Working for NHS Lothian

JOB TITLE: Consultant in Palliative Medicine

JOB REFERENCE: 263650

CLOSING DATE: 27/11/2026











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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

NHS Lothian Headquarters
Waverley Court
4 East Market Street
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Section Consultant in Palliative Medicine Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	Qualified to Higher Medical Qualification: FRCP; MRCP; FRCA; MRCGP or equivalent and GMC registered medical practitioner with a licence to practise or equivalent professional body. Be on or be eligible within 6 months from date of interview for inclusion on, the GMC Specialist Register for Palliative Medicine (via CCT, CESR or EC rights). Evidence of regular Appraisal, or participation in a training programme leading to Revalidation or equivalent.	Additional post-graduate qualifications, e.g. MD/ PhD/MSc. Dual accreditation with Acute Internal Medicine or extensive experience within acute medical hospital palliative care jobs. Fellowship, post CCT training or equivalent relevant experience in (sub-) specialty
Post Specific Experience	Experience in specialist palliative care for people with cancer and non-cancer conditions. Proven ability to manage patients with complex physical, psychological and social problems effectively. Excellent communications skills Experience of offering palliative medicine advice to other professionals/ teams delivering high quality general palliative care in hospital and community settings I.T. skills: familiar with use of computerised Patient Information Management Systems, common office applications (e.g. Word) and use of email (e.g. Outlook).	Evidence of an ability to support advanced practitioners from other professional groups in developing new skills Proven experience of senior medical management of a clinical area or other clinical management activities

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	Proven commitment to building relationships with colleagues in primary and secondary care. Demonstrable person centred, compassionate leadership	
Ability	Excellent communication skills and judgement. Demonstrate an ability to communicate compassionately, clearly and effectively with patients, carers or family. Evidence of experience in any relevant technical skills for the role. Demonstrate an ability to deliver fair, effective and compassionate leadership, communicate clearly with, and motivate team members.	
Academic Achievements including Teaching	Demonstrate previous experience of, or a commitment to participation and contribution to research and/*or* medical education. Commitment to formal and informal teaching and training of resident doctors and medical students.	Evidence of research and publications in peer reviewed journals. Evidence of previous experience in successful research funding Evidence of poster or oral presentations at national or international meetings Evidence of teaching qualification. Evidence of training in clinical and / or educational supervision Experience of, or training in use of simulation training.
Audit and Quality Improvement (QI)	Evidence of an understanding of audit principles, and previous participation in audit projects Evidence of an understanding of QI methodology, and previous participation in Quality improvement projects	Experience of designing and delivering audit programmes. Experience of designing and delivering a QI programme.

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Motivation	Evidence of commitment to: Safe, effective person-centred care with shared decision making Effective and efficient use of resources, reducing harm and waste Continuous professional development and life-long learning	Evidence of development of, or improvement in services for patients. Evidence of training, or participation in patient safety initiatives
Team Working	Demonstrated ability to work in a team with colleagues within own, and other disciplines. Demonstrated ability and commitment to meeting NHS Lothian's 'Our Values into Action' Demonstrated ability to organise time efficiently and effectively Demonstrated Reliability and Flexibility	Evidence of previous leadership or managerial training and experience
Circumstances of Job	Required to work at any of NHS Lothian's sites Relevant use of IT, and any other appropriate listed skills (Examples: managing emails, experience with patient electronic records, electronic prescribing, dictation.) Current driving licence (This is a community-based role with home visits as part of core service).	

Section 2: Introduction to Appointment

Job Title: **Consultant in Palliative Medicine**

Department: **Edinburgh Health and Social Care Partnership**

Base: **Hospital at Home team (Ellens Glen Community Hospital) and Western General Hospital (WGH)**

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

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Post Summary:
This is a new and exciting role integrating supportive and palliative care into both Hospital at Home and the 'front door' of the acute hospital. This post is part of an expansion of the Edinburgh Health and Social Care Partnership community services with the strategic aim of identifying people likely in the last year of their life and offering earlier support to coordinate their care and allow interventions to be delivered in their own home as an alternative to hospital admission.
The post holder will work with the teams in Hospital at Home (based at Ellens Glen) and the Medical Assessment Unit in WGH providing a visible, accessible and dependable presence in these teams whom the staff, patients and their families can turn to for expert advice and support. The post holder will also be an integral member of the Western General Acute Hospital Palliative Care Team.

