

# Working for NHS Lothian

**JOB TITLE: Clinical Fellows in Medical Specialties at Western General Hospital with dedicated development time**

**JOB REFERENCE: CF2023-07**

**JOBTRAIN REFERENCE: 144246**

**CLOSING DATE: 14/04/2023**

**INTERVIEW DATES: Week of 24<sup>th</sup> April 2023**



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**Unfortunately 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.**

All NHS Scotland and NHS Lothian Medical vacancies are advertised on our medical jobs microsite: <https://apply.jobs.scot.nhs.uk/Home/Job>

Please visit our Careers website for further information on what NHS Lothian has to offer <http://careers.nhslothian.scot.nhs.uk>

## Section 1: HOW TO APPLY

### **Eligibility to Apply**

Candidates MUST meet the following Criteria to be eligible to apply for these posts:

1. Be Registered with a full licence to practise with the General Medical Council (GMC)
2. Will have completed Foundation Year Two training or equivalent by August 2023 but no more than 2 years ago.

All applicants must complete the full medical application form via the Jobtrain system to be considered for the post.

Short listed applicants will be asked their preference for which medical specialty post during the interview process.

Should you have any queries with any part of the process please do not hesitate to contact the East Region Recruitment Services at [eos.errs@nhs.scot](mailto:eos.errs@nhs.scot)

## Section 2: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE	WHEN EVALUATED
Qualifications and Training	Successful completion of UK Foundation Programme or equivalent	Distinction, prizes or honours during Postgraduate training ALS/ATLS/CRISP Instructor Status	Application Form
Experience	Recent development in areas of acute care and medical specialty e.g. ED, Acute Medicine etc	Well-presented log book or professional portfolio	Application Form Interview
Eligibility	Eligible for full registration with the GMC at time of appointment and hold a current licence to practice  Evidence of achievement of postgraduate medical training in line with GMC standards/Good Medical Practice  Eligibility to work in the UK	Evidence of research and publications in peer reviewed journals	Application Form  Interview
Teaching	Enthusiastic in teaching clinical skills in the workplace or training environment  Evidence of contributing to teaching & learning of others	Experience of simulation based teaching  Has successfully completed a 'training the trainers' or 'teaching skills' course	Application Form  Interview
Fitness To Practise	Is up to date and fit to practise safely		Application Form References

Health	Meets professional health requirements (in line with GMC standards/ Good Medical Practice)		Application Form Pre-employment health screening
Academic/ Research Skills	<p><b>Research Skills:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates understanding of the basic principles of audit, clinical risk management &amp; evidence-based practice</li> <li>• Understanding of basic research principles, methodology &amp; ethics, with a potential to contribute to research</li> </ul> <p><b>Audit:</b></p> <ul style="list-style-type: none"> <li>• Evidence of active participation in audit</li> </ul>	<p>Evidence of relevant academic &amp; research achievements e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements</p> <p>Evidence of participation in risk management and/or clinical/laboratory research</p>	Application Form  Interview
Personal Skills	<p><b>Judgement Under Pressure:</b></p> <ul style="list-style-type: none"> <li>• Capacity to operate effectively under pressure &amp; remain objective in highly emotive/pressurised situations</li> <li>• Awareness of own limitations &amp; when to ask for help</li> </ul> <p><b>Communication Skills:</b></p> <ul style="list-style-type: none"> <li>• Capacity to communicate effectively &amp; sensitively with others</li> <li>• Able to discuss treatment options with patients in a way they can understand</li> <li>• Excellent written and verbal communication skills</li> </ul> <p><b>Problem Solving:</b></p> <ul style="list-style-type: none"> <li>• Capacity to think beyond the obvious, with analytical and flexible mind</li> <li>• Capacity to bring a range of approaches to</li> </ul>	Motivated and able to work unsupervised as well as within a small team under appropriate guidance	Application Form  Interview  References

