

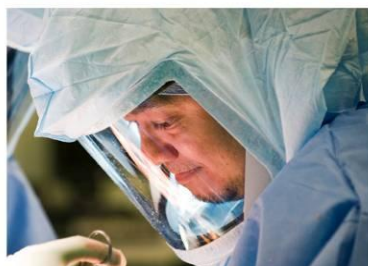
Working for NHS Lothian

JOB TITLE: Consultant Physician in Acute and General Medicine with potential for additional Medicine Specialty sessions

JOBTRAIN REFERENCE: 242811



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	<p>GMC registration with Licence to Practise</p> <p>Be on, or be eligible for inclusion on, the GMC Specialist Register in Acute and / or General Medicine within six months of interview</p> <p>MRCP (UK) or equivalent</p>	<p>Additional post-graduate qualifications, e.g. MD/ PhD/MSc</p> <p>Appropriate educational training to achieve Recognition of Trainer status</p> <p>Completed appraisal training</p>
Experience	Wide experience in both Acute and General Medicine	Specialty interest within Acute Medicine
Ability	<p>Ability to take full responsibility for independent management of patients.</p> <p>Ability to communicate effectively and clearly with patients and other team members</p>	<p>An interest in an area of expertise that will add value to the department.</p> <p>Evidence of service development or initiatives directly impacting patients and / or staff</p>
Academic Achievements	Demonstrates ability to engage with and apply evidence-based practice, quality improvement, service evaluation, or research relevant to clinical care	<p>Evidence of recent research, publications in peer review journals and presentations</p> <p>Evidence of recent poster or oral presentations at national or international meetings.</p>
Teaching and Quality Improvement	<p>Evidence of commitment to:</p> <ul style="list-style-type: none"> - clinical audit and quality improvement activity with direct patient / colleague impact - formal and informal teaching and training of trainee doctors, medical students and other clinical staff. - learning and continuing professional development 	<p>Experience of designing audits and evidence of direct patient benefit</p> <p>Experience of simulation training</p> <p>Evidence of training / qualification in teaching, clinical and / or educational supervision</p> <p>Evidence of experience and development of undergraduate or</p>



		postgraduate teaching programmes
Motivation	Evidence of commitment to: - patient-focused care - continuous professional development and life-long learning - effective and efficient use of resources	Evidence of prior development of services which have had direct impact on improved clinical practice / novel patient pathways / cost saving initiatives
Team Working	Ability to work in a team with colleagues in own and other disciplines Ability to organise time efficiently and effectively Reliability Excellent communication skills	Ability to motivate colleagues and display mature leadership characteristics Evidence of previous managerial training and experience
Circumstances of Job	May be required to work at any of NHS Lothian's acute hospital sites.	

Section 2: Introduction to Appointment

Job Title: Consultant Physician in Acute and General Medicine with potential for additional Medicine Specialty sessions

Department: Acute / General Medicine

Base: Western General Hospital, Edinburgh

Post Summary:

All posts are based in the Department of Acute and General Medicine at the Western General Hospital Edinburgh.

These novel posts support a planned expansion of the unit focusing on immediate triage, assessment and care of our patient population further enhancing the patient experience, maximising the use of alternatives to assessment or admission and improving overall performance within the unit.

We are a clinically diverse, enthusiastic and growing group of consultants with varied specialty and non-clinical expertise recognised at a local, national and international level. We are keen to expand this further therefore inclusion of specialty sessions may be negotiated with appropriate departments. There is strong collegiate working ethos at WGH which has clear benefits for our patients and wider team.

From an Acute and General Medicine point of view, there will be a contribution to:



- the medicine acute take
- the acute care of general medical patients in our front door assessment areas
- downstream care of general medical patients in the general medical wards

Medical specialties on site include Medicine of the Elderly, Respiratory, Diabetes and Endocrinology, Cardiology, Infectious Diseases, Stroke Medicine, Rheumatology, Gastroenterology and Dermatology. Further medical specialties are hosted at the Royal Infirmary of Edinburgh and St John's Hospital Livingston.

Posts will be predominantly based at the Western General Hospital in Edinburgh but may also be required to work at any of NHS Edinburgh and the Lothian's sites.

