

Working for NHS Lothian

JOB TITLE: Clinical Fellow in Edinburgh Hospital at Home - Edinburgh Community Geriatrics Service

JOBTRAIN REFERENCE: 239937 (Rotational)



Image courtesy of Edinburgh Inspiring Capital (www.edinburgh-inspiringcapital.com)



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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.

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.

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
Qualifications and Training	GMC registered medical practitioner Licence to practice	Considering or in process of completing MRCP or MRCPGP or equivalent
Experience	Completed Foundation (FY1 and FY2) year training At least one year clinical experience in a NHS substantive post in General Medicine, General Practice, Medicine of the Elderly or other Medical Specialities	Experience in working in community hospitals or Hospital at Home teams
Ability	Ability to work autonomously and complete full patient assessment and commence management plan in communication with senior colleagues. Ability to identify unwell patients and escalate to senior colleagues as indicated.	
Academic Achievements	Evidence of understanding, interest or involvement in research activity at any level	Research presentations or publications in local or national settings
Audit and Quality Improvement	Evidence of commitment to clinical audit or quality improvement work	Audit or quality improvement presentations at local or national level
Teaching	Evidence of commitment to formal and informal teaching and training of trainee doctors, medical students and other clinical staff	
Motivation	Evidence of commitment to patient-focused care, continuous professional development and life-long learning, effective and efficient use of resources and	Aiming for career in Geriatrics, other Medical Speciality or General Practice.



	practicing realistic medicine	
Team Working	Ability to work in a team with colleagues in own and other disciplines, ability to organise time efficiently and effectively, reliable and excellent communication skills	
Circumstances of Job	Required to work at any of NHS Edinburgh and the Lothian's sites and in community settings	

Section 2: Introduction to Appointment

Job Title: Clinical Fellow Community Geriatrics

Department: Edinburgh Health & Social Care Partnership (EH&SCP)

Current bases: Ellens Glen, Findlay and Ferryfield Hospital

Report to: Dr Andrew Coull, Clinical Lead

Accountable to: Dr Robin Balfour, Interim Clinical Director, EH&SCP

You may also be required to work at any of NHS Lothian sites.

Post Summary:

Applications are invited for five replacement posts as Clinical Fellow in Community Geriatrics in the City of Edinburgh. This post offers a wide range of Community Geriatric experience in Hospital at Home and frailty outpatients, bed based rehabilitation and complex care settings. The successful applicants will rotate around these areas and provide prospective cover to bed based areas. They will work with an enthusiastic and supportive team of consultants. This post will provide excellent broad Geriatric clinical experience with access to teaching and regular governance activities, the opportunity to complete a quality improvement project and have annual appraisal. All successful applicants will gain experience of our Hospital at Home service. During this 4 month block post holders will work up to three 8am – 8pm shifts per week and one in five 9am-5pm weekends in a banded post. There is no overnight on call working associated with this post. Edinburgh is consistently identified as one of the most popular places to live in the United Kingdom with excellent accommodation, amenities, public transport and easy access to beautiful beaches and countryside including the Highlands. This is a 1 year post available from August 2026 which can be extended by negotiation.



Section 3: Departmental and Directorate Information

The City of Edinburgh Community Geriatrics service sits within NHS Lothian's Edinburgh Health and Social Care Partnership (EH&SCP) and is closely linked with the Royal Infirmary of Edinburgh (RIE) and Western General Hospital Medicine of the Elderly (MoE) Service. Each service aims to provide high quality, safe, person centred care and Comprehensive Geriatric Assessment to the frail elderly in home based and bed based settings within Edinburgh. The service aims to support older people to maximise their functional potential or recover to an optimal level of health with the view of maintaining an independent life at home or in a homely setting through dedicated multidisciplinary team working. The service is led by a dedicated group of consultants supported by a range of medical staff including Specialty Doctors, Doctors in Training (GPST, IMT) and Foundation training doctors as well as range of Nurse Practitioners. Optimising quality of life is our ultimate goal. A realistic medicine approach is central to this approach.

This post is specifically Hospital at Home but the wider **Edinburgh Community Geriatrics Service** consists of the following areas:

Edinburgh Hospital at Home

This is a consultant led service serving the whole City of Edinburgh based at Ellens Glen Hospital. Hospital at Home provides a home based acute assessment and treatment service to the frail elderly who would otherwise be admitted. The service also supports patients discharged from acute hospitals. This post will work solely within the Hospital at Home service.

Outpatient Frail Elderly Service

This is based at Ellens Glen Hospital Outpatients and receives GP referrals from predominantly South Edinburgh and Midlothian. All referrals undergo a multidisciplinary triage and patients are assessed by the most relevant member of the multidisciplinary team with additional medical assessment as required.

