

Working for NHS Lothian

LAT ST 3-6 Royal Infirmary Edinburgh (1 Post)

LAT ST 3-5 Borders General Hospital (2 Posts)

LAT ST 3-6 Victoria Hospital Fife (1 Post)

August 2022 – August 2023

Ref: TG 1705

Closing date: 27th May 2022

Interview Date: 1st and 2nd June (via Teams)



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Please return completed applications in Word Format by midnight on the close date to medical.personnel@nhslothian.scot.nhs.uk

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>



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Section 1: Person Specification

NATIONAL PERSON SPECIFICATION DETAILS VIA LINK:

<http://www.scotmt.scot.nhs.uk/recruitment/specialty-recruitment/person-specifications.aspx>

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications and Training	GMC registered medical practitioner Licence to practice Achieved ST2 competencies	MRCOG PART 2/3
Clinical Experience	ST2+ clinical position within Obstetric and Gynaecology team	
Academic Achievements	Evidence of research activity and presentations Evidence of poster or oral presentations at national or international meetings	Evidence of research and publications in peer reviewed journals
Interpersonal Skills	Ability to work in a team with colleagues in own and other disciplines Ability to organise time efficiently and effectively Reliability Ability to communicate and liaise effectively with patients and their relatives The ability to communicate and work harmoniously with all members of staff individually and on a multi-disciplinary basis Ability to adapt and respond to changing circumstances Ability to work under pressure Awareness of personal limitations	Ability to motivate colleagues
Circumstances of Job	May be required to work at any of NHS Lothian's sites	



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Section 2: Introduction to Appointment

Job Title: LAT ST 3-6 Obstetrics and Gynaecology

Department: Obstetrics and Gynaecology

Base: Royal Infirmary Edinburgh (1 Post) Borders General Hospital (2 Posts) Victoria Hospital Fife (1 Post) All 12 months duration

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

Post Summary: **CLINICAL DUTIES OF THE POST**

Under the direct supervision of the Consultant staff, the Specialist Trainee is responsible for the in-patient and out-patient management of patients in both Obstetrics and Gynaecology.

1. Shares the responsibility for Antenatal Care, Labour Ward cover, Gynaecological Out-Patient Clinics, Theatre sessions and emergency duties.
2. Responsibility for administrative duties (e.g. correspondence; liaison with general practitioners and other members of the health care team; review of results of investigations) which arise as a consequence of these clinical duties.
3. Participation in clinical audit, risk management and clinical governance according to local policies and protocols.
4. Works on an OOH rota with ST1-7, GPST2 and FY2 colleagues (RIE).

The holder of this post will be required to undertake exposure prone invasive procedures (EPPs). It should be noted that the offer of appointment is subject to confirmation that the successful candidate is Hepatitis B immune. This is checked by the Occupational Health Service prior to commencement.



Section 3: Departmental and Directorate Information

THE TRAINING PROGRAMME

The South East Scotland Rotational Training Programme in Obstetrics and Gynaecology is a 7 year structured training programme approved by the GMC and supervised locally by the Postgraduate Dean. These vacancies which are at ST2+ level are based at the Royal Infirmary of Edinburgh at Little France. This is a busy tertiary referral centre with a labour ward delivering in excess of 7000 women per annum and a complex gynaecology service. It offers excellent experience in Obstetrics & Gynaecology. Specialty interests include maternal and fetal medicine, infertility, assisted reproduction, ultrasound, urogynaecology, reproductive endocrinology, perinatology, medical education, minimal access surgery and gynaecological oncology (including colposcopy).

It is expected that the successful candidate will participate fully in documentation of his/her structured training, progress and personal development as outlined in the RCOG guidelines on structured training. Attendance at various postgraduate lectures, seminars and also meetings of the Edinburgh Obstetric Society will be encouraged. Specialty Trainees are entitled to up to 30 days study leave per year including weekends during periods of continuous leave. Requests should be discussed with the Clinical Director and completed forms then sent to the Hospital Training Support Unit at Westport, Edinburgh, from where they will be forwarded to the Regional Adviser for approval.

The clinical level of this job could be from ST2+ and will be decided following appointment, discussion with the local training team and reflect the candidates previous clinical experience and skill set.

All posts could be extendable at the end of the training year.



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THE ROYAL INFIRMARY OF EDINBURGH

The Obstetrical and Gynaecological service of the Royal Infirmary of Edinburgh (RIE) at Little France is located in the Simpson Centre for Reproductive Health (SCRH) at the north end of the hospital campus. This state-of-the-art facility incorporates the Simpson Memorial Maternity Pavilion and Gynaecological Department from the old Royal Infirmary site, as well as the Regional Neonatal Intensive Care Unit (39 cots). The RIE is the main teaching hospital in South East Scotland, providing general and acute services for Edinburgh and the Lothians and regional sub-specialty services for Lothian, Borders and parts of Fife.

