



Care & Compassion

Dignity & Respect

Openness, Honesty &
Responsibility

Quality & Teamwork

Thank you for your interest in applying to [NHS Greater Glasgow and Clyde](#)

PREPARE: (PRE-REGISTRATION PODIATRY; ACCESSIBLE RECRUITMENT & EMPLOYMENT PROJECT) TRAINEE ANNEX 21 (4 YEAR TRAINING PERIOD)

CANDIDATE GUIDANCE NOTES

Please read this guidance carefully before you begin your application.

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- About Prepare
- Job Description
- Terms and Conditions
- Getting Started
- The Shortlist and Interview Panel
- The NHS Scotland Recruitment system including the Application form
- Equal Opportunities
- Pre-employment checks
- Right to work in the United Kingdom

POST CLOSING DATE: 23:59 Friday, 16th July 2023

JOB REFERENCE NO: 155158

Candidate applications for this post are being invited via the NHS Scotland Recruitment system called Jobtrain. NHS Scotland does not accept CVs instead candidates are asked to, click on the 'Apply for Job' button on the NHS Scotland job portal www.apply.jobs.scot.nhs.uk to access, complete and submit the online application form. Please ensure all sections of the application form are fully completed. Please do not send CV as an alternative to completing the online application form as we will be unable to consider your application.

For further details on how to apply and to complete the NHS Scotland Online application form visit www.apply.jobs.scot.nhs.uk **Select Region > Greater Glasgow and Clyde > Job Type Allied Health Professions Level > Job Reference No. 155158**

If you experience any difficulties accessing our website or completing the online application form, please contact susan.chisholm@ggc.scot.nhs.uk telephone 07989 310648

For more information about NHS Greater Glasgow and Clyde please refer to the Additional Information Pack which includes details about Living and Working in the area.

We hope the Job Description and Person Specification in this candidate information pack will help you decide whether you are the right person to meet the key challenges for this opportunity.

We hope you will be inspired by this fantastic career opportunity and look forward to receiving your application should you decide to apply.

The Recruitment Process

The following is included in this candidate information pack to help you with your application:

- Recruitment Advertisement
- Job Description and Person Specification
- Terms and Conditions of Service - NHS Greater Glasgow and Clyde
- Guidance to Candidates: Recruitment Process, Timetable and How to Apply

If you have a disability or long-term health problem, the Board are committed to offering reasonable adjustments throughout the recruitment process and employment. If you require further information or support, please contact susan.chisholm@ggc.scot.nhs.uk.

Thank you for your interest in the post.

NHSGGC Recruitment Services





FREQUENTLY ASKED QUESTIONS

What is the PREPARE Project?

PREPARE is a project offered by NHSGGC Podiatry service to maximise uptake of those able to undertake graduate level education through making recruitment to BSc (Hons) Podiatry more accessible whilst being employed and fully embedded within service delivery.

Why is the PREPARE Project required?

We recognise conventional routes of accessing higher education may not be open to all due to life commitments especially given the cost of living crisis. The PREPARE project aims to offer opportunities to overcome the traditional barriers associated with higher education through offering support to study whilst receiving a competitive salary and full employee benefits.

Podiatry, like other AHP services across NHS Scotland, are currently sustaining high levels of vacancy and need to find innovative ways of increasing capacity. As a service, GGC Podiatry has employed Level 4 BSc (Hons) Podiatry students as B4 Assistant Practitioners towards the end of their final year prior to being eligible for HCPC registration. This has been in place since April 2022 and has evaluated positively in terms of this cohort feeling more prepared for employment when they enter the graduate workforce.

From September 2023, Podiatry is looking to use the PREPARE Project as a natural extension of this concept with funding identified to employ 4 trainees to undertake the BSc (Hons) Podiatry from Level 1.

Where will PREPARE Trainees be studying?

NHSGGC Podiatry have agreement for PREPARE Trainees to attend Glasgow Caledonian University (GCU) from September 2023 with the aim of achieving graduation in the summer of 2027.

What is BSc (Hons) Podiatry?

Information about the BSc (Hons) Podiatry offered by GCU can be found [here](#).

Who is the PREPARE Project aimed at?

