

Working for NHS Lothian

JOB TITLE: Senior Clinical Fellow in Urology with subspecialist interest in Bladder Cancer

JOB REFERENCE: TG1790

JOBTRAIN REFERENCE: 137033

CLOSING DATE: 2nd March 2023

INTERVIEW DATE: 14th March



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

Contents

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

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
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Section 1: Person Specification

Entry Criteria		
	Essential Criteria	When Evaluated ¹
Qualifications	<ul style="list-style-type: none"> • MBBS or equivalent medical qualification • Successful completion of FRCS(Urol) or equivalent 	Application form
Eligibility	<ul style="list-style-type: none"> • Eligible for full registration with the GMC at time of appointment² and hold a current license to practice.³ • Evidence of achievement of Foundation competences from a UKFPO affiliated Foundation Programme or equivalent by time of appointment² in line with GMC standards/ Good Medical Practice including: <ul style="list-style-type: none"> o Make the care of your patient your first concern o Protect and promote the health of patients and of the public o Provide a good standard of practice and care o Treat patients as individuals and respect their dignity o Work in partnership with patients o Be honest and open and act with integrity • Eligibility to work in the UK • Not previously relinquished, released or removed from a training programme in this speciality except under exceptional circumstances⁴ 	Application form Application form Interview / Selection centre ⁵ Application form/ Interview / Selection centre Application form
Fitness To Practise	Is up to date and fit to practice safely	Application form References
Language Skills	<p>All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:</p> <ul style="list-style-type: none"> o that applicants have undertaken undergraduate medical training in English; or o have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7. <p>If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence</p>	Application form Interview / Selection centre



Health	Meets professional health requirements (in line with GMC standards/ Good Medical Practice)	Application form Pre-employment
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1

'when evaluated' is indicative, but may be carried out at any time throughout the selection process

2

Time of appointment refers to the date at which the post commences

3

The GMC introduced a license to practice in 2009. Any doctor wishing to practice in the UK after this date must be both registered and hold a license to practice at time of appointment.

4

Examples might include ARCP outcome 4 or failure to progress after two or more failed RITA Es. Applications will only be considered if there is a letter of support from the Postgraduate Dean or designated Deputy of the deanery in which they worked. Should the Postgraduate Dean not support the application, appeal may be made to the Recruitment Lead whose decision will be final. The Recruitment lead may be the recruitment team at the office managing recruitment or at the deanery to whom you are making your application.

5

A selection centre is a process not a place. It involves a number of selection activities that may be delivered within the Unit of Application.

Career Progression⁶	<ul style="list-style-type: none"> Ability to provide a complete employment history Evidence that career progression is consistent with personal circumstances Evidence that present achievement and performance is commensurate with totality of period of training <ul style="list-style-type: none"> At least 60 months experience⁷ in surgery, of which at least 48 months has been in urology by time of appointment. 	Application form Interview / Selection centre
Application Completion	ALL sections of application form completed FULLY according to written guidelines	Application form

Selection Criteria



	Essential	Desirable	When Evaluated
Clinical Skills	<p>Technical Knowledge & Clinical Expertise:</p> <ul style="list-style-type: none"> • Capacity to apply sound clinical knowledge & judgement & prioritise clinical need. • Completed training in core Urology, including skills of cystoscopy and some operative practice in Endoscopic Bladder Cancer and open abdomino-pelvic surgery. • Capable of unsupervised practice in outpatients clinic including appropriate technical and clinical knowledge base, diagnostic skills and clinical judgement. • Validated logbook documentation of surgical exposure to date. • Evidence of satisfactory continued medical practice eg appraisals. 	<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Shows aptitude for practical skills, e.g. hand-eye co-ordination, dexterity, visuo- spatial awareness • Attendance at relevant courses, e.g. ATLS, Basic Surgical Skills or equivalent, CCrISP <p>Experience of open radical pelvic cancer surgery.</p>	<p>Application form Interview / Selection centre References</p>



Academic / Research Skills	Research Skills: <ul style="list-style-type: none"> • Demonstrates understanding of the basic principles of audit, clinical risk management & evidence-based practice • Understanding of basic research principles, methodology & ethics, with a potential to contribute to research Audit: <ul style="list-style-type: none"> • Understanding of Audit principles and preparedness to engage in an audit project. Teaching: <ul style="list-style-type: none"> • Evidence of contributing to teaching & learning of others as appropriate to current own training 	<ul style="list-style-type: none"> • Higher degree equivalent to MD, ChM or Ph D • Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements • Evidence of participation in risk management and/or clinical/laboratory research • Evidence of active participation in audit • Track record of undergraduate and post graduate teaching • Experienced with OSCE type examinations and PowerPoint Presentations 	Application form Interview / Selection centre
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⁶All experience in posts at any level count irrespective of the country the experience is gained in
⁷Any time periods specified in this person specification refer to full time equivalent



