

Working for NHS Lothian

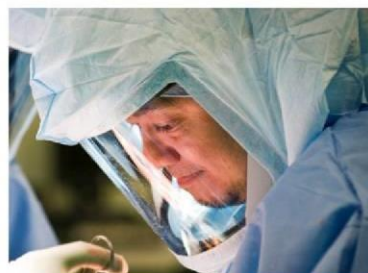
JOB TITLE: Specialty Doctor in Oral Medicine

JOB REFERENCE: 246451

CLOSING DATE: 15/05/2026



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



Contents

Section
Section 1: Person Specification
Section 2: Introduction to Appointment
Section 3: Departmental and Directorate Information
Section 4: Main Duties and Responsibilities
Section 5: Job Plan
Section 6: Contact Information
Section 7: Working for NHS Lothian
Section 8: Terms and Conditions of Employment
Section 9: General Information for Candidates

Unfortunately we cannot accept CV's as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

You will receive a response acknowledging receipt of your application.

This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.

All NHS Scotland and NHS Lothian Medical vacancies are advertised on our medical jobs microsite: www.medicaljobs.scot.nhs.uk

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>Full registration with the United Kingdom General Dental Council (GDC)</p> <p>BDS or equivalent</p>	<p>Fellowship in Dental Surgery or Membership of one of the Faculties of Dental Surgery or equivalent</p> <p>Additional post-graduate qualifications, e.g., MSc/ MClinDent/ DDS/ PhD</p> <p>Relevant additional qualifications such as MBChB or equivalent.</p> <p>Registration with United Kingdom General Medical Council.</p> <p>On, or eligible for, the Specialist list in Oral Medicine</p>
Experience	<p>Clinical experience managing Oral Medicine patients</p> <p>Completed at least 4 years fulltime postgraduate training, of which at least 2 years will have been within Oral Medicine/ OMFS or other relevant posts</p> <p>Demonstrate ability to manage Tier-2 Oral Medicine patients</p> <p>Demonstrate ability to perform intra-oral biopsies</p> <p>Contribute to management of Tier-3 Oral Medicine services as part of clinical team</p>	<p>Experience of interdisciplinary team working</p> <p>Experience of working or undertaking attachments within relevant medical specialties</p>



Teaching and training	<p>Experience of clinical supervision and training of training grade staff / undergraduate students</p> <p>Recent and relevant experience of teaching training grade staff / undergraduate students</p>	<p>Formal teaching qualification (for example PGCert or equivalent)</p> <p>Evidence of training in clinical and / or educational supervision</p>
Ability	<p>Ability to communicate effectively and clearly with patients and other team members</p>	<p>Evidence of the application of ingenuity.</p> <p>Mastery of IT and the use of digital dentistry and medicine technologies.</p>
Academic Achievements	<p>Evidence of poster or oral presentations at local, national, or international meetings</p>	<p>Evidence of research and publications in peer reviewed journals</p>
Quality Improvement	<p>Evidence of commitment to and understanding of Quality Improvement activities</p> <p>Personal learning and continuing professional development.</p>	<p>Experience and evidence of leading improvement activities</p> <p>Experience of implementing evidence based change to improve patient care</p>
Motivation	<p>Evidence of commitment to:</p> <ul style="list-style-type: none"> patient-focused care continuous professional development life-long learning effective and efficient use of resources 	<p>Desire to develop services for patients</p>
Leadership	<p>Awareness of the principles of leadership</p>	<p>Demonstrates experience of service improvement and development</p> <p>Involvement in NHS committees</p>



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
Circumstances of Job	May be required to work at any of NHS Lothian's sites	

Section 2: Introduction to Appointment

Job Title: Specialty Doctor in Oral Medicine

Department: Oral Health Service

Base: Lauriston Buildings, Lauriston Place, Edinburgh

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

Post Summary:

We are seeking a full time Specialty Doctor for Oral Medicine to fill a total of 10 sessions available within the Edinburgh Dental Institute.

