Working for NHS Lothian

JOB TITLE: Clinical Fellow in Urology with Subspecialist Interest in Renal Cancer

JOBTRAIN REFERENCE: 242728











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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

Section 1: Person Specification

Entry Criteria - Application to enter Clinical Fellowship Post: Urology		
	Essential Criteria	**When Evaluated[1]**
Qualifications	• MBBS or equivalent medical qualification • FRCS (urol) or equivalent	Application form
Eligibility	• Eligible for full registration with the GMC at time of appointment[2] and hold a current license to practice.[3] • Evidence of achievement of **Foundation competences** from a UKFPO affiliated Foundation Programme or equivalent by time of appointment[2] in line with GMC standards/ Good Medical Practice including: o Make the care or your patient your first concern o Protect and promote the health of patients and of the public o Provide a good standard of practice and care o Treat patients as individuals and respect their dignity o Work in partnership with patients o Be honest and open and act with integrity • Evidence of completion of Urology training to a level of competency in core Urology (FRCS (Urol), FEBU, CCT or equivalent) at time of appointment. • Eligibility to work in the UK • Not previously relinquished, released or removed from a training programme in this specialty except under exceptional circumstances[4]	Application form Application form Interview Application form/ Interview Application form
Fitness To Practise	Is up to date and fit to practice safely	Application form References
Language Skills	All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following: o that applicants have undertaken undergraduate medical training in English; or o have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7. If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence	Application form Interview
Health	Meets professional health requirements (in line with GMC standards/ Good Medical Practice)	Application form Pre-employment health screening
Career Progression[6]	• Ability to provide a complete employment history • Evidence that career progression is consistent with personal circumstances • Evidence that present achievement and performance is commensurate with totality of period of training • At least **60 months experience**[7] in surgery, of which **at least 36 months** has been in urology by time of appointment.	Application form Interview

Selection Criteria			
	Essential	**Desirable**	**When Evaluated**
Clinical Skills	**Technical Knowledge & Clinical Expertise:** • Capacity to apply sound clinical knowledge & judgement & prioritise clinical need. • Competencies in core Urology, including skills of independent operative practice in lower urinary tract endoscopic surgery and penoscrotal surgery. Capable of independent practice in outpatient tclinic including appropriate technical and clinical knowledge base, diagnostic skills and clinical judgement. • Validated logbook documentation of surgical exposure to date. Evidence of satisfactory continued medical practice eg appraisals.	**Personal Attributes:** • Shows aptitude for practical skills, e.g. hand-eye co-ordination, dexterity, visuo-spatial awareness • Attendance at relevant courses, e.g. ATLS, Basic Surgical Skills or equivalent, CCrISP	Application form Interview References
Academic / Research Skills	**Research Skills:** • Demonstrates understanding of the basic principles of audit, clinical risk management & evidence-based practice • Understanding of basic research principles, methodology & ethics, with a potential to contribute to research **Audit:** • Evidence of active participation in audit **Teaching:** • Evidence of contributing to teaching & learning of others	• Higher degree equivalent to MD, ChM or Ph D • Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements • Evidence of participation in risk management and/or clinical/laboratory research • Track record of undergraduate and post graduate teaching • Experienced with OSCE type examinations and PowerPoint Presentations	Application form Interview

Personal Skills	**Judgement Under Pressure:** • Capacity to operate effectively under pressure & remain objective in highly emotive/pressurised situations • Awareness of own limitations & when to ask for help **Communication Skills:** • Capacity to communicate effectively & sensitively with others • Able to discuss treatment options with patients in a way they can understand **Problem Solving:** • Capacity to think beyond the obvious, with analytical and flexible mind • Capacity to bring a range of approaches to problem solving **Situation Awareness:** • Capacity to monitor and anticipate situations that may change rapidly **Decision Making:** • Demonstrates effective judgement and decision-making skills **Leadership & Team Involvement:** • Capacity to work effectively in a Multi-Disciplinary Team • Demonstrate leadership when appropriate • Capacity to establish good working relations with others **Organisation & Planning:** • Capacity to manage time and prioritise workload, balance urgent & important demands, follow instructions • Understands importance & impact of information systems	• Ability to function and communicate at an appropriate level within a multidisciplinary team • Able to motivate departmental colleagues • Driving Licence	Application form Interview / Selection centre References
Probity	**Professional Integrity:** • Takes responsibility for own actions • Demonstrates respect for the rights of all • Demonstrates awareness of ethical principles, safety, confidentiality & consent • Awareness of importance of being the patients' Advocate, clinical governance & responsibilities of an NHS Employee		Application form Interview / Selection centre References







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

Commitment To Specialty	**Learning & Development:** • Shows realistic insight Into Urology and the demands of a surgical lifestyle • Demonstrates knowledge of training programme & commitment to own development • Shows critical & enquiring approach to knowledge acquisition, commitment to self-directed learning & reflective/analytical approach to practice	**Extracurricular activities:** • Urology, including elective or other experience	Application form Interview / Selection centre References

Section 2: Introduction to Appointment

Job Title: Fellow in Urology with Subspecialist Interest in Renal Cancer

Department: Surgical Services

Base: Western General Hospital

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

Post Summary:

The post of Clinical Fellow in Urology is based at the Western General Hospital, which acts as local, regional and in specific instances supraregional referral centre for Urological Diseases. This involves service cover for peripheral units at St John's Hospital in Livingston and East Lothian Community Hospital. The successful applicant will have the opportunity to contribute to the Renal Surgical team of 3 Consultants at subspecialist trainee level. This includes involvement in operating theatres, subspecialist outpatient clinics and Multi-disciplinary Team Meeting participation. Subspecialty sessions are predominantly located at the Western General Hospital, with emphasis on training.

