



**Health Improvement
Officer**

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Welcome from Michael Dickson, Chief Executive

Thank you for your interest in this position.

Considering a move to somewhere like Orkney can feel like a daunting decision, what will it be like? Where will I live? What about Schools and childcare? Why should I come to Orkney?

We have tried to answer some of these questions and give you some information about living and working in Orkney and further details about NHS Orkney. I hope that you find this pack useful and it helps you come to the conclusion that you should apply to work with us.



NHS Orkney is committed to the delivery of high-quality, safe, and effective care for all that need us. We are proud to employ about 700 staff across our community, primary and secondary care services.

NHS Orkney has seen significant changes in how we deliver services to our community with a real focus on providing care in Orkney and ideally in their own home. The pace of change will continue to accelerate driven by the committed staff who are keen to adopt new and innovative ways of working without losing what is special to working in Orkney, our community. I am committed to working in an open, honest and transparent way that supports staff to innovate, be bold and be brave knowing that not everything we do turns out as we intended, and it is important that we learn from these events so we can continue to improve what we do. NHS Orkney has a clear set of core values and these drive all we do:

- Care and Compassion
- Dignity and Respect
- Quality and Teamwork
- Openness, Honesty and Responsibility

The final thing I would like to say to any prospective applicant is that Orkney occupies an enviable location at the north of Scotland with breath taking beaches, hills, and rolling countryside right on our doorstep. Orkney has consistently come out top in national lifestyle and happiness surveys, with an open and vibrant community, it is the perfect location to provide a safe and welcoming home. This, along with Orkney's direct flight connections to other major cities in Scotland, means the area can offer employees plenty of opportunities for those in pursuit of finding the right work-life balance.

Michael Dickson
Chief Executive
NHS Orkney



Job Advert



Health Improvement Officer

Public Health

Band 6 £34,386 - £42,050 including Distant Islands Allowance pro rata per annum

Full Time 37.5 hours per week

Fixed term or Secondment until 31 March 2023

An exciting opportunity has arisen in NHS Orkney's Public Health Department for a full-time (37.5 hrs per week) Health Improvement Officer. This post will support the implementation and monitoring of a range of interventions to improve the health of the population and deliver health improvement agreed standards.

The post will build on previous and current strategies and programmes delivered by public health and health service colleagues, particularly in communities, schools, maternity and dietetic services, in conjunction with community planning partners to promote health improvement and address health inequalities. The post will align with national directives and have a rolling remit of health improvement activities.

This post will also support the 'VAM plan' – the national response to further variants or mutations of concern of SARS-cov-2, as well as the delivery of the health protection service across NHS Orkney.

There will be an on-call requirement as part of this post to support the health protection function of the department. On-call is always supported by consultant level who are the responsible clinical lead for Public Health out of hours (around 7 nights a month including 1 weekend in 5, dependant on staffing levels).

The successful candidate will be educated to degree level in public health, nursing or an allied health profession, with current profession registration with an appropriate healthcare regulatory body (e.g. NMC, HCPC or equivalent) and have significant post-registration experience in an NHS role with proven clinical assessment skills.

They should have excellent communication and organisation skills, with experience of implementing and developing projects relating to health improvement/ public health and/or appropriate clinical fields, and a sound knowledge and understanding of health improvement/inequalities and of health and social policy relating to health improvement, determinants of health and health inequalities. An understanding of confidentiality issues and the ability to convey sensitive and complex information to a broad range of people is also essential.

For further information on this post please contact Claire Thomson, Health Improvement Practitioner at claire.thomson16@nhs.scot

This post is subject to a Protecting Vulnerable Groups (PVG) check

Job Description

1. JOB DETAILS	
JOB TITLE	Health Improvement Officer
SERVICE	Public Health
DEPARTMENT	Public Health
GRADE	Band 6
LOCATION	The Balfour
REPORTING TO	Public Health Manager

