

# Working for NHS Lothian

JOB TITLE: Specialty Doctor in Oncology (NHS Borders)

JOBTRAIN REFERENCE: 229407

Interview date: 12/11/2025



image courtesy of Edinburgh Inspiring Capital ([www.edinburgh-inspiringcapital.com](http://www.edinburgh-inspiringcapital.com))



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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>



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



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

## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	GMC registered medical practitioner	A higher degree MRCP or equivalent.  Be on, or be eligible for inclusion on within 6 months, the GMC Specialist Register in Clinical or Medical Oncology  a) SCE exam in medical oncology or equivalent  Or  b) FRCR or equivalent
<b>Experience</b>	Evidence of experience in the management of patients with Cancer	Evidence of prescribing SACT
<b>Ability</b>	Evidence of ability to take full responsibility for independent management of patients	Evidence of role in development of clinical service
<b>Academic Achievements</b>	Evidence of a commitment to research, publications and presentations	Evidence of being Principal Investigator of Clinical Trials  Evidence of recruiting patients into clinical trials
<b>Teaching and Audit</b>	Evidence of commitment to formal and informal teaching and training of specialty registrars, core medical and foundation trainees, medical students and allied health professionals.  Evidence of participation in audit projects  Evidence of participation in Quality Improvement Projects	Evidence of designing and effecting audit programmes  Evidence of teaching qualification or learning



<b>Motivation</b>	Evidence of commitment to patient focused care, learning and continuous professional development, effective and efficient use of resources  Evidence of desire to develop services for patients	Desire to develop services for patients
<b>Team Working</b>	Evidence of ability to work in a team with colleagues in own and other disciplines  Evidence of ability to organise time efficiently and effectively  Excellent communication skills	Evidence of ability to motivate colleagues  Evidence of managerial training and experience
<b>Circumstances of Job</b>	Based at Borders General Hospital, but may be required to work at other locations within the SCAN network on occasion.	

## Section 2: Introduction to Appointment

**Job Title:** Specialty Doctor in Oncology

**Department:** Oncology

**Base:** Borders Macmillan Centre, Borders General Hospital

The posts will be based at Borders General Hospital, however there may be a requirement to work at other locations within the SCAN network.

### Post Summary:

This is a permanent full-time Specialty Doctor post in Oncology. Consideration will be given to requests for flexible working. These are new posts (2.0 WTE) arising from the requirement to support the exciting rapid expansion of SACT services.

The post holders will be expected to provide an autonomous service with visiting Consultants and nursing support for SACT prescribing in the Borders Macmillan Centre (BMC).

The following work plan can be adjusted as needed, depending on personal/departmental needs.



The Contract is for up to 10 Programmed Activities

These 10 sessions would consist of:

Prescribing support for treatments being given, Oncology outpatient clinics and support clinical decision making for acute oncology. The post holder will be expected to cover all tumour sites, but there will be scope to develop a special interest.

There will be no requirement for out-of-hours working or on-call commitment.

One SPA per week / two per fortnight for personal appraisal/development per WTE post holder.

The successful applicant will be in a role fully integrated into the department with opportunities for personal development; personal development will be supported through the clinical team in NHS Lothian.

### Section 3: Departmental and Directorate Information

#### Borders Macmillan Centre / Oncology Service

NHS Borders is part of the South-East Scotland Cancer Network (SCAN), which also includes NHS Lothian, NHS Fife and NHS Dumfries & Galloway. Diagnostic investigations, surgical treatments and SACT are provided locally at Borders General Hospital. Radiotherapy and complex diagnostics / investigations are provided from the regional centre at Western General Hospital (WGH).

Around 900 Borders' residents per year are diagnosed with cancer, resulting in around 5,500 SACT treatments being delivered locally each year.

The department provides day case SACT for all tumour sites except Head & Neck, including some clinical trials.

BMC has been recently refurbished and provides 10 chairs for SACT treatment. The Unit is open Monday to Friday, with treatments delivered Tuesday to Friday.

A dedicated nurse-led Acute Oncology service is provided 9am-5pm, Monday to Friday, and Cancer Nurse Specialists are in place for all the main tumour sites.

Consultant Oncologists are employed regionally and are based at Western General Hospital. There are weekly clinics held on site for patients with Breast, HPB and Lung cancers.