Our tertiary referral centre in the East of Scotland region of the UK provides full spectrum of renal surgery including partial nephrectomy, nephrectomy, nephro-ureterectomy and pyeloplasty using robotic, laparoscopic and open approaches. We provide a tertiary referral service for complex open surgery including IVC thrombectomy. We aim to provide a mentoring environment for those wanting to progress in this field of sub-specialism. Our unit has a track record of successful training of both UK and overseas fellows.

This includes:

1. Specialist renal cancer clinic - provides supervised clinical environment to develop clinical skills in renal cancer and upper tract urothelial management.
2. Weekly multidisciplinary team meeting for the discussion of renal cancer and upper tract urothelial cancer cases.
3. Operating theatres on average 3 days each week which includes laparoscopic, robotic and open renal surgery.

The team are actively involved in research and audit with over £10M research funding awarded over the last 5 years and numerous peer reviewed publications and national presentations. It is expected that the post holder will become actively involved in research, audit and quality improvement projects within the renal surgical team.

There will be an expected service commitment to provide or contribute to General Urology sessions (mainly lower urinary tract endoscopic surgery [diagnosis/ treatment], penoscrotal surgery, outpatient clinics and flexible cystoscopy lists) for one session a week as required. General Urology sessions may involve all sites where Urology services are provided by the network.

The unit provides training as part of the East of Scotland Training Programme in Urology and currently offers training to two surgical core trainees, five Urology specialty trainees, and 4 sub-specialist Fellows (including this post). Urology Specialty Trainees and Clinical Fellows share on-call commitments on a 1:8 non-residential on-call rota. The team is also joined by 2

clinical development fellows. Training opportunities are focused according to the specific needs of each trainee.

This post is for the time period 3.8.2026 – 2.8.2027.

Section 3: Departmental and Directorate Information

Urology services at the Western General Hospital and the network are currently delivered by a team of seventeen consultants, with planned consultant expansion to eighteen consultants, covering well-developed sub-specialist interests in all the major disease areas with variable contributions to General Urology as follows:

Mr A. Alhasso	Female urology, urodynamics and reconstructive urological surgery
Miss J. Ayers	General Urology
Mr R. Bajis	Bladder and prostate cancer
Mr J. Blackmur	Upper tract reconstruction and RPF
Mr S. Chintzoglou	Prostate Cancer
Mr M. Cutress	Endourology
Ms V. Granitsiotis	Female urology, urodynamics and reconstructive urological surgery
Miss S. Hina	Female urology, urodynamics and reconstructive urological surgery
Mr J. Krishnan	Prostate cancer
Mr A. Laird	Renal cancer
Mr S. Leung	Renal cancer
Mr E. Mains	Renal cancer
Prof. P. Mariappan	Bladder cancer
Mr S. Phipps	Endourology & minimal access renal surgery
Mr A. Sharma	Prostate cancer
Mr CJ. Shukla	Andrology
Ms H. Smith	General urology
Mr B. Thomas	Endourology
Mr M. Trail	Endourology

It is a well-equipped unit with endoscopic facilities in all theatres, a full range of endoscopic and laparoscopic equipment, Da Vinci Xi robot (dual consol with simulator) and CMR Versius robot and a full complement of video-urodynamic equipment. The well-developed subspecialist organisation of the unit has allowed it to develop a tradition of leading developments in Urology in Scotland, in all areas from andrology to pelvic oncology. It remains at the forefront in this regard with established programmes in robotic pelvic (prostate and bladder) and renal surgery with access to Intuitive Xi dual console robot at WGH, an intuitive Xi system at St John's hospital (prostate only) and a CMR versius robot which is currently used for pyeloplasty. The Scottish Lithotripsy Centre is a well-renowned part of the Department of Urology based at the Western General Hospital, which provides a secondary and tertiary service for the management of patients with urinary tract stones.

Urology services at St John's Hospital include Day Case surgery, Green Light Laser prostatectomy , bipolar ,Rezum , flexible cystoscopy and clinics. Nurse urology support for SJH is based at WGH, except flexible cystoscopy and prostate biopsy. Consultants visit St John's Hospital on a rotational weekly basis.

Urology Services at the East Lothian Community hospital are used predominantly for diagnostic services including clinics, flexible cystoscopy and transperineal prostate biopsies. Local anaesthetic day case procedures such as circumcision or Rezuum are now undertaken there.

