. We would try and avoid split site working during the same day.



## Research and Development

The Royal Infirmary of Edinburgh is the site of the University's newly established Queens Medical research Institute of which the Centre for Reproductive Biology is a key component. This is the largest aggregation of Reproductive Scientists and Clinicians in Europe and offers unique opportunities for research collaboration in all areas of obstetrics and gynaecology. Currently the most prominent areas of clinical research include fertility control (conception and contraception), gynaecological endocrinology, menstrual dysfunction, endometriosis, gonad and gamete biology, fetomaternal disorders, placenta function and the biological control of parturition. There is an active research programme in ovarian cancer based at the oncology department of the WGH.

## Teaching and training

NHS Lothian is a centre for subspecialty training in Gynaecology Oncology, Reproductive Medicine and Fetomaternal Medicine. Advanced training skill modules (ATSM) in Gynaecology are available for trainees in years ST6/7. The post holder will be expected to take part in the training of specialty registrars as well as teaching and training of GPSTs, FY2s and medical students attached to the department.

## Other aspects that will be expected of the post holder:

### Medical Staff Management:

To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal

To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments

To participate in the recruitment of junior medical staff as and when required

To participate in team objective setting as part of the annual job planning process

### Governance:

Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented

Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis

Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director

Role model good practice for infection control to all members of the multidisciplinary team

### Strategy and Business Planning:

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

### Leadership and Team Working:

To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives

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 Lothian and departmental guidelines on leave including reporting absence

Adhere to NHS Lothian values



## Section 5: NHS Lothian – Indicative Job Plan

<b>Post:</b>	Consultant
<b>Specialty:</b>	Gynaecologist
<b>Principal Place of Work:</b>	Royal Infirmary of Edinburgh with sessions at SJH and RGH
<b>Contract:</b>	Full time; 10 PA per week
<b>Availability Supplement:</b>	Nil
<b>Out-of-hours:</b>	Nil
<b>Managerially responsible to:</b>	Dr Simon Nicholson, Clinical Director

### Indicative Job Plan

We have not included a timetable as this will be flexible but usually set up 4-6 weeks in advance.

It is anticipated that the post holder will be doing an average of two operating lists, 2-3 OP clinics and two sessions of daytime emergency cover per week. Special interest sessions including OP hysteroscopy, colposcopy or gynae skins could be considered.

## Section 6: Contact Information

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

Dr Simon Nicholson  
Clinical Director for Gynaecology NHS Lothian  
simon.nicholson@nhslothian.scot.nhs.uk  
0131 536 1000

or

Dr Stuart Jack  
Consultant Gynaecologist, Gynaecology Lead RIE  
NHS Lothian  
[sturat.jack@nhslothian.scot.nhs.uk](mailto:sturat.jack@nhslothian.scot.nhs.uk)  
0131 536 1000

or

Dr Edward Doyle  
Associate Medical Director  
Women's and Children's Services  
NHS Lothian  
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.

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](http://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](http://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.

## **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



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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.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments](http://www.nhslothian.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

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.



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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
- 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>

## Section 8: Terms and Conditions of Employment

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

<b>TYPE OF CONTRACT</b>	FIXED TERM: 1 year
<b>GRADE AND SALARY</b>	Consultant £82669 - £109849 per annum pro rata
<b>HOURS OF WORK</b>	40 HOURS PER WEEK
<b>SUPERANNUATION</b>	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: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>
<b>GENERAL PROVISIONS</b>	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.
<b>REMOVAL EXPENSES</b>	Assistance with removal and associated expenses may be awarded (up to 10% of salary)
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imburement shall not normally be made to employees who withdraw their



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	application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.
<b>TOBACCO POLICY</b>	NHS Lothian operates a No Smoking Policy in all premises and grounds.
<b>DISCLOSURE SCOTLAND</b>	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.
<b>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</b>	NHS Lothian 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 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.
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	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.
<b>MEDICAL NEGLIGENCE</b>	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.
<b>NOTICE</b>	Employment is subject to three months’ notice on either side, subject to appeal against dismissal.
<b>PRINCIPAL BASE OF WORK</b>	You may be required to work at any of NHS Lothian’s sites as part of your role.
<b>SOCIAL MEDIA</b>	You are required to adhere to NHS Lothian’s Social Media policy, which highlights the importance of confidentiality, professionalism



**POLICY**

and acceptable behaviours when using social media. It sets out the organisation's expectations to safeguard staff in their use of social media.



## 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.