Dedicated Nursing and Pharmacy teams to support the delivery of SACT are employed locally and based at BGH, including the provision of an Aseptic unit.

Post holders will be encouraged to participate in educational activities within the regional service, including attending departmental meetings at WGH.



## South-East Scotland Cancer Network (SCAN) (<http://www.scan.scot.nhs.uk>)

SCAN consists of linked groups of health professionals, patients and voluntary sector representatives, working together to improve cancer services. The aim is to work across geographical, organisational and professional boundaries to promote equitable provision of high-quality, clinically effective cancer services. The organisation aims to be patient-focussed, covering a population of over one million people in the four NHS Board areas served by the Edinburgh Cancer Centre - Borders, Dumfries and Galloway, Fife and Lothian. The SCAN network is formally accredited through NHS Quality Improvement Scotland. Dr Cameron Martin is the Clinical Lead.

### Section 4: Details of the Post

The post-holder will be expected to provide an autonomous service with consultant and nursing support for SACT prescribing and outpatient oncology clinics at Borders General Hospital. This will involve all forms of SACT including chemotherapy, targeted therapies and immunotherapies and clinical decision making for acute oncology. The post-holder will work very closely with other BGH team members to provide service cover for 52 weeks a year.

### Section 5: Indicative Job Plan

<b>Post:</b>	Specialty Doctor in Oncology
<b>Specialty:</b>	Oncology
<b>Principal Place of Work:</b>	Borders General Hospital, Melrose
<b>Contract:</b>	Permanent Full-Time (10PA)
<b>Availability Supplement:</b>	Nil
<b>Out-of-hours:</b>	Nil
<b>Managerially responsible to:</b>	Dr Moray Kyle, Clinical Director, Oncology
<b>Clinical Accountable to:</b>	NHS Borders SACT Lead Clinician



## Indicative Job Plan

Day	Hospital/ Location	Type of Work	DCC (Hours)	SPA (Hours)
Monday	09.00-12.00	BMC Prescribing	3	4
	12:00-13:00	Acute Oncology / Immuno-Oncology	1	
	13.00-17.00	SPA		
Tuesday	09.00-12.00	BMC Prescribing	3	
	12:00-13:00	Acute Oncology / Immuno-Oncology	1	
	13.00-16.00	BMC Prescribing	3	
	16.00-17.00	Admin	1	
Wednesday	09.00-12.00	BMC Prescribing	3	
	12:00-13:00	Acute Oncology / Immuno-Oncology	1	
	13.00-16.00	BMC Prescribing	3	
	16.00-17.00	Admin	1	
Thursday	09.00-12.00	BMC Prescribing	3	
	12:00-13:00	Acute Oncology / Immuno-Oncology	1	
	13.00-16.00	BMC Prescribing	3	
	16.00-17.00	Admin	1	
Friday	09.00-12.00	BMC Prescribing	3	
	12:00-13:00	Acute Oncology / Immuno-Oncology	1	
	13.00-16.00	BMC Prescribing	3	
	16.00-17.00	Admin	1	
Total			36	4

A specific job plan will be agreed between the postholder and the Clinical Director.



## Section 6: Contact Information

Prospective applicants are encouraged to make contact with:

Dr Moray Kyle  
Clinical Director – Oncology  
Consultant Clinical Oncologist  
Edinburgh Cancer Centre  
Western General Hospital, Edinburgh  
[moray.kyle@nhs.scot](mailto:moray.kyle@nhs.scot)

Lynda Taylor  
Nurse Consultant & Lead Clinician in Cancer  
Borders General Hospital, Melrose  
[lynda.taylor@borders.scot.nhs.uk](mailto:lynda.taylor@borders.scot.nhs.uk)

## Section 7: Working for NHS Borders

### NHS Borders

NHS Borders has taken a lead as one of very few NHS Boards in Scotland with an entirely integrated structure for management of health services. Decision-making is firmly embedded with an integrated Clinical Executive, part of a natural evolution towards more integrated care, which has seen health and social services within the Borders develop nationally-recognised joint initiatives. The NHS Borders Board covers an area co-terminus with the local authority (Scottish Borders Council) and has developed close and effective links with Scottish Borders Council (SBC), including the creation of a Joint Health and Care Partnership Board moving forward the integration of health and social care.