Urology services at the Borders General Hospital (BGH), Melrose, has outpatient clinics, diagnostic lists and operating in fully equipped theatres allowing endoscopic and day case procedures. At present services are provided by a team of three consultant urologists working between BGH and the Western General Hospital (WGH) and an Associate Specialist based at BGH.

The unit provides training as part of the East of Scotland Training Programme in Urology which currently offers training to five specialty trainees and 3 Subspecialty training fellows who share on-call commitments on a 1:8 non-residential on-call rota. Training opportunities are focussed according to the specific needs of each trainee.

The medical team at WGH is supported by an excellent team of theatre and ward nursing staff and nurse practitioners who undertake roles such as prostate biopsies, flexible cystoscopy and junior doctor support with venepuncture, intravenous cannulation and antibiotic administration. The renal cancer team is supported by a dedicated CNS who provides holistic care of patients in the peri-operative period and manages post-surgical surveillance. The Nurse Urology Unit houses facilities for assessment and follow up of patients with bladder outflow obstruction and incontinence. This unit also takes pressure off the ward with regard to performing trial without catheters and teaching intermittent self-catheterisation. It supports the emergency service by providing urgent access for catheter related problems. The Surgical Assessment Unit offers an area for assessment of emergency patients and a treatment room.

Section 4: Main Duties and Responsibilities

The appointee will have a responsibility for the care of patients at senior urological trainee level including ward rounds and on call duties. This includes a 1:8 busy, but non-residential out-of-hours on-call contribution, with emphasis on providing safe, fast and efficient assessment and management of emergency admissions to the new purpose designed surgical assessment area. Operative duties include independent and supervised operating and assisting within the subspecialty interest in theatre, as well as largely independent operating and diagnostic work for General Urology. The post involves active contribution to specialised procedures (eg. Robotic, laparoscopic and open renal surgery).
The post also includes administrative duties associated with the care of his or her patients and an appropriate administrative share in the running of the clinical department.

The successful candidate will be expected to provide prospective cover for his/her colleagues during periods of annual leave or study leave, which may potentially involve daytime emergency on call duties.

The medical team is well supported by an excellent team of theatre and ward nursing staff and nurse practitioners who undertake roles such as prostate biopsies, flexible cystoscopy and holistic care of patients with kidney cancer. The Nurse Urology Unit houses facilities for assessment and follow up of patients with bladder outflow obstruction and incontinence. This unit also takes pressure off the ward with regard to performing trial without catheters and teaching intermittent self-catheterisation. The nurse Urology unit team also undertake urodynamics work (CMG).

Research and Development

The undertaking of research and audit projects or the further continuance of existing projects in urological surgery will be encouraged but is not mandatory.

Teaching

There is a regular weekly teaching session on a Friday afternoon for specialist trainees and a monthly supraregional training day. The appointee will be expected to take part in undergraduate and postgraduate teaching activities associated with the departments linked with the University of Edinburgh. This teaching usually occurs during normal daytime activities, when medical students are present in clinical settings with teaching in theatres, clinics and bedside teaching during ward rounds. This also involves contributing to the education of more junior surgical trainees in the department as appropriate. The post does not involve a specific teaching commitment or time allocation for teaching within the time table.

Section 5: Indicative Job Plan – Renal Cancer

Specialty: Urology

Base: Western General Hospital

Contract: Full Time

Managerially responsible to: Mr A. Laird

Indicative Job Plan for week

Renal Cancer Fellow

Day	Activity	Site	Lead Consultant
MONDAY AM PM	All Day Theatre	WGH	S. Leung
TUESDAY AM PM	All Day Theatre	WGH WGH	E. Mains
WEDNESDAY AM: PM:	 MDM Admin/diagnostics	WGH	A. Laird
THURSDAY AM PM	All Day Theatre	WGH WGH	A. Laird
FRIDAY AM PM	Renal Cancer Clinic Postgraduate Session/ diagnostics/admin	WGH WGH	Laird/Leung/Mains

Please note: Job Plans provide a general outline of the post, specific allocation of clinical sessions may vary at times from the indicative job plans depending on day time on call provision, cover for absent colleagues and departmental needs, requiring flexible team working. Specific allocations are reviewed and arranged on a weekly basis.

Section 5: Contact Information

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

Clinical Director in Urology
Ms V Granitsiotis, Consultant Urologist
Email: voula.granitsiotis@nhslothian.scot.nhs.uk
Secretary Sheila Archibald :01315373261

Or – Renal Cancer Fellowship

Mr Alexander Laird, Consultant Urologist
E-mail: Alexander.Laird@nhs.scot
Secretary Debbie Birchall 0131 537 2338

Mr Steve Leung, Consultant Urologist
E-mail: Steve.Leung@nhs.scot
Secretary Debbie Birchall 0131 537 2338

Mr Edward Mains, Consultant Urologist
E-mail: Edward.Mains@nhs.scot
Secretary Debbie Birchall 0131 537 2338

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

disability confident LEADER

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

- 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-cantered 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

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: August 2026 – August 2027
GRADE AND SALARY	Clinical Fellow (£45,504 - £71,550)
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. Re-imbursement 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.

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.

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.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







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