The main aspects of the role will include:

- To provide high quality, flexible and responsive palliative and supportive care to patients admitted into the Hospital at Home service and the MAU department, WGH

- To provide senior palliative medicine support, leadership and strategic direction for the provision of specialist palliative care within these teams with the aim to maximise person-centred care and patient choice in a setting most appropriate for that patient

- To work alongside the WGH acute hospital palliative care teams providing peer support and collaborative working

- There is an on-call commitment covering all palliative care patients in Lothian and the Borders. The on-call rota is shared with the other Lothian consultants in Palliative Medicine. The consultants are 2nd on-call for the hospices but usually 1st on call for giving advice to other areas.

- To participate in consultant meetings in both the Hospital at Home and Hospital Palliative Care teams.

- To participate in leadership of teaching and educational activities (students, health care professionals, colleagues, patients and families).

- To lead, implement and support clinical governance and quality improvement activities in both Hospital at Home and Hospital Palliative Care settings. This will include implementation of best practice statements, Realistic Medicine and the National Framework for Palliative Care.

- To provide ad-hoc advice to the clinical teams looking after complex palliative patients within inpatient wards in Ellens Glenn if required.

- To contribute to service development in line with local and national strategies

- To work with colleagues to raise the profile of palliative medicine in the care of patients with all life-limiting illnesses

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The job plan consists of:

- 10PAs, 9 of which are direct clinical care (DCC), 1 of which will be for supporting professional activities (SPA) including teaching, audit, CPD, management and attendance at meetings
- Precise allocation of SPA time and associated objectives will be agreed with the successful applicant
- The post is subject to an on-call availability allowance which will be confirmed and agreed at the annual job plan review meeting. Currently there are 14 WTE equivalent colleagues who contribute to this rota. The post holder will work a fulltime slot on the on-call rota.

Opportunities exist for the post holder to develop links with well-established palliative care research teams and the University of Edinburgh,
This job description is not exhaustive and will be accompanied by an agreed prospective job plan for the position of Consultant in Palliative Medicine.

Section 3: Departmental and Directorate Information

NHS Lothian provides a comprehensive range of primary, community based and acute hospital services for the populations of Edinburgh, Midlothian, East Lothian and West Lothian. NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. It employs approximately 24,000 staff. Ms Tracey Gillies is the Medical Director.

Edinburgh Health & Social Care Partnership

The Edinburgh Community Geriatric Service (ECGS) sits within Edinburgh Health & Social Care Partnership (EH&SCP) with strong links with acute services with staff working across both areas. There is outpatient services co-located with Edinburgh Hospital at Home based at Ellens Glen Community Hospital. There are additional locality based clinics for routine GP referrals based in Sighthill Health Centre and Midlothian Community Hospital. There are also specialist movement disorder, continence and memory assessment clinics.

Bed based rehabilitation is based in Ellens Glen Community Hospital (Ward 2) and Findlay House Community Hospitals (Ward 1). There is 9 Hospital Based Clinical Complex Care beds (HBCCC) in Ward 1 at Ellens Glen Community Hospital.

There is a busy Edinburgh Hospital at Home (HaH) service to support alternatives to admission and facilitate discharge. There is also weekly meetings via Microsoft Teams to REH, community nursing and pharmacy teams and weekly Respiratory and Heart failure MDTs.

The Western General Hospital (WGH) is home to the Edinburgh Cancer Centre and is the region's designated Cancer Campus. WGH has 600beds and 5 operating theatres and is equipped with modern theatre and critical care equipment and monitoring. WGH accommodates the following NHS departments:

- Clinical oncology
- Medical oncology

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- Haematological oncology
- Urology and Scottish Lithotriptor Centre
- Colorectal surgery
- Breast surgery
- Gastro-intestinal disease
- Rheumatology
- Infectious diseases
- Dermatology (inpatient)
- Medicine of the Elderly/ Stroke Medicine
- Respiratory medicine
- Acute receiving units - There are Medical and Surgical Assessment Units, which accept GP referrals and 999 ambulance medical and surgical cases on a zoned basis within the city, and a nurse led Minor Injuries Unit. There is no trauma unit at this hospital. There is a dedicated Cancer Assessment Area for acute oncological emergencies. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, MR, Ultrasound and NM). There is a full range of recently refurbished lecture theatres, a library and AV facilities.

