

## RECRUITMENT AUTHORISATION FORM – Agenda for Change Posts Only

Guidance for completing the form is available on the Recruitment & Selection pages of [HR Online](#)

### A. GENERAL DETAILS OF THE POST TO BE RECRUITED

REPLACEMENT POST (from existing funded establishment) **NO**

**OR**

NEW POST (from additional funded investment) **YES**

STAFF CATEGORY: Healthcare Sciences

POST TITLE:

Senior Clinical Technologist - Computing

COST CENTRE: SO2146

CONTRACT DURATION: Permanent

IF FIXED TERM LENGTH OF CONTRACT:

REASON FOR FIXED TERM CONTRACT:

HIRING MANAGER'S NAME: Brian Gibson

BAND: 6

IS THIS A TRAINING POST UNDER ANNEX 21 (U): **NO**

(All training posts under Annex 21 must be approved by the Job Evaluation Team and when submitting the RAF, the email of approval for the Annex 21 training scheme needs to be attached. If you don't have this please contact the Job Evaluation Team.)

NUMBER OF POSITIONS: 1

BASE/LOCATION: Edinburgh Cancer Centre, WGH

HOURS: 37.5

WTE: 1.0

DEPARTMENT: Oncology Physics

IS THIS POST TO BE ADVERTISED TOGETHER WITH OTHER POSTS: **NO**

IF **YES**, PLEASE STATE POST/S ([SEE GUIDANCE](#)):

WILL THE POSTHOLDER BE A HEALTHCARE SUPPORT WORKER: **NO**

UNIQUE ID NUMBER OF JOB DESCRIPTION: U-SR-ONC-PHYS-SMTOC

(If this is not known please contact the Job Evaluation Team before submitting the RAF. For replacement posts, where the job description has been updated please ensure that this has been checked with the Job Evaluation Team to ensure that the changes have no impact on banding prior to submitting for advertising).

### B. ADVERTISING

IF THIS POST IS GOING THROUGH THE GENERIC NURSING PROCESS THIS SECTION DOES NOT NEED TO BE COMPLETED

Vacancies are advertised on NHS Scotland vacancy website: [NHS Scotland Jobs](#) with vacancy feeds to the following: Indeed, Adzuna and Google for Jobs

**HOW WOULD YOU LIKE THIS POST ADVERTISED?**

INTERNALLY ONLY **NO** INTERNALLY & EXTERNALLY (NHS Scotland website) **YES**

ADDITIONAL ADVERTISING MEDIA: NOT TO BE ADVERTISED

IF NOT TO BE ADVERTISED REASON FOR SUBMITTING TO PO BOX 4000:

**\*\*\*Please note\*\*\*** - your post will be advertised automatically unless you state here that it is not for advert

**ADVERTISE FOR:** (1 week, 2 weeks, etc - please specify): 3 weeks

If you want the number of applications received capped for this post (if you normally receive high volumes of applications) please state how many you would like it capped at:

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**C. CONTACT DETAILS FOR VACANCY**

**FIRST CONTACT:**

NAME: Brian Gibson

E-MAIL: brian.gibson@nhslothian.scot.nhs.uk

TELEPHONE: 0131 537 2254

**SECOND CONTACT:**

NAME: Ian MacDonald

EMAIL: ian.macdonald@nhslothian.scot.nhs.uk

TELEPHONE: 0131 537 2250

PLEASE PROVIDE ADDITIONAL EMAIL ADDRESSES OF ALL RELEVANT STAFF WHO YOU WOULD LIKE TO HAVE ACCESS TO THE VACANCY ON JOBTRAIN (e.g. shortlisters, admin support staff, etc):

**D. REDEPLOYMENT REQUIREMENTS**

**(Required for Redeployment matching purposes)**

Days, Nights, Weekends, Evenings. Other

Please specify:

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**E. PRE-EMPLOYMENT CHECK REQUIREMENTS**  
(visit HR Online for guidance on determining pre-employment check requirements)

**DISCLOSURE SCOTLAND**

**DISCLOSURE SCOTLAND** (Yes or No have to be selected for PVG and POLICE ACT questions – Yes **cannot** be selected for both)

**PROTECTION OF VULNERABLE GROUPS?** **/NO**      **IF ‘YES’:** Adult, Children or Both:

**POLICE ACT DISCLOSURE?** **YES**      **IF ‘YES, WHAT LEVEL:** Standard:

**Note:** \*Enhanced only applicable to limited posts such as non-clinical post working in the Prison Service

Guidance to help assist in determining the appropriate level of disclosure, (if any) is required for a post is available on [HR Online](#)

**OCCUPATIONAL HEALTH**

**THE POST WILL INVOLVE:** please mark: **F** (Frequent) or **O** (Occasionally) or **N** (Never)

Clinical care of patients: <b>/N</b>	Manual Handling: <b>/O/</b>	Chemical Handling: <b>/N</b>
Haemofiltration/Haemodialysis: <b>/N</b>	Handling of patient/donor specimens: <b>/N</b>	Working in Clean Room: <b>/N</b>
Statutory Health Surveillance: <b>/N</b>	Display Screen equipment user: <b>F/</b>	Shift Work: <b>/N</b>
Food Handling: <b>/N</b>	Bank work: <b>N</b>	Driving-Patients: <b>/N</b>
Working in operating theatre: <b>/N</b>	Direct TB patient/specimen contact <b>/N</b>	Driving-large van/HGV: <b>/N</b>
Night worker: <b>/N</b>	Other (please specify):	

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**IS THIS ROLE A NON-CLINICAL ONE IN A NON-CLINICAL ENVIRONMENT WITH NO FACE-TO-FACE CONTACT WITH PATIENTS/CLIENTS: YES**

(admin: Category A OHS questionnaire should be sent if answer yes)

**EPP ROLES**

**Prior to answering the next question please note:**

Exposure prone procedures (EPPs) are those where the following apply:

1. There is a risk that injury to the worker may result in exposure of the patient's open tissues to the blood of the worker
2. These procedures include those where the worker's gloved hands may be in contact with sharp instruments, needle tips or sharp tissues (spicules of bone or teeth) inside a patient's open body cavity or wound or confined anatomical space where the hands or fingertips may not be completely visible at all times.

Please read the definition above and identify if staff employed in this role will perform any duties in line with the definition.

If so, indicate this below:

**IS THIS AN EPP ROLE / NO**

**F. LINE MANAGER COMPLETING PROFORMA**

NAME: Brian Gibson

POST TITLE: Head of Technology

DATE COMPLETED: 24/01/23

**G. STATEMENT OF CASE TO SUPPORT THE REQUIREMENT TO RECRUIT  
(TO BE COMPLETED FOR NEW POSTS ONLY)**

Please explain why this appointment is needed (required for service / finance authorisation purposes)

The post is needed to replace a gap in the existing service and to provide succession planning for a retirement expected in the next 2-3yrs in the service.

SOURCE OF FUNDING: Budget

TO REQUEST FINANCE APPROVAL EMAIL RAF TO: [Finance.Manpowers@nhslothian.scot.nhs.uk](mailto:Finance.Manpowers@nhslothian.scot.nhs.uk)

**Where to send forms** – The Hiring Manager is responsible for ensuring the RAF is appropriately authorised as per NHS [Lothian's Vacancy Control Scheme of Delegation](#). Submit everything electronically including email to email mailbox trail of authorised signatories (including finance approval for new posts) with attachments to: [eos.regionvacancies@nhs.scot](mailto:eos.regionvacancies@nhs.scot)

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