This Specialty Doctor post offers an opportunity for the appointee to contribute to the delivery of a tiered, consultant-led Oral Medicine service, at the Edinburgh Dental Institute (EDI). They will work 10 PAs with the days of work to be agreed with the Clinical Service Manager and Professional Lead for Oral Medicine.

The post holder will be responsible to Lorraine Canning, Clinical Services Manager and Professional Lead Dr William Harrison and will work with colleagues within Oral Medicine and the wider Dental Institute.

Appropriately experienced applicants must have full registration with the General Dental Council, and have completed at least 4 years full-time postgraduate training with demonstrable experience of supporting patients in Oral Medicine. The post start date can be flexible.



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

Dr William Harrison
Professional Lead in Oral Medicine
Department of Oral Medicine and Surgery
4th Floor, Lauriston Building,
Lauriston Place
Edinburgh
EH3 9HB

Email: William.harrison3@nhs.scot

Section 3: Departmental and Directorate Information

NHS Edinburgh and the Lothians

NHS Edinburgh and the Lothians was created on 1 April 2004 following dissolution of 3 Trusts; Lothian University Hospitals Trust, Lothian Primary Care Trust and West Lothian Trust. Prof Caroline Hiscox is Chief Executive and Tracey Gillies is Medical Director.

NHS Edinburgh and the Lothians serves a population of 800,000 and has two operating divisions;

- University Hospitals Division
- Community Health Partnerships

University Hospitals Division

The University Hospitals Division provides a full range of secondary and tertiary clinical services to the populations of Edinburgh, Midlothian, East Lothian and West Lothian. The Division is one of the major teaching centres in the United Kingdom.

Hospitals included in the Division are:

<http://www.nhsllothian.scot.nhs.uk/GoingToHospital/Locations/Pages/default.aspx>

The Royal Infirmary of Edinburgh

The Western General Hospital

The Royal Hospital for Children and Young People (RHCYP), Edinburgh

St John's Hospital

Edinburgh Dental Institute

Royal Victoria Hospital

Liberton Hospital

The Princess Alexandra Eye Pavilion



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

The **Royal Infirmary (RIE)** is a major teaching hospital on a green field site in the South East of the city of Edinburgh. It comprises some 25 wards, 869 beds, and 24 operating theatres, and is equipped with much state of the art theatre and critical care equipment and monitoring. Within the main building is a dedicated, multidisciplinary, 5 theatre day surgery complex. The hospital provides for most Medical, and the following surgical, specialities:

General
Vascular
Hepato-biliary and Transplant
Cardiac and Thoracic
Elective Orthopaedics
Orthopaedic Trauma
Obstetrics & Gynaecology

The Western General Hospital (WGH) has approximately 600 beds with the following specialities represented:

Surgical

Neurosurgery
Colorectal Surgery
Urology and Scottish Lithotripter Centre
Breast Surgery
ENT Surgery

Medical

General Medicine
Gastro-Intestinal
Neurology
Endocrine and metabolic
Cardiology
Respiratory
Rheumatology
Infectious Diseases
Haematology Oncology
Medical Oncology
Radiation Oncology
Inpatient Dermatology (Dermatology outpatients are seen in the Lauriston Building, collocated with EDI)

There is an Acute Receiving Unit, which accepts GP referrals and 999 ambulance medical cases on a zoned basis within the city, and a nurse led Minor Injuries Unit. There is no trauma unit at this hospital. The Department of Clinical Neurosciences (DCN) is a leading centre for neurological disease. This is a tertiary referral centre with a catchment area extending up the East coast of Scotland. The case mix includes acute brain trauma, neurovascular, neuro-oncology, spinal surgery and interventional radiology. Trauma cases requiring the treatment of acute brain injury are transferred from the Royal Infirmary and other hospitals.



The hospital is currently housed in a mix of accommodation ranging from 19th century to the present. An extensive treasury funded redevelopment was completed with the opening of the £40m Anne Ferguson Building in August 2001. This houses medical and surgical wards, main and day case theatres, high dependency unit, cardiology, endoscopy suite and the Scottish Lithotripter Centre. ENT Surgery is carried out in an older theatre complex, and the service is planned to move out to St John's Hospital in the near future.