Bed based community rehabilitation

Edinburgh currently has these beds based in Ellens Glen Hospital and Findlay House. The service is consultant led and provides comprehensive geriatric assessment, multidisciplinary assessment and complex discharge planning for patients stepped down from acute hospital sites. There are also patients stepped up into these areas from the community to avoid admission to acute hospital.

Bed based complex care assessment

These settings provide services for frail elderly and patients under old age psychiatry and functional psychiatry who have complex healthcare or mental health needs. These settings are at Ellen's Glen and Ferryfield Community Hospitals. Patients are referred from acute hospital sites or the Royal Edinburgh Hospital for Psychiatry for a period of assessment and consideration of complex discharge, care home placement or hospital based complex clinical care in settings staffed medically by Geriatricians and Old Age Psychiatry supported by dedicated medical staff and nurse practitioners.

Consultant Staffing



Dr Andrew Coull	Clinical Lead Community Geriatrics
Dr Carolyn Armstrong	Lead Edinburgh Hospital at Home
Dr Olayinka Ogundipe	Consultant Geriatrician
Dr Roanna Hall	Consultant Geriatrician
Prof Susan Shenkin	Consultant Geriatrician
Dr Sarah Bartlett	Consultant Geriatrician
Dr Lucy Stirland	Consultant in Old Age Psychiatry
Dr Ros Ring	Associate Specialist

Section 4: Main Duties and Responsibilities

Clinical Role within Community Geriatrics Service

The successful applicant will work within all aspects of the service on a rotational basis between the Hospital at Home service and frailty outpatients, bed based rehabilitation and complex care assessment settings and provide prospective leave cover to these settings when required. There will be a full induction to working in all these areas. In each area you will be a valued and essential part of an enthusiastic and committed multidisciplinary team. Staff will ensure robust prospective cover across all sites ensuring that each member of the team have annual and study leave as well as time for supporting professional activity to support appraisal and revalidation. Throughout there is access to weekly teaching and governance sessions. You will have regular meetings with a senior colleague and have the opportunity to develop skills in quality improvement or teaching.

When working with the Hospital at Home the main role will be seeing predominantly GP referrals and to autonomously carry out a comprehensive assessment for each patient, including consideration of current issues, polypharmacy and anticipatory care planning. You will attend twice weekly consultant-led ward rounds to discuss patients with the whole team. You will work in partnership on a daily basis with the nursing team who provide input into those admitted to the 'virtual' ward with close consultant support. You will ensure good documentation and timely communication with the GP and other community services. You will be readily available to the multidisciplinary team for medical advice, follow up on requested investigations and provide regular updates to families. You will provide supervision and teaching to the nursing team. You will also actively contribute to service development, regular quality improvement and mortality and morbidity meetings.

As part of this rotational post you will also have an opportunity to work in our frailty outpatient service. GP referred patients are triaged by the multidisciplinary team and you will provide a medical assessment to those where it is required. For urgent referrals this is currently based at the Liberton Hub alongside a full multidisciplinary team. During this period you will provide prospective cover for annual leave and for other complex care settings in Edinburgh including Ellen's Glen and Ferryfield Hospital which will involve working in collaboration with existing medical staff working in these sites.

You will spend a specified period based within bed based rehabilitation services at Findlay Hospital. You will also support the care of Old Age Psychiatry patients currently based at Findlay Hospital. Each areas are consultant led and you will be an essential part of a dedicated nursing and multidisciplinary team. All areas are also supported by Advanced Nurse Practitioners. Your role will include providing medical assessment to new admissions and their ongoing medical care, supporting consultant ward rounds and multidisciplinary



team meetings, maintaining good communication with patients and their families and supporting effective discharge planning through good documentation to the patient's GP. You will have excellent opportunities to learn more around palliative care and anticipatory care planning with close communication with relatives and carers. You will be required to work independently at times but there is close consultant support and excellent nursing staff alongside the wider multidisciplinary team.

You will also spend a specified period based within each complex care setting at Ellens Glen and Ferryfield Community Hospitals. Each areas are consultant led and you will be an essential part of a dedicated Advanced Nurse Practitioner, nursing and complex care assessment team. Your role will include providing medical assessment to new admissions and their ongoing medical care, supporting consultant ward rounds and multidisciplinary team meetings, maintaining good communication with patients and their families and supporting effective discharge planning through good documentation to the patient's GP. You will have excellent opportunities to learn more around palliative care and anticipatory care planning with close communication with relatives and carers. You will be required to work independently at times but there is close consultant support and excellent nursing staff alongside the wider multidisciplinary team.

