

# Working for NHS Lothian

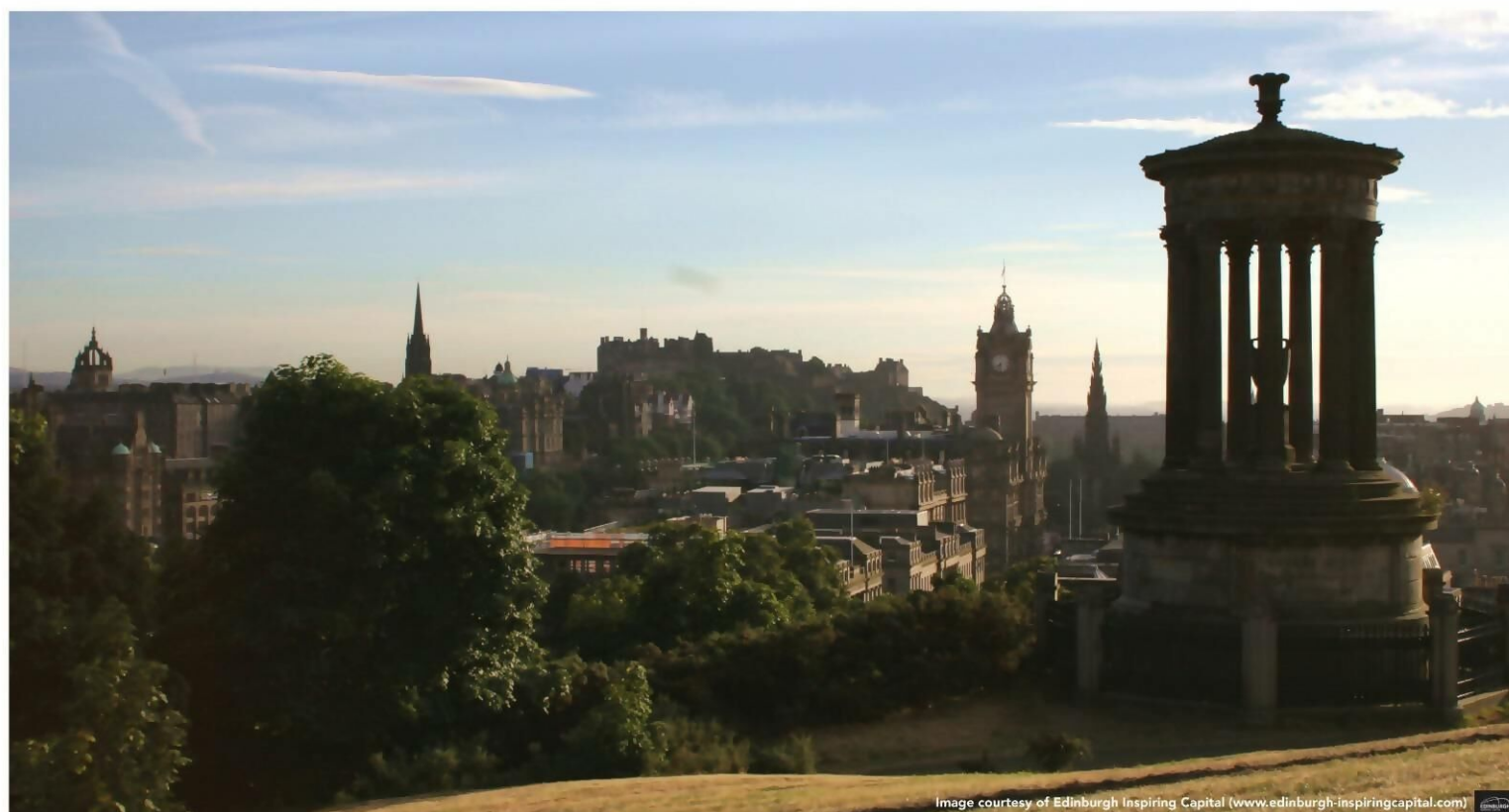


Image courtesy of Edinburgh Inspiring Capital ([www.edinburgh-inspiringcapital.com](http://www.edinburgh-inspiringcapital.com))



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## Section 1: 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 this link:

<https://org.nhsllothian.scot/ourvalues/>



## Section 2: General Information for Candidates

### Application Form Completion

The purpose of an application form is to help you evidence you have all the requirements applicable to carry out the job applied for.

It is essential to read both the job description and person specification to gain a full understanding of what the job entails and the minimum criteria required.