2. JOB PURPOSE

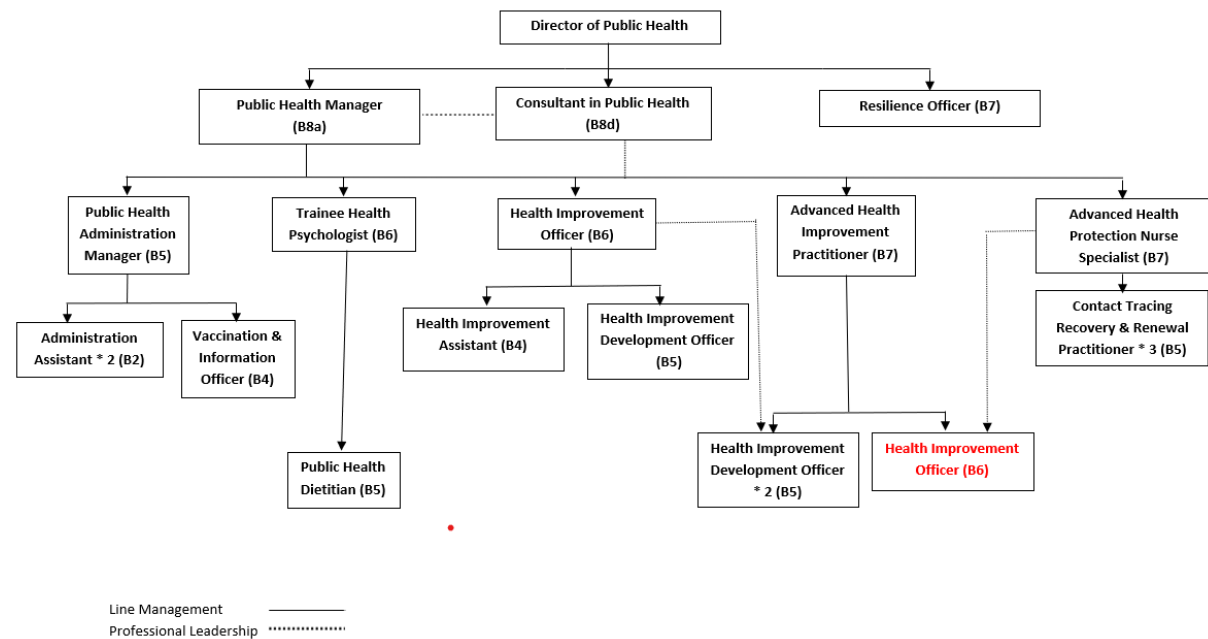
The COVID-19 pandemic has placed considerable pressures on many services including that of NHS Board Health Protection Teams. There is a need for additional specialist health protection capacity to support the implementation of the Scottish Government's strategy for responding to Variants and Mutations (VAM) of concern.

The post holder will be a member of the Public Health Team:

- Providing specialist advice and expertise to strategic planning processes and contributing to the development of local health improvement policy and strategy
- Providing specialist advice and expertise on raising awareness and stimulating action to promote health and well-being and reducing health inequalities in Orkney
- Developing the capacity of the community and staff working in the statutory, business and voluntary sectors to improve the health and wellbeing of the local population using participatory approaches, through the provision of practical advice and support.
- Assisting in developing and maintaining information and support structures which address the health improvement needs of the people of Orkney.
- Helping provide training and support to a range of internal and external groups, including health professionals in maternity services, dietetic services, primary care, local authority, community and voluntary sectors
- Undertaking some Health Protection duties – working with the Advanced Health Protection Nurse Specialist to provide specialist health protection advice and response to professionals, patients and the public – a large part of which relates to applying appropriate investigation and control measures to minimise the impact of infection and communicable disease within the family, care environment, work environment and the wider community of Orkney. This will be particularly critical should there be a national response to a concerning variant or mutation of covid.
- Participating in on-call duties as required as part of the first on call rota for the Public Health department.

- Applying appropriate investigation and control measures to minimise the impact of infection and/or communicable disease within the family, care environment, work environment and the wider community, in consultation with the AHPNS and/or CPH.

3. ORGANISATIONAL POSITION



4. SCOPE AND RANGE

The Directorate of Public Health's purpose is to improve health and wellbeing in the population of Orkney, prevent disease and minimise its consequences, and reduce inequalities in health.

The Directorate is responsible for leading the Public Health/Health Improvement agenda in Orkney. Reducing health inequalities is our key objective and senior staff within the Directorate work with partner organisations to ensure health equity is integral to the agenda of NHS Orkney and its Community Planning Partners.

