

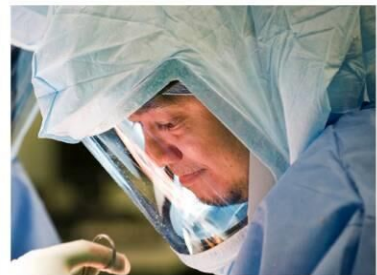
Working for NHS Lothian

JOB TITLE: Dental Officers Fixed Term (full time and part time)

JOB REFERENCE: CG 2204

JOBTRAIN REFERENCE: 64156

CLOSING DATE: 25th August 2021



Contents

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

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

You will receive a response acknowledging receipt of your application.

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

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

Please visit our Careers website for further information on what NHS Lothian has to offer <http://careers.nhslothian.scot.nhs.uk>



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

Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>BDS or equivalent</p> <p>Full registration with the GDC</p> <p>VT or equivalent</p> <p>NHS performer number and able to obtain a list number from NHS Lothian</p> <p>Attended formal training in inhalation sedation</p>	<p>Further postgraduate qualification in a relevant clinical area</p>
Experience	<p>Minimum of two years post qualification experience</p> <p>Experience of treating vulnerable groups especially special care adults and children</p> <p>Experience of provision of emergency dental care</p>	<p>Experience of treating anxious patients</p> <p>Experience of treating patients with compromising conditions</p> <p>Experience within an unscheduled care setting</p> <p>Familiar with the Statement of Dental Remuneration</p>
Ability	<p>Ability to cope with change</p> <p>Ability to cope with multiple demands</p> <p>Ability to organise time efficiently and effectively</p> <p>Basic IT skills</p>	<p>Good presentation skills</p>
Academic Achievements	<p>An understanding of medicine in relation to dentistry</p> <p>Demonstrate an interest and understanding of dental treatment for children</p>	<p>Understanding of Adults with Incapacity Act (2000) in Relation to Dentistry</p>
Teaching and Audit	<p>Evidence of commitment to clinical audit and quality improvement</p>	<p>Experience of teaching and training</p>
Motivation	<p>Desire to deliver high quality care for children and special care adults in a timely manner</p> <p>Effective and efficient use of resources</p>	<p>Membership of relevant professional societies</p> <p>Desire to contribute to service development for these patient groups</p>



Team Working	Ability to work in a team with colleagues in own and other disciplines Reliability Excellent communication skills	Ability to show initiative and lead a local team where necessary Desire to develop the role of professions complementary to dentistry
Circumstances of Job	Ability to work as a lone practitioner Ability to move throughout Lothian at short notice Able to participate in Lothian Out-of-Hours Unscheduled Dental Care Service	Ability to work in a domiciliary setting



Section 2: Introduction to Appointment

Job Title:	DENTAL OFFICER (BAND A) 37.5 hours Fixed term for one year
Department:	Lothian Public Dental Service
Responsible to:	Assistant Clinical Directors in Special Care and Paediatric Dentistry
Accountable to:	Clinical Director, Lothian Oral Health Service
Personal Development:	The post holder will participate in the NHS Appraisal Process
Base:	Duncan Street Dental Centre You may also be required to work at any of NHS Lothian sites

Post Summary:

The post holder will:

1. Provide high quality comprehensive dental care for children and adults, on referral from general dental practitioners and other health and social care professionals, because their complex needs cannot be managed within general dental practice.
2. Provide care for children and adults with dental anxiety or phobia or an impairment or disability that is physical, sensory, intellectual, mental, medical, emotional or social.
3. Provide treatment under inhalation sedation.
4. Provide treatment under GDS regulations.
5. Participate in appraisal and audit.
6. Participate in the Lothian Out Of Hours Service as required.

COMMUNICATIONS

1. The dentist will liaise and collaborate with all members of the dental and healthcare professions in Lothian and with colleagues in NHS Lothian to facilitate both professional and service development.
2. The dentist will liaise and collaborate with all members of external Agencies/Professions such as Education, Care Commission and Social Work to facilitate provision of the service.

QUALIFICATIONS

The post holder must be a dental graduate and be currently fully registered with the General Dental Council. They must have a minimum of 2 years dental experience post qualification and ideally this should be relevant to the post. Possession of a VT number or the ability to gain a VT number is essential.



Section 3: Departmental and Directorate Information

The Oral Health Service

NHS Lothian Oral Health service is a pan-Lothian service providing specialist care to the population from dedicated clinics in Community Treatment Centres, Health Centres and Hospitals across the region and via domiciliary care.