The PREPARE project is aimed at accessible recruitment to BSc (Hons) Podiatry and with it an avenue into the profession. This might suit a person who is already employed across the health or social care sector who is looking for a development opportunity. Equally, PREPARE might suit a person who is new to our organisation via further education, someone who is returning to employment or a person who would like to explore a career change. PREPARE might suit a school leaver providing the minimum age restriction to undertake BSc (Hons) degree is met.

How will the PREPARE Project work?

PREPARE Trainees will be supported to undertake academic requirements and fully participate within on campus delivery up to 3 days per week with the remaining 2 days being integrated across our Podiatry teams during term time. During non-term time, PREPARE trainees will be integrated across our teams 5 days per week. This will provide PREPARE trainees with employment within their vocational field of study allowing for exposure to service based requirement and patient facing care to embed and enhance knowledge and skills.

What is considered term time and non-term time?

BSc (Hons) Podiatry at GCU is in session during Trimester A and Trimester B with some Practice Based Learning (PrBL) falling in Trimester C of the academic year. All exam diets will be protected for participation. The GCU academic calendar for the 2023 / 2024 can be found [here](#). Please note, full academic attendance is expected during term time with all PrBL hours carrying mandatory attendance.

What entry requirements must PREPARE Trainees meet to undertake a BSc (Hons) Podiatry degree at GCU.

The entry requirements to study BSc (Hons) Podiatry at GCU can be found [here](#). For an informal discussion about eligibility to undertake this course of study, please contact Jackie Locke, Senior Lecturer in Podiatry and Podiatry admission tutor via john.locke@gcu.ac.uk

Please note, applicants for PREPARE should not submit an application to study BSc (Hons) Podiatry at GCU until the outcome of the interview process is known.

How do I apply to the PREPARE project?

Applications are open from 3rd July to 16th July 2023.

Is there an age restriction to apply?

Applicants to BSc (Hons) Podiatry delivered by GCU need to be at least 17 years of age by the 31st December on year of entry to the programme.

Will PREPARE trainees be required to pay tuition fees?

It is proposed, PREPARE Trainees will receive Scottish Awards Agency Scotland (SAAS) funding for their tuition fees, unless otherwise ineligible. If ineligible for SAAS funding, it is proposed the Podiatry service will fund this as required.

How many hours per week will the PREPARE trainee be working?

PREPARE Trainees will be employed on the basis of 37.5 hours per week to ensure the requirements of the outlined training process can be met.

Will PREPARE Trainees be entitled to annual leave?

Yes, PREPARE Trainees are entitled to annual leave and 8 public holidays per year. The annual leave year runs from 1 April to 31 March. Annual leave entitlement is calculated based on a standard working week of 37.5 hours with a standard working day of 7.5 hours. To ensure equity for all staff annual leave is calculated in hours. In a complete year, PREPARE Trainees are entitled to 202.5 hours

(27 days) annual leave, rising to 217.5 hours (29 days) after five years of service and to 247.5 hours (33 days) after 10 years of service. The granting of annual leave will be by prior agreement with the line manager and subject to the requirements of the service, academic and PrBL requirement.

What is the salary for a PREPARE Trainee?

PREPARE Trainees will be paid a training salary in accordance with Agenda for Change Annex 21. This will start at 60% of the top of a Band 5 salary for years 1 and 2 equating to a salary of £22,586 per annum. Please note, an existing NHS employee employed to a PREPARE Trainee position will incur no financial detriment.

What employee benefits will PREPARE Trainees be entitled to?

PREPARE Trainees will receive full employees benefits in accordance with Agenda for Change Annex 21 including superannuation.

What is an Annex 21 contract?

The PREPARE Trainee position is offered on training contract in the first instance. As a Trainee appointment and in line with Annex 21 of the Agenda for Change Terms and Conditions. The offer of employment to a substantive Band 5 Podiatrist role is subject to successful completion of the BSc (Hons) Podiatry and registration as a Podiatrist with the Health & Care Professions Council (HCPC).

What happens if a PREPARE Trainee fails a component of academic study and exhausted all attempts as per the university regulations?