The Directorate has responsibility for health protection and disease prevention to the Orkney population. The Directorate also works in partnership with national organisations such as Public Health Scotland (PHS), the Care Inspectorate and the Scottish Government to protect Orkney residents from being exposed to hazards which damage their health, and to limit any impact on health when such exposures cannot be avoided.

This post will support the implementation and monitoring of a range of intervention programmes and initiatives to improve the health of the population, and the delivery of the health improvement agreed standards.

The post will build on previous and current strategies and programmes delivered by public health and health service colleagues, particularly in communities, schools, maternity and dietetic services, in conjunction with community planning partners to promote health improvement and address inequalities in health. The post will align with national directives and have a rolling remit of health improvement activities.

Initially this post will support the implementation and monitoring of a range of intervention programmes and initiatives to support delivery of key targets.

This post will support the 'VAM plan' – the national response to further variants or mutations of concern of SARS-cov-2, as well as support the delivery of the health protection service across NHS Orkney.

5. MAIN DUTIES AND RESPONSIBILITIES

Health Improvement

Prioritise national and local performance indicators and develop into local strategic and operational activity and outcome measures.

Contribute to measurement and reporting of outcomes and performance measures such as standards and Single Outcome Agreement measures.

Take national initiatives and guidance and convert them into meaningful actions in a local context and embed in local health and care practice including the community and voluntary sector.

Provide specialist advice, guidance and practical support in relation to the identified priority areas for NHS Orkney, OHAC, individuals/groups from Orkney Islands Council and the community and voluntary sectors

Supervise delivery by public health staff of designated pieces of work in relation to key targets

Develop and support the capacity and capability of the health and care workforce and partners to deliver health improvement activities, including where appropriate, training, coaching, mentoring and practice support.

Work with partners, service users and community members to identify community health needs and monitor the health status of the identified target groups. For example, the use of public health and clinical datasets, community health profiles and community consultation exercises which is likely to involve the use of consultation and facilitation skills. Apply the knowledge gained to inform community/ health service planning and delivery as well as informing and influencing other strategic planning groups for health improvement within Orkney.

Keep up to date on research, policies and best practice on addressing health inequalities, improving health and well-being, in order to ensure the quality of the work programme and the specialist advice/ guidance that the post holder provides to others. This research work is likely to occur at a minimum on a monthly basis.

Frequently provide written reports and presentations to committees/ groups, seminars and conferences on aspects of the work and on work updates.

Undertake needs assessment, evaluation, data collection and analysis and advise others on research methodologies

Be responsible for implementing relevant national and local policies within the Orkney community and ensuring that these policies are linked into relevant Orkney Community Planning structures and processes

Undertake day to day administration of specific budgets including ordering supplies and managing project budgets. (Final accountability sits with the Public Health Manager and relevant budget holders).

Participate in gathering and analysing data for national and local audit activity

Gather, collate and interpret national and local information and make recommendations on the range of options for implementing local health improvement initiatives.

Receive and present complex information on the identified health topics which can often be contentious to various local partnerships, committees and the public e.g. Orkney Community Safety Forum, Orkney Healthy Communities Forum, etc.

Lead on specific strategic planning or operational initiatives linked to local and national programmes. This will involve working towards the attainment of the identified key national targets and initiatives.

Health Protection

Assist the Health Protection team in the day to day provision of specialist advice and guidance for individuals (including the general public), groups and organisations within and out with the NHS, in the community and public health setting across Orkney. This requires a highly developed scientific knowledge of the public health aspects of communicable disease, transmission routes, treatments and community infection prevention and control.

Regular participation in the management of cases of communicable diseases, including outbreaks of infection based within the community setting, to prevent further spread of infection, working with the AHPNS and/or CPH as appropriate.

Responsible, in collaboration with CPH and AHPNS, for investigating specific communicable diseases which require public health actions, for example contact tracing for cases of Covid-19, meningococcal infection, hepatitis B and tuberculosis to prevent and control further spread.

