

Working for NHS Lothian

JOB TITLE: Specialty Doctor in Ear, Nose & Throat

JOB REFERENCE: CG 2587

JOBTRAIN REFERENCE: 132996

CLOSING DATE: 2nd February 2023



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



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

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.

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	GMC registered medical practitioner License to practice	Additional postgraduate qualifications e.g., MD/PhD/MSc
Experience	Considerable experience in ENT, as demonstrated by being either a Year 5/6 Specialist Registrar or equivalent. Specialist interest in ENT with evidence of logbook activity.	Participation in ENT meetings and courses.
Ability	Ability to take full responsibility for independent management of patients. Ability to communicate effectively and clearly with patients and other team members.	Evidence of multi-source feedback and appraisal.
Academic Achievements	Evidence of research activity and presentations.	Evidence of research and publications in peer reviewed journals. Evidence of poster or oral presentation at national or international meetings.
Teaching and Audit	Evidence of commitment to: Clinical audit. Formal and informal teaching and training of trainee doctors, medical students, and other clinical staff. Learning and continued professional development.	Experience of designing audits. Experience of simulation training. Evidence of training in clinical and/or educational supervision.



Motivation	Evidence of commitment to: Patient-focused care. Continuous professional development and life-long learning. Effective and efficient use of resources.	Ability to motivate colleagues. Evidence of previous managerial training and experience.
1. Circumstances of Job	May be required to work at any of NHS Lothian's sites.	

Section 2: Introduction to Appointment

Job Title: Specialty Doctor in ENT

Department: Head & Neck Directorate

Base: St John's Hospital, Livingston
You may also be required to work at any of NHS Lothian's sites and adjoining Health Boards.

Post Summary:

This post is at Specialty Doctor level in the Head & Neck, ENT Department. This is a 10-programmed activity position available immediately. Unlike other Specialty Doctor posts, this one recognises the need for ongoing training and will provide a stepping stone for doctors undertaking a career in Otolaryngology and Head & Neck Surgery (training will be outside of the current Deanery approved programs). The hospital base is St John's Hospital in Livingston with outpatient work at satellite units at Lauriston Buildings in Edinburgh, East Lothian Community Hospital and the Royal Hospital for Children and Young People in Edinburgh. The NHS Lothian ENT Surgery service provides a supra-regional service for South East Scotland. This post may include an on-call commitment, under the terms and conditions provided by the new Specialty Doctor contract.

Section 3: Departmental and Directorate Information

The NHS Lothian ENT Department is a Regional service based across multiple sites.

St John's Hospital, Livingston (SJH)

Adult head and neck surgery and emergency ENT inpatient ward (Ward 19A) (16 beds).
Daycase Ward (Day of Surgery Admissions, DOSA).
Paediatric surgery and children's ward.
Outpatient clinic with audiology support.
Access to theatres, ITU/HDU and CT/ MRI /standard radiology.
Level 1 surgical care facility.

Lauriston Building, Edinburgh (LB)

Adult outpatient clinic.
Adult audiology with vestibular testing centre.



Paediatric Audiology.

Western General Hospital, Edinburgh (WGH)

Multidisciplinary outpatient clinic in the Edinburgh Cancer Centre.
On-call cover including airway support for ITU and oncology.

Royal Hospital for Children and Young People (RHCYP)

Paediatric surgery.
Paediatric outpatient clinic with audiology.
Access to theatres, ITU/HDU and CT/MRI/standard radiology.

Royal Infirmary, Edinburgh (RIE)

On call cover for A&E and airway support.
Large ITU.
Full radiology facilities including MRI.

Department of Neurological Sciences (DCN)

Full neuro-radiology facilities including MRI and interventional radiology.
Joint lateral and anterior skull base surgery cases with neurosurgery are performed here.

East Lothian Community Hospital, Haddington

Adult outpatient clinic with audiology.
Local Anaesthetic treatment room.

The University of Edinburgh Academic Otolaryngology Unit is based in the Lauriston Building where there is an established vestibular testing facility and balance service. There is an undergraduate teaching programme during which students spend one week in the department; Mr Iqbal Syed is the module lead.