Adjacent to the RIE building are the University of Edinburgh Chancellor's Building, providing outstanding facilities for undergraduate and postgraduate education and the Queen's Medical Research Institute, a major new research institute for medical cell biology. In addition, there is a range of teaching and seminar accommodation embedded within the clinical space at SCRH.

The Simpson Centre for Reproductive Health (SCRH) currently has a delivery rate in excess of 7000 deliveries per annum, with a commensurate gynaecological workload. On the ground floor of the building are an integrated out-patient facility, emergency triage and assessment areas, an obstetric day assessment unit, a Pregnancy Support Centre and obstetric and gynaecological ultrasound scanning and pre-natal diagnostic services. Also on the ground floor is the Edinburgh Fertility and Reproductive Endocrine Centre, providing an integrated level 3 fertility service. On the first floor are the labour suite, obstetric in-patient accommodation, integrated obstetrics and gynaecological theatre suite, and the neonatal intensive care unit. The second floor houses the gynaecological in-patient accommodation, further obstetric in-patient accommodation, as well as office accommodation for medical, administrative and support staff, and the University department offices. There is also a dedicated Day Surgery Unit which is shared with other specialties. The newly opened Chalmers Sexual Health Centre has close links with the SCRH and the University of Edinburgh Department of Obstetrics & Gynaecology and offers experience and training in all aspects of community sexual & reproductive health.

The SCRH has been recognised for sub-specialty training in Reproductive Medicine, Gynaecological Oncology and Fetomaternal Medicine. A full range of Advanced Training Skills Modules are available for Year 6 & 7 trainees.

High-risk antenatal clinics are held at the Royal Infirmary site, although a large majority of antenatal care is delivered in the community. Out-patient clinics in general gynaecology, infertility, urogynaecology, gynaecological endocrinology, sexual dysfunction, colposcopy and vulval disorders are held at the Royal Infirmary site. In addition, many Consultants have outreach clinics in other locations, including the Western General, Edenhall and Roodlands Hospitals and Leith Community Treatment Centre. Gynaecology day case lists are performed at the Western General and Roodlands Hospitals, in addition to the RIE site.

Weekly timetables for middle grade trainees are organised on a 8 week rolling programme with an "emergency" block comprising two 3-4 day blocks of nights (8.30 pm to 8.30 am). The remaining 7 weeks are dedicated to day time training activities, including 12 hour labour ward 'long days'. A team system is being introduced to enhance team working OOH



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Consultant Staff

Dr C Alexander

Dr A Campbell

Dr S Cooper

Dr S Cowan

Dr K Dundas

Dr F Dennison

Dr K Edgar

Dr C Love

Dr N Mary

Dr E Doubal

Dr N Aedla

Dr H Mustafa

Dr F Fankham

Dr S Stock

Dr L Hermis

Dr B Smyth

Dr P Dewart

Dr C W Martin

Dr S Nicholson Clinical Director

Dr K S Fegan

Dr S Jack

Dr K Munro

Dr J Chamberlain

Dr K Rose

Professor R A Anderson

Dr S Cameron

Professor H O D Critchley

Dr W C Duncan

Professor A Horne

Dr C C K Tay

Dr K J Thong

Dr C P West

Training Posts

ST1-7, GPST2 and FY2



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Borders General Hospital – Melrose

Department Briefing
RCOG Award winning Training Centre

The current bed status for the unit is:

- Labour Suite – five delivery rooms (one with a birthing pool) and a dedicated theatre within the main Theatre Block. There is an additional room for patients who have suffered peri-natal loss.
- 19 combined antenatal and postnatal beds in a single ward.
- Pregnancy Assessment Unit.
- 14 gynaecological beds on a 7-day basis.

B.G.H. has around 1150 deliveries per annum and the birth rate has increased each year in the Scottish Borders since 2001.

Neonates requiring special care and short term intensive care are admitted to the Special Care Baby Unit. Those requiring long term intensive care are transferred to the regional neonatal unit at the Royal Infirmary, Edinburgh.

The HaN team provides a generic clinical service to all adult inpatient areas in the hospital (excluding ITU) with specialty support from general surgery, O&G, paediatrics, orthopaedics and anaesthetics. The HaN Team Leader is responsible to the on-call consultant physician. You may participate in the Hospital at Night team at foundation or specialty registrar level, depending on experience.

