

**Specialty Doctor Dermatopathologist**

**Ref: CG 2734**

**Closing date: 30 August 2023**

|  |
| --- |
| **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**

**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: www.medicaljobs.scot.nhs.uk

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



|  |
| --- |
| **Section 1: Person Specification** |

|  |  |  |
| --- | --- | --- |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | GMC registered medical practitionerLicence to practiceFRCPath part 1 Learning and continuous professional development | FRCPath Part 2Additional post-graduate qualifications, e.g. MD/ PhD/MSc |
| **Experience** | Broad experience in Histopathology at registrar level. | Demonstrable Experience within the NHS.Evidence of experience working in an independent manner with a diagnostic pathology service |
| **Ability** | Ability to communicate effectively and clearly with other team members | Ability to report independently in line with RCPath guidelinesEvidence of ability to redesign clinical services or processes |
| **Academic Achievements** | Evidence of research activity and presentations | Evidence of poster or oral presentations at national or international meetingsEvidence of research and publications in peer reviewed journals |
| **Teaching and Audit** | Evidence of commitment to:clinical audit and/or Quality Improvementformal and informal teaching and training of postgraduate medical trainees, medical students and other clinical stafflearning and continuing professional development | Experience of designing auditsSpecific training in Quality ImprovementEvidence of training in medical education including clinical and/or educational supervision |
| **Motivation** | Evidence of commitment to:patient-focused carecontinuous professional development and life-long learningeffective and efficient use of resources | Desire to develop services for patientsEvidence of contribution to development of pathology services. |
| **Team Working** | Ability to work in a team with colleagues in own and other disciplinesAbility to organise time efficiently and effectivelyReliabilityExcellent communication skills | Ability to motivate colleaguesEvidence of previous managerial training and experience |
| Circumstances of Job | May be required to work at any of NHS Edinburgh and the Lothian’s sites |  |

|  |
| --- |
| **Section 2: Introduction to Appointment** |

**Job Title: Specialty Doctor (dermatopathology)**

**Department: Department of Pathology**

**Base: Western General Hospital, Edinburgh**

You may also be required to work at any of NHS Lothian sites.

**Post Summary:** This is a 2-year Specialty Doctor post in histopathology in NHS Lothian, with an emphasis on dermatopathology, offering the successful candidate the opportunity to work within the histopathology/cytopathology service in one of the leading pathology departments in the United Kingdom.The post is based at the Western General Hospital (WGH), Edinburgh, but may involve time spent also at the Royal Infirmary Edinburgh (RIE) site. Contribution to the other specialist teams may be considered, dependent on appropriate training depending on the interests of the successful candidate and the needs of the service. This is offered as a full time (1.0 WTE, 10 PA) post, but applications from individuals wishing to work less than full time can also be considered. The department would support a successful candidate through the CESR route during their time in the department. You will assist the substantive consultants in providing a histopathology service. Duties expected of the post-holder will depend on previous experience. Before the post-holder can undertake independent reporting they must have the full FRCPATH examination and be approved for CESR. If they have not submitted a request for CESR they will work entirely under the supervision of the substantive consultants. In this case duties will mainly comprise macroscopic examination and dissection for the substantive consultants to report.

|  |
| --- |
| **Section 3: Departmental and Directorate Information** |

Pathology services are currently delivered from 2 sites, RIE and WGH. Laboratory Medicine is managed as an integrated service which with Pathology (histopathology and cytopathology) and Forensic Medicine includes Medical Microbiology, Haematology, Biochemistry, Laboratory Reproductive Medicine and Genetics with a single senior management structure. Dr Ingolfur Johannessen is Clinical Director for Laboratory Medicine. There are more than 500 WTE members of staff in the Department of Laboratory Medicine and 2.5 million samples are processed each year. The Pathology service has adopted a Specialist Team reporting structure facilitating implementation of national standards and participation in EQA schemes.

