

Working for NHS Lothian

JOB TITLE: Locum Consultant in Palliative Care (8 PA's)

JOB REFERENCE: CG 2192

JOBTRAIN REFERENCE: 60844

CLOSING DATE: 29th July 2021.



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



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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>GMC-registered medical practitioner with a licence to practise</p> <p>Higher medical qualification: MRCP, MRCPGP, FRCA or equivalent</p> <p>Be on, or be eligible for inclusion on within 6 months, the GMC Specialist Register in Palliative Medicine.</p>	<p>Additional post-graduate qualifications, e.g. MD/ PhD/ MSc</p> <p>Management course / quality improvement training or qualifications</p> <p>Postgraduate education qualification e.g.PG Cert</p>
Experience	<p>Experience in palliative care for people with cancer and non-cancer conditions.</p> <p>Proven ability to manage patients with complex physical, psychological and social problems effectively</p> <p>Experience of offering palliative medicine advice to other professionals/ teams delivering high quality general palliative care in hospital and community settings</p> <p>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).</p> <p>Proven commitment to building relationships with colleagues in primary and secondary care.</p>	<p>Evidence of an ability to support advanced practitioners from other professional groups in developing new skills</p> <p>Proven experience of senior medical management of a clinical area or other clinical management activities</p> <p>Experience of working at senior level within hospital palliative medicine</p>
Ability	Ability to take full responsibility for independent management of patients	
Academic Achievements	Evidence of supporting research activity or involvement in trials or other studies relevant to palliative care	<p>Evidence of poster or oral presentations at national or international meetings</p> <p>Evidence of research activity and publications in peer reviewed journals</p> <p>Good Clinical Practice certificate</p>



Teaching and Audit	<p>Teaching experience including formal and informal teaching and training of multiprofessional groups.</p> <p>Participation in audit projects and quality improvements initiatives</p> <p>Evidence of commitment to developing and applying the palliative care evidence base.</p>	<p>Experience in designing and effecting audit and quality improvement programmes</p> <p>Experience in planning and delivery of medical education for undergraduate students and qualified doctors related to palliative care</p> <p>GMC Recognition of Trainer</p>
Motivation	<p>Evidence of commitment to: holistic, person-centred care continuous professional development and life-long learning effective and efficient use of resources</p>	<p>Motivated to develop and deliver high quality services for patients and families that respect their individual needs and preferences</p>
Personal Qualities	<p>Empathy, understanding, listening skills, patience.</p> <p>Able to change and adapt, respond to changing circumstances. Ability to cope with setbacks or pressure.</p> <p>Honesty, integrity, appreciation of ethical dilemmas.</p> <p>Punctuality, attendance, sense of responsibility.</p>	<p>Ability to recognise personal limitations and manage work related stress</p>
Team Working	<p>Demonstrate effective inter-professional working. Proven ability to work within a multidisciplinary team.</p> <p>Ability to organise time efficiently and effectively</p> <p>Excellent written and spoken communication skills, enthusiasm and approachability.</p>	<p>Ability to motivate colleagues</p> <p>Evidence of previous leadership, managerial training and experience relevant to multidisciplinary team work and hospital palliative care</p>



Circumstances of Job	<p>May be required to work at any of NHS Lothian hospital sites</p> <p>Will be joining the Lothian consultant group made up of NHS Lothian, University of Edinburgh, St Columba's Hospice and Marie Curie Hospice staff and bound by the Pan Lothian Palliative Care Consultant Agreement</p>	
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Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.

Section 2: Introduction to Appointment

Job Title: Locum Consultant in Palliative Medicine

Department: NHS Lothian Hospital Palliative Care Service

Base: Primary Base at Royal Infirmary of Edinburgh with one day at Edinburgh Cancer Centre

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

Post Summary:

This is a Locum Substantive Palliative Medicine Consultant post (8PAs) to provide senior medical support and leadership within the NHS Lothian Hospital Palliative Care Service, primarily based at the Royal Infirmary of Edinburgh. There is a 1:7.5 on-call commitment (this frequency may reduce when the successful candidate commences employment) 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.

The post holder will provide a visible, accessible and dependable presence within the specialist Hospital Palliative Care Service to whom staff, patients and their families can turn to for expert advice and support.

The role also involves participation in the training and educational work of the specialist services, postgraduate teaching programmes and clinical supervision of junior medical staff, specialty trainees and involvement in the management, quality improvement, clinical governance, research and development roles of the service.