	<p>problem solving</p> <p><b>Situation Awareness:</b></p> <ul style="list-style-type: none"> <li>• Capacity to monitor and anticipate situations that may change rapidly</li> </ul> <p><b>Decision Making:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates effective judgement and decision- making skills</li> </ul> <p><b>Organisation &amp; Planning:</b></p> <ul style="list-style-type: none"> <li>• Capacity to manage time and prioritise workload, balance urgent &amp; important demands, follow instructions</li> <li>• Understands importance &amp; impact of information systems</li> </ul> <p>Excellent interpersonal skills</p> <p>Evidence of ability to present oneself in an organised, professional manner</p> <p>Evidence of understanding of the importance of team work</p> <p>Experienced with Microsoft Word including PowerPoint, word-processing and spreadsheet software</p>		
Probity	<p><b>Professional Integrity:</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility for own actions</li> <li>• Demonstrates respect for the rights of all</li> <li>• Demonstrates awareness of ethical principles, safety, confidentiality &amp; consent</li> </ul>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Circumstances of Job	<p>May be required to work at any of NHS Lothian's sites, according to the placement of the post</p>		

### Section 3: Introduction to Appointment

**Job Title:** Clinical Fellow in Medical Specialities at the Western General Hospital

**Department:** Acute and General Medicine, Medicine of the Elderly, Respiratory Medicine and Infectious diseases

**Base:** Western General Hospital, NHS Lothian

**Post Summary:**

The Medical Directorate at the Western General Hospital in Edinburgh is delighted to accept applications for clinical fellow posts in the following specialties;

**Acute and General Medicine – 8 posts**  
**Medicine of the Elderly – 5 posts**  
**Respiratory Medicine – 3 posts**  
**Infectious Diseases – 1 post**

All posts are for a period of 12 months from August 2023 – August 2024.

Six month posts between August 2023 to February 2024 and February 2024 to August 2024 may be considered.

Working within specific departments and directly with the clinical team, Clinical Directors, Clinical service leads and the Directorate Management team, these posts will give successful applicants the opportunity to experience clinical specialties of professional interest to them.

The medical specialties at the Western General Hospital work closely together nurturing strong professional ties providing an opportunity for excellent clinical experience within highly supportive environments. Some aspects of out of hours cover are shared between specialties further enhancing the opportunity for varied clinical exposure.

These posts offer successful applicants the opportunity to develop their clinical and professional competence in a purposeful and supervised manner as an assist to overall CV development before committing to a program of training through a Core or Specialty application.

All Clinical Fellow posts include 10% development time which will be combined with supervised and directed activities linked to an area of mutual professional interest including clinical teaching, quality improvement and patient safety, management and leadership development or informatics.

For further information regarding specific specialties, please see information provided by each department. There is also contact information for each service / department should you wish to make further enquiries.

- Acute and General Medicine Page 8
- Medicine of the Elderly and Stroke Page 10
- Respiratory Medicine Page 12
- Infectious Diseases, Western General Hospital Page 12

Please indicate in your application which departments you would like to be considered for.

## **WGH MEDICINE: DEPARTMENTAL SPECIFIC INFORMATION**

### **ACUTE AND GENERAL MEDICINE (8 posts)**

#### **Post summary:**

The Clinical Fellow posts in Acute and General Medicine are aimed at FY2+ level i.e. those Doctors having completed the UK Foundation programme and having being assessed as "acute take safe" under supervision who are looking for some further experience of acute and general medicine. This may be to further pursue a career in medicine or to provide a professional development adjunct to any future clinical activity. We also welcome applications from more senior doctors than FY2 and roles may be negotiable dependent on experience.

The available jobs involve working within the acute medical unit, including first hand experience of medical emergencies and resuscitation (with appropriate support) as well as periods of continuing care for downstream medical patients. There may be additional opportunities to gain experience in Same Day Emergency Care.

The posts include participation in a rota including out of hours working plus night shifts and weekends although every effort is made to ensure healthy working lives and facilitate work-life balance. It is recognised that trainees in these posts are often undertaking postgraduate examinations and we are happy to support and assistance in adequate preparation for these. There is also support available for candidates in applying for training routes of entry into IMT, ACCS and GPST or any other required.

Every effort is made to tailor posts to successful applicant's interests, particularly the 10% development time. The department has a keen interest in medical education including simulation as well as quality improvement and clinical governance. It would be anticipated that clinical fellows working in the department would go through either the clinical educators programme or quality improvement training programme offered locally. We are in the process of developing a programme in point of care ultrasound which interested candidates may have the opportunity to explore.