Consultant Team

Dr Faye Rodgers (Clinical Director)
Dr Kate Darlow (College Tutor)
Dr Queenzie Menezes
Dr Roderick Campbell
Dr Brian Magowan
Dr Nayani Berugoda
Dr Shonag Mackenzie

Obstetrics and Gynaecology Medical Staffing

Consultants:

Dr B Atputhasingam
Dr S Bhaskar
Dr J Boyd
Dr L Curry
Dr P Durgadevi
Dr C Ford
Dr S Fegan

Special Interest/Subspecialty:

Urogynaecology
Maternal Medicine
Maternal Medicine, Labour Ward
On maternity leave
Rep Endo, Early Pregnancy, Endometriosis
Maternal Medicine, TOP
Gynaecology Oncology



Dr G Gatongi	Infertility
Dr N Ghaoui	Gynaecology Oncology
Dr E Hadoura	Medical Education, Vulval disease & Benign Gynae
Dr C Lim	Urogynaecology, Minimal Access Surgery
Dr J Macnab	PMB, Colposcopy, Medical Education
Dr T A Mahmood	Rep Endo, Infertility
Dr C McKinley	Urogynaecology
Dr S Monaghan	Office Gynaecology
Dr T Narrainen-Poulle	Benign Gynaecology, Urogynaecology, PMB
Dr V Rao	General Obstetrics and Gynaecology
Dr S Rushd	Urogynaecology
Dr H Russell	Fetal Medicine
Dr S Singh	Gynaecology Oncology
Dr O Thanoon	Urogynaecology, Minimal Access Surgery

Middle Grades Trainees:

Currently there are 8 middle grade doctors, a mix of ST3 grade and higher, rotating from the South East and East of Scotland Obstetrics and Gynaecology training programme. The rota is a full-shift system with 24 hour cover in Obstetrics and Gynaecology. These posts comply with the EWTD.

Junior Rota:

This is a full-shift system staffed by 9 FY2 and GPST doctors (rotating from the SES GP training scheme). These posts comply with the EWTD.

Management Team

Clinical Director	Dr T Mahmood
Directorate Manager	Ms G Couser
Clinical Lead for Obstetrics	Dr J Boyd
Clinical Lead for Gynaecology	Dr J Macnab
Service Manager (Women & Children)	Ms Lynne Holloway
Head of Midwifery/Nursing	Ms Aileen Lawrie



Victoria Hospital and Queen Margaret Hospital

Victoria Hospital Kirkcaldy has:

Consultant Led Unit (labour ward), Midwife Led Unit, Gynaecology Ward (in Ward 52 at present), Gynaecology out-patient clinics, Post-Menopausal Bleeding clinics, Emergency Gynaecology clinic, Urogynaecology clinics, Infertility, Vulval disease, colposcopy and Oncology clinics. Community Gynaecology Clinic (TOP Clinic), Early pregnancy clinic, operating theatres, Antenatal clinics, Obstetric day care, Ultrasound, Fetal Medicine and Obstetric Triage. Level III Neonatal Unit

Queen Margaret Hospital Dunfermline has:

Gynaecology out-patient clinics, Day Bed theatre, Colposcopy clinics, Minor Operations clinics, Post-Menopausal Bleeding clinics, Gynaecology Dermatology clinics, Urodynamics, Antenatal clinics, Menopause clinics and Obstetric day care.

Duties and Responsibilities

We are seeking a LAT (ST3+) doctor from 05.08.2020 until 02.02.2021. The main duties and responsibilities for the posts include the following:

- To see patients in outpatient clinics
- Assess women attending as an emergency
- Formulate management plans
- Organise investigations
- Discuss patients with the consultant
- Participate in ward rounds
- Perform instrumental deliveries and caesarean sections
- Supervise FY2/GPSTs
- Gynaecological surgery as appropriate
- Assist in theatre
- To carry continuing clinical responsibility for the patients in your charge
- Participate in the Postgraduate teaching Programme
- To manage resources efficiently within NHS Fife policies and to work towards targets and waiting times guarantees.
- Undertake audit

Working patterns are varying at present because of the Covid-19 pandemic with many clinics now being virtual, reduced numbers of patients per face to face clinic and reduced operating capacity.

Successful applicants will be based at Victoria Hospital Kirkcaldy but will be required to work at Queen Margaret Hospital Dunfermline as well.

Rota:

The post holders will undertake work in a full-shift system. The jobs are a mixture of on call duties and theatre and clinic cover.



At present the rota is a 8 week rolling rota with a combination of labour ward on call, gynaecology on call and weekend nights at Victoria Hospital Kirkcaldy, and a variety of clinics and theatre sessions.

You will cover 7 nights, split as 4 week day nights and 3 weekend nights over 8 weeks, 7 long days every 8 weeks, split for weekdays and weekends and the rest of the shifts will be 9-5 standard shifts. The rota is EWTD compliant and attracts 1A banding.