Applicants must be fully registered with the GMC and hold a License to Practice and be on the GMC Specialist Register in Palliative Medicine, or be eligible for inclusion on within 6 months. The post holder will be granted Honorary status as a Consultant at both St Columba's Hospice, Edinburgh and Marie Curie Hospice, Edinburgh to facilitate on-call commitment.

The appointee will have access to secretarial support, IT facilities and office accommodation



The main aspects of the role will include:

- Provision of high quality, flexible and responsive palliative medicine to patients, families and carers, who have complex pain, symptom, spiritual or psychosocial needs which require specialist palliative care interventions
- To provide medical support and guidance to the multidisciplinary palliative care teams within the acute hospital setting
- To contribute to the out of hours palliative medicine on call service
- Participation in teaching and educational activities (students, health care professional colleagues, patients and families)
- Lead, implement and support clinical governance and quality improvement activities, implementation of best practice statements, Realistic Medicine and the National Framework for Palliative Care
- Contribution to service development in line with local and national strategies
- Working with colleagues to raise the profile of palliative medicine in the care of patients with all life-limiting illnesses

The job plan consists of:

- 8PAs, 7 of which will be for direct clinical care, 1 of which will be for supporting professional activities including teaching, audit, CPD, management, attendance at meetings.
- Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning.
- On call commitment 1 in 7.5 consultant on call rota (this frequency may change).

The post holder may be required to work flexibly across NHS Lothian in line with service requirements and therefore may be required to work at any of NHS Lothian's acute hospital sites.

Opportunities exist for the post holder to develop links with two 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, which will be reviewed at least annually through the formal job planning process.

Section 3: Departmental and Directorate Information

Lothian Acute Hospital Services

The Acute Hospital Services 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 research and teaching centres in the United Kingdom and has a significant



workload as a regional and national centre. The NHS Lothian Hospital Palliative Care Service sits within Cancer Services. The Associate Medical Director is Dr Larry Hayward.

Major hospitals in NHS Lothian and relevant to this post are:

The Royal Infirmary of Edinburgh
The Western General Hospital, Edinburgh
St John's Hospital, Livingston

The **Royal Infirmary of Edinburgh** (RIE) is a major teaching hospital on a green field site in the South East of the city of Edinburgh built in 2003. It comprises around 25 wards with 981 beds. It has a wide range of specialist and tertiary services including a purpose-built neurology inpatient centre alongside the Rowling outpatient clinic. The Royal Infirmary has the highest emergency medicine workload in Scotland. There is a Medical Assessment Unit which takes unselected GP or direct emergency referrals. There is also an Acute Surgical Assessment Area which receives all surgical emergency patients from Edinburgh, East Lothian and West Lothian.

There is a full range of lecture theatres, a library and AV facilities in the postgraduate centre and adjacent University campus buildings. The medical school is now based at the RIE campus.

The hospital provides for most medical and surgical specialities and is the centre for:

- General surgery including tertiary cancer surgery services
- Vascular surgery
- Hepato-biliary and transplant medicine and surgery
- Cardiac and thoracic surgery
- Elective and trauma orthopaedics surgery
- Gynaecology
- Acute medicine, acute cardiology, respiratory medicine, renal medicine and gastroenterology/ hepatology, haematology, neurology
- Regional renal transplant service, medical dialysis unit and conservative renal management service
- Medicine of the elderly/ stroke medicine
- Regional major accident and emergency centre.
- Major ICU, critical care and coronary care units

The Royal Hospital for Sick Children and Department of Clinical Neurosciences

The new £150 million building housing the Royal Hospital for Sick Children, Department of Clinical Neurosciences and Child and Adolescent Mental Health Service was completed in the summer of 2020.

The **Western General Hospital, Edinburgh** (WGH) has 702 beds and is the site of the Edinburgh Cancer Centre. The Anne Ferguson building was completed in 2001 and a purpose-built elderly medicine unit opened in 2012. 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 an Oncology Assessment Area for acute oncological emergencies. There is no trauma unit at this hospital. There is a postgraduate education centre with a library and University teaching facilities.

The hospital provides for most specialties and is the centre for:

- Cancer services – medical and clinical oncology, haematology
- Acute medicine and medical specialties



- Neurology, neurosurgery and neuropathology (until these transfer to the Royal)
- Colorectal surgery
- Urology and Scottish Lithotripter Centre
- Breast surgery and breast screening
- Critical Care
- Rheumatology
- Infectious Diseases
- Dermatology (Inpatient)
- Medicine of the elderly

St John's Hospital. Livingston opened in 1989 and is located in the centre of Livingston - a new town about 30 minutes drive west from Edinburgh. It has 443 beds and the hospital provides for most specialties but does not have emergency general or orthopaedic surgery. The hospital has been accredited full teaching hospital status by the University of Edinburgh. There is an education centre with a lecture theatre and a library.

