

# Working for NHS Lothian

**JOB TITLE:** Locum Appointment for Training in Rheumatology

**JOB REFERENCE:** TG1812

**JOBTRAIN REFERENCE:** 147614

**CLOSING DATE:** 21/05/2023

**INTERVIEW DATE:** TBC



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## Contents

Section	Page
Section 1: Person Specification	3
Section 2: Introduction to Appointment	5
Section 3: Departmental and Directorate Information	5
Section 4: Main Duties and Responsibilities	5
Section 5: Job Plan	7
Section 6: Contact Information	8
Section 7: Working for NHS Lothian	8
Section 8: Terms and Conditions of Employment	12
Section 9: General Information for Candidates	14

Please return completed applications in Word Format by midnight on the close date to [medical.personnel@nhslothian.scot.nhs.uk](mailto:medical.personnel@nhslothian.scot.nhs.uk)

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.**

## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• MB ChB or equivalent</li> <li>• Medical practitioner registered with GMC with licence to practice.</li> </ul>	<ul style="list-style-type: none"> <li>• MRCP (UK) or equivalent</li> </ul>
<b>Post Specific Experience</b>	<ul style="list-style-type: none"> <li>• Experience in general medicine</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in rheumatology or bone disease</li> </ul>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Ability to apply the principles of evidence-based medicine into clinical practice</li> </ul>	
<b>Academic Achievements</b>	<ul style="list-style-type: none"> <li>• Understanding and appreciation of the principles and values of research</li> </ul>	<ul style="list-style-type: none"> <li>• Research publications</li> </ul>
<b>Teaching and Audit</b>	<ul style="list-style-type: none"> <li>• Informal teaching of medical students.</li> <li>• Committed to the development of audit</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Commitment to patient-focused care effective and efficient use of resources</li> <li>• Commitment to continuous professional development and life-long learning</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of self-motivated learning to pursue independent professional excellence.</li> </ul>
<b>Team Working</b>	<ul style="list-style-type: none"> <li>• Ability to work in a team with colleagues within the department</li> <li>• Ability to organise time efficiently and effectively</li> <li>• Reliability and well-developed communication skills</li> </ul>	
<b>Circumstances of Job</b>	<ul style="list-style-type: none"> <li>• Required to work at any of NHS Lothian's sites</li> </ul>	

## Section 2: Introduction to Appointment

**Job Title:** Locum Appointment for Service (LAS)

**Department:** Rheumatology Department

**Base:** Western General Hospital

### Post Summary:

This is a temporary post which has become available as the result of one of the speciality trainees going on maternity leave. The post is available for a 12 month period starting from June 1<sup>st</sup> 2023. While the post does not involve an out-of-hours commitment, the post-holder will be expected to take part in a rota in which middle grade doctors are responsible for referrals and ward work during normal working hours and on a Saturday and Sunday morning on a 1 week in 5 basis.

The main remit will be to contribute to the general rheumatology service. The unit benefits from excellent relationships with colleagues in many specialties within a university teaching hospital environment. The department has a strong focus on clinical research.

The post will be based at the Western General Hospital in North Edinburgh. The post holder may also be required to undertake clinics at St John's Hospital, Livingston, East Lothian Community Hospital, Haddington or other areas of NHS Lothian in the future depending on the development of Rheumatology services.

## Section 3: Departmental and Directorate Information

The Rheumatology Services for Lothian currently comprises 8 NHS Consultants and 3 Academic Consultants. Typically, the department has five trainees in rheumatology and a FY2 doctor. There are two specialist rheumatology pharmacists, five rheumatology specialist nurses and two osteoporosis specialist nurses. Consultants currently in the department and their specialist interests and specialist clinics are listed below

