

# Working for NHS Lothian

JOB TITLE: Dental Officer in Public Dental Service

JOB REFERENCE: CG 1949

JOBTRAIN REFERENCE: 027547

CLOSING DATE: 16 August 2020



## Contents

Section
Section 1: Person Specification
Section 2: Introduction to Appointment
Section 3: Departmental and Directorate Information
Section 4: Main Duties and Responsibilities
Section 5: Job Plan
Section 6: Contact Information
Section 7: Working for NHS Lothian
Section 8: Terms and Conditions of Employment
Section 9: General Information for Candidates

**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>



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

## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	BDS or equivalent Full registration with the GDC VT or equivalent NHS performer number and able to obtain a list number from NHS Lothian	Attendance at postgraduate courses relevant to special care dentistry Further postgraduate qualification in a relevant clinical area
<b>Experience</b>	Minimum of two years post qualification experience Experience of treating vulnerable groups and special care patients Experience of provision of emergency dental care	Experience of treating anxious patients and of inhalation sedation Experience of treating patients with compromising conditions Experience within an unscheduled care setting Familiar with the Statement of Dental Remuneration
<b>Ability</b>	Ability to cope with change Ability to cope with multiple demands Ability to organise time efficiently and effectively Basic IT skills	Ability to source appropriate clinical guidelines relevant to vulnerable and special care patients
<b>Academic Achievements</b>	An understanding of medicine in relation to dentistry	Understanding of Adults with Incapacity Act (2000) in Relation to Dentistry
<b>Teaching and Audit</b>	Evidence of commitment to clinical audit and quality improvement	Experience of teaching and training
<b>Motivation</b>	Desire to provide dental care for vulnerable patients and special care patients Effective and efficient use of resources	Membership of relevant professional societies Desire to contribute to service development for these patient groups
<b>Team Working</b>	Ability to work in a team with colleagues in own and other disciplines	Ability to show initiative and lead a local team where necessary Desire to develop the role of



	Reliability Excellent communication skills	professions complementary to dentistry
<b>Circumstances of Job</b>	Ability to work as a lone practitioner Ability to move throughout Lothian at short notice Able to participate in Lothian Out-of-Hours Unscheduled Dental Care Service	Ability to work in a domiciliary setting

## Section 2: Introduction to Appointment

**Job Title:** DENTAL OFFICER (BAND A) 37.5 hours Fixed term until September 2022

**Department:** Lothian Public Dental Service

**Responsible to:** Consultant in Special Care Dentistry

**Accountable to:** Clinical Director, Lothian Oral Health Service

**Personal Development:** The post holder will participate in the NHS Appraisal Process

**Out of hours cover:** The post holder will participate in the Lothian Dental Out of Hours Scheme

**Base:** Duncan Street Dental Centre  
You may also be required to work at any of NHS Lothian sites

### Post Summary:

The postholder will:

1. Provide high quality dental care for adults with impairment or disability that is physical, sensory, intellectual, mental, medical, emotional or social. Most of this treatment will be provided under GDS regulations.
2. Be willing to provide a sessional commitment within the daytime unscheduled dental care service. These sessions may be increased in response to heightened service pressures.
3. Manage patients on a referral basis in accordance with established patient pathways and communicate appropriately with referring practitioners including general dental practitioner and medical colleagues
4. Seek support appropriately from senior colleagues within the team.



5. Contribute to the ongoing development of Special Care Dental Services in NHS Lothian, including participation in NHS Appraisal Process.
6. Participate in the Lothian Out of Hours Scheme.

### COMMUNICATIONS

1. The dentist will liaise and collaborate with all members of the dental and healthcare professions in Lothian and with colleagues in NHS Lothian to facilitate both professional and service development.
2. The dentist will liaise and collaborate with all members of external Agencies/Professions such as Education, Care Commission and Social Work to facilitate provision of the service.

### QUALIFICATIONS

The postholder must be a dental graduate and be currently fully registered with the General Dental Council. In addition, the post-holder should ideally have post qualification experience relevant to the post. Possession of a VT number or the ability to gain a VT number is essential.

## **Section 3: Departmental and Directorate Information**

### **The Oral Health Service**

The NHSL Oral Health Service was formed in 2016 through a merger of the secondary care referral services offered by Edinburgh Dental Institute and the Public Dental Service for NHS Lothian.

The Director of the Oral Health Service is Prof Angus Walls.

The mission of the Oral Health Service is to provide specialised and specialist care to the population of NHS Lothian in support of the general dental services.

The Oral Health Service is hosted for NHSL by West Lothian Health and Social Care Partnership.