Overall, the histopathology service reports in excess of 62,000 biopsies and diagnostic cytology specimens. The current staffing establishment is 41 histopathology consultants (excluding forensic pathology) and 18 specialist trainees (including paediatric and perinatal and neuropathology). Consultants generally work in one to three specialist teams; the teams are distributed across the two hospital sites to align with clinical services. The RIE teams cover gynaecological, oral/head and neck, pulmonary, gastrointestinal, bone/soft tissue, endocrine pathology and neuropathology. The WGH teams cover breast, gastrointestinal, skin, urological and haematopathology. Specimen trimming and reporting occurs on both hospital sites; the main lab, immunohistochemistry lab and molecular pathology service are located at the RIE site.

The Dermatopathology team currently comprises the following consultant staff, in addition to the advertised vacancies:

Dr Marie Mathers (Team Lead)

Dr Asok Biswas

Dr Wael Al Qsous

Dr Jonathan Davey

Dr Catherine Dhaliwal

Vacant Posts:

2 vacant consultant Dermatopathology posts

|  |
| --- |
| **Section 4: Main Duties and Responsibilities** |

**Clinical:**

This a 1.0 WTE 2-year post in Edinburgh, based primarily at WGH. The current available sessions are within the dermatopathology team, with the opportunity to rotate through other teams as required for CESR application. You will assist the substantive consultants in providing a histopathology service. Duties expected of the post-holder will depend on previous experience. Before the post-holder can undertake independent reporting they must have the full FRCPATH examination and be approved for CESR. If they have not submitted a request for CESR they will work entirely under the supervision of the substantive consultants. In this case duties will mainly comprise macroscopic examination and dissection for the substantive consultants to report.

Duties will include reporting of biopsy and resection specimens, and participation in related multidisciplinary meetings (with appropriate supervision, depending on the experience of the successful candidate). The histopathology service in Edinburgh spans both hospitals and the successful candidates may be expected to carry out duties at either hospital site.

The successful candidate will be expected to be involved in direct clinical care, CPD and audit, be available for teaching and be involved in research as appropriate. There is also a requirement for the post holders to participate in annual appraisal/revalidation. Multidisciplinary meetings are a key part of direct clinical care. Workload, using Royal College guidelines, is recorded as a part of reporting biopsies. There is no on call commitment for these posts. The department has full accreditation and the post holder will be expected to contribute to ongoing work to maintain this status.

**Out of Hours Commitments:**

* N/A

**Location:**

* The principal base of work will be the WGH site.
* As part of your role, you may be required to work at any of NHS Lothian’s sites

**Provide high quality care to patients:**

* Maintain GMC registration, and hold a licence to practice
* Develop and maintain the competencies required to carry out the duties of the post
* Ensure patients are involved in decisions about their care and respond to their views

**Research, Teaching and Training:**

* Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian’s research portfolio, at all times meeting the full requirements of Research Governance
* To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director
* Edinburgh has a strong track record of collaborative research between pathologists with recognised areas of special interest and their clinical / academic counterparts in other NHS and University departments / institutes.
* There is a strong, NHS-led R&D programme including molecular and digital pathology and Pathology oversees Tissue Governance for all of NHS Lothian including NHS and various universities’ research. The University of Edinburgh has a number of first class research institutes with modern facilities where additional projects on neoplasia and inflammatory disorders could be conducted in collaboration with clinical and non-clinical research workers. The post-holder will be encouraged to develop their own collaborative links in keeping with their interests and to develop their own research projects under the auspices of the NHS Lothian R&D programme.

