

Working for NHS Borders



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Section 1: NHS Borders Value into Action

NHS Borders has introduced Values Based Recruitment, which means that we not only recruit employees based on their qualifications and experience - we recruit individuals who possess (and are able to demonstrate) the behaviours which underpin the core values of our organisation. Patients are at the centre of everything we do and our priority is to ensure they are safe, cared for efficiently and effectively by suitably experienced and qualified staff. We can bring our values to life in our everyday tasks by giving a smile; making time for people; challenging ourselves and others, and being open to new ideas.

Our Values are:

- Dignity and Respect
- Care and Compassion
- Openness, Honesty and Responsibility
- Quality & Teamwork

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

Section 2: General Information for Candidates

Data Protection Act

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 Borders Staff Privacy Notice, found at (ADD). 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 Borders 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 Borders intranet (Fraud Page on the Finance micro site <http://intranet/microsites/index.asp?siteid=124&uid=27>) and further information is available on the Audit Scotland website

References

All jobs are only offered following receipt of two 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.



Changes to Disclosure and Rehabilitation Regime

In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. The rules are complicated, so it is important you read the guidance below as part of making your application.

NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:

- For posts in regulated work – Protection of Vulnerable Groups Scheme membership
- For all other posts which are subject to a criminal conviction record check – A Police Act check
- For posts not subject to a criminal conviction record check – A self-declaration

Disclosure Scotland

Where a Police Act Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check.

Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules which can be found on the Home Office website: <https://www.gov.uk/browse/visas-immigration>

Overseas Registration and Qualifications

NHS Borders will check you have the necessary professional registration, where appropriate. If you require a qualification for this role but are not regulated by a professional body (e.g. NMC, GMC, HCPC etc), you will need to provide an official translation, notarised by a solicitor, of your overseas qualifications to be checked by the recruiting manager. Please ensure that this is available before applying for this post.

Job Interview Guarantee Scheme

As a Disability Confident Employer 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.

Terms and Conditions

For an overview of our Agenda for Change terms and conditions please click on this link: www.msg.scot.nhs.uk

Annual leave: 27 days rising to 29 days after 5 years' service then rising to 33 days after 10 years' service per annum pro rata

Public Holidays: 8 days per annum pro rata on dates designated by NHS Borders

Travel Expenses

Travel expenses are not normally reimbursed for interviews, if you are selected for interview and wish to enquire about the possibility of being reimbursed then the request should be directed to the recruiting manager or interview panel chair.

Application Form Completion

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. (1500 is the character limit for statement in support of application.)

Once in receipt of the application pack it is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.



Please note for equal opportunity purposes NHS Borders do not accept CV's as a form of application.

NHS Staff Benefits

As a staff member in NHS Borders, you will have access to a wide variety of offers and discounts from local and national businesses. For more information and to view these discounts, visit <https://healthservicediscounts.com> or www.bluelightcard.co.uk - new offers are added on a weekly basis.

Payslips

All NHS Borders employees will receive a payslip to their department/base. Salaries are paid into bank accounts on the second last working day of the month. Payslips are available electronically and you should contact the Payroll Department to discuss this option.

Section 3: Delivering our Services in NHS Borders

Borders General Hospital

The Borders General Hospital is situated on the outskirts of Melrose. It opened in 1988 and is the only district general hospital servicing the Borders Region. The hospital has approx. 284 beds and 1700 staff. It is well equipped providing the full range of District General Hospital services.

Primary & Community Services

Primary and Community Services (P&Cs) includes all Primary Care and Community Services provided by NHS Borders and the Independent Primary Care Contractors (excluding mental health, learning disabilities and maternity services). We employ approximately 675 staff, based in the 24 Health Centres, two GP owned premises and five community and day hospitals. There are community hospitals facilities in Hawick; Peebles; Duns and Kelso. There are 92 beds and approximately 22-day hospital places. We also manage community nursing services, therapy services, sexual health services and the community dental service, as well as the contracts for GPs, dental and optometry.

Mental Health Service

With approximately 350 staff, NHS Borders Mental Health Service works across all age groups to provide assessment and treatment in a variety of settings. Services include community mental health teams, community day services, specialist drug and alcohol team, child and adolescent and in-patient services. These services are based in the towns throughout the Scottish Borders.

We work closely with partner agencies to deliver more integrated care to individuals, and several services are jointly managed with Scottish Borders Council.

Learning Disabilities Service

The Scottish Borders Learning Disability Service is a joint Scottish Borders Council and NHS Borders service that provides a range of specialist social care and health services for people with a learning disability. The service is co-located within Scottish Borders Council's Social Work Department and comprises of two Community Learning Disability Teams, an Assertive Outreach Team and Day Support Services.

For more information on the full range of clinical services provided by NHS Borders, visit our website www.nhsborders.scot.nhs.uk



Section 4: Working in the Borders

We think the Scottish Borders is the best place to live and pursue a professional career in the Health Service. With a revenue budget of over £190m, NHS Borders is responsible for the health of a population of over 114,030 people across the Scottish Borders area.