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<p>Personal Skills</p>	<p>Judgement Under Pressure:</p> <ul style="list-style-type: none"> Capacity to operate effectively under pressure & remain objective in highly emotive/pressurised situations Awareness of own limitations & when to ask for help <p>Communication Skills:</p> <ul style="list-style-type: none"> Capacity to communicate effectively & sensitively with others Able to discuss treatment options with patients in a way they can understand <p>Problem Solving:</p> <ul style="list-style-type: none"> Capacity to think beyond the obvious, with analytical and flexible mind Capacity to bring a range of approaches to problem solving <p>Situation Awareness:</p> <ul style="list-style-type: none"> Capacity to monitor and anticipate situations that may change rapidly <p>Decision Making:</p> <ul style="list-style-type: none"> Demonstrates effective judgement and decision-making skills <p>Leadership & Team Involvement:</p> <ul style="list-style-type: none"> Capacity to work effectively in a Multi-Disciplinary Team Demonstrate leadership when appropriate 	<ul style="list-style-type: none"> Ability to function and communicate at an appropriate level within a multidisciplinary team 	<p>Application form Interview / Selection centre References</p>
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<p>Probity</p>	<p>Professional Integrity:</p> <ul style="list-style-type: none"> • Takes responsibility for own actions • Demonstrates respect for the rights of all • Demonstrates awareness of ethical principles, safety, confidentiality & consent • Awareness of importance of being the patients' Advocate, clinical governance & responsibilities of an NHS Employee 		<p>Application form Interview / Selection centre References</p>
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Commitment To Specialty	Learning & Development: <ul style="list-style-type: none"> • Shows realistic insight Into Urology and the demands of a surgical lifestyle • Demonstrates willingness to contribute to the training programme & commitment to own development • Shows critical & enquiring approach to knowledge acquisition, commitment to self-directed learning & reflective/analytical approach to practice 	Extracurricular activities: <ul style="list-style-type: none"> • 	Application form Interview / Selection centre References
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The post holder will be required to support and train within the subspecialty of Bladder Cancer at Edinburgh Bladder Cancer Surgery (EBCS). It is expected for the incumbent to receive training and exposure in the following aspects:

- (a) the biological aspects of bladder cancer
- (b) specialist management of bladder cancer patients
- (c) multi-disciplinary working
- (d) specialist endoscopic bladder cancer surgery
- (e) open radical cystectomy and pelvic exenteration
- (f) exposure to robotic assisted radical cystectomy
- (g) exposure to bladder and urinary reconstruction surgery
- (h) deep dive into the work packages of the Scot BC Quality OPS research project (<https://pubmed.ncbi.nlm.nih.gov/34419380/>)
- (i) exposure to the extensive networks and collaborative work of EBCS.

Additionally, there will be service commitments to provide some General Urology sessions. Subspecialty sessions are predominantly located at the Western General Hospital. General Urology sessions may involve all sites where Urology services are provided by the network, including St John's Hospital in Livingston and East Lothian Community Hospital in Haddington.

The appointee will have a responsibility for the care of patients at senior urological trainee level including ward rounds and on call duties. This includes a 1:8 busy, but non-residential out-of hours on call contribution as well as a 1:8 rotational day time on call commitment with emphasis on providing safe, fast and efficient assessment and management of emergency admissions to the new purpose designed surgical assessment area. Operative duties include supervised operating and assisting within the subspecialty of interest in theatre as well as supervised operating and diagnostic work for General Urology. The post also includes administrative duties associated with the care of his or her patients and an appropriate administrative share in the running of the clinical department.

The successful candidate will be expected to provide prospective cover for his/her colleagues during periods of annual leave or study leave.

The successful applicant will be offered a contract from 2nd August 2023.

Posts are for a period of 12 months but may possibly be extended by mutual agreement for up to two years in total.

Starting date can be negotiated to suit individual and departmental needs.

A weekly timetable will be agreed with the successful applicant. The nature of fixed sessions may vary from week to week.

Section 3: Departmental and Directorate Information

Urology services at the Western General Hospital and the network are currently delivered by a team of twelve consultants, with planned consultant expansion to fourteen consultants, covering well-developed sub-specialist interests in all the major disease areas with variable contributions to General Urology as follows:



Mr A. Alhasso	Female Urology, Urodynamics and reconstructive urological surgery
P. Bollina	General Urology, Prostate Disease & superficial Bladder cancer
Mr M Cutress	Endo-urology & Scottish Lithotripter Service.
Mr R. Donat	Andrology
Ms V Granitsiotis	Female Urology, Urodynamics and reconstructive urological surgery
Mr S Leung	Renal cancer (open and minimal invasive)
Mr P. Mariappan	Bladder malignancy,
Prof .A. McNeill	Minimally invasive management of prostate cancer.
Mr Daniel Good	Minimally invasive management of prostate cancer
Mr S Phipps	Endo-urology & minimal access surgery, Scottish Lithotripter Service.
Mr A Laird	Renal cancer (open and minimal invasive)
Mr CJ Shukla	Andrology
Mr B. Thomas	Endo-urology & minimal access surgery, Scottish Lithotripter Service
Miss H Smith	Minimally invasive management of prostate & General Urology
Mr Edward Mains	Renal cancer & General Urology
Mr Rami Hasan	Bladder malignancy

The consultant team is also supported by 3 SAS grade doctors.