Joint responsibility for arranging any public health actions such as treatments or follow-up care for cases and/or contacts of communicable disease. For example, arranging antibiotic chemoprophylaxis for contacts of cases of meningococcal infection, hepatitis B immunisation for contacts of cases or skin tests carried out for the screening for contacts of tuberculosis cases with their GP's, hospital and vaccination services.

Responsible for providing clear information (verbal and written), support and reassurance for cases and contacts of communicable diseases about their infection and its implications to their partner, family, workplace and wider community when being interviewed. This involves discussion of complex information which the specialist has to try and interpret for individuals in a way they understand.

Responsible for providing the opportunities within a safe and private environment for staff to discuss issues which may concern them regarding the control of communicable disease and infection and show leadership qualities when guiding them to a resolution/conclusion.

Responsible for providing leadership to staff during outbreaks of infections and guiding staff on their treatment and control. Also establishing the responsibilities and accountability for the control of these outbreaks for those who deliver the care within any facility.

Joint responsibility along with the other staff within the team for informing, providing information, support and reassurance to staff within and outwith the NHS and members of the general public when cases, incidents and outbreaks of communicable disease and infection have a wider implication to the population of Orkney, impacting across groups, organisations and other NHS Boards.

Assisting with and contributing to the collection, critical evaluation and analysis of information to identify incidents and outbreaks of infection locally and nationally. This allows for the early recognition and implementation of infection control measures to prevent further spread and identify

situations which may affect other NHS boards areas. This information informs any public health actions which may be required to be taken by NHS Orkney, other NHS Boards and Health Protection Scotland.

To participate in the contingency planning, emergency response and training exercises for the control of emerging diseases and unusual occurrences. The frequency of this depends upon the anticipated or current global picture in relation to emerging or unusual diseases. This may include supporting an Outbreak Control Team, Incident Management Team, Problem Assessment Group or Resilience Group.

Participation in on call duties as required as part of the first on call rota for the Public Health department.

Surveillance

Regular use of clinical laboratory systems, such as Contact Management System, TRAKcare and SCI store, to obtain clinical reports on specimens taken from cases. This involves analysing and interpreting highly complex information to inform clinical practice and management of cases, outbreaks and incidents of communicable diseases and infection

Regularly contributing to the collection and critical evaluation of surveillance data for local and national use by reviewing clinical cases, their treatment and outcomes of care and reviewing incidents and outbreaks of infection

Assist with the collection and analysis of information to identify incidents and outbreaks of infection locally and nationally. This allows for the early recognition and implementation of infection control measures to prevent further spread and identify situations which may affect other NHS Board areas. This information informs any public health actions required to be taken by NHS Orkney, other NHS Boards and Health Protection Scotland.

Supervising Staff

Active input to recruitment of new Health Improvement staff, to include interviewing and updating of job descriptions and Knowledge and Skills Framework.

Co-ordinate workload and optimise distribution of work to meet the needs of the service.

Train new staff as required and facilitate provision of Health Improvement training sessions for various staff members, including organising and delivering of training as appropriate

6. SYSTEMS AND EQUIPMENT

Daily use of telephone, computer and printer (including Microsoft Office packages, PowerPoint, Word, Excel and Outlook).

Regular use of HPZone Case Management System

Occasional use of audio-visual aids.

Regular use of photocopier/fax.

Regular use of car to travel to external meetings/ training events.

Maintenance of computer-based diaries and appropriate databases.

Submitting travel expense sheets.

Occasional use of personal protective equipment

Regular use of video conferencing facilities with those within and out with NHS Orkney

7. DECISIONS AND JUDGEMENTS

The post holder will be expected to work with a high level of autonomy with monthly one-to-one meetings with their line manager.

Constant need to judge prioritisation of work.

They will be expected to manage their own time and workload but regularly refer back to their line manager for guidance e.g. on the best method of approach to adopt in a particular setting; building up a network of contacts and any problems encountered.

Expected to work to tight deadlines on a regular basis

Considerable specialist expertise and professional judgment required to recognise situations which may require consultation and management at a more senior level.

8. COMMUNICATIONS AND RELATIONSHIPS

Internal

Regular contact with management to review and discuss work in hand and future developments

Frequent contact with colleagues and others within the department to establish good working relations and share information.