The OHS is hosted by West Lothian Community Health and Care Partnership

The role of the Public Dental service, within the Oral Health Service, includes to:

- Promote oral health
- Monitor the oral health of the population of Lothian
- Inspect selected populations for oral disease
- Provide training for all members of the dental team both pre and post qualification
- Provide general dental services, including specialist services, for all those who cannot obtain this from general dental practice

These groups who may not be able to obtain care from general dental practice include:

- Anyone with a physical or learning disability who has difficulty accessing care in general dental practice
- Anyone with a medically compromising condition who has difficulty accessing care in general dental service
- Anyone with a drug or alcohol abuse problem whose condition makes it difficult for them to access the general dental service
- Any child whose family cannot or will not take them to a dentist
- Anyone with mental illness who has difficulty accessing care in the general dental practice
- Any patient in hospital

Senior staff (Public Dental Service)

Angus Walls	Director NHSL Oral Health Service
James Steven	General Manager
Gill Watson	Service Manager
Susan Baines	Consultant in Special Care Dentistry
Carol Macintyre	Assistant Clinical Director, Special Care Dentistry
Karen Innocent	Assistant Clinical Director and Specialist in Special Care Dentistry
Judith Lopes	Assistant Clinical Director and Specialist in Paediatric Dentistry
Chris Carter	Assistant Clinical Director for Unscheduled Care
Fiona Rogers	Head of Oral Health Improvement



Unscheduled Dental Care

The Unscheduled Dental Care service comprises of an Assistant Clinical Director, a Senior Dental Officer and Dental Officers.

Its remit is to provide urgent care for unregistered patients and Out Of Hours urgent care for registered and unregistered patients across Lothian. This care is mainly provided from Chalmers Dental Centre.

Section 4: Main Duties and Responsibilities

Clinical:

The Dental Officer will:

- Provide high quality dental care for adults with impairment or disability that is physical, sensory, intellectual, mental, medical, emotional or social. Most of this treatment will be provided under GDS regulations.
- Undertake a high quality clinical workload with further development of his/her areas of clinical expertise. Keep up to date on advancements in clinical techniques.
- Take an active part in the maintenance and development of high quality dental care provided by all clinicians, this will include significant participation in the Quality Improvement activity.

Out of Hours Commitments:

In response to the Covid 19 Pandemic you may be required to work in the Chalmers Out of Hours Service as part of your 37.5 hours weekly commitment.

Location:

- It is anticipated the post will be split across 2-3 sites.
- 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 GDC registration and hold a licence to practice.
- Develop and maintain the competencies required to carry out the duties of the post.
- Ensure patients are involved in decisions about their care and respond to their views.

Research, Teaching and Training:

- The post holder may be required to participate in training members of PDS staff.

Governance:

- Actively participate in personal clinical effectiveness activities, including continuing professional development.
- Participate in clinical audit, incident reporting and significant event analysis.
- Role model good practice for infection control to all members of the multidisciplinary team.



Leadership and Team Working:

- To work collaboratively with all members of the team.
- To be involved in resolving 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.
- The post holder will have no direct line management responsibilities.

Section 5: Job Description

A specific job plan will be tailored to the experience of the successful candidate. There will be a maximum of 10 sessions. 9 of these sessions will be clinical with direct patient care and 1 administrative/personal development.

Section 6: Contact Information

For further information regarding the duties of these posts contact:

Judith Lopes
Assistant Clinical Director, Paediatric Dentistry
Duncan Street Dental Centre
16 Duncan Street
Edinburgh
EH9 1SR
Tel: 0131 667 7114

judith.lopes@nhslothian.scot.nhs.uk

Or

Carol MacIntyre
Assistant Clinical Director, Special Care Dentistry
Duncan Street Dental Centre
16 Duncan Street
Edinburgh
EH9 1SR
0131 667 7114

carol.macintyre@nhslothian.scot.nhs.uk



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

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. 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.



<http://careers.nhslothian.scot.nhs.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
- 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



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

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/NHS L%20Strategy%20Summary%20final.pdf](http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHS%20Strategy%20Summary%20final.pdf)

NHS Lothian’s Clinical Quality Approach – Quality Driving Improvement

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

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



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

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	Public Dental Officers £43024 - £64536 (pro rata where appropriate)
HOURS OF WORK	37.5 HOURS PER WEEK (full time) 15 hours per week (part time)
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-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 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 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 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: www.careers.nhslothian.scot.nhs.uk/AboutNHSLothian/EqualOpportunities/Pages/default.aspx

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.