It is a centre for:

- General Medicine
- Care of the Elderly
- Outpatient cancer services
- Obstetrics & Gynaecology
- Supra-regional burns and plastic surgery unit.
- Oral and maxillofacial surgery/ ENT
- Critical Care (ITU, HDU and CCU)
- Accident and Emergency
- General Surgery
- Mental Health including intensive care inpatient units

NHS Lothian Hospital Palliative Care Service.

The NHS Lothian Hospital Palliative Care Service consists of three teams that work collaboratively to provide a palliative care advisory service for patients in the three acute hospitals (Royal Infirmary of Edinburgh, Western General Hospital and St John's Hospital).

Each team has one or two part-time Palliative Medicine Consultants, a lead clinical nurse specialist, one or more additional clinical nurse specialists and a team secretary/administrator. Some of the teams have additional allied health professionals (pharmacy, social work etc). The RIE and WGH services are training sites for the South East Scotland Palliative Medicine training programme and so will at times have Specialty Trainees attached to the teams.

The palliative care service operates Monday to Friday between 9-5pm and each team has similar referral and operating procedures and strives to provide a service which is responsive to local needs. The clinical services within each site determine the different patient populations that each team support. For example, the RIE team sees greater non-malignant disease and multi-morbidity in keeping with having a large acute medical receiving unit and the tertiary renal and liver units, and the WGH has more cancer referrals in keeping with the presence of the regional cancer centre. In the last year the teams collectively received 2500 referrals, and made over 13,000 visits and other contacts in supporting the patient/carer and staff.

There are no designated, specialist palliative care beds in any of the hospitals and the hospital palliative care services work closely with the two Edinburgh hospices (Marie Curie Hospice, Edinburgh and St Columba's Hospice) and the community palliative care teams



(Marie Curie -South Edinburgh/ Midlothian, St Columba's -North Edinburgh, East Lothian, West Lothian).

More information about Specialist Palliative Care Services in Lothian can be found at <http://intranet.lothian.scot.nhs.uk/NHSLothian/Healthcare/A-Z/PalliativeCare/specialistpalliativecareservicesinlothian/Pages/specialistpalliativecareservicesinlothian.aspx>

Section 4: Main Duties and Responsibilities

Clinical:

- Be an effective senior member of the multi-disciplinary hospital palliative care team and provide specialist palliative medicine advice for hospital patients, their families and carers who have complex pain, symptom, spiritual and psychological needs or with whom care planning and shared decision-making are complex which require specialist palliative care interventions
- Support the clinical teams within the hospital in the provision of high quality palliative care by addressing the patients' priorities for care, supporting complex decision-making and anticipatory planning, and liaising with other services
- Provide medical support and clinical leadership within the multi-disciplinary hospital palliative team
- In conjunction with the other members of the consultant team, supervise the clinical care provided by junior medical staff working within the palliative care service.
- Promote and support effective team working within the hospital team, and more widely within the Lothian Palliative Medicine consultant group and other specialist palliative care services
- Act as a resource for health care professionals in providing essential specialist knowledge and clinical advice
- Engagement with the weekly Pan-Lothian Palliative Medicine consultant clinical teleconference as a forum to discuss challenging patient issues and provide peer support and feedback.
- Take responsibility for the interpretation and implementation of national and local policies and guidelines within the clinical arena
- Provide prospective cover of annual, professional or study leave of other Consultant colleagues in the NHS Lothian Hospital Palliative Care team

Out of Hours Commitments:

- Participate in the on-call consultant rota to provide specialist palliative care telephone advice for hospice, hospital and community patients in the NHS Lothian and NHS Borders areas
- The rota is shared with the other consultants in Palliative Medicine and is 1:7.5 commitment attracting 5% availability supplement and an hour of DCC weekly (the on-call supplement and DCC may change if the frequency is reduced)

Location:

- It is anticipated the principal base of work will be Hospital Palliative Care team at Royal Infirmary of Edinburgh, with one day a week at the Edinburgh Cancer Centre
- As part of your role, you may be required to work at any of NHS Lothian's sites



Provide high quality care to patients:

- Maintain GMC specialist registration and hold a licence to practice
- Develop and maintain the competencies required to carry out the duties of the post
- Ensure patients are involved in decisions about their care and respond to their views

Research, Teaching and Training:

- Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian's research portfolio, at all times meeting the full requirements of Research Governance
- 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 with medical students, junior doctors, trainees 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 that there are systems in place to ensure the effective review of the development of all junior medical staff.
- As a major teaching and research contributor, NHS Lothian would normally expect the successful candidate to take on undergraduate education, clinical or educational supervision of trainee medical staff, research and other activities. Precise allocation of the SPA time will be agreed with the successful applicant and will be reviewed at annual job planning.