Consultant	Interest / specialist clinics
Dr Stephen Boyle	General rheumatology, psoriatic arthritis, transition clinic
Dr Hema Bhat	General rheumatology
Dr Barbara Hauser	General rheumatology, bone disease
Dr Annamarie Horne	General rheumatology, bone disease
Dr Jay Golla	General rheumatology
Dr Mohini Gray	General rheumatology, connective tissue disease
Dr Helen Harris	General rheumatology, biologics service
Dr Neil McKay	General rheumatology
Dr Euan McRorie	General rheumatology
Professor Stuart H Ralston	General rheumatology, bone disease.
Dr Philip Riches	General rheumatology, bone disease, gout
Dr Hoda ElMahrouki (Locum)	General Rheumatology

The department is responsible for providing a service for general rheumatology within NHS Lothian and for providing a service for patients with osteoporosis and other bone diseases

within Lothian. A variety of sub-specialist clinics are in operation including a specialist clinic for patients with osteoporosis, other bone diseases, gout and a transition clinic for young adults. A clinic is in operation for initiation and review of patients being started on biologic treatments staffed by specialist nurses and a sessional GP and supervised by Dr Helen Harris.

Rheumatology clinics are held at St John's Hospital and East Lothian Community Hospital for adults in West and East Lothian respectively.

The unit has a strong tradition of research in rheumatology and bone disease with active research programmes in the genetic basis of bone and joint disease (Prof Stuart Ralston); the pathogenesis of inflammatory arthritis and connective tissue diseases (Dr Mohini Gray); and the pathogenesis and management of gout (Dr Philip Riches).

The department is one of the leading centres in Scotland for recruiting patients to academic and commercial clinical trials in rheumatoid arthritis, psoriatic arthritis, axial spondyloarthritis, osteoporosis and rare bone diseases (Dr Neil McKay, Prof Stuart H Ralston, Dr Barbara Hauser and Dr Philip Riches).

The department lies within the surgical directorate.

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

##### **Clinical:**

The post-holder should be fully committed to flexible working within a team structure in order to allow the service to adapt to the increasing demands currently being placed on the rheumatology service. The post-holder will be expected to work with the service management team and professional colleagues to ensure that the service runs efficiently and effectively. Furthermore, 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 job planning. Appropriate secretarial support and office accommodation will be provided.

The post-holder:

- Will contribute to the care of adults undergoing acute Rheumatology in-patient assessment, rehabilitation, outpatient assessment, and continuing care in Lothian.
- Will contribute to ward rounds and multidisciplinary meetings at the Western General Hospital.
- Will participate in the specialist registrar duty rota.
- Will share cover for absent colleagues on annual leave or study leave by prior arrangement, and for those on 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.

##### **Out of Hours Commitments:**

There are no out of hours commitments but the post-holder will be required to contribute to the on call duty rota between 09.00 and 18.00 weekdays and 09.00-12.00 weekends and public holidays approximately 1 week in 5. There will be the option of doing Hospital at Night shifts and ability to count it towards training, i.e., as a LAT.

##### **In-patient and day-patient facilities**

The service currently has a limited number of in-patient beds admitted in the medical wards. There is a day unit (Ward 75) shared with the GI service which is primarily used

for administration of biologic and other anti-rheumatic treatments which need to be given by infusion and for intravenous bisphosphonate therapy. The department has 4 ultrasound scanners for point of care assessments. Ultrasounds skills are not necessary ( but encouraged) since the radiology department provides a service for ultrasound examination of joints and for ultrasound guided injections as well as advanced imaging with MRI and nuclear medicine.

### **Out-Patient Services**

The main outpatient facilities are at the Western General Hospital within the main OPD area where clinics are held on a daily basis. Outpatient clinics are also held at St John's Hospital and Roodlands hospital.