The Western General has the benefit of highly collegiate working practices between medical specialties. Our Respiratory, Diabetes and Endocrinology, Infectious Diseases, Stroke Medicine, Medicine of the Elderly, Cardiology and Gastrointestinal colleagues all work closely with Acute Medicine at the front door. As a result it would also be feasible to use available development time to liaise with a particular specialty of interest in a joint piece of work to aid professional progression.

We have strongly motivated and supportive consultant workforce with a wide range of specialised interests at a national level including undergraduate and postgraduate education, patient safety, quality improvement and informatics which would be able to support specific applicant's interests.

General ongoing professional development is supported by a weekly departmental education and clinical governance meeting and the opportunity to join the education programme facilitated by the Same Day Emergency Care Service.

The posts in Acute and General Medicine will primarily be based in the following areas:

### **Medical Admissions Unit – Emergency (MAUE)**

This unit is the site of arrival for the acute unselected medical take at the Western General Hospital. It is a primarily primary care referral base but also takes some emergency ambulance referrals. It is a busy environment where the focus is on assessment, stabilisation and management of acute patients pending ongoing decisions regarding placement of care within the four hour emergency standard. There is specialty registrar support 0900-2130 and dedicated Consultant presence 0830-2000 allowing for the development of close working relationships and meaningful informal and formal direct clinical performance feedback

### **Medical Admissions Unit – Beds (MAUB)**

This unit focuses on ongoing clinical management begun in the MAUE department. There are twice daily consultant ward rounds and candidates would also work with an FY1. Ongoing patient management includes new patient review, prioritisation of diagnostic and specialty review requests, communication with patients and families and discharge planning including immediate discharge letter provision and HEPMA review. Both of our MAU areas (MAU Base 1 and Ward 72) are high throughput acute medical wards with in-reach from speciality teams. There is dedicated Consultant presence 0830-2130 again allowing the development of supportive working relationships and feedback.

### **General Medical Wards**

There are two general medical wards each comprising of two medical teams whose responsibility includes ongoing inpatient management in these areas plus a portion of the general medical boarding population. Successful applicants will work within these teams which include an FY1 and a Consultant. There will be the expectation to support Consultant ward rounds as well as conduct independent ward rounds. These areas provide substantial experience in the acute management of chronic medical conditions, close multidisciplinary working and complex discharge planning.

### **Programme / Post Queries**

General and Acute Medicine

- [Jenni.Crane@nhslothian.scot.nhs.uk](mailto:Jenni.Crane@nhslothian.scot.nhs.uk)
- [Claire.Gordon@nhslothian.scot.nhs.uk](mailto:Claire.Gordon@nhslothian.scot.nhs.uk)

## **MEDICINE OF THE ELDERLY AND STROKE (5 posts)**

### **Post Summary:**

These Clinical Fellow posts offer excellent experience in Medicine of the Elderly and Stroke. The Medicine of the Elderly and Stroke team has a reputation for excellence in teaching and training, patient safety and quality improvement. The consultant team are enthusiastic, supportive and enjoy teaching and training. These posts are suitable for those who have an interest in pursuing a career in Medicine of the Elderly, General Practice, medical specialties, Psychiatry or Palliative Care. The experience can be flexible according to individual need.

The main clinical duties of the post holders will be supporting the management of patients in the Medicine for the Elderly and Stroke wards at the Western General Hospital. In addition, the post holder will have the opportunity to gain experience in acute medicine for the elderly in the Medical Admissions Unit, the Stroke Unit and Geriatric Orthopaedic Rehabilitation Unit. The post holders will also be offered the opportunity to gain experience of working in the day hospitals, MoE liaison service and surgical liaison. These opportunities can be tailored to the needs of the individual. The post attracts a banding and the post holders will contribute to the out of hours rota (long days, weekends, H@N) in the WGH.