**Medical Staff Management:**

* To work with colleagues to ensure junior doctors’ hours are compliant in line with EWTD and New Deal
* To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
* To participate in the recruitment of junior medical staff as and when required
* To participate in team objective setting as part of the annual job planning process

**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 demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian and when participating in national or local initiatives
* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
* Adhere to NHS Lothian and departmental guidelines on leave including reporting absence
* Adhere to NHS Lothian values

|  |
| --- |
| **Section 5: NHS Lothian – Indicative Job Plan** |

**Post:** **Locum for service Dermatopathologist**

**Specialty:** Histopathology

**Principal Place of Work:** Western General Hospital, Edinburgh

**Contract:** Full Time

**Availability Supplement:** None

**Out-of-hours:**  None

**Managerially responsible to:** Dr Ingólfur Johannessen, Clinical Director for Laboratory Medicine

**Timetables of activities that have a specific location and time:**

**Indicative Job Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DAY / LOCATION** | **TIME (hrs)** | **TYPE OF WORK** | **DCC [PAs]** | **SPA [PAs]** | **OOH [PAs]** | **HOURS** |
| **Monday****Base: WGH** | 09.00 to 13.0013.00 to 17.00 | Trimming and Reporting specimens under supervisionReporting specimens under supervision | 11 |  |  | 8 |
| **Tuesday****Base: WGH** | 09.00 to 13.0013.00 to 17.00 | Trimming and Reporting specimens under supervisionReporting specimens under supervision | 11 |  |  | 8 |
| **Wednesday****Base: WGH** | 09.00 to 13.0013.00 to17.00 | Trimming and Reporting specimens under supervisionReporting specimens under supervision | 11 |  |  | 8 |
| **Thursday****Base: WGH** | 08.00 to 13:0013.00 to 16.00 | MDT and Reporting specimens under supervisionCore SPA | 1 | 1 |  | 8 |
| **Friday****Base: WGH** | 09.00 to 13.0013.00 to 17.00 | Trimming and Reporting specimens under supervisionReporting specimens under supervision | 11 |  |  | 8 |
| **Saturday** **Base**  |  |  |  |  |  |
| **Sunday****Base** |  |  |  |  |  |
|  |  | **Total Hours** | 36 | 4 |  | 40 |

|  |
| --- |
| **Section 6: Contact Information** |

For informal enquiries and arrangements to visit, please contact

Dr Hannah Monaghan, Head of Specialty,

Pathology Department, Royal Infirmary Edinburgh, Little France,

Edinburgh EH16 5SA, tel: 0131 242 7122

e-mail: hannah.monaghan@nhslothian.scot.nhs.uk

|  |
| --- |
| **Section 7: Working for NHS Lothian** |

**Working in Edinburgh and the Lothians**

**Who are we?**

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Tim Davison is the Chief Executive 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.nhslothian.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. For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk.

**What we can offer you**

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

* 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.nhslothian.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-cantered care at the most affordable cost’. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

**Our Values and ways of working**

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 8: Terms and Conditions of Employment** |

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

|  |  |
| --- | --- |
| **TYPE OF CONTRACT**  | Permanent, Full time |
| **GRADE AND SALARY** | Consultant |
| **HOURS OF WORK** | 40 hours per week |
| **SUPERANNUATION** | New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk  |
| **GENERAL PROVISIONS** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary. |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded (up to 10% of salary) |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses.  |
| **TOBACCO POLICY** | NHS Lothian operates a No Smoking Policy in all premises and grounds. |
| **DISCLOSURE SCOTLAND** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| **CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK** | NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified. |
| **REHABILITATION OF OFFENDERS ACT 1974** | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential. |
| **MEDICAL NEGLIGENCE** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme. |
| **NOTICE** | Employment is subject to three months’ notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | As presently configured this post is based at WGH, as detailed above. You may be required to work at any of NHS Lothian’s sites as part of your role. |
| **SOCIAL MEDIA POLICY** | You are required to adhere to NHS Lothian’s Social Media policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media.  |

|  |
| --- |
| **Section 9: General Information for Candidates** |

**Data Protection Act 1988**

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to Human Resources staff.

**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

**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

**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.
* Once in receipt of the application pack 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 feel free to use additional paper if required. Please do not add your name to any additional information provided; secure it to the relevant section and the Recruitment Administrator will add a candidate number.

**Please return completed applications in Word Format by midnight on the close date to** **medical.personnel@nhslothian.scot.nhs.uk**

**You will receive an automated response acknowledging receipt of your application.**