Applications for less than full time working are welcome.

Section 3: Departmental and Directorate Information

The Medical Assessment Area (MAU) in the Western General Hospital incorporates 2 bedded areas (approx. 42 beds), an acute assessment area (MAUE) plus a Same Day Emergency Care Department (SDEC). The medical take is predominantly GP triaged referrals via the Flow Navigation Centre with additional appropriately vetted 999 SAS calls.

MAUE

There are approximately 70 presentations through the MAU assessment area each day. This area works within the 4 hour admission target.

During the day appropriate locality GP referrals in addition to clinically vetted 999 calls from agreed localities are assessed in the unit. Translation to admission is 50-60%.

After 18:00 and at the weekend WGH supports all appropriate medical admissions from the GP out of hours services from across Lothian.

Dedicated consultant support is provided to this area 5 days per week 08:30 to 20:00 (Monday-Friday) split across 2 shifts (08:30 -14:30 / 14:00 – 20:00). The additionality of these posts will allow us to extend this to include Consultant cover 08:30-17:00 on Saturday and Sunday.

MAUE has a resident doctor team of FY2s, IMT doctors, GPFY2s, GPST1 and clinical fellows. There is registrar level cover for full 24 hour period which includes acute medicine specialty trainees and specialty trainees completing the general medical component of training.

Out of hours a well established hospital at night team covers the area led by the medical registrar with the support of ANPs and resident doctors.

MAU assessment and bed area

In MAU beds/Wd 72, two consultants lead post-take ward rounds starting with whole team handover at 08:30, followed by a multidisciplinary huddle at 12:00.

In the afternoon the consultant is expected to provide ongoing assessments of those patients requiring admission and facilitate patient flow via discharges, specialty assessment or downstream movement. One Consultant then continues in a resident capacity until 22:00 continuing to review new admissions and is then on-call from home overnight.

Consultants work directly with FY1 doctors and are expected to be a very visible presence in the bedded area. The medical registrar on-call is present for the post-take ward round.



There are morning specialty reviews from Respiratory, Cardiology, Diabetes and Endocrinology, Infectious Diseases and Acute Frailty teams.

We are also very fortunate to have a number of prescribing pharmacists who join the post-take ward round and assist resident doctors with the immediate discharge process. Further expansion of the MDT hopes to include ANPs to support the clinical work within the unit.

The current on call rota for weekday acute receiving is approximately 1:16. Weekend working covers MAU and the downstream wards plus boarders. Currently the weekend allocation is approximately 6 weekends per year.

Same Day and Emergency Care

WGH has an established an SDEC over the last five years which currently delivers more than 1000 clinical episodes per month. This strongly supports admission avoidance via a number of agreed clinical pathways.

The current team includes band 3 nurses, trainee and fully qualified ANPs, a lead ANP, resident doctors, clinical fellows and medical consultants. There is a clear focus around novel service development, clinical governance and multidisciplinary teaching with a strong foundation in clinical data capture.

Via this area training in Focused Acute Medicine Ultrasound is delivered to local resident doctors and to wider team members.

Downstream wards

Downstream medical patients are cared for in wards 26 and 27, where we have 55 medical beds.

The wards are supported by a specialty doctor workforce plus FY1s along with rotations from our FY2s, IMTs, clinical fellows and specialist registrars. Three consultant led ward rounds are provided each week for patients on the ward plus any boarding patients in a designated area of the hospital.

There is a strong multidisciplinary team emphasis on the wards supporting appropriate complex care management and discharge planning for patients.

Inpatient general medicine work is annualized. 1 PA equates to of work is 10.5 weeks of ward cover per year.