The department has an excellent reputation for teaching and training and you will be encouraged to take part in teaching and learning opportunities which occur several times per week. The Clinical Fellows will have dedicated professional development time (10% = 0.5 days per week). In addition to gaining clinical experience there are opportunities to participate in the delivery of undergraduate teaching, perform quality improvement projects and contribute to clinical research.

The Royal Victoria Building is a purpose-built building with 100% single room accommodation. There are four 26 bedded medicine for the elderly wards in the new building. The remaining 64 Medicine for the Elderly beds are contained within the Anne Ferguson Building, and these include an integrated Stroke Care Unit. The Assessment and Rehabilitation Centre (ARC) within the Royal Victoria Building contains a medical day assessment service for older adults as well as outpatient facilities. The second Day Hospital facility in North Edinburgh is the OPRA (Older Peoples Rehabilitation and Assessment) in Leith CTC.

The Medicine of the Elderly and Stroke Services for Lothian currently include consultants with a wide variety of special interests. Edinburgh is configured into North and South Zones, with a team of consultants based primarily at the Western General Hospital providing care for older patients on the North side of Edinburgh, and a team at the Royal Infirmary and Liberton Hospitals providing care to patients on the South side of the city. Consultants based at St John's Hospital and Roodlands Hospital provide care for older adults in West and East Lothian respectively. The Astley Ainslie Hospital is also in South Edinburgh and is historically closely linked with the services in Rehabilitation Medicine.

There is an active clinical research portfolio within the University of Edinburgh Geriatric Medicine Department.

Within the WGH site the Medicine for the Elderly services have developed extensive relationships with all areas involved in the care of older frail adults. This is in the form of front door frailty rounds as well as liaison to surgical, haematology and other areas. TEAM 65 is a team of specialist nurses who support older people across all areas of the WGH and the post holder will have the opportunity to work with this team to gain an all-round general experience which will be useful for future posts in whatever specialty they choose.

## Main responsibilities

The post-holder will be fully committed to working within a multi-disciplinary team which values and respects the expertise of the individual team members. The post-holder will be flexible and able to adapt to the challenges and opportunities presented as the MOE clinical service evolves.

The post-holder will be expected to adhere to the agreed policies and procedures drawn up by NHS Lothian, to participate in annual appraisal, revalidation and the job planning process. The post-holder will:

- Be responsible for a share in the care of older frail adults in various wards across the WGH
- Undertake assessments and attend ward rounds and multidisciplinary meetings within designated areas as required
- Participate in the liaison and outreach service for the assessment of older adults under the care of other services when required.
- Be encouraged to participate and attend teaching sessions within the department.
- Share cover for absent colleagues on annual leave or study leave by prior arrangement, and short-term unplanned sick leave.

In addition, the post-holder may be required to provide duties at other hospitals administered by NHS Lothian, through negotiation, if necessary.

## Research, Teaching and Training:

- Participate in audit and research opportunities as they arise.
- Provide teaching to medical undergraduates and members of other health care professions as required.

## Sample timetable (May vary)

DAY / LOCATION	TIME (hrs)	TYPE OF WORK
Monday WGH	09.00 – 17.00	Departmental handover meeting Ward rounds, team meetings, and family meetings.
Tuesday WGH	09.00 – 17.00	Ward rounds, team meetings, family meetings FY2 Teaching
Wednesday WGH	09.00 – 17.00	Ward rounds, team meetings, family meetings Grand Round Meeting
Thursday WGH	09.00 – 17.00	Ward rounds, team meetings, family meetings Departmental Teaching and Training Meeting
Friday WGH	09.00 – 17.00	Ward rounds, team meetings, family meetings Departmental Teaching and Training Meeting

## Programme / Post Queries

Medicine of the Elderly and Stroke

- [Elizabeth.Keane@nhslothian.scot.nhs.uk](mailto:Elizabeth.Keane@nhslothian.scot.nhs.uk)
- [Andrew.Pearson@nhslothian.scot.nhs.uk](mailto:Andrew.Pearson@nhslothian.scot.nhs.uk)

## **RESPIRATORY MEDICINE (3 posts)**

### **Post Summary:**

These Clinical Fellow posts offer excellent experience in Respiratory Medicine. The Respiratory Medicine team has a reputation for excellence in teaching and training, patient safety and quality improvement with consistent positive feedback from trainees. The consultant team are enthusiastic, supportive and enjoy teaching and training.