Section 4: Main Duties and Responsibilities

Clinical:

- Be an effective senior member of the multi-disciplinary teams within Hospital at Home and Medical Admission Unit (MAU)
- Support the clinical teams within Hospital at Home and MAU in the provision of high-quality palliative care by addressing the patients' understanding of their illness, their priorities for care, support complex decision making and anticipatory planning and liaising with other services
- Responsible for ensuring the delivery of the highest possible standard of medical care to all patients in all settings, taking account of their physical, psychological, social, and emotional needs and involving them in care planning and decisions
- Use advanced clinical assessment for planning, implementing, and evaluating programmes of care and prioritising patient care requirements
- Provide effective education for individual patients and their families
- Provide assistance and advice regarding appropriate treatment and investigations to relevant specialists
- Promote and support integrated team working across all disciplines and care settings
- Act as a resource to the primary and secondary health professionals providing essential specialist knowledge and clinical advice
- Participate in Pan-Lothian consultant on call rota to provide specialist palliative care telephone advice for hospice, hospital and community patients in Lothian and the Borders
- Maintain interventional pain mandatory training competencies on a yearly basis in order to provide support for these patients when on-call.
- Participate in regular Lothian palliative medicine consultant meetings to discuss clinical issues and matters relating to service development and delivery
- Take responsibility for the interpretation and implementation of policies and guidelines within the clinical arena guided by national and local policies and guidelines.

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Location:

- It is anticipated the principal base of work will be Ellens Glen hospital and the Western General Hospital

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

Education and Training:

- Identify and respond to the specialist palliative care educational needs and requirements of both health and social care professional colleagues
- Provide clinical teaching as part of everyday working within multi-professional teams
- Engage with formal education sessions, presentations, group teaching and on a 1 to 1 basis with medical students, junior doctors, registrars from other disciplines, acute and primary care staff and other health and social care professionals
- In conjunction with the other members of the consultant team, ensure there are systems in place to ensure the effective review of the development of all resident doctors including specialty doctors

Management and Leadership:

- Deliver effective and open medical leadership which supports and develops a motivated and integrated multidisciplinary team
- Attend external meetings (including regional and national) as agreed with the NHS Lothian Lead for Hospital at Home; attend internal meetings appropriate to the post; contribute to the further development of comprehensive palliative care services in Edinburgh
- Develop links with acute hospital and community teams to improve access to palliative care for patients with non-malignant disease
- To participate in local palliative care strategy groups and networks to ensure awareness and recognition of the contribution of the activities within the service and to identify future development opportunities
- In association with other senior colleagues, to be responsible for project management in specified areas to improve the delivery of care

Governance, Audit and Research:

- Integrate with the Hospital at Home team and develop best practice in line with current policies procedures and research, participate in Hospital at Home QI and Mortality and Morbidity reviews
- Play a key role in NHS Lothian Clinical Governance Programme, participating in, and supporting research and audit both within Hospital at Home, MAU and Hospital Palliative Care teams
- In collaboration with service leads, provide leadership in the development and delivery of clinical multi professional audit to promote evidence-based practice; to keep under review medical procedures and prescribing; to be involved in risk management and quality assurance

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- In collaboration with service leads, support a positive approach to research and the continued development of evidence based palliative medicine; to be involved in relevant research in the field of palliative medicine
- Undertake all work in accordance with NHS Lothian policies and procedures
- Promote evidence-based practice, respond to external guidance and to change own practice and others practice in response to new clinical developments and organisational priorities

Resources Available:

- Laptop
- Regular 1-1 sessions with line manager (Acute Palliative Medicine Clinical Director)

Strategy and Business Planning:

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

Team Working:

- To demonstrate excellent leadership skills regarding 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 in Palliative Medicine

Specialty: Palliative Medicine

Principal Place of Work: Ellen's Glen Hospital, Western General Hospital

Contract: Part time, 10PAs. Plus, on call-commitment

Availability Supplement: 3% availability supplement

Out of Hours: 1:14 on-call commitment - subject to change depending on changing consultant numbers Pan-Lothian

Managerially responsible to:
Operational responsibility for the role will lie with the service management team for each clinical area (HAH and Hospital Palliative Care teams)
The Clinical Director for Palliative Medicine will be professionally responsible for the role.