The basis of the Annex 21 contract supports a trainee through the required aspects of training to graduate position. If a PREPARE Trainee is unable to complete the programme of academic study the case will be reviewed by management with no guarantee of a further offer of training and the offer of employment to a substantive Band 5 Podiatrist post is likely to be withdrawn.

What happens after an application has been submitted?

Applications will be shortlisted by the interview panel. If successful at shortlisting, candidates will be invited to interview which are scheduled to take place the week commencing the 31st July. Due to restrictive deadlines, no alternate dates will be considered for interview purposes. Preferred candidates at interview will be required to apply to the GCU BSc (Hons) Podiatry programme via UCAS.

Please note, for any application that does not meet shortlisting criteria we would encourage applicants to seek feedback via pamela.price@ggc.scot.nhs.uk to maximise future development opportunities.

Useful links for further information can be found below.

[NHSGGC Podiatry Twitter](#)

[Royal College of Podiatry](#)

[NHS Health Careers](#)

[HCPC Standards of Proficiency for Podiatrists](#)

JOB DESCRIPTION

| Job Identification | |
|--------------------|----------------------------|
| Job Title: | Podiatrist |
| Responsible to: | Team Lead |
| Department: | Podiatry |
| Directorate: | Renfrewshire HSCP |
| Last Update: | 19 th June 2023 |

| Job Purpose |
|---|
| <p>To provide podiatric care in a variety of settings where the post holder is either directly or indirectly supervised whilst remaining part of a wider team. Providing a high level of care inclusive of triage, palliative and corrective as part of an agreed care plan whilst liaising with or referring to other Health Care Professionals (HCPs) or Agencies as appropriate. To plan and organise own workload to ensure effective caseload management of a diverse range of patients.</p> |

| Role of the Service |
|--|
| <p>The Podiatry Service aims to deliver high quality care to patients and their carers. The key responsibilities of the service are to provide triage, assessment, diagnosis and treatment to a diverse range of conditions and patient types in a variety of environments. There is also a key role in health promotion.</p> <p>Podiatry focuses on supporting patients to remain independently mobile and pain free while promoting self-care wherever possible. The aim is to provide Podiatry care and foot health education to those who need it most by a team of skilled practitioners who are constantly learning and developing.</p> <p>Podiatry services are patient centred and needs led with clinical assessment and diagnosis leading to patient management plans tailored to meet the needs of individual patients. There is a focus on rehabilitation with a self-care element included in treatment plans where appropriate</p> <p>The service is provided by a range of practitioners as follows</p> <ul style="list-style-type: none"> • Podiatry Assistants • Podiatrists • Specialist Podiatrists in specific specialist area • Advanced Podiatrists • Principal Podiatrists <p>The service is provided in a range of settings as described in detail in Section 5</p> |

Organisational Position

See Appendix 1

Scope and Range

To provide podiatric care in a range of settings

- Community clinics
- Patients own homes
- Nursing/ residential homes
- Ward rounds
- Day care centres

Range of service provision

- Assessment, diagnosis and treatment of foot pathologies including MSK and high risk foot disease
- Maintain tissue viability and foot function
- Nail surgery
- Telephone triage
- Advise line manager/ supervising podiatrist of service changes required and risk involved

Main Duties/Responsibilities

The post holder will require to undertake the following duties and responsibilities within the scope and standards of practice as agreed by the Podiatry service, locally and nationally agreed policies and procedures and the Health and Care Professions Council. The post holder will be expected to function as an independent practitioner and also as an integral part of a team. They will be able to provide evidence of relevant post registration continuing professional development.

Post holder will be required to undertake the following:

- Planning and organising a caseload to meet the podiatric and medical needs of the patient
- Management, provision and planning of patient care in a variety of settings
- Full assessment and diagnoses of patients' podiatric conditions in order to establish a treatment/ management plan
- Assessment of patients associated medical conditions
- Ability to work with a diverse group of patients incorporating all age groups with complex medical needs e.g. Learning Disabilities, Diabetes, vascular disease, Rheumatoid Arthritis
- Reassessment of patients within agreed time-scales
- Communication with other Health Care Professionals regarding a patient's treatment/ management plan in accordance with the Data Protection Act
- Management of a clinically based and or domiciliary caseload
- Ensure equipment is suitable for use e.g. remove and replace nail dust bags, undertake risk assessments.
- Delegation of tasks to Podiatry assistants as identified in the patients management plan