The respiratory ward (54) is one of the largest and busiest wards in the hospital. Within the department there are ten respiratory consultants with subspecialty interest in airways disease, lung cancer, interstitial lung disease, pleural disease and ward 54 houses the regional cystic fibrosis unit for South East Scotland.

This post is aimed at FY2+ level i.e., doctors having recently completed the UK Foundation programme. This post works within a middle grade team consisting of one IMT and two respiratory STRs. The post will include supporting the respiratory on call rota, inpatient care of the 35(+) bed respiratory unit managing both acute and chronic respiratory disease and outpatient clinics.

The successful candidate will have the opportunity to develop in respiratory medicine gaining experience in respiratory outpatients, pleural procedures and pulmonary function.

It is expected the successful candidate will develop as a teacher contributing as a co-tutor for University of Edinburgh year 4 students during their respiratory attachment and will also contribute to the WGH Respiratory Quality Improvement Team.

The post does not have educational approval from the Postgraduate Dean and will not be recognised for training. The post is designed however to meet educational and developmental needs and is ideally suited for anyone looking to build a career in respiratory medicine.

### **Programme / Post Queries**

- [Usma.Koser@nhslothian.scot.nhs.uk](mailto:Usma.Koser@nhslothian.scot.nhs.uk)

## **INFECTIOUS DISEASES (1 post)**

### **Post summary:**

The Regional Infectious Disease Unit (RIDU) has 31 isolation rooms including two rooms suitable for assessment and initial management of patients with suspected high consequence infectious diseases. The unit also houses a large OPAT service, the travel service, and outpatient department.

### **Medical staff**

There are 10 infectious diseases (ID) consultants with different areas of interest and specialism. Microbiology colleagues are also based within RIDU. There are trainees in ID and general medicine, ID and microbiology, and ID and virology. We also have internal medicine trainees and those in foundation year 2.

The ID unit provide outpatient care for a number of people living with HIV, Hepatitis B and Hepatitis C. Much of the service is nurse led.

### **Community acquired infection**

All types of community acquired infections are admitted to RIDU, including central nervous system infections, gastroenteritis, severe skin and soft tissue infection, respiratory tract infections, urinary tract infections and febrile returned travellers. Management is consultant-led. We provide a daily liaison service to the medical admission unit at WGH to identify and advise on patients with infections.

### **Outpatient antibiotic therapy (OPAT)**

The department provides an OPAT service within both WGH and St John's Hospital. A further spoke in East Lothian Community Hospital is due to open soon. OPAT accepts referrals from across NHS Lothian, including direct from the community. We see approximately 900 new referrals every year. The clinic is nurse led with oversight from two ID consultants and a GP with special interest in Infectious Diseases.

### **NHS Lothian Infection Consult Service**

Infectious disease and microbiology consultants contribute to the infection consult service. This provides a unified infection liaison service across all acute sites and incorporates a site-based model for the provision of infection advice to clinical teams, an infection liaison service offering bedside reviews and follow up reviews as required to all specialist and general medical and surgical areas.

### **Antibiotic stewardship and the Lothian Antimicrobial Management Team**

Dr Simon Dewar (consultant microbiologist) is currently clinical lead for the AMT which is physically based and overseen by infectious diseases and has responsibility for the safe and effective use of antibiotics across NHS Lothian.

### **Travel medicine**

We look after many patients with proven or suspected tropical infections, we function as a referral centre for SE Scotland in this respect. Our travel health clinic (Dr Koch lead) is one of the largest NHS travel clinics in the UK with a hub and spoke approach providing a service for the entire NHS Lothian.

### **Clinical Infection Research Group**

We have strong academic links with the University of Edinburgh Centre for Infection Medicine under the direction of Professor David Dockrell. Dr Perry leads the Clinical Infection Research Group to promote and support clinicians involved in research.

### **Education**

Along with medical microbiology colleagues, we run an undergraduate module in Year 4 of the University of Edinburgh undergraduate medical curriculum. We also have student physician associates, final year apprenticeships students, and other medical students frequently attached to the unit.