The five main theatres have been finished to a high standard and benefit from natural light. Medical gases including air are supplied from pendants. There has been a substantial upgrade in medical equipment with all theatres having uniform modern equipment.

St John's Hospital (SJH) opened in 1989 and is located in the centre of Livingston, a new town about 30 minutes drive from Edinburgh. Services provided include: General Medicine with specialists in Cardiology, Diabetes & Endocrinology, Gastroenterology, Respiratory Medicine and Care of the Elderly
Obstetrics & Gynaecology

Child Health including Paediatrics and community child health

The regional Burns and Plastic Surgery unit for SE Scotland

Oral and Maxillofacial Surgery

ENT

Critical Care (ITU, HDU and CCU)

Accident and Emergency

General Surgery

Orthopaedics

Anaesthetics

Mental Health including ICCU and ICU

SJH has been developed as the major elective centre for the region. Plans are also progressing to relocate all of Lothian's ENT services to SJH to co-locate with OMFS and Plastic Surgery to create an integrated head and neck unit. Recent developments at SJH include a new endoscopy suite, an Intensive Psychiatric Care Unit, a digital mammography unit, an oncology (cancer care) day centre, a satellite renal dialysis unit and a £2.75m re-provision of A&E. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, Ultrasound and NM). The hospital has recently been afforded full teaching hospital status by the University of Edinburgh.

The Royal Hospital for Children and Young People (RHCYP) opened in its new location at Little France in 2021. It acts as the local paediatric referral centre for the children of Edinburgh and surrounding areas, and as a tertiary referral centre for intensive care patients; gastroenterology, hepatology & nutrition; respiratory medicine; endocrinology; cardiology; nephrology; neurology; oncology; haematology; neonatal surgery; plastic and cleft surgery; orthopaedic and spinal surgery; neurosurgery; urological surgery and general surgery. There is a large community paediatrics service, which takes the lead in Child Protection. Cardiology and nephrology are provided in conjunction with the Royal Hospital for Sick Children in Yorkhill, Glasgow. The Paediatric Intensive Care Unit is part of the Scottish Paediatric Retrieval Service, and receives patients from all of Scotland.

There is a dedicated fully-equipped dental unit in RHCYP with four dental chairs in addition to facilities for taking intra-oral radiographs and providing treatment under inhalation



sedation. In addition to outpatient dental clinics and in-patient oral health support, three-four weekly theatre lists operate for the provision of comprehensive paediatric dental care under general anaesthesia including a dedicated paediatric Oral Surgery list. Secretarial support is provided.

Health Social Care Care Partnerships

There are four established Lothian Health Social Care Partnerships (HSCP) serving the population of Edinburgh, Midlothian, East Lothian and West Lothian. The four HSCPs are coterminous with Edinburgh, Midlothian, East Lothian and West Lothian Councils bringing together those responsible for planning, managing and providing community-based health services for the population of Edinburgh and the Lothians. A population of 800,000 people is served across the City of Edinburgh, East Lothian, West Lothian and Midlothian. The range of services includes comprehensive mental health, learning disabilities, care of the elderly, medical rehabilitation, district nursing and health visiting, family planning, well woman, breast screening, comprehensive dental care and those provided by Allied Health Professions, such as occupational therapy. Specialist services provided include brain injury rehabilitation, bio-engineering and prosthetics, drugs and alcohol misuse and harm reduction, AIDS/HIV and Children and Family Psychiatric Services.

There are 24,000 staff employed throughout the NHSL and community services.

In addition, there are approximately 1,000 independent contractors in General Medical and Dental Practice, as well as pharmacists and opticians



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

The University of Edinburgh

The University of Edinburgh has been instrumental in shaping history for over 400 years. An exciting, vibrant, research-led academic community, they offer opportunities to work with leading international academics whose visions are shaping tomorrow's world. The 22 Schools spread across 3 Colleges, offer over 350 undergraduate and 160 postgraduate courses to around just under 30,000 students each year.

