

**Locum Appointment for Training (LAT) ST4 in Medicine of the Elderly**

**Royal Infirmary of Edinburgh**

**Ref: TG1840**

**Closing date: 21st August 2023**

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| **Contents** |

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

**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.**

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| **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

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| **Section 1: Person Specification** |

Please note that the national Geriatric Medicine ST4 recruitment and selection criteria apply as shown below

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| **ENTRY CRITERIA** |
| **Essential criteria** |
| ***Qualifications***Applicants must have:* MBBS or equivalent medical qualification
* Either of the following:
	+ Full MRCP (Parts 1, 2 and PACES passed at time of application. i
	+ Eligibility for the specialist register in general internal medicine by time of application ii
	+ Completion of Irish Basic Specialty Training in medicine and the MRCPI full diploma by offer date
 | **When is this evaluated? iii**Application formInterview/selection Centre ivPre-employment check |
| ***Eligibility***Applicants must:* Be eligible for full registration with, and hold a current licence to practice v from, the GMC at the advertised post start date vi
* Have evidence of achievement of foundation competences from a UKFPO-affiliated foundation programme or equivalent, by time of application in line with GMC standards/Good Medical Practice
* Have evidence of achievement of Internal Medicine Stage 1 capabilities, for the round of application, via one of the following methods:
	+ Current employment in a programme which leads to successful completion of Internal Medicine Stage 1 Training vii by the advertised post start date, via one of these approved routes:
		- UK Internal Medicine Stage 1 Training
		- UK ACCS (Internal Medicine) viii
		- UK Broad Based Training (medicine route)
		- A standalone UK IMY3 programme (following completion of UK core medical training/ACCS (acute medicine))
	+ JRCPTB internationally level 3 accredited equivalent Internal Medicine Stage 1 Training programme ix
	+ Successful completion of one of the programmes listed above, evidenced by ARCP x
	+ Completion of UK ST3 in General Internal Medicine and satisfactory progress for any subsequent GIM training, by the advertised post start date, evidenced by ARCP xi
	+ Evidence of achievement of Internal Medicine Stage 1 capabilities at time of application. Acceptable evidence is only permitted via the *Alternative Certificate to Enter Group 1 Higher Physician Specialty Training* xii
* Be eligible to work in the UK
 | **When is this evaluated?**Application formInterview/selection CentrePre-employment check |
| ***Fitness to practise:***Is up to date and fit to practise safely | **When is this evaluated?**Application formReferences |
| ***Language skills:***Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about medical topics with patients and colleagues, as assessed by the General Medical Council xiii | **When is this evaluated?**Application formInterview/selection centre |
| ***Health:***Applicants must meet professional health requirements (in line with GMC standards / Good Medical Practice) | **When is this evaluated?**Application formPre-employment health screening |
| ***Career Progression:***Applicants must:* Be able to provide complete details of their employment history
* Have evidence that their career progression is consistent with their personal circumstances
* Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training
* Have sufficient experience xiv working in medical specialties (not including foundation level experience) by the advertised post start date. This can be via either:
	+ Training completed in:
		- UK Internal Medicine Stage 1 Training
		- UK ACCS (Internal Medicine)
		- UK Broad Based Training (medicine route)
		- A standalone UK IMY3 programme (following completion of UK core medical training/ACCS (acute medicine))
		- JRCPTB internationally level 3 accredited equivalent Internal Medicine Stage 1 Training programme **or**
	+ Have at least 36 months’ experience in medical specialties (of which at least 18 months must include the care of acute medical in-patients). Experience in certain acute care common stem specialties can be counted towards the 36 months in some circumstances xv
* Have notified the Training Programme Director of the Specialty Training Programme they are currently training in if applying to continue training in the same specialty in another region xvi.
* Not already hold, nor be eligible to hold, a CCT/CESR in the specialty; and must not currently be eligible for the specialist register for the specialty to which they are applying xvii
* Applicants must not have previously relinquished or been released / removed from a training programme in this specialty, general internal medicine or associated Core training programme, except if they have received an ARCP outcome 1 (outcome 6 for associated core training) or under exceptional circumstances xviii
* **For those wishing to be considered for Locum Appointment for Training posts (where available):** no more than 24 months experience in LAT posts in the specialty by intended start date
 | **When is this evaluated?**Application formInterview/selection centre |
| ***Application completion:***ALL sections of application form completed FULLY according to written guidelines | **When is this evaluated?**Application form |