- Appropriate discharge of patients as identified in the patients management plan including appropriate discharge of patients
- Participate in specialist clinics utilising Senior specialist clinicians support when required
- Maintain adequate provisions of medicaments/dressing and be responsible for their safe keeping
- Provision of statistical information relating to clinical activity
- Participate in clinical supervision as part of self and professional development
- Participate in clinical support for Podiatry assistants
- Participate in supervision of Podiatry assistants
- Participate in Practice Based Learning as per service requirements
- Comply with Departmental Policies, Procedures and protocols and with the Health and Care Professions Council (HCPC) Standards of Proficiency for Chiropodists/ Podiatrists, maintaining valid HCPC registration
- Order clinical and other supplies ensuring effective stock control and maintenance.

Equipment & Machinery

Use and upkeep of medical devices for carrying out treatments for example – nail drill, syringes, podiatry instruments, domiciliary case, laptops for access to health records, mobile telephone for uploading of medical images and machinery for the production of orthoses/insoles i.e. vacuum formers, ovens and industrial grinders.

Systems

- Internet and email access
- TRAKCARE electronic patients management system
- Utilising and updating other electronic systems e.g. SCI Diabetes, PECOS
- Maintain and update patients records at each clinical intervention
- Corporate, Departmental Policy and Procedures and Guidelines e.g. clinical waste
- Provide monthly statistical returns reporting on activity and waiting times by appropriate use of TRAKCARE outcome.
- Appropriate use of clinical portal

Decisions and Judgements

- The job is indirectly supervised and each post holder reports to a team leader
- Post holder has complete discretion to assess, diagnose, treat podiatry conditions and discharge patients using evidence based practice where appropriate and in accordance with local and national frameworks and guidelines
- Post holder independently manages their own caseload.
- Prioritising workload responding to emergencies
- Appropriate delegation to Podiatry Assistants after assessment to ensure effective use of skill mix and available resources
- Timely referral of high risk patients with complex medical needs to secondary care for further investigations e.g. Endocrinologist
- Onward referral of patients to Specialist Podiatrists and Highly Specialist Podiatrist within a defined specialist area e.g. diabetes, nail surgery, biomechanics etc.
- Onward referrals and/or advice to other disciplines e.g. District Nurses, G.P.'s, Physiotherapists and Podiatry Assistants.

Communication and Relationships

The post holder must ensure there is effective communication- using a range of methods between patients, carers and professional groups and with the public, to promote a better understanding of the service and the profession. This then enhances the professional but approachable relationship that must exist between the podiatrist and all service users at every level.

To ensure the smooth running of any clinical setting within the department, working relationships must be established with external agencies, GP's, practice staff, DN's, patients, carers, other podiatry staff, podiatry assistants, administrative and clerical staff.

The elements of communication which are specific to working and can be highlighted as follows:

- Communicate and receive complex patient related information effectively with other health care professionals and patients. Patients may have podiatric problems, which can be compromised by other general medical conditions i.e. Diabetes.
- Work in partnership with all members of the uni / multidisciplinary team to support quality services for patients such as translation services
- Manage communication with patients where the news imparted may not be what the patient wishes to hear e.g. poor prognosis, discharge policy, long waiting times.
- Participate in delivery of health education to patients, carers and other staff groups as required
- Ensure consideration is given to lifestyle, gender and cultural background
- Ensure that all communication is dealt with confidentially and in line with data protection guidelines
- Ensure consideration is given where there are barriers to understanding.
- Ensure compliance to General Data Protection Regulation (GDPR)

PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

- Requirement for prolonged concentration to carry out podiatric treatments which can be frequently interrupted e.g. phone calls
- Required to administer local anaesthetic as and when necessary.
- When treating patients in Care homes/domiciliary circumstances post holder will be required to work for long periods in cramped awkward positions
- Bending to aid some patients with removal/putting on hosiery/footwear
- May be required to carry large amounts of equipment to domiciliary/nursing homes in excess of 5kg, as per service requirements, at least once per week.
- Travel between clinics, domiciliary visits and nursing homes throughout the year in differing weather conditions
- Exposed to wounds which may have offensive smells and poor foot hygiene; blood, pus and serum daily
- May be exposed to aggressive and challenging patients/carers occasionally
- Exposure to nail dust on a daily basis
- Moving and handling patients
- Exposed to the risks of Lone Working
- Exposed to the possibility and be aware of the risk of sharps/ needlestick injury

- Work on domiciliary visits where environment is not clinically sound, and may carry risk e.g. poor lighting, poor hygiene, and pets
- Perform intricate clinical procedures on a regular basis to treat/manage foot disorders of low and high risk patients
- Fine manual dexterity and a high degree of concentration – frequently
- Dealing with terminally ill patients, death and bereavement – occasionally
- Dealing with patients and their relatives who have long term illness and debility occasionally
- Dealing with complaints occasionally
- Working in potentially threatening situations occasionally

MOST CHALLENGING PARTS OF THE JOB

- Regular requirement for lone working in a variety of locations, for example, single chair clinics, domiciliary visits and nursing /residential homes.
- Independently managing a caseload ensuring the delivery of high quality, effective and timely podiatry treatment
- Dealing with challenging and demanding patients and carers
- Dealing with patients who are reluctant to comply.
- On a daily basis, deal with exposure to poor foot hygiene, wounds, infection, nail dust, blood, pus, serum and the risk of sharps/ needlestick injury
- Be aware of how treatment plans and episodes of care impact on the physical, mental or emotional health for patients
- Communication difficulties where there are barriers to understanding
- Prioritising workload
- High level of demand from a patient population with high expectations of the service

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

| | |
|--|--|
| Education and qualifications | <ul style="list-style-type: none"> • Degree or diploma in Podiatry • Current HPC registration • Local analgesia certificate |
| Experience | <ul style="list-style-type: none"> • Demonstrate evidence based clinical knowledge |
| Knowledge, skills and abilities | <ul style="list-style-type: none"> • Demonstrate Podiatry specific CPD portfolio |
| Personal qualities | <ul style="list-style-type: none"> • Ability to work on own and as a team member • Ability to prioritise, plan and organise workload |
| Other requirements | <ul style="list-style-type: none"> • Competent computer and word processing skills • Regular updates in:- <ul style="list-style-type: none"> ○ Moving and handling ○ Cardiopulmonary resuscitation and anaphylaxis ○ Fire Safety ○ Infection Control ○ Maintaining confidentiality as per expectations of information governance |

PERSON SPECIFICATION FORM

Job Title: PREPARE (Pre-Registration Podiatry: Accessible Recruitment & Employment) Trainee