As an honorary member of staff, you would not only be part of one of the World's top Universities, but also part of one of the top employers in Edinburgh, with around 11,000 people spread across a wide range of academic and supporting roles.

The University's academic staff lead the world in a range of disciplines and in the latest Research Assessment Exercise, many areas of the University scored ratings of 3* or 4* highlighting our place at the forefront of international research.

Support roles are also critical to the success of the University and enable the maintenance of their world class reputation and facilities for teaching and research as well as supporting the on-going commitment to the student experience. The University is located on several campuses, Social Sciences being largely located in the Central area around George Square, the College of Art and Old College. Science and Engineering is mainly at the King's Buildings campus, with Medicine at Little France and the Western General Hospital, and Veterinary Science at Easter Bush.

The **College of Medicine and Veterinary Medicine** traces its origins back nearly 500 years (Darwin, Simpson and Conan-Doyle were students here) and is internationally renowned for its research and teaching. Headed by Professor Sir John Savill, the only conjoint Medical and Veterinary Medical School in the UK employs over 2200 academic and support staff within the College and the four Schools; Biomedical Sciences, Clinical Sciences and Community Health, Molecular and Clinical Medicine and Royal (Dick) School of Veterinary Studies,

The undergraduate medicine teaching programme in the College enjoys a very high reputation nationally and internationally, with over 1,300 students enrolled on the MBChB and Intercollegiate courses and nearly 1000 on the Veterinary Sciences BVM&S and related programmes. In addition, approximately 2000 students are currently enrolled in the College's taught and research post-graduate courses, including an extensive range of online distance learning diplomas and degrees. They are trained by over 1000 outstanding academic staff. Details of PhDs, research programmes and studentships are available through the major interdisciplinary research institutes and centres

The academic disciplines within Medicine are largely concentrated in the two teaching hospital campuses in Edinburgh, the New Royal Infirmary at Little France and the Western General Hospital. Both have extensive new infrastructure with major new research institutes and state of the art research facilities on clinical sites. Edinburgh hosts a number of prestigious MRC and BHF Research Centres. The approach is interdisciplinary, with basic and clinical researchers working together at the laboratory bench and in our clinical research facilities to address major themes in basic, clinical and translational medicine.



Research Excellence Framework (REF) 2014

The College's reputation as one of the world's leading centres of medical and veterinary medical research has been reaffirmed by its UK REF2014 results. Medicine, the University's largest submission, was ranked in the top 5 in the UK. Veterinary Medicine came 1st in the UK, and retained its position as the UK's top Vet School. It made a joint submission with Scotland's Rural College (SRUC). Neuroscience was ranked 3rd in the UK out of 82 submissions, representing a major advance. Overall, 84% of the College's research activity was rated world leading or internationally excellent (3* and 4*). In terms of 'one medicine' research (human and animal medicine), the University of Edinburgh's research power (quality x volume) is the strongest in the UK.

NHS Lothian Oral Health Service

The NHSL Oral Health Service was formed in 2016 through a merger of the secondary care referral services offered by Edinburgh Dental Institute and the Public Dental Service for NHS Lothian.

The Clinical Director of Edinburgh Dental Institute is currently being recruited to.

The mission of the Oral Health Service is to provide specialised and specialist care to the population of NHS Lothian in support of the general dental services.

The Oral Health Service provides specialised and specialist care in the following specialties.

Oral Medicine on the Lauriston Site:

Oral Surgery at the Bonnyrigg Dental Centre and on the Lauriston Site

Orthodontics on the Lauriston Site

Paediatric Dentistry throughout NHS Lothian in community clinics, at the Howden Dental Centre at St John's Hospital, at the RHCYP and on the Lauriston Site

Restorative Dentistry at St John's Hospital and on the Lauriston Site

Special Care Dentistry throughout NHS Lothian in community clinics, at the Western General Hospital, Edinburgh Royal Infirmary, the Royal Edinburgh Hospital and at St John's Hospital.