Current Consultant Team:

Professor Mark Strachan	Diabetes and Endocrinology, President RCPE
Dr Tim Morse	Acute Medicine/Hospital at Home
Dr Matthew King	Acute Medicine/Renal
Dr Claire Gordon	Acute Medicine /SDEC
Dr Stuart Ritchie	Diabetes and Endocrinology/GIM
Dr Emily McMurray	Diabetes and Endocrinology/GIM
Dr Ailsa Howie	Acute Medicine
Dr Ganesh Arunagirinathan	Diabetes and Endocrinology/GIM
Dr Phil Reid	Respiratory/GIM
Dr Jenni Crane	Infectious Diseases/GIM (Clinical Director)
Dr Anne Jones	Respiratory/GIM
Dr Ruth Young	Acute Medicine
Dr Frauke Weidanz	Acute Medicine/Critical Care
Dr Heather Kerr	Acute Medicine/Renal



Dr Meghan Perry	Infectious Diseases/GIM
Dr Rebecca Weerakoon	Acute Medicine (Clinical Lead Acute)
Dr Catriona Kyle	Diabetes and Endocrinology/GIM
Dr Tom Chambers	Diabetes and Endocrinology / SDEC
Dr Rob Gilmer	Acute Medicine / SDEC
Dr Iain Page	Infectious Diseases/GIM
Dr Fraser Wood	Respiratory/GIM
Dr William Newman	Respiratory/GIM
Dr Sheila Grecian	Diabetes and Endocrinology/GIM
Dr Jonathan Bardgett	Acute Medicine / SDEC
Dr Usma Koser	Respiratory/GIM
Dr Sarah Galbraith	Respiratory/GIM
Dr Anna Kolb	Acute and General Medicine (Renal)
Dr Elizabeth Hird	Acute and General Medicine (Renal)

Section 4: Main Duties and Responsibilities

Out of Hours Commitments:

- The current on call rota for weekday acute receiving is approximately 1:16.
- Weekend working frequency will be 1:8 (equivalent of approximately 6 weekends per year).

Location:

- It is anticipated the principal base of work will be the Western General Hospital
- As part of your role, you may be required to work at any of NHS Lothian's sites

Provide high quality care to patients:

- Maintain GMC specialist 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

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 high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director
- To act as educational supervisor and appraiser as delegated by the clinical Director to ensure external accreditation of training posts with an appropriate allocation of SPA time for these roles

Medical Staff Management:

- To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal



- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
- To participate in the recruitment of junior medical staff as and when required
- To participate in team objective setting as part of the annual job planning process

Governance:

- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
- Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
- Role model good practice for infection control to all members of the multidisciplinary team

Strategy and Business Planning:

- To participate in the clinical and non-clinical objective setting process for the directorate

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

Post:	Consultant Physician
Specialty:	Acute and General Medicine with specialty interest
Principal Place of Work:	Western General Hospital
Contract:	10PA
Availability Supplement:	3%
Managerially responsible to:	Dr Jenni Crane (Clinical Director, Medicine)

Indicative Job Plan:

NHS Lothian initially allocates all consultants 10 PAs made up of 9 PAs in Direct Clinical Care (DCC) and one core SPA for CPD for personal/departmental QIP, clinical governance, appraisal, revalidation, job planning, internal routine communication and management meetings.



Clinical:

This post will incorporate direct clinical care;

3 PA for on-call acute receiving activity

3 PA for acute general medicine activity (MAUE/SDEC)

2 PAs of general medicine ward activity, .

Speciality interests are encouraged and the above allocation may be adjusted if agreed sessions are available from appropriate Speciality department.

Annualised contributions to the rota out of hours have a reciprocal amount of time off in lieu. This will be calculated and agreed with the Clinical Director at annual job planning.

SPA:

SPA activity would consist of one core SPA with the potential for further SPA to meet departmental and NHS Lothian's needs.

As a major teaching and research contributor, NHS Lothian would normally also expect to allocate additional SPA time for activities including undergraduate or postgraduate education, educational supervision of resident medical staff, research and other activities. These are all areas where NHS Lothian has a strong commitment and we recognise the contribution that consultants are both willing and eager to make. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and reviewed at annual job planning.

All contributions to DCC are annualised and therefore vary from week to week. The following is indicative of some patterns of working that might be expected.