The Clinical Executive (CE) is the body responsible for ensuring the overall management of services, operational service planning and service redesign. The CE is chaired by the Medical Director and includes the Director of Nursing, Clinical Chairs, General Managers from each of the Clinical Boards across NHS Borders (including the Mental Health Board) and SBC Social Care. The Clinical Executive therefore has the authority to manage resources across the area and to design care from a “whole system” perspective.

Clinical Governance is well established, forming part of the Risk Management of the whole organisation. Clinical Governance is seen as a positive support to all clinicians with active participation by all professions. There is a wide range of opportunities for the post-holder to be involved in this area of work.

### Borders General Hospital

The Borders General Hospital is a busy district general hospital serving the Scottish Borders Region. It deals with acute medical and surgical admissions, trauma, paediatrics, and has a maternity unit that deals with 850 deliveries per year.

The Margaret Kerr Unit opened in January 2013 provides palliative care services in the Scottish Borders with a purpose-built environment from which to deliver specialist palliative



care. Within the Department of General Medicine there are specialists in Cardiology, Respiratory Medicine, Diabetes and Endocrinology, Gastroenterology, Haematology, Neurology, Medicine for the Elderly, Stroke Medicine, Dermatology and Rheumatology. Visiting consultants provide clinics for Oncology, Renal Medicine and Clinical Genetics.

The Emergency Department provides facilities for resuscitation, examination and treatment, and is well integrated with the Borders Emergency Care Service (BECS), the Primary Care out-of-hours service for Borders. We are part of the South East Scotland Trauma Network as a Trauma Unit.

The Radiology Department is well equipped for routine radiology, CT scanning, ultrasound, Doppler studies, nuclear medicine and MRI. CT coronary angiography and cardiac MRI are well established in the department.

There is an excellent library within the Borders General Hospital grounds with good internet access. The Borders General Hospital is a teaching unit for undergraduate students in medicine.

## **The Scottish Borders**

The Hospital is situated on the outskirts of Melrose in the Scottish Borders. The 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 in the Borders 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 in April each year.

The Borders has tremendous facilities for sport and leisure. Glentress and Innerleithen mountain bike parks are world renowned for both cross country and down-hill 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. The Borders has 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.

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. Glasgow also runs an annual festival in the early summer.

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 50 minutes approx). Tweedbank Station is a few minutes walk from the Borders General Hospital. On opening the railway Her Majesty Queen Elizabeth said "The Borders railway brings so much promise for sharing and invigorating this most beautiful countryside as a place to work, live and enjoy". 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).



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](http://www.scotborders.gov.uk/info/878/schools). There is a purpose built nursery in the grounds for hospital employees' children.

House prices in the Borders Region are significantly less than in major cities and also less than many other rural parts of the country. There is usually accommodation available for rent in the on-site residencies in the grounds of the Hospital and various properties are available for rental privately in the local area.

Please see websites:

- Scottish Borders Council - [www.scotborders.gov.uk](http://www.scotborders.gov.uk)
- Scottish Borders Tourist Board - [www.scot-borders.co.uk](http://www.scot-borders.co.uk)
- Southern Reporter - [www.borderstoday.co.uk](http://www.borderstoday.co.uk)
- NHS Borders - [www.nhsborders.co.uk](http://www.nhsborders.co.uk)
- Borders Property - [www.bspc.co.uk](http://www.bspc.co.uk)

### **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.

### **Our Values and ways of working**

NHS Borders 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 Borders – 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.



## 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>	Permanent Part Time
<b>GRADE AND SALARY</b>	Specialty Doctor £45193 - £84272
<b>HOURS OF WORK</b>	40 Hours
<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 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>	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 will be based at Borders General Hospital, but on occasions may be required to work at other sites within the SCAN network
<b>SOCIAL MEDIA POLICY</b>	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.



## 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.



## Section 10: Staff Support & Wellbeing

### Supporting the work life balance

NHS Lothian is committed to supporting our staff achieve a good work life balance. We have several policies in place to support this ranging from flexible work location to career break, full details of all the policies can be found at <https://workforce.nhs.scot/>

### Carers Passport

NHS Lothian has introduced a Carers Passport which is intended to help support staff with caring responsibilities manage their work and caring responsibilities. Completion of the passport is voluntary, and it designed to be completed with reference to the NHS Scotland Workforce Policies: <https://workforce.nhs.scot/> which support work life balance e.g. Flexible Work Pattern, Flexible Work Location and Special Leave.