Six Senior Specialty Trainees rotate within the East of Scotland ENT training scheme which has a high reputation.

The department supports NHS Fife and NHS Borders for Head and Neck Surgical Oncology through the Edinburgh Cancer Centre at the Western General Hospital. NHS Borders otological, complex rhinology and specialised paediatric surgery is also supported. NHS Lothian is the South East Scotland centre for skull base surgery and the South East Scotland centre for the BAHA (bone anchored hearing aid) programme. The audiology service supports hearing therapy, tinnitus management and balance rehabilitation. There are multidisciplinary balance, neck lump, dysplasia, DCR, voice and Botox clinics in the adult service and paediatric multidisciplinary audiology services.

The Department holds a monthly all-day academic meeting during university term times, regular ENT consultant management team meetings, a biannual Head and Neck Directorate audit meeting and a biannual divisional audit meeting.

During working hours the successful appointee would provide emergency cover to St John's and RHCYP in rotation with the remaining adult consultants (1:6); the paediatric service is covered separately during day time hours by four paediatric ENT consultants.

Current Medical Staff

Consultants

Mr Richard Adamson Head and Neck Surgery, Airway and Voice, Thyroid Surgery



Mr Andrew Evans	Head and Neck Surgery
Mr Ashley Hay	Head and Neck Surgery
Mr Iain Nixon	Head and Neck, Thyroid Surgery
Mr Iain Hathorn	Rhinology and Anterior Skullbase Surgery
Dr Gillian MacDougall	Rhinology, Voice, General
Mr Alun Williams	Rhinology
Mr David Baring	Otology, Neuro-otology and Paediatric ENT
Mr Alex Bennett	Otology, Neuro-otology and Balance
Mr Iqbal Syed	Otology, Neuro-otology and Lateral Skullbase Surgery
Dr Mary-Louise Montague	Paediatric Otolaryngology
Mr Alok Sharma	Paediatric Otolaryngology and Paediatric Otology
Dr Nicola Starritt	Paediatric Otolaryngology
Dr Gundula Thiel	Paediatric Otolaryngology and Paediatric Otology
Mr Rohit Gohil	Rhinology and Anterior Skullbase Surgery
Ms Louise McMurrin	Otology and Balance
Senior Trainees	6
FY2, CT, GPST, CDF	6-7
FY1	8 shared across Head & Neck specialties (Maxillofacial, Plastic Surgery and ENT)

The population served is 1.4 million, (Lothians, Borders, and Fife Health Boards).

Section 4: Main Duties and Responsibilities

Clinical:

The appointee will be appointed to a whole time contract with 10 programmed activities. The working day is from 0830-2000, Monday-Friday.

It is envisaged that the successful applicant will have sessional commitments, which are reviewed annually as part of the appraisal and job planning process and which will be adjusted according to the needs of the service and development. Flexibility in provision of direct clinical care time is required. The post holder will support the ENT service as a whole.

Out of Hours Commitments:

There are currently two 1:6 consultant led rotational out of hours on-call for NHS Lothian and NHS Borders – one for the adult service and one for the paediatric service.

Location:

The principal base of work will be St John's Hospital in Livingston.

As part of your role, you may be required to work at any of NHS Lothian's sites, primarily Lauriston Building.

Provide high quality care to patients:

Maintain GMC specialist registration and hold a licence to practice.

Develop and maintain the competencies required to carry out the duties of the post.

Ensure patients are involved in decisions about their care and respond to their views.

One PA for supporting professional activity will allow preparation for appraisal, job planning, personal audit and continuing professional development.



Participation in the monthly departmental postgraduate academic programme which includes quarterly departmental audit meetings, bi-annual Head and Neck Directorate audit meetings, quarterly case presentations, quarterly journal club and specialty specific topic presentations, and any undergraduate teaching requirements will be supported with additional SPA time as appropriate. See indicative job plan below.

Research, Teaching and Training:

Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian's research portfolio, at all times meeting the full requirements of Research Governance.

To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director.