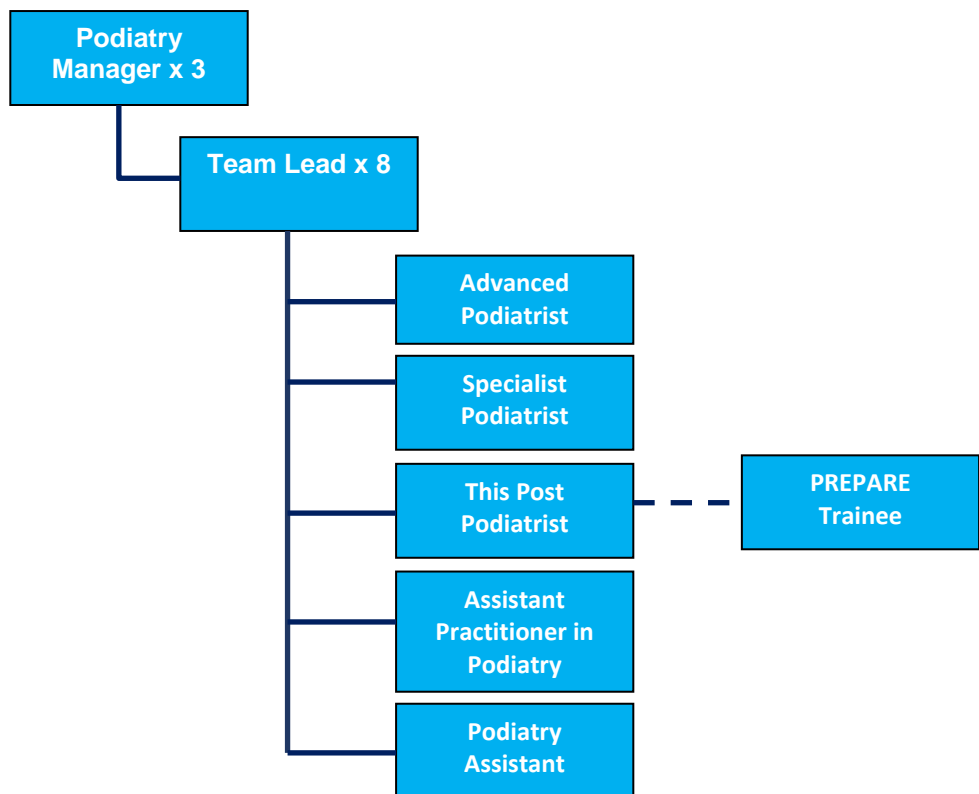
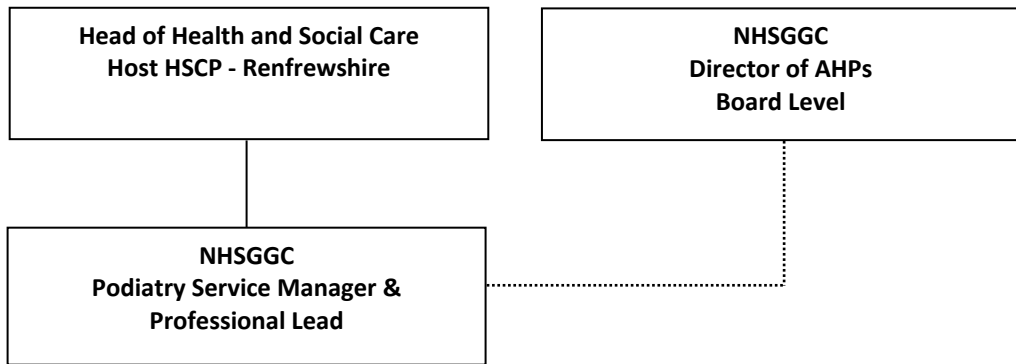
Department: Podiatry

| Qualifications | Essential | Desirable |
|---|-----------|-----------|
| Eligible to gain entry to level 1 BSc (Hons) Podiatry at Glasgow Caledonian University via conventional (information can be found here) or non-conventional route of admission for 2023 / 2024 academic term. | X | |
| Degree educated in unrelated field of study | | X |

| Experience | Essential | Desirable |
|--|-----------|-----------|
| Ability to demonstrate experience of working within health or a social care environment. | | X |

| Behavioural Competencies | Essential | Desirable |
|---|-----------|-----------|
| Ability to work individually and as part of a team | X | |
| Ability to plan, prioritise and organise workload whilst meeting agreed deadlines | X | |
| Ability to demonstrate effective problem solving skills | X | |
| Ability to demonstrate effective leadership qualities | X | |

| Other | Essential | Desirable |
|---|-----------|-----------|
| Basic computer and word processing skills | X | |
| Cannot previously have been required to withdraw from a Podiatry programme delivered by Scottish Higher Education Institute due to academic failure | X | |
| Cannot be in receipt of an offer to undertake to the BSc (Hons) Podiatry or Master of Podiatry programme as delivered by a Scottish Higher Education Institute for the 2023 / 2024 academic term. | X | |