### Staff Support and Wellbeing

NHS Lothian's vision is to promote, support and encourage staff to look after their own health, wellbeing and resilience (self-care). We have a wellbeing strategy and run regular events across the year on different health and wellbeing topics.

<https://org.nhslothian.scot/strategies/work-well-staff-wellbeing-strategy/>

We have a range of support options for our staff, these include staff counselling, peer support, 'Here 4 U' our psychological support service, staff listening service and occupational health.

## Section 11: Equality and Diversity

### Statement of Intent

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. Working with our Staff Networks and Staff Side Organisations, we have agreed a Statement of Intent in relation to equality, diversity and inclusion as follows:

We continue to learn and build on our inclusive culture to make NHS Lothian a great place to work where our staff feel respected and valued. We are committed to recruiting a workforce that fully reflects and embraces the diverse make-up of our society. At NHS Lothian, we take a zero tolerance approach to discrimination and provide our staff with the leadership, tools and confidence to challenge discrimination and prejudice. We are a place where everyone can thrive and have good and respectful relationships with different groups of staff. Where everyone can develop and succeed based on their skill, knowledge and talent, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy and maternity, socio-economic background, care experience or anything else that can be used to differentiate people from one another. We offer first-class flexible working benefits, excellent employee well-being support and a great



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

pension. We are fortunate to have a range of excellent Staff Networks and are proud to be a Disability Confident, Carer Positive and Living Wage Accredited employer with a partnership agreement with Trade Unions. We will fully support candidates with a disability, long-term condition or who are neurodivergent, and require adjustments in our recruitment process. We actively welcome applications from anyone who shares our commitment to equality and inclusion.

### **Equality and Human Rights Strategy 2023 – 2028**

NHS Lothian wants to improve the health of everyone in Lothian so that everyone lives a longer, healthier life, with better experiences and outcomes including people who work for and with us. Our equality and human rights strategy supports us to put equality and human rights at the centre of everything we do so that we achieve these aims and meet our legal requirements. It sets out six strategic priorities – each on helping us understand and act on the experiences and needs of people who work for us and use our services. Our priorities are:

1. Equality and human rights are a central part of our planning, decision-making, delivery and reporting.
2. We are an anti-racist organisation, and our work helps to eliminate racism and remove racialised inequalities and prejudice.
3. We anticipate and meet the needs of disabled people so they can access services, employment opportunities and have better outcomes.
4. We are gender inclusive, we do not discriminate on grounds of sex or gender identity and our work helps to tackle persistent gender inequalities.
5. We support people who use our mental health services and people with dementia to know about and claim their rights, and to make decisions about their care and treatment.
6. We reap the benefits of equality and human rights education and training.

### **Anti-racism**

As a healthcare provider and employer NHS Lothian has a duty to stop racism, inequality, and discrimination. We have acknowledged and apologised for NHS Lothian's historical connections with transatlantic slavery and the impact on all the people who suffered. We are implementing recommendations made by an Independent Advisory Group to ensure we learn from our past and build a better future for everyone. More information, including a short video, is available on the NHS Lothian website: <https://org.nhslothian.scot/aboutus/atlantic-slavery-and-the-royal-infirmary-of-edinburgh/>

We have launched our anti-racism campaign, 'We are NHS Lothian': <https://www.facebook.com/lothian.nhs/videos/927242979125104/> to encourage everyone to understand and acknowledge racism and take action to eliminate it. The campaign aims to drive forward the work NHS Lothian has started to achieve meaningful change in the diversity of its workforce and to embed a respectful, tolerant and inclusive culture for everyone.



## Reasonable Adjustments

NHS Lothian strives to be an exemplary employer and an “employer of choice” by doing the following to support disabled staff:

- Creating a positive organisational culture where every individual employee is valued for the specific skills that they bring with them into the workplace;
- Enabling staff to feel empowered and to speak up when they require support;
- Helping staff to feel safe in sharing their personal information regarding their disability in order that the organisation can continue to improve support and awareness for the benefit of everyone;
- Creating a management culture where supporting disabled staff is delivered in a positive manner and based upon the desire to retain valuable skills within the organisation and not solely on any legal requirement to do so.