- Labour ward on call – covering all of maternity services including labour ward, triage and after 5pm also on call for gynaecology. Relatively busy labour ward, normally 2 elective caesareans per day. There is also a consultant on call who is on-site till 2130 on weekdays and till 1330 on weekends and is always contactable.
- Gynaecology on call – covering the gynaecology ward, do the ward round in the morning, take any referral calls, early pregnancy clinic, cover the emergency clinic and emergency admissions. There is a gynaecology consultant on-call 09.00 – 17.00 Monday to Friday.
- Nights – covering both of the above
- Theatre – major cases at Victoria Hospital in Kirkcaldy and minor cases at Queen Margaret Hospital in Dunfermline. There is a wide range of cases from minor day cases to extensive gynaecology- oncology cases.
- Clinics – a variety of antenatal (high risk maternal, diabetic, fetal medicine etc) and gynaecology clinics (general gynaecology, PMB, oncology, uro-gynaecology, uro-dynamics, infertility, HMB, colposcopy, minor ops)

Teaching

Undergraduate medical students from the Universities of Dundee, Edinburgh and St Andrews have clinical placements in the department. Teaching of students and more junior medical staff is encouraged.

There is a Postgraduate Programme on Tuesday afternoons including Audit meeting, Gynaecology Morbidity and Mortality, Benign Gynaecology MDT, Medical Midwifery Meeting, Perinatal Meeting, FY/GPST Teaching and Colposcopy MDT. The post holders will be encouraged to present cases at these meetings. Meetings are currently via Microsoft Teams.

Clinical Governance

NHS Fife is committed to maintaining a high quality of service to patients, with particular regard to patient safety, by continual development of practice in the light of research evidence and by audit based against relevant standards. The post holders would be encouraged to be involved in a clinical audit or guideline project (with senior supervision).

Cover for colleagues

You will be required to provide emergency cover for any colleague during his/her absence on sick leave. If for any reason such deputising is not practicable, the Acute Services Division undertakes to authorise immediate locum cover. You will not be expected to cover annual or study leave.



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Section 4: Main Duties and Responsibilities

Clinical:

- Maintain GMC specialist registration and hold a licence to practice
- Detailed above

Out of Hours Commitments:

- Detailed above

Team Working:

- To work collaboratively with all members of the team
- Adhere to NHS Lothian and departmental guidelines on leave including reporting absence

Location:

- It is anticipated the principal base of work will be Royal Infirmary Edinburgh (RIE).
- As part of your role, you may be required to work at any of NHS Lothian's sites

Section 5: Contact Information

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

Closing Date : 27th May 2022.

Interview Date : 1st and 2nd June 2022 Telephone and via Teams

Start Date : 3rd August 2022 for 12 months.

Dr Paul Mills

Training Programme Director SEScotland

Consultant Obstetrician and Gynaecologist

St John's Hospital

Livingston

Telephone

01506 523 1000

Email paul.mills@nhslothian.scot.nhs.uk

Dr Karen Edgar and Dr Niv Aedla

College Tutors RIE

Consultant Obstetricians and Gynaecologists

Royal Infirmary Edinburgh RIE

Edinburgh

Telephone

0131 536 1000

Email karen.edgar@nhslothian.scot.nhs.uk



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Section 6: 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, 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 at <https://org.nhslothian.scot/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



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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 2014 – 2024,” consultation document which you will find at: <https://org.nhslothian.scot/Strategies/Pages/default.aspx>

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

<https://org.nhslothian.scot/Strategies/OurHealthOurCareOurFuture/Pages/default.aspx>

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



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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 <https://org.nhslothian.scot/OurValues/Pages/default.aspx>



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Section 7: 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	Specialty Trainee Grade £34,901 - £54,879
HOURS OF WORK	40 hours per week plus rota commitment
SUPERANNUATION	New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk
REMOVAL EXPENSES	Assistance with removal and associated expenses may be awarded
EXPENSES OF CANDIDATES FOR APPOINTMENT	NHS candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Reimbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.
TOBACCO POLICY	NHS Lothian operates a No Smoking Policy in all premises and grounds.
DISCLOSURE SCOTLAND	This post is considered to be in the category of "Regulated Work" and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership.
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	NHS Lothian has a legal obligation to ensure that it's employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified.



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REHABILITATION OF OFFENDERS ACT 1974	<p>The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential.</p>
MEDICAL NEGLIGENCE	<p>In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice.</p>
NOTICE	<p>Employment is subject to one month notice on either side, subject to appeal against dismissal.</p>
PRINCIPAL BASE OF WORK	<p>You may be required to work at any of NHS Lothian sites as part of your role.</p>
SOCIAL MEDIA POLICY	<p>You are required to adhere to NHS Lothian’s Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media.</p>



Section 8: 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 at: [NHS Lothian Staff Privacy Notice](#)

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 on the [UK Government 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 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: <https://careers.nhslothian.scot/equal-opportunities/>

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.



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