To act as educational supervisor and appraiser as delegated by the Clinical Director to ensure external accreditation of training posts with an appropriate allocation of SPA time for these roles.

Medical Staff Management:

To work with colleagues to ensure junior doctors' hours are compliant in line with EWTD and New Deal.

To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments.

To participate in the recruitment of junior medical staff as and when required.

To participate in team objective setting as part of the annual job planning process

Governance:

Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.

Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis.

Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director.

Role model good practice for infection control to all members of the multidisciplinary team

Strategy and Business Planning:

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

Leadership and Team Working:

To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives.

To work collaboratively with all members of the team.

To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties.



Adhere to NHS Lothian and departmental guidelines on leave including reporting absence.

Adhere to NHS Lothian values.

Section 5: NHS Lothian – Indicative Job Plan

Name: Specialty Doctor **Specialty:** ENT
Principal Place of Work: St Johns Hospital, Livingston
Contract: Full Time **Programmed Activities:** 10 **EPAs:** None
Availability Supplement: 3 %
Managerially Accountable to: Clinical Director for ENT.

Timetable of activities that have a specific location and time...Weeks 1 and 2 roll throughout the year and do not refer to weeks of the month

Indicative Job Plan

DAY	TIME	TYPE OF WORK	DCC	SPA
Monday weeks 1 & 2	0900 - 1300	SPA		1
	1300 - 1700	Outpatient Clinic	1.25	
Tuesday weeks 1 & 2	0900 - 1300	Outpatient Clinic	1.25	
	1200 – 2130	Outpatient Clinic	1..25	
Wednesday week 1 & 2	0900 – 1300	Outpatient Clinic	1.25	
	1330 - 1700	Outpatient Clinic	1.25	
Thursday week 1 & 2	0900-1300	Clinical admin		
	1300 - 1700	Outpatient Clinic	1.25	
Friday week 1 & 2	0900-1300	Outpatient Clinic	1.25	
	13:00-17.00	NPA		
		Total	8.75	1

On call commitment will attract 0.387 PA per week.

This is an indicative job plan, and is subject to change and will be discussed at interview.

The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director. NHS Lothian initially allocates all consultants 10 PAs made up of 9 PAs in



Direct Clinical Care (DCC) and one core SPA for CPD, audit, clinical governance, appraisal, revalidation job planning, internal routine communication and management meetings. As a major teaching and research contributor, NHS Lothian would normally expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research and other activities. These are all areas where NHS Lothian has a strong commitment and we recognise the contribution that consultants are both willing and eager to make. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning. The successful applicant will be required to work flexibly.

Section 6: Contact Information

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

Informal enquiries are welcome and should initially be made to Mr Alex Bennett (alex.bennett@nhslothian.scot.nhs.uk).

Visits will be arranged after shortlisting.

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, 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.



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

Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh's historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk.

What we can offer you

Working with NHS Lothian offers a variety of opportunities and benefits:

- Access to the NHS pension scheme
- Assistance relocating to Edinburgh
- NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
- A beautiful setting to live and work and to take time out after a busy day or week
- Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

Teaching and Training Opportunities

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at <http://www.scotmt.scot.nhs.uk/> and <http://nes.scot.nhs.uk/>

We enjoy close links with the University of Edinburgh (<http://www.ed.ac.uk/home>) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.



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

Our vision, values and strategic aims

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

- Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
- Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment – efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “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 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



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

- 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>

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: 6 months
GRADE AND SALARY	Specialty Doctor £45,193 - £84,272
HOURS OF WORK	40 HOURS PER WEEK
SUPERANNUATION	New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk
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



	<p>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.</p>
REMOVAL EXPENSES	<p>Assistance with removal and associated expenses may be awarded (up to 10% of salary)</p>
EXPENSES OF CANDIDATES FOR APPOINTMENT	<p>Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursment 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.</p>
TOBACCO POLICY	<p>NHS Lothian operates a No Smoking Policy in all premises and grounds.</p>
DISCLOSURE SCOTLAND	<p>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.</p>
CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK	<p>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.</p>
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	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 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 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: <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.