Medical Staff Management:

- To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff attached to the palliative care service and to ensure that there is appropriate cover within the clinical areas, including on-call commitments.
- Alongside the other NHS Palliative Medicine Consultants provide consultant clinical cover to the hospital palliative care teams to cover consultant leave.
- To participate in the recruitment of junior medical staff as and when required
- To participate in team objective setting as part of the annual job planning process

Governance:

- Lead and support continuous quality improvement of specialist and generalist practice.
- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- Support the development and implementation of guidelines, policies and service-level initiatives to improve the delivery of generalist and specialist palliative care within the acute hospital services and across Lothian in collaboration with other services and providers
- Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the service leads
- Role model good practice for infection control to all members of the multidisciplinary team
- Contribute to the implementation of local and national strategy and directives
- Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis



- 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

Strategy and Business Planning:

- To participate in the clinical and non-clinical objective setting process for the palliative care services and other related services as required.

Leadership and Team Working:

- Deliver effective and open medical leadership which supports and develops a motivated and integrated multidisciplinary team
- To work collaboratively with all members of the hospital palliative care team and the wider Pan Lothian Consultant Medicine group
- Promote an open and honest culture which reflects a 'can do' attitude
- To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
- Attend external meetings (including regional and national) as agreed with the line manager; attend internal meetings appropriate to the post
- To participate in local palliative care strategy groups and networks to contribute to the delivery and development of high quality palliative and end of life care.
- To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives
- Adhere to NHS Lothian and departmental guidelines on leave including reporting absence

Appraisal and Revalidation:

- The post-holder will be expected to maintain the requirements for continuing professional development (as indicated by the Royal College of Physicians) by engaging with the annual appraisal and five yearly medical revalidation process.

Section 5: NHS Lothian – Indicative Job Plan

Post: Consultant in Palliative Medicine

Specialty: Palliative Medicine – Hospital Palliative Care Team

Principal Place of Work: RIE/WGH

Contract: Part-time (8 PAs)

Availability Supplement: 5% (may be subject to change)

Out-of-hours: 1:7.5 commitment to Pan-Lothian Consultant on-call rota
(may be subject to change)

Managerially responsible to: Dr Colette Reid, Clinical Director for Palliative Care



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

DAY	TIME	TYPE OF WORK	DCC	SPA	EPA
Monday RIE	9-1	AMU review of patients admitted over the weekend with palliative care needs	4		
	1-5	SPA		4	
Tuesday RIE	9-10.30	Clinical handover and MDT	8		
	10.30-5	Review of new and current ward patients Clinical admin – referrals/telephone calls etc.			
Wednesday RIE	9-12	Interventional pain			
	12-1	Pan Lothian Consultant			
	1-2	Teleconference/Interventional pain	5		
	2-4	Review of new and current ward patients Clinical admin – referrals/telephone calls	2		
Thursday RIE		NON WORKING DAY	0		
Friday WGH	9-5	Review of new and current ward patients Clinical admin – referrals/telephone calls etc. Clinical admin and Cancer Assessment Unit support as required	8		
Sat/Sun		On call commitment is equivalent to 1 hour of DCC per week	1		
Total			28	4	

The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical 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 and will be reviewed at annual job planning.



Section 6: Contact Information

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

Dr Colette Reid, Clinical Director, NHS Lothian. colette.reid@nhslothian.scot.nhs.uk. PA Shirley Hamilton Tel: 0131 537 3620

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. Calum Campbell 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.

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

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



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

- 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 “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



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

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.

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.nhslothian.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	FIXED TERM: 12 months
GRADE AND SALARY	Locum Consultant £84,984 - £112,925
HOURS OF WORK	32 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	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.



REMOVAL EXPENSES	Assistance with removal and associated expenses may be awarded (up to 10% of salary)
EXPENSES OF CANDIDATES FOR APPOINTMENT	Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbusement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.
TOBACCO POLICY	NHS Lothian operates a No Smoking Policy in all premises and grounds.
DISCLOSURE SCOTLAND	This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified.
REHABILITATION OF OFFENDERS ACT 1974	The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential.
MEDICAL NEGLIGENCE	In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice.
NOTICE	Employment is subject to 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.