The Oral Health Service provides specialised and specialist care in the following specialties:

- Special Care Dentistry throughout NHS Lothian in community clinics, and at the Western General Hospital, Edinburgh Royal Infirmary, the Royal Edinburgh Hospital and at St John's Hospital.
- Oral Medicine on the Lauriston Site
- Oral Surgery at the Chalmers Dental Centre and on the Lauriston Site
- Orthodontics at St John's Hospital and on the Lauriston Site



- Paediatric Dentistry throughout NHS Lothian in community clinics, at the Howden Dental Centre at St John's Hospital, at the RHSC and on the Lauriston Site
- Restorative Dentistry at St John's Hospital; and the Western General Hospital as part of the Regional head and neck Oncology services and on the Lauriston Site
- In addition, it provides the resource for the data collection and analysis for epidemiological programmes such as the National Dental Inspection Programme (NDIP)
- It delivers the Unscheduled Care Service for people who are not registered with a dental primary care practitioner in NHSL as well as the Out of Hours Service for all people in NHSL. The Out of Hours Service works closely with NHS24 in terms of patient access and delivery of care

There are in house dental laboratories based at the Western General Hospital and the Edinburgh Dental Institute which provide all technical work necessary for specialised / specialist patient care within the Oral Health Service.

Specialist Dental Radiography and ultrasound are provided at the EDI as part of the NHSL Radiology Directorate (There is a part-time Maxillofacial Radiologist working within the Radiology directorate to support activity in the Oral Health Service).

### **The Public Dental Service**

Lothian Public Dental Service is a pan-Lothian service providing specialised and specialist care to the population from dedicated clinics in Community Treatment Centres, Health Centres and Hospitals across the region and via domiciliary care. The main clinical and administrative hub is Duncan Street Dental Centre. The unscheduled care service based in Chalmers Dental Centre is a key part of provision of care to those people in Lothian who do not attend the dentist regularly and also supports a dedicated clinical service for drug users and the homeless based in the Spittal St Clinic.

#### **Senior staff (Public Dental Service)**

Angus Walls	Director NHSL Oral Health Service
James Steven	General Manager
Gill Watson	Service Manager
Susan Baines	Consultant in Special Care Dentistry
Carol Macintyre	Assistant Clinical Director, Special Care Dentistry
Karen Innocent	Assistant Clinical Director and Specialist in Special Care Dentistry
Judith Lopes	Assistant Clinical Director and Specialist in Paediatric Dentistry
Chris Carter	Assistant Clinical Director for Unscheduled Care
Fiona Rogers	Head of Oral Health Improvement

#### **Special Care Dental Service**

As part of part of the Oral Health Service (OHS), the Special Care Dentistry service provides care for adults (aged 16-years and over) resident within NHS Lothian, the service offers:

- Advice
- Assessment and treatment planning for referrers
- Treatment on referral, either a 'one-off' course of treatment or a shared care basis
- Registration on a continuing care for the most complex of patients or 'continuing care' arrangement
- 



The role of the Special Care Dental Service is to:

- Provide specialist and specialised dental services, for patients from the target populations outlined below and fulfilling referral criteria, for whom it is not possible to receive dental care in a general dental practice setting
- Work collaboratively with other PDS dental teams to ensure access to urgent dental care for patients registered to the PDS
- Work collaboratively with OMFS and other specialist dental services according to established clinical pathways and presenting clinical need

### Target Populations

People within the following categories and who fulfill the referral acceptance criteria of the service

- People with a physical or learning disability who have difficulty accessing care in general dental practice
- People with a medical condition whose severity results in their having difficulty accessing care in general dental practice
- People with a substance misuse problem whose condition makes it difficult for them to access the general dental service
- People with mental illness who have difficulty accessing care in the general dental practice
- People in hospital for extended periods of time who have difficulty accessing care in general dental practice
- People who cannot be brought to a dental clinic so require domiciliary care whose care needs can only be met through the skills & facilities of the OHS, where domiciliary care cannot be provided through general dental practice
- People whose dental anxiety / phobia necessitates behavioural or pharmacological management techniques beyond those provided through general dental practice
- People who are in a prison within NHSL
- Homeless people who have difficulty accessing care in general dental practice

### Special care staffing and facilities

The Special Care Dental Team comprises Consultant, Assistant Clinical Director (shared post) Specialists, Senior Dental Officers and Dental Officers . Some dental officers work across more than 1 PDS team. A Specialty Registrar in Special Care Dentistry commenced in Autumn 2019, dental core trainees also have placements within the team.

Support is provided by experienced Dental Care Professionals, many of whom have additional qualifications relevant to working with Special Care Dental patients. This includes CBT trained dental nurses who work with the dental anxiety management team.

Duncan Street Dental Centre is the administrative hub for the Public Dental Service. This multi surgery site serves as the base for the special care dental team. The Special Care Dental Team also operates from a number of additional clinical sites throughout Lothian. There are dental clinics in the 6 main hospitals in Lothian, and a number of community clinics/treatment centres throughout Lothian. In many cases these community sites are shared facilities with the paediatric dental team. All clinical sites have full disability access to all surgeries and the majority have the provision for both IV and inhalation sedation. In addition there are dental suites in the 2 prisons contained within NHSL, Saughton and Addiewell.