NHS Lothian recognises it has a duty to make reasonable adjustments for disabled applicants and employees. NHS Lothian aims to ensure that it takes all reasonable steps to remove or adapt any provision, criterion or practice, or physical feature of premises that may put a disabled person at a disadvantage at any stage of employment. Wherever possible, we are committed to providing auxiliary aids and making sure information is provided in an accessible format to make sure disabled people are not put at a disadvantaged. Further information on the adjustments that may be made are outlined in our

<https://careers.nhslothian.scot/wp-content/uploads/2024/03/Reasonable-Adjustments-Guidance.pdf>

## Disability Passport

NHS Lothian has introduced a Disability Passport:

<https://careers.nhslothian.scot/wp-content/uploads/2024/03/Reasonable-Adjustments-Guidance.pdf> which is intended to guide a conversation between the staff member and their line manager to find the best ways to reduce barriers and enable staff to thrive in their roles. It provides a framework within which to discuss the staff member’s disability and what changes/adjustments can be made at work to assist them. Completion of the passport is voluntary, and it designed to be completed with reference to NHS Lothian’s Reasonable Adjustment Guidance.

## NHS Lothian Staff Networks

There are currently seven NHS Lothian staff networks:

- **BME Network** - primarily aimed at NHS Lothian employees from Black or Minority Ethnic backgrounds but open to any staff interested in helping to improve inclusion in NHS Lothian.
- **Carers Network** – open to any member of staff who has an unpaid caring role
- **Care Experienced Network** – open to any member of NHS Lothian staff, with a focus on supporting Care Experienced staff.
- **Disabled Employee Network (DEN)** – open to any member of NHS Lothian staff who identifies as disabled, neurodivergent, or with a long-term health condition. You



don't need a formal diagnosis, and you don't need to disclose your condition to your line manager or to other DEN members.

- **LGBT+ Staff & Allies Network** - primarily aimed at NHS Lothian employees who identify as LGBT+ but open those who identify as allies or have a positive interest in LGBT+ matters
- **Women's Network** - a network for all to join, encouraging inclusion and diversity, regardless of gender identity
- **Young Employee Network** - primarily aimed at young NHS Lothian staff but no fixed age limit and open to anyone with a positive interest in the network's ambitions

The networks have been established to advance equality for groups of staff we know are more likely to experience disadvantage, be under-represented or have different needs. They aim to provide peer support, social events, networking and a point of contact on equality and diversity issues. The networks are involved in creating the annual Advancing Equalities Action Plan and moving actions forward, thus helping to improve the working lives of all NHS Lothian staff.

Information about all staff networks can be found on the NHS Lothian website:

<https://staff.nhslothian.scot/staffnetworks/>

### **Workplace Equality Monitoring**

In order to monitor the organisation's performance as an equal opportunity employer, NHS Lothian will request and retain data on the protected characteristics of its workforce. This data is processed and retained in line with the Data Protection Act 1998. The disclosure by applicants and staff of their protected characteristics is voluntary but this data is invaluable to NHS Lothian as it enables accurate review of progress and highlights any areas where NHS Lothian is failing to advance equality. The data is anonymised prior to analysis, review and reporting. It plays no part in making decisions about individual employees. Its function is to help make evidence based decisions about the organisation's equality performance in relation to employment.

### **Equality, Diversity and Human Rights Strategy**

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian. As outlined in our Statement of Intent, we are committed to encouraging equality and diversity among our workforce, and seek to eliminate discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best. Our Equality, Diversity and Human Rights Strategy: <https://org.nhslothian.scot/equality-human-rights/> sets out our commitment to these principles and sets out the approach to be followed to ensure that these principles are consistently met.

### **Equality and Human Rights Team**

NHS Lothian has an Equality and Human Rights Team who can provide advice and guidance on equality and human rights compliance and best practice in NHS Lothian. They can be contacted by emailing [loth.equalityandhumanrights@nhslothian.scot.nhs.uk](mailto:loth.equalityandhumanrights@nhslothian.scot.nhs.uk)



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