The Edinburgh Dental Institute:

The Edinburgh Dental Institute (EDI) is the base for Consultant led care in Oral Medicine and opened in November 1997 on the Lauriston site. It is located in the Lauriston Building with staff and patients benefitting from facilities within premises on the second, third and fourth floors.

The Institute is located in central Edinburgh and is readily accessible by train, bus and car, being 15 minutes walk from both Princes Street and Haymarket stations.

The Institute provides all aspects of specialist dental treatment and forms the clinical focus for the Edinburgh Dental Institute of the College of Medicine and Veterinary Medicine of the University of Edinburgh. The Dental Institute offers opportunities for research and education



for all members of the Dental Team. Masters degrees are available in Dental Primary Care, Oral Surgery, Orthodontics, Paediatric Dentistry, and Prosthodontics. In addition, the Institute offers opportunities for research and education for all members of the Dental Team and there are unrivalled opportunities for development of the clinical service, research and teaching across a wide range of areas and interests. Also, the Institute hosts a school for Dental Care Professionals including Dental Hygiene and Therapy, Orthodontic Therapy and Clinical Dental Technician programmes.

The Dental Institute is part of the Primary Care Directorate and has close working links with the Oral and Maxillofacial Surgery service that is part of the Head & Neck Directorate, Acute Division of NHS Edinburgh and the Lothians University Hospitals (UHD), based at St Johns Hospital in Livingston. There are unrivalled opportunities for development of the clinical service, research and teaching across a wide range of areas and interests.

The Institute provides Consultant led services in:

Oral Medicine
Oral Surgery
Orthodontics
Paediatric Dentistry
Dental Radiology
Restorative Dentistry
Endodontics
Prosthodontics
Periodontology

The Institute has the following facilities:

58 fully equipped open-plan treatment cubicles and enclosed surgeries with facilities for both inhalation and IV sedation in some.

Oral Surgery and Oral Medicine

7 Closed treatment surgeries / consultation rooms
4 open-plan surgeries / consultation rooms

Paediatric Dentistry

14 open-plan surgeries
2 closed surgeries

Orthodontics

9 open-plan surgeries
3 closed surgeries

Restorative Dentistry

17 open-plan surgeries (including 108 mainly used by the DCP school)
3 closed surgeries

An in-house Dental Laboratory, which provides all technical work necessary for specialist patient care.



Specialist Dental and Maxillofacial Radiography and ultrasound are also provided on site as part of the NHSL Radiology Directorate (There is a part-time Maxillofacial radiologist working within the Radiology directorate to support activity in EDI).

On the 2nd floor there is a state of the art Clinical Skills facility that provides 24 phantom heads across two teaching rooms that can become 1 large teaching room. Recent audio visual upgrade has provided users with the latest microscopic and camera functions at individual work-stations.

There are hospitality areas on both the 2nd and 4th floors of the Institute as well as study areas for both Postgraduate (research and taught Doctoral and Masters) and Undergraduate students.

Staff also have access to a staff room with excellent facilities for rest breaks.

The Oral Surgery team have outpatient GA facilities in the RHCYP and at St John's Hospital in West Lothian