The Special Care team have regular provision of day case general anaesthetic ( 2 sessions/week) and anaesthetist-led sedation (6 sessions/fortnight) at St John's Hospital in Livingston, West Lothian working with a small group of anaesthetic colleagues with a specific interest in our special care patient group.

### **Unscheduled Dental Care**

The Unscheduled Dental Care service comprises of an Assistant Clinical Director, a Senior Dental Officer and Dental Officers.

Its remit is to provide urgent care for unregistered patients and Out Of Hours urgent care for registered and unregistered patients across Lothian. This care is mainly provided from Chalmers Dental Centre.

The Unscheduled Dental Care service also provides dental care for the prison dental services at HMP Edinburgh and Addiwell, as well as provision of dental care for those with more chaotic lifestyle e.g. substance misuse and the homeless population of Lothian.

### **The Edinburgh Dental Institute**

The Edinburgh Dental Institute (EDI) is the base for other Consultant and Specialist led care and opened in November 1997 on the Lauriston site. It is located in the Lauriston Building with staff and patients benefit from facilities within premises on the second, third and fourth floors.

The Institute provides all aspects of specialist dental treatment and forms the clinical focus for the Edinburgh Dental Institute of the College of Medicine and Veterinary Medicine of the University of Edinburgh. The Dental Institute offers opportunities for research and education for all members of the Dental Team. Masters degrees are available in Dental Primary Care, Oral Surgery, Orthodontics, Paediatric Dentistry, and Prosthodontics. In addition, the Institute offers opportunities for research and education for all members of the Dental Team. In addition, the Institute offers opportunities for research and education for all members of the dental team. Also, the Institute hosts a school for Dental Care Professionals including Dental Hygiene and Therapy, Orthodontic Therapy and Clinical Dental Technician programmes.

The Restorative Dentistry team from the Institute provide shared care with the SCD team for patients who have head and neck cancer.

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

### **Clinical:**

The Dental Officer will:

- Provide high quality dental care for the adults with impairment or disability that is physical, sensory, intellectual, mental, medical, emotional or social. Most of this treatment will be provided under GDS regulations.
- Undertake a high quality clinical workload with further development of his/her areas of clinical expertise. Keep up to date on advancements in clinical techniques.



- Undertake sessional commitment in the daytime unscheduled care service in response to service pressures
- Take an active part in the maintenance and development of high quality dental care provided by all clinicians; this will include significant participation in the Quality Improvement activity

**Out of Hours Commitments:**

The post holder may be asked to participate in the Lothian Out of Hours Scheme.

**Location:**

- It is anticipated the post will be split across 2-3 sites.
- As part of your role, you may be required to work at any of NHS Lothian's sites

**Provide high quality care to patients:**

- Maintain GDC registration and hold a licence to practice
- Develop and maintain the competencies required to carry out the duties of the post
- Ensure patients are involved in decisions about their care and respond to their views

**Research, Teaching and Training:**

- The post holder may be required to participate in training of members of staff of the PDS in developing the Special Care Dental Service.

**Dental Staff Management:**

**Governance:**

- Actively participate in personal clinical effectiveness activities, including continuing professional development.
- Participate in clinical audit, incident reporting and significant event analysis.
- Role model good practice for infection control to all members of the multidisciplinary team.

**Leadership and Team Working:**

- To work collaboratively with all members of the team
- To be involved in resolving 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
- The post holder will have no direct line management responsibilities

**Section 5: Job Plan**

A specific job plan will therefore be tailored to the experience of the successful candidate.



## Section 6: Contact Information

For further information regarding the duties of these posts contact

Susan Baines  
Consultant, Special Care Dentistry  
Duncan Street Dental Centre  
16 Duncan Street  
Edinburgh  
EH9 1SR

Tel: 0131 667 7114

Or  
Carol MacIntyre  
Assistant Clinical Director, Special Care Dentistry  
Duncan Street Dental Centre  
16 Duncan Street  
Edinburgh  
EH9 1SR

Tel: 0131 667 7114

## 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>.



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

## **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/>



<http://careers.nhslothian.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
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.

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



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

- 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>



<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>.

<b>TYPE OF CONTRACT</b>	FIXED TERM: until September 2022
<b>GRADE AND SALARY</b>	Dental Officer £41852 - £62778
<b>HOURS OF WORK</b>	37.5 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-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.
<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.



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

<b>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</b>	<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>
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	<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>
<b>MEDICAL NEGLIGENCE</b>	<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>
<b>NOTICE</b>	<p>Employment is subject to three months' notice on either side, subject to appeal against dismissal.</p>
<b>PRINCIPAL BASE OF WORK</b>	<p>You may be required to work at any of NHS Lothian's sites as part of your role.</p>
<b>SOCIAL MEDIA POLICY</b>	<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.

