



NHS Lanarkshire Control of Recruitment Form

eCOR Reference

COR63724

Recruitment Area General Recruitment (AfC posts)
 Job Title Advanced Nurse Practitioner
 Band Band 7
 If Band 5 (Nursing), please specify Newly Qualified or Experienced* Nothing selected
 Is this an Advanced Practitioner nursing post? Yes

Are the HCSW Mandatory Induction Standards Applicable to this post? Yes

Post Location Corporate / PSSD / Acute HQ

Corporate / PSSD / Acute HQ

Base* Level 9, Almada Street, South Lanarkshire Health and Social Care Partnership
 Department Advanced Nurse Practitioners (or trainee ANP Annex 21)

No. of vacancies 4
 Hours per week per post: 37.5
 Shift Pattern Rotational
 Total w.t.e 150, 4 WTE
 Does this post require the individual to be included on the on-call rota? No
 Could this job be considered as part time/job share? No
 If not, why not? Academic training required
 Is this a new post? No
 If a replacement post, Please provide the following Information. Name Previous Postholder, Date of Termination, Reason for Leaving,
 Gillian Bruce 02/06/2019, Improved salary in GP Practice
 Sharon Stewart 08/05/2019 - nhs 24 charge nurse
 Linda Bias 26/05/2019, Improved salary GP.
 Robert Campbell, 1st April 2019, Promotion to senior nurse

Exit Questionnaire Completed Yes
 Does the post attract a leased vehicle? Yes
 Is the post permanently funded? Yes
 If No, Fixed Term Until (An Exact Date is Required)
 Is this post being filled on a permanent basis? Yes
 If Fixed Term Please Indicate Reason
 C.A.J.E. I.D. Nothing selected
 Will the post holder have management or leadership responsibilities?* NHSL16/043
 Supervisor / team leader
 Project manager
 Manager
 Clinical or other professional lead
 Senior manager
 N/A

Cost Code L57228
 Will the CRES Programme for 2019/20 be met and are there plans in place for the 2020/21? No

If this post is not filled

What will the impact be on direct patient care?	Essential to support care in the context of reduced GP posts
What are the implications for Health and Safety, HAI etc?	There will be reduced ability to support care delivery in the community
What would the impact be on organisational efficiency?	Improve organisational efficiency and help improve access to highly competent care
Would this affect your capacity to meet national targets and other Scottish Government requirements?	This will improve our ability to meet SG commitment to fulfil GMS contract requirements

Level Of Disclosure Required

The PVG Scheme is established by the Protection of Vulnerable Groups (Scotland) Act 2007. Will this post include

Regulated work with Children	Yes
Regulated work with Adults	Yes
Standard Disclosure	No
Do you require disclosure assistance?	Yes

PVG/DISCLOSURE GUIDANCE CHECKLIST

The PVG Scheme is established by the Protection of Vulnerable Groups (Scotland) Act 2007 ("the PVG Act"). This document has been designed to assist NHS Lanarkshire to implement legislation and to assist you in determining the appropriate level of disclosure, (if any) is required for a post.

1. Who are the post holders working with?

- a) Children – all children under the age of 18 years Yes
- b) Protected adults Is defined as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service, e.g. Health service Yes

2. What are the post holders doing?

- a) Regulated Activities/work with children An individual may be doing regulated work with children if their work involves any of the following activities (as part of their normal duties) • Caring for children • Teaching, instructing, training or supervising children • Being in sole charge of children • Unsupervised contact with children under arrangements made by a responsible person • Providing advice or guidance to a child or to particular children which relates to physical or emotional well-being, education or training. • Providing, or working for an organisation which provides, an independent health care service which is provided exclusively or mainly for children. Yes
- b) Regulated activities/work with adults An individual may be doing regulated work with adults if their work involves any of the following activities (as part of their normal duties) • Caring for protected adults (individual in receipt of a health service) • Teaching, instructing, training or supervising protected adults. • Being in sole charge of protected adults. • Providing assistance, advice or guidance to a physical or emotional well-being, education or training. • Inspecting adult care services. • carrying out one of the activities For both a and b the incidental test applies Exceptions to regulated work - Incidental The scope of regulated work is narrowed by the incidental test. Some, but not all, activities with children or protected adults are excluded from being regulated work if the activity is occurring incidentally to working with individuals who are not children or protected adults. Yes

e.g. - open to all - Health promotion events - Public Meetings - presenting/delivering training to a group that may have children or vulnerable adults; or - attendance is discretionary

3. Is it the postholders 'Normal' duties?

Normal duties can be considered as something the individual might be expected to do as part of their post on an ongoing basis, and excludes one-off occurrences and unforeseeable events. Normal duties - appears in a job description, task description or contract (but these should not be manipulated to stretch the boundary of the PVG scheme) - it can be reasonably anticipated or - it occurs regularly Unlikely to be normal duties when: - done in response to an emergency (unless by an emergency worker) - arranged at the last minute to stand in for sickness or other unexpected absence, or - done as a one-off activity of short duration which is not part of normal routine/occupation

Yes

IF YOU HAVE ANSWERED YES TO 1, 2 & 3 – The postholder will require to be a PVG Scheme member. If you have answered no to any of these questions, then consideration should be given to whether or not a Standard or Basic Disclosure is required.