Senior Staff

Ms Emma O'Keefe	Professional Director of Dentistry
Mr James Steven	General Manager
Mrs Lorraine Canning	Clinical Service Manager
Ms Susan Baines	Clinical Director
Ms Laura Bryce ¹	Consultant in Oral Surgery
Ms Ailsa Morrison	Consultant in Oral Surgery
Ms Vicki Greig	Consultant in Oral Surgery
Ms Ailish Clark	Consultant in Oral Surgery
Ms Melanie Watson	Locum Consultant in Oral Surgery
Ms Mairi Jamieson	Specialty Dentist in Oral Surgery
Dr William Harrison	Consultant in Oral Medicine
Dr Alyson Brown	Consultant in Oral Medicine
Mr Donald Thomson	Consultant in Oral & Maxillofacial Radiology
Ms Carrie Whyte	Consultant in Orthodontics
Mr Nirmal Shah	Consultant in Orthodontics
Mr Colin Ritchie	Consultant in Orthodontics
Mr Niall McGuinness	Consultant in Orthodontics
Mr Graeme Wright	Consultant in Paediatric Dentistry
Ms Antonella Busuttill-Naudi	Consultant in Paediatric Dentistry
Ms Fiona Lafferty	Consultant in Paediatric Dentistry
Mr Alex Keightley ¹	Consultant in Paediatric Dentistry
Mr Scott Wright	Consultant in Paediatric Dentistry
Mr Charles Maran	Specialist in Periodontology
Mr Adrian Pace-Balzan	Consultant in Restorative Dentistry
Mr Krish Bhatia	SCL. Hon Consultant in Prosthodontics
Ms Louise O'Dowd ¹	SCL. Hon Consultant in Restorative Dentistry
Ms Marialena Cresta	SCL. Hon Consultant in Endodontics
Mr Steve Bonsor	SCL. Hon Consultant in Restorative Dentistry



There are Specialty Registrar training posts in Restorative Dentistry, Oral Surgery, Orthodontics and Paediatric Dentistry and an academic training post in Paediatric Dentistry

The BSc (Hons) programme in Oral Health Sciences was launched in 2009. It now admits 10 students annually to train as hygiene / therapists and is fully resourced under a Service Level Agreement with NES.

The programme is supported by a part-time Consultant/ClinicalLead (Ms L O'Dowd, Senior Clinical Lecturer in Restorative Dentistry), a Senior Lecturer/Programme Director, 3 Lecturer posts, and GDP visiting sessions (1.0 FTE).

NES also supports the Orthodontic Therapy and Dental Nurse training within the Dental Institute.

Section 4: Main Duties and Responsibilities

Clinical:

- Provision of tier 2 level Oral Medicine
- Support the consultant-led Tier 3 Oral Medicine services by contributing to all aspects of the clinical activity of the Oral Medicine service.
- The prime clinical role of the post will be to support a specialist service for local general dental and medical practitioners referring outpatients with complex oral mucosal disease, oral disease occurring as a manifestation of systemic disease or complex facial pain.
- Supervision, education, and training of NHS Dental Core Trainees

Location:

- It is anticipated the principal base of work will be at the Edinburgh Dental Institute, Lauriston Building, Lauriston Place, Edinburgh.
- As part of your role, you may be required to work at any of NHS Lothian's sites, this is liable to include the Royal Hospital for Children and Young Adults or St John's Hospital in Livingston

Provide high quality care to patients:

- Maintain GDC 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 undergraduates and members of other health care professions as required by the Clinical Director

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 team objective setting as part of the annual job planning process

Quality Improvement:

- Participate in quality improvement activities, 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
- Role model good practice for infection control to all members of the multidisciplinary team

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: Specialty Doctor
Specialty: Oral Medicine
Principal Place of Work: Edinburgh Dental Institute, Lauriston Buildings
Contract: 10 PAs,
Availability Supplement: Nil
Out-of-hours: Nil
Managerially responsible to: Professional Lead for Oral Medicine

Timetables of activities that have a specific location and time: Indicative Job Plan

DAY	TIME	TYPE OF WORK	DCC (PA's)	SPA (PA's)	Total (PA's)
Monday	09.00-13.00	Oral Medicine Consult Clinic	1.0		2.0
	13.00-17.00	Oral Medicine Consult Clinic	1.0		
Tuesday	09.00-13.00	Oral Medicine Consult Clinic	1.0		2.0
	13.00-17.00	Oral Medicine Lesion Clinic	1.0		
Wednesday	09.00-13.00	Oral Medicine Biopsy List	1.0		2.0
	13.00-17.00	Oral Medicine Biopsy List	1.0		
Thursday	09.00-13.00	Oral Medicine Consultant Clinic	1.0		2.0
	13.00-17.00	Oral Medicine Consult Clinic	1.0		
Friday	09.00-13.00	DCC Admin	1.0	1.0	2.0
	13.00-17.00	SPA			



					10.0
--	--	--	--	--	------

The Job Plan is negotiable and will be agreed between the successful applicant, and the Professional Lead. NHS Lothian initially allocates all consultants 10 PAs made up of 9 PAs in Direct Clinical Care (DCC) and one core SPA for CPD, audit, clinical governance, appraisal, revalidation job planning, internal routine communication and management meetings. As a major teaching and research contributor, NHS Lothian would normally expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee 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.