**TRAINEE POST: PREPARE
(PRE-REGISTRATION PODIATRY; ACCESSIBLE RECRUITMENT & EMPLOYMENT
PROJECT)**

NHS GREATER GLASGOW AND CLYDE SUMMARY TERMS AND CONDITIONS

The terms and conditions of service are those approved and amended from time to time by the National Agenda for Change Terms and Conditions Agreement

| | |
|-----------------------------------|--|
| Job reference number | 155158 |
| Closing date | 23:59, Friday 16 th July 2023 |
| Enquiries to: | <p>If you would like to find out more about this role before applying, please contact</p> <p>Pamela Price, Clinical Education Coordinator in Podiatry Email: pamela.price@ggc.scot.nhs.uk Or Telephone: 07977 506253</p> <p>Any discussion and/or visit will be dealt with in confidence.</p> |
| Agenda for Change Band: | Band 5 |
| Salary Scale: | <p>£30,229 - £37,664 per annum (pro rata for part time)</p> <p>As this post is a Trainee post under Annex 21 and the length of training is 4 years, you will be paid at 60% of the maximum of the qualified rate i.e. £37,664 (equates to £22,598.40 per annum</p> |
| Hours | 37.5 hours per week |
| Base | NHSGGC Boardwide |
| Contract type | Permanent |
| Annual leave | The basic annual leave entitlement in a full year commencing 1st April to 31st March is 27 Days on appointment, rising to 29 days after five years and 33 days after 10 years. Leave entitlement is pro rata where applicable. |
| Superannuation | All employees are automatically enrolled in the Scottish Public Pensions Agency . |
| Healthcare Support Workers | All NHS Scotland post holders that are not governed by a regulatory or professional body are considered to be healthcare support workers. On appointment, you will be expected to comply with the NHS Scotland Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers . |

| | |
|--|---|
| | <p>Healthcare Support Workers are expected at all times to practice competencies that demonstrate insight, understanding and mutual respect of patients, their families, carers and work colleagues.</p> <p>Whether in a clinical or non-clinical role the post holder is expected at all times to be an exemplar of person centred care, embracing their Code of Conduct to a high standard as part of an integrated health professional team.</p> |
| Smokefree policy | NHS Greater Glasgow and Clyde operates a smokefree policy on all premises and grounds. |
| Equal Opportunities | NHS Greater Glasgow and Clyde is as an equal opportunities employer . |
| <p>Other Terms and Conditions of Service</p> <p>Terms and Conditions of Service which are not set down in the arrangements for Executive and Senior Managers Pay, are those contained within the Agenda for Change Terms and Conditions Handbook, and the Board's Human Resources Policies. More information about Pay and Conditions for staff working in NHS Scotland can be found in the Additional Information pack attached to the recruitment advertisement for this post</p> | |

Guidance to Candidates Recruitment Process, Timetable and How to Apply

**The closing date for applications for this post is
23:59, Friday 16th July 2023**

- NHS Greater Glasgow and Clyde’s Recruitment team will coordinate candidate communications including application confirmation and the scheduling of each stage of the recruitment and selection activity. Outlined below are key note timescales within this recruitment campaign. All candidate applications will be acknowledged and treated in the strictest of confidence.
- The Job Description and Person Specification is designed to inform potential applicants on the **essential and desirable** experience and personal attributes which are sought in the appointment of the:

Trainee Post: PREPARE (Pre- Registration Podiatry; Accessible Recruitment & Employment Project, Renfrewshire Health and Social Care Partnership

- Candidates progressing to final interview will be asked to attend a Value Based Competency Interview designed to assess knowledge, skills and experience.
- The results of all stages of the recruitment process will be kept confidential and restricted to only those who have direct responsibility for the decision making in the recruitment to this post.

Candidates may wish to note that it may not always be possible to offer alternative dates for preliminary stage assessments or interviews. Please note the dates below. Please note that these dates may be subject to change.

| Recruitment Stage | Expected Date |
|--|---|
| Recruitment Advertising Campaign opens | Tuesday, 3rd July 2023 |
| Advert Closing date for return of applications | 23:59, Friday, 16th July 2023 |
| Shortlisted candidates will be invited to participate in a preliminary assessment stage, expected to commence shortly after the shortlist has been agreed which expected to take place early/mid May 2023. Full details of the preliminary assessment process and interview arrangements will be covered with shortlisted candidates | |
| Panel Interview: Panel interview will include a value based competency interview and presentation | Expected to take place late mid/late July 2023 |

HOW TO APPLY

**Please note the Closing Date for submitting an application:
23:59, Friday 16th July 2023**

If you would like to find out more about this role before applying, please contact for a confidential discussion:-

**Pamela Price, Clinical Education Coordinator in Podiatry Email:
pamela.price@ggc.scot.nhs.uk
Or Telephone: 07977 506253**

Please refer to the Job Description and Person Specification for details of this role. All applications will take the form of an NHS Scotland online application form; please ensure you review the guidance notes below.