### **Location:**

The post holder will be based at the Western General Hospital.. Depending on the needs of the service the post-holder may be required to work at any of NHS Lothian's sites

### **Provide high quality care to patients:**

- To maintain GMC specialist registration and hold a licence to practice
- To develop and maintain the competencies required to carry out the duties of the post
- To ensure that patients are involved in decisions about their care and respond to their views

### **Research, Teaching and Training:**

- To collaborate with academic and clinical colleagues to enhance NHS Lothian's research portfolio, at all times meeting the full requirements of Research Governance. Existing research interests will be supported within the department, but the post does not hold any specific research time allocation or resources.
- To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director

### **Medical Staff Management:**

- Not applicable

### **Governance:**

- Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
- Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
- Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
- Role model good practice for infection control to all members of the multidisciplinary team

### **Strategy and Business Planning:**

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

### **Leadership and Team Working:**

To work collaboratively with all members of the team

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



This job plan is an indicative job plan of likely sessions and working pattern. NHS Lothian is looking towards flexible working patterns to enable maximum use of existing facilities.

## Section 6: Contact Information

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

**Dr Hema Bhat, Training Programme Director**

[hema.bhat@nhslothian.scot.nhs.uk](mailto:hema.bhat@nhslothian.scot.nhs.uk)

**Professor Stuart H Ralston, Clinical Director Rheumatology:**

[stuart.ralston@ed.ac.uk](mailto:stuart.ralston@ed.ac.uk) // [stuart.ralston@nhslothian.scot.nhs.uk](mailto:stuart.ralston@nhslothian.scot.nhs.uk)

## Section 7: Working for NHS Lothian

### Working in Edinburgh and the Lothians

#### Who are we?

NHS Lothian is an integrated NHS Board in Scotland providing primary, community, mental health and hospital services. Mr Calum Campbell is the Chief Executive and Ms Tracey Gillies is the Medical Director.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered by Lothian University Hospitals Services (LUHS), the Royal Edinburgh Hospital and associated mental health services, 4-community health (and social care) partnerships (CH(C)Ps) in Edinburgh, West Lothian, East Lothian and Midlothian, and a Public Health directorate.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 24,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Further information about NHS Edinburgh and the Lothians 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, Mid 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. London is a short, one hour, flight away and flight connections with London, Amsterdam and Paris offer a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at <https://www.scotmt.scot.nhs.uk/> 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.

In conjunction with England, Wales, Northern Ireland and NHS Education for Scotland (NES) 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 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 care, our Future: NHS Lothian Strategic Plan 2014 – 2024,” consultation document which you will find at

<https://org.nhsllothian.scot/Strategies/OurHealthOurCareOurFuture/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.nhsllothian.scot/Strategies/LSDF/Pages/default.aspx>

### **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

<https://org.nhslothian.scot/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>.

<b>TYPE OF CONTRACT</b>	FIXED TERM: 12 months
<b>GRADE AND SALARY</b>	LAT £36,472 - £57,349 (pro rata if applicable)
<b>HOURS OF WORK</b>	40 HOURS PER WEEK
<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 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.
<b>MEDICAL NEGLIGENCE</b>	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.
<b>NOTICE</b>	Employment is subject to one month notice on either side, subject to appeal against dismissal.
<b>PRINCIPAL BASE OF WORK</b>	You may be required to work at any of NHS Lothian sites as part of your role.
<b>SOCIAL MEDIA POLICY</b>	You are required to adhere to NHS Lothian's Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation's expectations to safeguard staff in their use of social media.

## **Section 9: General Information for Candidates**

### **Data Protection Legislation**

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

For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

### **Counter Fraud**

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available via [Audit Scotland](#).

### **References**

All jobs are only offered following receipt of three satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

### **Disclosure Scotland**

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

### **Work Visa**

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found on the [UK Government Home Office website](#).

### **Job Interview Guarantee Scheme**

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

### **Overseas Registration and Qualifications**

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

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

### **Workforce Equality Monitoring**

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

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

### **Equal Opportunities Policy Statement**

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian. We are committed to encouraging equality and diversity among our workforce, and seek to eliminate discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of gender identity, gender expression, disability, marital status, age, race (including colour, nationality, ethnic or national origin), religion or belief, sexuality, responsibility for dependants, socio-economic status, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed on our careers website: <https://careers.nhsllothian.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 de