Frequent contact with administrative staff to update diaries; arrange meetings, process work in hand and to discuss health information queries.

Regular contact with multi-disciplinary and multi-agency partnership groups to co-ordinate and facilitate action planning on identified priority action areas and standards.

Regular contact with AHPNS to discuss/disseminate briefing material for health protection issues to those on call at the end of each working day

External

Occasional contact with Director of Public Health to discuss and update on work programme.

Frequent contact with staff at all levels from NHS Orkney, Orkney Islands Council and the voluntary sector in order to influence planning and to initiate and progress work within Orkney.

Regular contact with national organisations such as NHS Health Scotland and the Scottish Government to share ideas on good practice and update on local developments.

Frequent contact with external agencies and GP's to persuade and influence agencies to undertake health improvement initiatives.

Communicate routine and/or specialised health protection information or advice in an appropriate and easily understood manner, both verbal and written, to a wide range of professionals in the NHS and beyond (e.g. Environmental Health Officers, Care Homes)

Engage in effective and empathetic communication with professionals, patients, contacts and members of the public, often providing and receiving complex, highly sensitive or contentious information. For example excluding someone from work or business as a result of their infectivity state or explaining the rationale for chemoprophylaxis for contacts of a child on ITU with life threatening meningococcal disease. This could also include communicating in a hostile, antagonistic or highly emotive atmosphere – hotel/cruise ship outbreak investigation

9. PHYSICAL DEMANDS OF THE JOB

Physical

Working at a computer for long spells.

Travelling to and from meetings across Orkney and occasionally out with Orkney, where video or teleconferencing is not possible or appropriate.

Moving and handling of equipment (e.g. training and presentation equipment)

Occasional exposure to areas where there is a risk of droplet and airborne transmission of infection (i.e. investigation of outbreaks in nurseries and care homes).

Mental/Emotional

Maintaining focus and concentration against competing demands, interruptions and travel to meetings in a limited working week.

Coping with the challenges of multi-agency working e.g. competing agendas, inconsistent commitment to the task in hand.

Continually having to be proactive and creative in encouraging people to think how they promote health and wellbeing in their work and everyday lives.

The post holder may be required to support the NHS Orkney Incident Management Team during a major incident and there is therefore a need for the post holder to have the capacity to work under pressure in crisis situations.

Whilst the post holder has discretion to plan workload, this will often be subject to interruption or change at short notice to match the demands of the organisation and frontline services. Ability to prioritise and prevent backlogs is therefore critical.

Frequently required to convey highly sensitive information to individuals in a supportive manner.

Regularly advise members of the public about the prevention and control of communicable diseases. During this process, deal sensitively with anxious, distressed and sometimes angry individuals. This can be face to face or over the phone/technology.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Working with a generic remit and balancing the scale of demand against resources available.

Maintaining concentration and continuity when working on complex tasks with competing deadlines.

Prioritising and responding to numerous, diverse and legitimate requests for advice and assistance from individuals and groups from within Orkney and at a national level.

Identifying 'gaps' and not replicating work that others are already doing.

The prioritisation of workload when demands are constantly changing.

To motivate and influence staff within and outwith the NHS and members of the public about the importance of the prevention and control of communicable diseases, infections and environmental hazards.

To identify and target priority groups within the community setting of Orkney to provide a satisfactory level of education, training and information within available resources.

To respond to demands for education, training and information from the wider community within Orkney within available resources.

11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Qualifications/Training

Educated to degree level in public health, nursing or an allied health profession, with current profession registration with an appropriate healthcare regulatory body (e.g. NMC, HCPC or equivalent)

Knowledge and Experience

Significant post-registration experience in an acute setting or community health care setting, with proven clinical assessment skills

Understanding of participatory approaches to working with communities for health gain.

Experience in planning, implementing and developing projects in the field of health improvement/ public health and/or appropriate clinical fields.

A sound knowledge and understanding of health improvement/ health inequalities.

Knowledge and understanding of health and social policy as it related to health improvement, determinants of health and health inequalities.

Understanding of research/ evaluation design and methodologies.

Ability to analyse, interpret and communicate complex information from different sources.

Adept at delivering sensitive and confidential information to a broad range of people, including patients, carers and staff.