It is a well-equipped unit with endoscopic facilities in all theatres, a full range of endoscopic and laparoscopic equipment and a full complement of video-urodynamic equipment. The well-developed subspecialist organisation of the unit has allowed it to develop a tradition of leading developments in Urology in Scotland, in all areas from andrology to major open and Robotic pelvic surgery, and it remains at the forefront in this regard.

The Edinburgh Bladder Cancer service (EBCS) is one of the UK's largest bladder cancer services, whose practice is internationally recognised for excellent service, quality and innovation. We perform over 60 radical cystectomies and exenterations along with hundreds of state-of-the-art endoscopic bladder cancer operations and interventions annually.

Urology services at St John's Hospital include Day Case surgery, Green Light Laser prostatectomy, TURIS, Rezum flexible cystoscopy and out-patient clinics. Nurse urology support for SJH is based at WGH, except flexible cystoscopy and prostate biopsy. Consultants visit St John's Hospital on a rotational weekly basis.

Urology Services at East Lothian Community Hospital are currently delivered on Thursdays and Fridays, predominantly for diagnostic services including flexible cystoscopy and trans-perineal prostate biopsies under LA, with out-patient clinics and LA circumcisions also delivered on site.

NHS Lothian also delivers urology services in the Borders General Hospital (BGH), Melrose, including outpatient clinics and operating in fully equipped theatres allowing endoscopic and day case procedures. This currently includes lower urinary tract Urology, eg TURP's. Diagnostic work includes a urodynamic session with a nurse specialist in training, development of intravesical Botox services and flexible cystoscopy. Flexible cystoscopies, prostate assessment and catheter clinics are run by Urology Nurse Specialists alongside the consultant staff. At present services are provided by a team of four consultant urologists working between BGH and the Western General Hospital (WGH) and an Associate Specialist based at BGH.

The Urology Service provides training as part of the East of Scotland Training Programme in Urology which currently offers training to five specialty trainees and 3 Subspecialty training



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fellows who share on-call commitments on a 1:8 non-residential on-call rota. Training opportunities are focussed according to the specific needs of each trainee.

The medical team at WGH is supported by an excellent team of theatre and ward nursing staff and nurse practitioners who undertake roles such as prostate biopsies, flexible cystoscopy and junior doctor support with venepuncture, intravenous cannulation and antibiotic administration. The Nurse Urology Unit houses facilities for assessment and follow up of patients with bladder outflow obstruction and incontinence. This unit also takes pressure off the ward with regard to performing trial without catheters and teaching intermittent self-catheterisation. It supports the emergency service by providing urgent access for catheter related problems. The Surgical Assessment Unit offers an area for assessment of emergency patients and a treatment room.

Section 4: Main Duties and Responsibilities

1. Research and Development

The undertaking of research and audit projects or the further continuance of existing projects in urological surgery will be expected.

2. Teaching

The appointee will be expected to take part in undergraduate and postgraduate teaching activities associated with the department's links with the University of Edinburgh. This teaching usually occurs during normal daytime activities, when medical students are present in clinical settings with teaching in theatres, clinics and bedside teaching during ward rounds. This also involves contributing to the education of more junior surgical trainees in the department as appropriate. The post does not involve a specific teaching commitment or time allocation for teaching within the timetable.

Section 5: Contact Information

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

Contact Details

For further enquiries please contact:

Miss Paraskeve Granitsiotis, Consultant Urologist with interest in Reconstructive Surgery, Lead Clinician
e-mail Voula.Granitsiotis@nhslothian.scot.nhs.uk

Mr Param Mariappan, Consultant Urological Surgeon and Director of Edinburgh Bladder Cancer Surgery (EBCS)
param.mariappan@nhslothian.scot.nhs.uk



Section 7: Working for NHS Lothian

Working in Edinburgh and the Lothians

Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Calum Campbell is the Chief Executive, 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.

What we can offer you

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



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- 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
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-cantered 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



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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.nhsllothian.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: 12 months
GRADE AND SALARY	Senior Clinical Fellow £36,472 - £57,349 (pro-rata as applicable)
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
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.
REHABILITATION OF OFFENDERS ACT 1974	The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential.
MEDICAL NEGLIGENCE	In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice.
NOTICE	Employment is subject to one month notice on either side, subject to appeal against dismissal.
PRINCIPAL BASE OF WORK	You may be required to work at any of NHS Lothian 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 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 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.