### **The clinical fellow in infectious diseases will undertake these roles:**

- 1 session a week (4 hours) supervised by Dr Perry or Dr Mackintosh focusing on quality improvement and/or undergraduate teaching with the infectious diseases unit.
- Infection consult service. The site of activity for the infection consult service may include RIE and SJH as well as WGH. During time supporting the consult service you will be supported by an infection consultant, and sometimes an infection registrar, and expected to review patients referred in to the service and in consultation with the team make recommendations for treatment including opportunities to referral to OPAT.

- OPAT. Opportunities to be involved with OPAT may be available. Here the clinical fellow working with the OPAT nursing team, OPAT pharmacist, GP with a specialist interest for OPAT and the lead consultants (Dr Perry and Dr Mackintosh) could be involved with patients coming into the service and reviewing patients already within the service. Patients on OPAT often having dosing issues which need liaison with the pharmacist including therapeutic drug monitoring or reviewing potential drug toxicities.
- Infectious diseases inpatient service. The two ID wards can be busy with high turnover and the clinical fellow along with the other infectious diseases doctors, and physician associate, will work as a team covering the roles and responsibilities required to maintain the inpatient service. There will be opportunities for training in midline insertion, ultrasound guided IV access, lumbar puncture and use of PPE for HCID through a mastery programme.
- Out of hours work will be part of the role covering evenings and weekends in ID and possibly in other medical wards at WGH.

The split between the three clinical services will be determined by the applicants experience and the service need for each area.

### **Programme / Post Queries**

- [Morgan.Evans@nhslothian.scot.nhs.uk](mailto:Morgan.Evans@nhslothian.scot.nhs.uk)
- [Daire.Oshea@nhslothian.scot.nhs.uk](mailto:Daire.Oshea@nhslothian.scot.nhs.uk)

## **Section 4: Main Duties and Responsibilities**

The exact format of each post will be agreed with the successful applicant and the Clinical Director of the clinical area. However, the following general principles will apply.

### **For Clinical Fellow Posts with focus on Simulation, Quality Improvement, or Undergraduate Teaching**

Within a 40 hour contract (minimum – some areas may have a banded component), each fellow will contribute approximately:

- 36 hours of Supervised Clinical activity within the Department selected.
- 4 hours Personal and Professional Development (PPD) which will focus on *either* Simulation, Quality improvement, *or* Undergraduate Teaching.

### **Communication and Working Relationships**

The post holders will be expected to establish and maintain extremely good communications and working relationships with a wide range of staff, including:

- Clinical Director of the parent acute care specialty who will act as immediate Line manager
- Supervising Staff members from Medical, Clinical and AHPs backgrounds
- Academic mentor/ Named Clinical Supervisor
- Colleagues in training grades at Foundation, Core and Specialty level

### **Base**

The post holder will be based in one of the Lothian University Hospitals and will spend much of their time with other clinicians, staff and medical students.

### **Annual leave**

Annual leave is in accordance with the nationally agreed level for the grade of applicant

### **Qualifications and Experience**

The post holder must (at the time of commencement of employment) have full registration with the GMC. Ideally applicants will have recently completed a UK based Foundation Programme and understand the UK Healthcare system. It is no longer a requirement of employment within the NHS that medical staff be registered with a medical insurance organisation. Should you wish to maintain registration with such an organisation this is entirely your own choice.

### **Job Revision**

This job description should be regarded only as a guide to the duties required and not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holders. This job description does not form part of the contract of employment.

### **Training Approval**

These posts are **not** recognised for training but have been designed in consultation with the Postgraduate Dean in relation to future employment status and eligibility for Core or Specialty training and are built on sound educational governance principles.

### **Appointment**

The appointment will be on a full time basis for 6 or 12 months only and subject to satisfactory on-going appraisal within role.