	Activity	PA allocation
Week 1		
Monday	0900-1300 Ward round/ MDT huddle	1
	1400-1900 SDEC	1.25
Tuesday	0900-1300 core SPA	1
	1300-1700 Specialty clinic plus admin	1
Wednesday	0900-1300 Ward round/ MDT huddle	1
	1300-1700 Ward admin	1
Thursday	0830-1400 MAUE	1.375
	1400-1900 SDEC	1.25
Friday	0900-1300 Ward round/ MDT huddle	1
	1300-1700 Specialty Clinic plus admin	1
Saturday	-	-
Sunday	-	-
Week 2		
Monday	0900-1300 Ward round/ MDT huddle	1
	1400-2000 MAUE	1.5
Tuesday	0900-1200 core SPA	0.75
	1300-1700 Specialty clinic plus admin	
Wednesday	0900-1300 Ward round/ MDT huddle	1
	1300-1600 Ward admin	1
	1600-1700 Cons Meeting	0.25
Thursday	0830-1400 SDEC	1.375

Friday	0900-1300 Ward round/ MDT huddle	1
	1300-1700 Specialty clinic plus admin	1
Saturday	-	-
Sunday	-	-
Week 3		
Monday	0830-1400 MAUE	1.375
Tuesday	0900-1300 core SPA	1
	1300-1700 Specialty clinic plus admin	1
Wednesday	-	
Thursday	-	
Friday	1200-1700 Wd72 admissions	1.25
Saturday	0830-2200 Wd 72 + on-call overnight	4.4
Sunday	0830-1700 Wd72 admissions	2.8
Week 4		
Monday	0830-1230 Wd72 admissions	1
Tuesday	0900-1300 core SPA	1
	1300-1700 specialty clinic plus admin	1
Wednesday	1200-2200 MAUB + on-call overnight	2.65
Thursday	0830-1700 MAUB admissions	2.125
Friday	0830-1230 MAUB admissions	1
	1300-1700 Specialty Clinic plus admin	1
Saturday	-	



Sunday	-	
Week 5		
Monday	-	
Tuesday	0900-1300 core SPA 1300-1700 specialty clinic plus admin	1 1
Wednesday	1200-1700 Wd 72 admissions	1.25
Thursday	0830-2200 Wd72 + on-call overnight	3.5
Friday	0830-1230 Wd72 admissions 1300-1700 Specialty clinic plus admin	1 1
Saturday	-	
Sunday	-	
	Total	50



The Job Plan is negotiable and will be agreed between the successful applicant and the Clinical Director.

Section 6: Contact Information

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

<p>Dr Jenni Crane Clinical Director Directorate of Medicine Western General Hospital Crewe Road South Edinburgh EH4 2XU</p> <p>Email: jenni.crane@nhs.scot</p>	<p>Dr Rebecca Weerakoon Clinical Lead Acute Medicine Directorate of Medicine Western General Hospital Crewe Road South Edinburgh EH4 2XU</p> <p>Email: Rebecca.weerakoon@nhs.scot</p>	<p>Dr Claire Mackintosh Associate Medical Director Western General Hospital Crewe Road South Edinburgh EH4 2XU</p> <p>Email: claire.mackintosh3@nhs.scot</p>
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Section 7: Working for NHS Lothian

Working in Edinburgh and the Lothians

Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Professor Caroline Hiscox is the 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 on our Intranet site: <https://org.nhslothian.scot/>

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 [TalentScotland - find a job in Scotland or attract international talent \(sdi.co.uk\)](http://TalentScotland - find a job in Scotland or attract international talent (sdi.co.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.



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

Our vision, values and strategic aims

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

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

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

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

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment – efficiently and effectively.

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:



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

- 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 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/>



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

Section 8: 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	Permanent
GRADE AND SALARY	Consultant (£111,430 - £148,064)
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
REMOVAL EXPENSES	Assistance with removal and associated expenses may be awarded
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	<p>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.</p>
MEDICAL NEGLIGENCE	<p>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.</p>
NOTICE	<p>Employment is subject to three months notice on either side, subject to appeal against dismissal.</p>
PRINCIPAL BASE OF WORK	<p>You may be required to work at any of NHS Lothian sites as part of your role.</p>
SOCIAL MEDIA POLICY	<p>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.</p>



Section 9: 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/>

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: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>



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

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



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

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 10: Staff Support & Wellbeing

Supporting the work life balance

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

Carers Passport

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

Staff Support and Wellbeing

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

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

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



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

Section 11: Equality and Diversity

Statement of Intent

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

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



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

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