Experience in planning, delivering and evaluating training and educational initiatives.

Ability to develop and sustain cross-sectoral collaborative working for health.

Initiating, developing and evaluating projects.

Experience in working and negotiating with staff at all levels from a variety of organisations both statutory and voluntary.

Effective written and verbal communication skills including presentations, reports, influencing and motivating others and building relationships.

Experience in one or more areas of health improvement /public health e.g. Dietetics, Nursing, Midwifery and Community Education.

Excellent facilitation skills.

Good organisational and time management skills.

Intermediate keyboard and IT skills.

Ability to travel throughout Orkney and occasionally out with Orkney to fulfil geographical and national dimensions of the post.

Previous experience in supervision of staff

Job Description Agreement	
Job Holder's Signature	Date:
Head of Department Signature	Date:

Person Specification

Job Title: Health Improvement Officer
Department: Public Health
Location: The Balfour

FACTOR	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of group facilitation and use of behaviour change tools in health service setting.</p> <p>Multi-disciplinary working across divisions and organisations.</p> <p>Significant post registration experience in an NHS role with proven clinical assessment skills</p>	
QUALIFICATIONS TRAINING RESEARCH PUBLICATIONS	<p>Educated to degree level in public health, nursing or an allied health profession, with current profession registration with an appropriate healthcare regulatory body (e.g. NMC, HCPC or equivalent)</p> <p>Minimum 5 Years post registration experience in an NHS role with proven clinical assessment skills</p>	Masters Degree in relevant subject
KNOWLEDGE AND SKILLS	<p>Good organisational skills – preferably obtained within a service environment.</p> <p>Excellent communication, listening and interpersonal skills with the ability to tailor methods of communication to meet the needs of the audience e.g. public, partner organisations, NHS staff.</p> <p>Understanding of confidentiality issues and the ability to convey sensitive and complex information to a broad range of people.</p> <p>Brief intervention and other behaviour change skills</p> <p>Experience in planning, implementing and developing projects in the field of health promotion/public health and/or appropriate clinical fields</p> <p>Experience in planning, delivering and evaluating training and educational initiatives</p>	

	<p>Experience in working and negotiating with staff at all levels from a variety of organisations both statutory and voluntary</p> <p>Knowledge and understanding of health and social policy as it related to health improvement, determinants of health and health inequalities</p> <p>Ability to analyse, interpret and communicate complex information from different sources. Data Collection, collation and report writing</p> <p>Understanding of research/evaluation design and methodologies</p> <p>Intermediate keyboard and IT skills</p> <p>Competent in the use of software packages commensurate with the requirements of the post e.g. SCI store, email, power point etc</p>	
<p>DISPOSITION</p>	<p>Ability to travel throughout Orkney and occasionally out with Orkney to fulfil geographical and national dimensions of the post.</p> <p>Flexible approach and attitude</p> <p>Proven ability to work autonomously under own initiative and to learn new skills quickly.</p> <p>Ability to prioritise and work within tight deadlines</p> <p>Team player, willing to consult with colleagues but able to work on own initiative</p> <p>Be an enthusiastic ambassador for the organisation, its stakeholders and partners with a personal and professional demeanour, credibility and presence.</p> <p>Demonstrate commitment to continual professional development and assessment.</p> <p>The post is 9-5 however some work out with this time frame may be required e.g. when dealing with situations, incidents or outbreaks.</p>	

	On call to be worked as required – currently around 7 nights a month, including 1 weekend in 5.	
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Introduction to Orkney and NHS Orkney



Lying off the northern coast of Scotland, between John O’Groats and the Shetland Isles, Orkney is an archipelago of over 70 beautiful islands; 17 of which are inhabited. The total population is approximately 22,000, with most people living on the Orkney Mainland. Kirkwall, the capital with its spectacular red sandstone 12th-century cathedral and a population of 7,500, is the administrative centre of Orkney with a good mixture of shops, supermarkets, and businesses.

Orkney is a wonderful place to live and offers excellent schools and leisure facilities, low pollution, low crime, unique wildlife, and amazing scenery. Although remote, there are excellent transport connections with numerous flights to Aberdeen, Glasgow, Edinburgh, and Inverness every day. There are ferry services to Aberdeen, Scrabster, and Gills Bay, and of course to the smaller isles in Orkney.