4. Is the Person Providing a Welfare service – particular need physical/mental impairment – e.g. Chaplains, Counsellors, some health promotion and some volunteers (these individuals need to be working with protected adults or children or both?)

A welfare service includes any service which provides support, assistance, advice or counselling to individual with particular needs, meeting the following conditions. The service must be a service that: • Is provided in the course of work to one or more persons aged 16 or over • Is delivered on behalf of an organisation • Requires training to be undertaken by the person delivering the service • Has a frequency and formality attached to the service and • Either (i) requires a contract to be agreed between the service provider and the recipient of the service prior to the service being carried out or (ii) is personalised to an individual adult's needs. A particular need is a specific requirement an individual may have arising from whether physical or mental illness, or physical or mental disability (temporary or permanent) which may disadvantage that person when compared to the rest of society.

Yes

IF YOU HAVE ANSWERED YES TO 4 (regardless of whether working with adults/children/both) – The postholder will require to become a PVG Scheme member. If you have answered no, then consideration should be given to whether or not a Standard or Basic Disclosure is required.

5. Will the postholder be providing immediate day to day supervision or management of workers doing regulated activities?

An individual may be doing regulated work if they are responsible for the day to day supervision or management of an individual doing regulated work through activities the individual performs e.g. the holder is responsible for the management, supervision, appraisal, training and immediate welfare of the individual, the holder of the position meets regularly with the individual to discuss and

Yes

review the individuals work. NHS Lanarkshire would view this as appropriate for Service Managers, Senior Nurses, Heads of Professions (dependant on departmental structure)

IF YOU HAVE ANSWERED YES TO 5 – The postholder will require to be a PVG Scheme member. If you have answered no, then consideration should be given to whether or not a Standard or Basic Disclosure is required.

6. Is the postholder registered with the Health Professions Council but not doing regulated work or providing a welfare service as described in questions 1, 2, 3 & 4?

e.g. Biomedical Scientists

Yes

IF YOU HAVE ANSWERED YES TO 6 – the postholder will require a Standard Disclosure which will detail all convictions, including spent convictions. If you have answered no, then consideration should be given to whether or not a Basic Disclosure is required.

7. Is the postholder providing a health service?

Any employment or work which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of that persons normal duties. e.g. providing appointments to patients, A&E reception, Inputting patient notes, Technicians if they are maintaining medical equipment , ATO

Yes

8. Does the postholder have regular access to patients?

That is regular face to face, 1:1, telephoning (passing test results, giving appointments) to/with patients.

Yes

IF YOU HAVE ANSWERED YES TO 7 & 8 – the postholder will require a Standard Disclosure which will detail all convictions, including spent convictions IF YOU HAVE ANSWERED NO TO EITHER 7 OR 8 consider whether or not a Basic Disclosure is required.

9. Anyone else that it is felt the need to get a criminal record check for e.g. finance, payroll, audit

No

IF YOU HAVE ANSWERED YES TO 9 – the postholder will require a Basic Disclosure which only details unspent convictions.

Further information / advice is available from HR Recruitment by emailing recruitment@lanarkshire.scot.nhs.uk

Additional Documents Required

Job Description

RP (003).DOC

Job Analysis Form

Job Analysis Form - ANP.doc

Person Specification

PS.DOC

<http://firstport2/staff-support/human-resources/recruitment/default.aspx>

Additional Attachments

Authorisation Steps

Please name the Informal Enquiries contact for this post

Name	Robert Campbell
Designation	Senior Nurse, Advanced Practice
Contact Number	07775626466
Address for recruitment correspondence	Level 9, Council Headquarters South Lanarkshire, Health and Social care partnership ALmada Street Hamilton

Recruiting Manager

Recruiting Manager Name	Robert Campbell
Date	22 Aug 2019
Select General Manager*	Maria Docherty

Director of Hospital Services/General Manager

Director of Hospital Services/General Manager Name	maria docherty
Date	22 Aug 2019
Director of Hospital Services/General Manager Authorization	Yes
Select Divisional Finance (inc Deputy Finance Director CHP for Medical and Dental Staff)*	Carol Macdonald

Divisional Finance (inc Deputy Finance Director CHP for Medical and Dental Staff)

Divisional Finance Name (inc Deputy Finance Director CHP for Medical and Dental Staff)	Stephen Palmer
Date	27 Aug 2019
Supporting Information	Okay to fill(SP)
Divisional Finance (inc Deputy Finance Director CHP for Medical and Dental Staff) Authorization	Nothing selected
Select Deputy Director of Finance (inc Divisional Medical Director for Medical and Dental Staff)*	Fiona Porter

Deputy Director of Finance (inc Divisional Medical Director for Medical and Dental Staff)

Deputy Director of Finance Name	FIONA PORTER
Date	27 Aug 2019
Deputy Director Finance Authorization	Nothing selected
Select Executive Director*	Craig Cunningham

Executive Director

Executive Director Name	Craig Cunningham
Date Authorised	05 Sep 2019
COR Passed for Authorization	Yes