When working in community hospitals the working day is 9am – 5pm and there is no out of hour's commitments. During the 4 month rotation and specific to Hospital at Home the post holder will work 44 hours lb banded post with up to three 8am-8pm shifts per week, one 9am-5pm for SPA and admin and work one in five 9am-5pm weekends.

Location:

- You will have 4 months in Hospital at Home and frailty outpatients at the Ellens Glen Hospital. You will also rotate to experience community rehabilitation at Findlay House and complex care in Ellen's Glen or Ferryfield Hospital.

Provide high quality care to patients:

- Maintain GMC 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
- Practice Realistic Medicine

Research, Teaching and Training:

- Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian's research portfolio, at all times meeting the full requirements of Research Governance
- To provide teaching to medical undergraduates, trainee ANP/NPs and members of other health care professions as required by the Clinical Lead

Medical Staff Management:

- To work with colleagues to ensure hours are compliant with EWTD and New Deal
- To participate in annual appraisal

Governance:

- Participate in clinical audit, quality improvement work, incident reporting and analysis and to ensure resulting actions are implemented
- Ensure clinical guidelines and protocols are adhered to
- Keep fully informed about best practice in the specialty areas



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

Strategy and Business Planning:

- To participate as part of the team in the engagement, consultation and implementation of the current service review.

Leadership and Team Working:

- To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives
- To work collaboratively with all members of the team
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
- Adhere to NHS Lothian and departmental guidelines on leave including reporting absence
- Adhere to NHS Lothian values

Section 5: NHS Lothian – Indicative Job Plan and Contact information

Post: Clinical Fellow in Community Geriatrics

Specialty: Community Geriatrics

Principal Place of Work: Ellens Glen, Findlay House or Ferryfield Hospital.

Contract: Full Time

Clinically responsible to: Dr Andrew Coull Clinical Lead

Managerially responsible to: Dr Andrew Coull Clinical Lead

Indicative Job Plan for week whilst working in bed based setting (not banded)

DAY	TIME (hrs)	TYPE OF WORK	HOURS
Monday	09:00–17:00	Bed based working	8
Tuesday	09:00–17:00 13:00-14:00	Bed based working Teaching (via Teams)	8
Wednesday	09:00–17:00	Bed based working	8
Thursday	09:00–13:00 13:00- 17:00	Bed based working Supporting professional activity (SPA)	4 4
Friday	09:00–17:00	Bed based working	8
TOTALS			40



Indicative Job Plan for standard week during Hospital at Home (banded for 4 months)

DAY	TIME (hrs)	TYPE OF WORK	HOURS
Monday	08:00–20:00	Hospital at Home	12
Tuesday	09:00–17:00	Supporting professional activity and admin	8
Wednesday	08:00–20:00	Hospital at Home	12
Thursday	09:00–17:00	Non working day	0
Friday	08:00–20:00	Hospital at Home	12
TOTALS			44

Indicative Job Plan when working at weekend (banded for 4 months)

DAY	TIME (hrs)	TYPE OF WORK	HOURS
Monday	09:00-13:00	Post weekend working, SPA and admin	4
Tuesday	08:00–20:00	Non-working day	0
Wednesday	08:00–20:00	Hospital at Home	12
Thursday	09:00–17:00	Non-working day	0
Friday	08:00–20:00	Hospital at Home	12
Saturday	08:00-16:00	Hospital at Home	8



Sunday	08:00-16:00	Hospital at Home	8
TOTALS			44

The Job Plan is fully negotiable and will be agreed between the successful applicant, and the Clinical Lead to mutually benefit the successful applicant and service needs. Within the job plan there should be dedicated time to meet needs for continuing professional development, quality improvement, teaching and clinical governance meetings as well as dealing with internal routine communication and team planning meetings. If suitable for the applicant then completing the Clinical Educator Programme will be encouraged. The NHS Lothian Medical Education Department also has an active and development programme via the clinician development programme (QI, teaching, sim and leadership - <https://www.med.scot.nhs.uk/trainee-doctors/opportunities-to-get-involved/clinician-development-programme>). It is expected that the applicant will contribute to undergraduate teaching and supervision and teaching of trainee nurse practitioners or other members of the multidisciplinary team.

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

Dr Andrew Coull
 Clinical Lead
 Community Geriatrics Service
 Telephone: 07872414922
 E mail: andrew.coull@nhslothian.scot.nhs.uk



Section 6: Working for NHS Lothian

Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Jim Crombie is the Interim Chief Executive, Professor John Connaghan CBE is the Chair 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 <https://org.nhslothian.scot/Pages/default.aspx>

Location

Edinburgh and the Lothians are on the eastern side of Scotland's central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East Lothian, Mid Lothian and West Lothian.

Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh's historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. 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.

What we can offer you

Working with NHS Lothian offers a variety of opportunities and benefits:

- Access to the NHS pension scheme



- Assistance relocating to Edinburgh
- NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
- A beautiful setting to live and work and to take time out after a busy day or week
- Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

Teaching and Training Opportunities

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at <http://www.scotmt.scot.nhs.uk/> and <http://nes.scot.nhs.uk/>

We enjoy close links with the University of Edinburgh (<http://www.ed.ac.uk/home>) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

Our vision, values and strategic aims

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

- Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
- Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
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 “NHS Lothian Quality Strategy 2018 - 2027,” which you will find at:

[QualityStrategy5YearPlan.pdf](#)

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

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.

NHS Lothian Values into Action

NHS Lothian is determined to improve the way their staff work so we have developed a set of common values and ways of working which we need to turn into everyday reality - to the



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

benefit of everyone working in the organisation and, most importantly, to the benefit of people using our services.

Our Values are:

Quality

We continually look for ways to make what we do even better.

Dignity and Respect

People are communicated with in a way that they understand and staff check that the individual has understood the information given.

Care and Compassion

We take time to ensure each person feels listened to, secure, understood and is treated compassionately.

Openness, Honesty and Responsibility

We continually listen & learn from staff, people receiving care, carers and family.

Teamwork

We understand and value each other role and contribution.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values. More information on Our Values can be found by clicking on the link at the bottom of our Careers website front page: <https://careers.nhslothian.scot/>



Section 7: Terms and Conditions of Employment

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

TYPE OF CONTRACT	Fixed Term: 1 year
GRADE AND SALARY	Clinical Fellow £47,438 - £74,591
HOURS OF WORK	40 hours per week
SUPERANNUATION	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: www.sppa.gov.uk
EXPENSES OF CANDIDATES FOR APPOINTMENT	NHS candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Reimbursement 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.
TOBACCO POLICY	NHS Lothian operates a No Smoking Policy in all premises and grounds.
DISCLOSURE SCOTLAND	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.
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	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.
REHABILITATION OF OFFENDERS ACT 1974	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.
MEDICAL NEGLIGENCE	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.
NOTICE	Employment is subject to one month notice on either side, subject to appeal against dismissal.
PRINCIPAL BASE OF WORK	You may be required to work at any of NHS Lothian sites as part of your role.
SOCIAL MEDIA POLICY	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 8: General Information for Candidates

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.

Job Interview Guarantee Scheme

As a Disability Confident Employer we recognise the contribution that everyone can make to the organisation. As part of our ongoing commitment to eliminate discrimination and advance equality for disabled people, all applicants who are disabled (including people who are neurodivergent) and who meet the minimum criteria expressed in the job description will be guaranteed an interview. Applicants are required to complete the relevant section of the application form to access this initiative.

We will arrange for adjustments at interviews for disabled candidates. For advice on what adjustments can be made and how to ask for them please click on this link:

<https://www.scope.org.uk/advice-and-support/ask-for-adjustments-at-interview>

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 and Rehabilitation

The rules around criminal convictions and disclosure are complicated, so it is important you read the guidance below as part of making your application.



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

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

For further information please visit our careers site:

<https://careers.nhslothian.scot/recruitment-of-people-with-convictions/faq-disclosure-scotland-and-self-declaration-forms/>

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. Further details on the Recruitment of Ex-Offenders are available on our careers webpage: <https://careers.nhslothian.scot/recruitment-of-people-with-convictions/>

Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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.

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 Lothian Staff Privacy Notice, found at:

<http://intranet.lothian.scot.nhs.uk/HR/az/staffprivacynotice/Pages/default.aspx>

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.



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

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 on the Audit Scotland website: <https://audit.scot/>

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 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 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 Lothian. 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.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of gender identity, gender expression, disability, marital status, age, race (including colour, nationality, ethnic or national origin), religion or belief, sexuality, responsibility for dependants, socio-economic status, 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 on our careers website: <https://careers.nhslothian.scot/equal-opportunities/>

NHS Staff Benefits

As a staff member in NHS Lothian, 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://www.nhsstaffbenefits.co.uk/>



Section 9: 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 10: 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 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.nhsllothian.scot/wp-content/uploads/2024/03/Reasonable-Adjustments-Guidance.pdf>

Disability Passport

NHS Lothian has introduced a Disability Passport:

<https://careers.nhsllothian.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



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