## **Section 5: Contact Information**

### **Programme / Post Queries**

General and Acute Medicine

- [Jenni.Crane@nhslothian.scot.nhs.uk](mailto:Jenni.Crane@nhslothian.scot.nhs.uk)
- [Claire.Gordon@nhslothian.scot.nhs.uk](mailto:Claire.Gordon@nhslothian.scot.nhs.uk)

Medicine of the Elderly and Stroke

- [Elizabeth.Keane@nhslothian.scot.nhs.uk](mailto:Elizabeth.Keane@nhslothian.scot.nhs.uk)
- [Andrew.Pearson@nhslothian.scot.nhs.uk](mailto:Andrew.Pearson@nhslothian.scot.nhs.uk)

Respiratory Medicine

- [Usma.Koser@nhslothian.scot.nhs.uk](mailto:Usma.Koser@nhslothian.scot.nhs.uk)

Infectious Diseases

- [Morgan.Evans@nhslothian.scot.nhs.uk](mailto:Morgan.Evans@nhslothian.scot.nhs.uk)
- [Daire.Oshea@nhslothian.scot.nhs.uk](mailto:Daire.Oshea@nhslothian.scot.nhs.uk)

### **Application Queries**

If you have any queries regarding the application process please email:

- [loth.medicalrecruitment@nhslothian.scot.nhs.uk](mailto:loth.medicalrecruitment@nhslothian.scot.nhs.uk)
- Please quote reference

Please indicate in your application which departments you would like to be considered for. Interviews will be held by Video Link via Microsoft TEAMS the week commencing the 24<sup>th</sup> of April 2023. Interview slots will be allocated on a first come first served basis and you will be asked to rank which department you would like to work in.

## Section 6: Working for NHS Lothian

### Working in Edinburgh and the Lothians

#### Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Calum Campbell is the Chief Executive, Esther Robertson is the Interim 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 <http://www.nhslotian.scot.nhs.uk/OurOrganisation/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](http://www.talentscotland.com). For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: [www.edinburgh.gov.uk](http://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.

## **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 2013 – 2020,” consultation document which you will find at

[www.nhsllothian.scot.nhs.uk/OurOrganisation/KeyDocuments](http://www.nhsllothian.scot.nhs.uk/OurOrganisation/KeyDocuments).

## **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

<http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf>

### **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
- 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 <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx>

## Section 7: Terms and Conditions of Employment

For an overview of the terms and conditions visit: <http://www.msg.scot.nhs.uk/pay/medical>.

<b>TYPE OF CONTRACT</b>	Fixed Term: 6 and 12 months 02 August 2023 until 06 August 2024 (12 months) 02 August 2023 until 06 February 2024 (6 months) 07 February 2024 until 06 August 2024 (6 Months)
<b>GRADE AND SALARY</b>	Clinical Fellow (Locum Appointment for Service) £34,901 - £54,879 per annum (pro-rata if applicable)
<b>HOURS OF WORK</b>	40 HOURS PER WEEK (up to 48 with rota commitment)
<b>SUPERANNUATION</b>	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: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>
<b>REMOVAL EXPENSES</b>	Assistance with removal and associated expenses may be awarded
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	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.
<b>TOBACCO POLICY</b>	NHS Lothian operates a No Smoking Policy in all premises and grounds.
<b>DISCLOSURE SCOTLAND</b>	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.
<b>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</b>	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.
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	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

	<p>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>
<p><b>MEDICAL NEGLIGENCE</b></p>	<p>In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice.</p>
<p><b>NOTICE</b></p>	<p>Employment is subject to one month notice on either side, subject to appeal against dismissal.</p>
<p><b>PRINCIPAL BASE OF WORK</b></p>	<p>You may be required to work at any of NHS Lothian sites as part of your role.</p>
<p><b>SOCIAL MEDIA POLICY</b></p>	<p>You are required to adhere to NHS Lothian’s Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media.</p>

## **Section 8: General Information for Candidates**

### **Data Protection Legislation**

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found [here on the NHS Lothian website](#).

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 at <http://www.audit-scotland.gov.uk/work/nfi.php>.

### **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 Home Office website [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

### **Job Interview Guarantee Scheme**

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

### **Overseas Registration and Qualifications**

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor

of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.

### **Workforce Equality Monitoring**

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfill their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

### **Equal Opportunities Policy Statement**

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Edinburgh and the Lothians and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, 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 at:

[www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx](http://www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx)

### **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.