Orkney’s economy is based on agriculture, generating some £30 million per year. Farmers breed and rear beef cattle, dairy cows, and sheep of the highest standard. Orkney has international recognition for its food, with cheese, beef, lamb, and fish produce becoming well known; not to mention whiskey, beer, and gin. Tourism, oil, and the renewable energy sectors are increasingly important. Orkney is at the forefront of the renewable wave and tidal energy drive in the UK.

Kirkwall is a great place for children and a wonderful environment for a family. There is a very strong community spirit with a wide range of cultural and sporting activities for adults and children. Schools in Orkney are very good, with no private fees. Imagine all of this within walking distance of your home and workplace. For residents and visitors there is so much to see and do: playing a round of golf, fishing, kayaking, walking, cycling, diving, wind surfing and horse riding are but a few. The Pickaquoy Centre provides a modern well-equipped sports facility, swimming pool and entertainment centre. There are many cultural activities, with annual music, jazz and science festivals attended by internationally renowned artists and scientists. There is an extremely wide variety of activities for children



and young people. Homes are very affordable and with little traffic, travelling around the islands is easy.

According to the 2020 Bank of Scotland quality of life survey, for eight years in a row Orkney was crowned the best place to live in Scotland. The island took the top prize due to high employment levels, low crime rates, smaller primary class sizes along with good health and happiness scores. With its strong sense of community, picturesque landscape and rich archaeological treasures, the archipelago frequently wins the hearts of visitors.

Not only is Orkney one of the most affordable places to live in the UK, it also has one of the highest employment rates, with 88 per cent of residents between 16 and 64 currently in work. The low crime rate means that many people do not even lock their front doors to allow the postie to place the post and packages inside the door. As for overall wellbeing, more than nine in 10 Orkney residents report good or fairly good health.

To find out more about living and working in Orkney go to www.orkney.com or www.orkneycommunities.co.uk and learn more about NHS Orkney at www.ohb.scot.nhs.uk.



Recruitment Process

The NHS Scotland Everyone Matters 2020 Workforce Vision outlines the commitment the Scottish Government has in putting people at the centre of everything the NHS in Scotland does. Working to a common set of values, the vision will continue to modernise the way we work, embracing technology and digital transformation.

All vacancies will be advertised on NHS Scotland's recruitment website:

<https://apply.jobs.scot.nhs.uk/>

Internal vacancies will be advertised on NHS Scotland's internal recruitment website:

<https://apply.jobs.scot.nhs.uk/internal/>

CVs are not accepted as a form of application; NHS Scotland's electronic application form must be used on the above links.

All adverts will close at midnight on the advertised closing date.

Our selection process will consist of the following assessments:

- **Application short listing** – application forms are reviewed and those meeting the role requirements will be invited to a competency-based interview
- **Interview/Assessment** – competency-based interviews have a focus on NHS Orkney's core values and the candidate's technical expertise. The interview may also include a role specific test or a presentation topic.

Any job offer will be subject to meeting the conditions of NHS Orkney's safer pre- and post-employment checks policy:

- **Employment references** - references should include current and previous employers covering the last 3 years of your employment history
- **Evidence of qualifications** – candidates will be required to provide evidence of their qualifications, including proof of professional registration if required
- **Medical assessment** – the Occupational Health service will make an assessment on your fitness to carry out the information provided in a questionnaire. In certain circumstances further information is required and Occupational Health may contact you by telephone or request that you attend for an appointment
- **Criminal conviction check** – all applicants who apply for posts which are exempt from the Rehabilitation of Offenders Act 1974 and who will have access to patients during their employment will be required to consent to a Disclosure Scotland Criminal Records Check or join the Protection of Vulnerable Groups Scheme.
- **Immigration, Asylum and Nationality Act 2007 – Prevention of illegal working** – candidates must be eligible to work in the UK, evidence of this must be provided.

For any queries relating to this vacancy, or our Recruitment Process, please email

ork.recruitment@nhs.scot

Equality and Diversity

NHS Orkney is committed to Equality & Diversity <https://www.ohb.scot.nhs.uk/about-us/equality-and-diversity>