Section 6: Contact Information

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

Dr William Harrison
Professional Lead in Oral Medicine
Department of Oral Medicine and Surgery
Oral Health Service
4th Floor, Lauriston Building,
Lauriston Place
Edinburgh
EH3 9HB

Email: William.harrison3@nhs.scot

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. Prof Caroline Hiscox is the Chief Executive, Esther Robertson is the Interim 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.



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

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 <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx>.

Location

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

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

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

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

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk.

What we can offer you

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

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



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

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 personcentred 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 “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2013 – 2020,” consultation document which you will find at www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments.

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

Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at

<http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf>

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.



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

Our Values and ways of working

NHS Lothian is determined to improve the way their staff work so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

NHS Lothian – Our Values into Action:

Care and Compassion

- We will demonstrate our compassion and caring through our actions and words
- We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
- We will be visible, approachable and contribute to creating a calm and friendly atmosphere
- We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
- We will meet people's needs for information and involvement in all care, treatment and support decisions.

Dignity and Respect

- We will be polite and courteous in our communications and actions
- We will demonstrate respect for dignity, choice, privacy and confidentiality
- We will recognise and value uniqueness and diversity
- We will be sincere, honest and constructive in giving, and open to receiving, feedback
- We will maintain a professional attitude and appearance.

Quality

- We will demonstrate a commitment to doing our best
- We will encourage and explore ideas for improvement and innovation
- We will seek out opportunities to enhance our skills and expertise
- We will work together to achieve high quality services
- We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

Teamwork

- We will understand and value each other's role and contribution
- We will be fair, thoughtful, welcoming and kind to colleagues
- We will offer support, advice and encouragement to others
- We will maximise each other's potential and contribution through shared learning and development
- We will recognise, share and celebrate our successes, big and small.

Openness, Honesty and Responsibility

- We will build trust by displaying transparency and doing what we say we will do
- We will commit to doing what is right – even when challenged
- We will welcome feedback as a means of informing improvements



- We will use our resources and each other's time efficiently and wisely • We will maintain and enhance public confidence in our service
- We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at <http://www.nhsllothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx>

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	Substantive
GRADE AND SALARY	Specialty Doctor £64,158 - £99,975
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



GENERAL PROVISIONS	<p>You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation's agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary.</p>
REMOVAL EXPENSES	<p>Assistance with removal and associated expenses may be awarded (up to 10% of salary)</p>
EXPENSES OF CANDIDATES FOR APPOINTMENT	<p>Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imburement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.</p>
TOBACCO POLICY	<p>NHS Lothian operates a No Smoking Policy in all premises and grounds.</p>
DISCLOSURE SCOTLAND	<p>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.</p>
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	<p>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.</p>



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 three months’ notice on either side, subject to appeal against dismissal.
PRINCIPAL BASE OF WORK	You may be required to work at any of NHS Lothian’s 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 9: General Information for Candidates

Data Protection Legislation

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found [here on the NHS Lothian website](#).



For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available via [Audit Scotland](#).

References

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

Disclosure Scotland

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found [here on the Home Office website](#).

Job Interview Guarantee Scheme

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.



Workforce Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfill their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Edinburgh and the Lothians and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed at [here on the NHS Lothian website](#).

NHS Scotland Application Process

- The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
- It is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
- Please note for equal opportunity purposes NHS Lothian do not accept CV's as a form of application.
- Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- Please complete all sections of the application form. Those sections that are not relevant please indicate 'not applicable', do not leave blank.
- Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