To apply for the post of: **Trainee Post: PREPARE (Pre- Registration Podiatry; Accessible Recruitment & Employment Project, Renfrewshire Health and Social Care Partnership**

Please complete the following:-

- Your application will take the form of an online NHS Scotland application form which includes completion of supporting statement questions.
- All applications are invited via the NHS Scotland Recruitment system (Jobtrain) and therefore will need to be completed and submitted online via Jobtrain where you can access the online application form. You will be able to access the Jobtrain system, and complete your application, via devices with an internet connection. The application will include a supporting statement describing how your skills, knowledge and experience meet the Person Specification.
- **NHS Scotland does not accept Curriculum Vitae (CVs) instead candidates are asked to, click on the 'Apply for Job' button to complete and submit the online application form. Please ensure all sections of the application form are fully completed. Please include details of all your career details to date. Please ensure you complete the Role Purpose/Summary of responsibilities section particularly for your most recent post(s).**
- Please do not send CV as an alternative to completing the online application form as we will be unable to progress your application.
- You can use the following web link that will take you to the Recruitment advert on Jobtrain: www.apply.jobs.scot.nhs.uk look under Region > Greater Glasgow and Clyde then Job Family > Allied Health Professions and then job reference **155158** to access and complete the online application form.
- On clicking **"Apply for Job"** button if you haven't already done so before you will be prompted to register for a new Jobtrain user account, and then you just need to then follow the instructions.
- **Your application is the key document that will determine whether you will be shortlisted.**

You must, therefore, be able to demonstrate within your application how you meet the essential requirements being tested at this stage. You should provide clear and succinct information about yourself and how you meet the essential criteria for the role.

- **It is important you complete all sections of the online application form in full. This is to ensure the selection panel can easily find the information they require, and can review the responses from all candidates equally and transparently.** For this reason, applications from candidates who have submitted an incomplete application form will not be considered, (unless there are reasonable adjustments required) **CVs or linking to websites for information (such as LinkedIn) are not accepted.**

Please note you will be asked to complete a Supporting Statement which is in the form of 3 Assessment Questions.

- The interview panel will not make assumptions about your evidence so it is important that you take the time to ensure that you are comfortable with the information you are providing in your application.
- Be clear and succinct in your answers as there are word limits for each section
- Please include details of 2 Referees, one of which must be your current or most recent employer/line manager. Referees will not be approached without obtaining your prior consent.
- **All offers of employment will be subject to completion of pre-employment compliance checks.**
- If you have any questions or require any support regarding the application process, details of any unavailability over **July 2023** or any other information in support of your application, please contact **Susan Chisholm, Recruitment Team Lead, NHS Greater Glasgow and Clyde on telephone 07989 310648 or email: susan.chisholm@ggc.scot.nhs.uk** quoting reference number 154685.
- Candidates are also requested to complete the Equal Opportunities Monitoring Section of the Application Form. This section of your application will not be made available to anyone responsible for shortlisting and interviewing for the post.

All applications will be acknowledged and treated in the strictest of confidence.

Special Requirements for the Recruitment and Selection process

NHS Greater Glasgow and Clyde is a Disability Confident Employer and to ensure prospective candidates are not disadvantaged in the recruitment and selection process we are fully supportive in making reasonable adjustments and during the course of your employment, should you be successful in being appointed to a post.

Reasonable adjustments for example may include allowing extra time during assessment exercises or ensuring information is provided in an alternative format such as audio, Braille or large font. If you feel you may require assistance with any part of our recruitment process, please contact Susan Chisholm separately as detailed above.

Data Protection Legislation

The information supplied by your application will only be processed by those authorised personnel involved in relevant stages of the recruitment process.

Applications submitted via the NHS Scotland Recruitment system Jobtrain will be retained by NHS Greater Glasgow and Clyde and will be used for the purpose of processing your application and for statistical and audit purposes.

NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.

Thank you for your interest in the post and good luck with your application.