The Scottish Borders covers a large and scenically beautiful area of the Southern Uplands of Scotland. Predominately rural, it is historically a unique part of the country, the home of the Border Reivers, where annually each town maintains its links with the past during the season of Common Ridings. Seven-a-side rugby originated in Melrose, and the Melrose event in particular draws large crowds each year. The Scottish Borders has tremendous facilities for sport and leisure.

Glentress and Innerleithen mountain bike parks are world renowned for both cross country and downhill biking. The beautiful Berwickshire coast provides options for sea kayaking, surfing, diving and sea fishing. In addition, there are facilities for fishing, golf, swimming, horse riding, cricket, football, hiking and many other activities.

Excellent cultural opportunities in terms of music and art societies, drama, and small theatres in Melrose and Selkirk as well as amateur opera; there are excellent restaurants, cinemas and shops. Excellent Fitness Centre in Galashiels and other Scottish Borders towns. There is a purpose-built nursery in the grounds of the hospital.



The Scottish Borders offers all the benefits of rural life with very easy access to major cities such as Edinburgh (37 miles) Glasgow (75 miles) Newcastle (75 miles). Edinburgh is renowned for its cultural activities in music, including opera and ballet, theatre, cinemas (including a film theatre) and visual arts, and of course every year there is the world-famous Edinburgh International Festival and Fringe Festival. Local transport links have improved greatly in the last year or so.

After an absence of almost 50 years, the Borders Railway has now opened, with train services to central Edinburgh running every thirty minutes (journey time 55 minutes approx.). Galashiels Railway Station is a few minutes' walk from Galashiels Health Centre.

There are rail links to the rest of the country at Berwick Upon Tweed, and Carlisle and there is easy access to Edinburgh Airport (approximately 1 hour 15 minutes) and Newcastle Airport (approximately 1 hour 30 minutes).

Education

There are 9 high schools and 63 primary schools in the Scottish Borders. Our local schools consistently demonstrate high levels of attainment - well above national average. For more information on education in the region visit www.scotborders.gov.uk/info/878/schools. There is a purpose built nursery in the grounds for hospital employees' children.

Relocation and Housing

As part of our policy there is assistance with relocation benefits including temporary housing costs and relocation allowances up to Inland Revenue limits. We wish to ensure wherever possible that new staff obtain appropriate financial support, within HMRC regulations, for the necessary permanent move of their main home.

Five reasons to move to the Scottish Borders

<https://espc.com/news/post/five-reasons-to-move-to-the-borders>

House prices in the Borders Region are significantly less than in major cities in the U.K. and also less than many other rural parts of the country. See the Borders Property web site at www.bspsc.co.uk

We have a guide that contains some advice, rules and all of the forms that you need to make an application for relocation benefits. However phone HR on 01896 826164 if you need to discuss any aspect or you are welcome to make an appointment for a face to face discussion. HMRC guidance is available from <https://www.gov.uk/expenses-and-benefits-relocation> but at local level staff on the Finance Helpdesk may be able to help 01896 827888 or Finance.Helpdesk@borders.scot.nhs.uk.

Please see Websites:

NHS Borders - <http://www.nhsborders.co.uk>

Scottish Borders Tourist Board - www.scot-borders.co.uk

Our Scottish Borders - www.ourscottishborders.com

Southern Reporter - www.borderstoday.co.uk

We believe the unique factors that help to define us as an employer are:

- Our friendly and supportive environment;
- Our commitment to staff engagement and effective team working;
- Our track record in creativity and innovation and our ability to successfully implement change and redesign;
- Supporting staff's learning, development and career aspirations, from an initial comprehensive two-day corporate induction programme to the availability of a wide range of internal training programmes;
- Our commitment to supporting flexible working through a wide range of family friendly policies;



- Our commitment to support and improve our staff's health, safety, wellbeing and resilience. We do this by implementing our person-centred Work and Well –Being Framework which covers 2015 – 2020 which sets out how we will support our staff to keep them healthy, motivated and engaged. It includes a variety of proactive initiatives to support staff health and well-being and our work life balance policies.

Section 5: Workplace Equality Monitoring

NHS Borders is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfil 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 which will enable us to make comparisons locally, regionally and nationally.

Section 6: Equal Opportunities Policy Statement

NHS Borders considers that it has an important role to play as a major employer and provider of services in Borders 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.

Section 7: Code of Conduct for Healthcare Support Workers

If this post is a healthcare support worker position the post holder will need to follow the Code of Conduct for Healthcare Support Workers.

A Healthcare Support Worker is defined as any healthcare worker working within NHS Scotland who is not currently statutorily regulated or in a role that has been recommended for statutory regulation by the Government.

The Code of Conduct sets the standard of conduct expected of healthcare support workers and adult social care workers. It outlines the behaviour and attitudes that you should expect to experience from those workers signed up to the code. It helps them to provide safe, compassionate care and support.

For more information on the Code of Conduct for Healthcare Support Workers please click on the link: www.hcswtoolkit.nes.scot.nhs.uk > [hcsw-standards-and-codes](#)