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

For general help and advice on how to complete an application form please visit our careers website: <https://careers.nhslothian.scot/applying-for-posts/>

### 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 two satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

### 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/faq-disclosure-scotland-and-self-declaration-forms/>

### **Eligibility to Work in the UK**

To work in the United Kingdom, there is a legal requirement for an individual to demonstrate that they have the relevant permission to work in the country. This permission is, without exception, granted by the UK Visa and Immigrations Service.

As part of the pre-employment checks for a preferred candidate, NHS Scotland Boards **will** check your entitlement to work in the UK. It can be evidenced through a number of routes including specific types of visa as well as EU settled and pre-settled status. To find out more about these routes of permission, please refer to the GOV.UK website [here](#).

For specific types of post, if you do not have the necessary eligibility to work in the UK, it might be possible (though not guaranteed) to secure sponsorship via a UK Skilled Worker/Health & Care Worker Visa. However, this is only possible if the employer is a licenced Sponsor, and if the post does not fall below the current minimum salary threshold or 'going rate'. Further information on these criteria can be found [here](#).

**It is ESSENTIAL that you have checked that you either already have an appropriate right to work in the UK or that the post would be eligible to be sponsored BEFORE submitting your application form.**

### **Work Visa**

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

### **Overseas Registration and Qualifications**

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

### **Terms and Conditions**

For an overview of our Agenda for Change terms and conditions please click on this link:

<https://www.msg.scot.nhs.uk/pay/agenda-for-change>



### **Travel Expenses**

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

### **Salary Placement**

Unless you are bringing extensive relevant experience to the role, or were previously an employee of the NHS, you will be appointed to the minimum of the salary scale.

The Agenda for Change salary scales have a minimum point and a maximum point. Progress to the maximum point is made by moving up an incremental point on an annual basis and receiving the value of that point.

It should be noted that not all increments attract a salary increase.

### **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: <https://www.nhslothian.scot/yourrights/data-protection-privacy/data-protection-notice/>

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's intranet (Counter-Fraud and Theft page) and further information is available on the Audit Scotland website: <https://audit.scot/>

### **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/> New offers are added on a weekly basis.

### **ePayslips**

All NHS Lothian employees (with the exception of facilities and estates staff band 1 – 4) receive their payslip electronically. The payslip can be downloaded from the e-payroll system.



## Section 3: Working in Edinburgh and the Lothians

NHS Lothian offers excellent career prospects and a wide range of job opportunities for potential employees. It employs approximately 24,000 staff and offers training and development opportunities as well as excellent staff benefits.

The information provided below aims to help support and guide both prospective applicants and new employees unfamiliar with Edinburgh and the Lothians.

### Edinburgh and the Lothians

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, Mid and West Lothian. NHS Lothian serves a population of approximately 850,000 people living in and around Edinburgh, Scotland's historic capital city. The geographical area known as Lothian region covers 700 square miles, comprising the City of Edinburgh, Midlothian, East Lothian and West Lothian.

It is a region of exceptional beauty and contrast, from the splendour of Edinburgh to the beauty and variety of the hills, countryside and coastline. The nearest major town outside of Edinburgh is Livingston, a thriving location in the heart of West Lothian. As well as many sites of historic interest, the region boasts a host of recreational activities for all ages.

For further information on relocating to Edinburgh please visit our careers website:

<https://careers.nhslothian.scot/location/relocating-to-lothian/>

## Section 4: Staff Support & Wellbeing

### Supporting the work life balance

NHS Lothian is committed to supporting our staff achieve a good work-life balance and offering a range of flexible working options where service needs allow. For roles where less than full-time hours can be accommodated, or where the hours are listed as "various", we encourage applications from individuals seeking flexible working arrangements. Flexible working will be included as a topic for discussion during the recruitment process. 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 <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: <https://org.nhsllothian.scot/strategies/work-well-staff-wellbeing-strategy/> and run regular events across the year on different health and wellbeing topics.

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 5: 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.

### 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 disadvantage. Further information on the adjustments that may be made are outlined in our Reasonable Adjustments Guidance: [Guide to Reasonable Adjustments | NHS Scotland](#)

### 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 five 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
- **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

The networks were established and are run by each staff group represented 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 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.nhsllothian.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 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.nhsllothian.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.

### **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@nhs.scot](mailto:loth.equalityandhumanrights@nhs.scot)

## **Section 6: Code of Conduct for Healthcare Support Workers**

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

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

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

For more information on the Code of Conduct for Healthcare Support Workers please read the guidance: <https://www.skillsforhealth.org.uk/resources/category/code-of-conduct/>