Timetables of activities that have a specific location and time:

Indicative Job Plan

DAY	TIME	TYPE OF WORK	DCC	SPA	EPA	Total
Monday	0900-1600	WGH MAU (Medical Assessment Unit)	7			7
Tuesday	0900 – 1300 1300 - 1700	WGH MAU WGH MAU	8			8
Wednesday	0900-1300 1300 - 1700	H@H H@H ward round	4 4			**8**
Thursday	0900-1300 1300-1700	H@H SPA	4	4		8
Friday	0900-1300 1300-1700	H@H H@H ward round	4 4			**8**
Saturday						
Sunday						
		Out of hours work	1			**1**
		Total Hours	**36 DCC**	**4 SPA**		**Total 40**

The above is a draft Job Plan and is negotiable. Final job plan will be agreed between the successful applicant and the Clinical Director for Palliative Medicine. It is anticipated that some ward round activity may be replaced by patient visits on Wednesdays and Fridays, but this will be as the service develops and according to the clinical need of the patients under Hospital @ Home.

Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning.

Section 6: Contact Information

Informal enquiries and visits are welcome and should initially be made to:
Abigail Walton, Consultant and Clinical Director of Palliative Medicine
Abigail.walton@nhs.scot

Andrew Coull, Consultant Medicine for the Elderly and Hospital at Home Clinical Lead
Andrew.coull@nhs.scot

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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).

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.

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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

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The plan outlines a range of proposals, which will allow us to:

- improve the quality of care
- improve the health of the population
- provide better value and financial sustainability

NHS Lothian's Clinical Quality Approach – Quality Driving Improvement

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement we aim to deliver 'high quality, safe and person-cantered care at the most affordable cost'. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

NHS Lothian Values into Action

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

Our Values are:

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

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

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

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

Teamwork

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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/

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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. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.
TOBACCO POLICY	NHS Lothian operates a No Smoking Policy in all premises and grounds.
DISCLOSURE SCOTLAND	This post is considered to be in the category of "Regulated Work" and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	NHS Lothian has a legal obligation to ensure that it's employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is

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	subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified.
REHABILITATION OF OFFENDERS ACT 1974	The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as "spent" after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are "spent" under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential.
MEDICAL NEGLIGENCE	In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice.
NOTICE	Employment is subject to one month notice on either side, subject to appeal against dismissal.
PRINCIPAL BASE OF WORK	You may be required to work at any of NHS Lothian sites as part of your role.
SOCIAL MEDIA POLICY	You are required to adhere to NHS Lothian's Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation's expectations to safeguard staff in their use of social media.

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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.

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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

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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

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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/

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

Section 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.

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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.

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Information about all staff networks can be found on the NHS Lothian website: https://staff.nhslothian.scot/staffnetworks/

Workplace Equality Monitoring

In order to monitor the organisation's performance as an equal opportunity employer, NHS Lothian will request and retain data on the protected characteristics of its workforce. This data is processed and retained in line with the Data Protection Act 1998. The disclosure by applicants and staff of their protected characteristics is voluntary but this data is invaluable to NHS Lothian as it enables accurate review of progress and highlights any areas where NHS Lothian is failing to advance equality. The data is anonymised prior to analysis, review and reporting. It plays no part in making decisions about individual employees. Its function is to help make evidence based decisions about the organisation's equality performance in relation to employment.

Equality, Diversity and Human Rights Strategy

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian. As outlined in our Statement of Intent, we are committed to encouraging equality and diversity among our workforce, and seek to eliminate discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best. Our Equality, Diversity and Human Rights Strategy: https://org.nhslothian.scot/equality-human-rights/ sets out our commitment to these principles and sets out the approach to be followed to ensure that these principles are consistently met.

Equality and Human Rights Team

NHS Lothian has an Equality and Human Rights Team who can provide advice and guidance on equality and human rights compliance and best practice in NHS Lothian. They can be contacted by emailing loth.equalityandhumanrights@nhslothian.scot.nhs.uk

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