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| **SELECTION CRITERIA** |
| ***Qualifications*** |
| **Essential Criteria*** As above
 | **Desirable Criteria*** Higher degrees including MSc, PhD or MD (where the research thesis is not part of first medical degree)
 | **When is this evaluated?**Application formInterview/selection centre |
| **Career Progression** |
| **Essential Criteria*** Evidence that present achievement and performance is commensurate with totality of training
 |  | **When is this evaluated?**Interview/selection centre |
| **Clinical Experience** |
| **Essential Criteria*** Evidence of experience in a range of acute medical specialties, with experience of managing patients on unselected medical take during core training or equivalent
 | **Desirable Criteria*** Experience core level of managing elderly patients
* Experience of managing patients with severe acute medical disease.
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| ***Clinical skills – clinical knowledge & expertise*** |
| **Essential Criteria*** Demonstrates awareness of managing acute medical conditions, including emergencies, in patients and out-patients
* Appropriate knowledge base, and ability to apply sound clinical judgement to problems
* Able to work without direct supervision where appropriate
* Able to prioritise clinical need
* Able to maximise safety and minimise risk
 | **Desirable Criteria*** Evidence of some capabilities in the specialty as defined by the relevant curricula
* Evidence of skills in the management of acute medical emergencies
* Evidence of skills in the management of patients not requiring hospital admission
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| **Academic skills** |
| **Essential Criteria****Research, Audit and Quality Improvement:*** Demonstrates understanding of research, including awareness of ethical issues
* Demonstrates understanding of the basic principles of clinical risk management, evidence-based practice, patient safety and clinical quality improvement initiatives
* Evidence of involvement in a quality improvement or formal research project
* Demonstrates knowledge of evidence informed practice
* Demonstrates an understanding of clinical governance

**Teaching:*** Evidence of teaching experience and/or training in teaching
 | **Desirable Criteria****Research, Audit and Quality Improvement:*** Demonstrates an understanding of research methodology
* Evidence of relevant academic and research achievements, and involvement in a formal research project
* Evidence of relevant academic publications
* Evidence of involvement in a quality improvement project or other activity which:
	+ Uses recognised QI methodology
	+ Focuses on patient safety and clinical improvement
	+ Demonstrates an interest in and commitment to the specialty beyond the mandatory curriculum
* Evidence of exceptional achievement in medicine

**Teaching:*** Evidence of involvement in teaching students, postgraduates and other professionals and evidence of participation in a teaching course
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| ***Personal skills*** |
| **Personal Skills – Essential Criteria****Communication Skills:*** Demonstrates clarity in written/spoken communication, and capacity to adapt language to the situation, as appropriate
* Able to build rapport, listen, persuade and negotiate

**Problem Solving and Decision Making:*** Capacity to use logical/lateral thinking to solve problems/make decisions, indicating an analytical/scientific approach

**Empathy and Sensitivity:*** Capacity to take in others’ perspectives and treat others with understanding; sees patients as people
* Demonstrates respect for all

**Managing Others and Team Involvement:*** Able to work in multi professional teams and supervise junior medical staff
* Ability to show leadership, make decisions, organise and motivate other team members; for the benefit of patients
* Capacity to work effectively with others

**Organisation and Planning:*** Capacity to manage/prioritise time and information effectively
* Capacity to prioritise own workload and organise ward rounds
* Evidence of thoroughness (is well prepared, shows self-discipline/commitment, is punctual and meets deadlines)

**Vigilance and Situational Awareness:*** Capacity to monitor developing situations and anticipate issues

**Coping with Pressure and Managing Uncertainty:*** Capacity to operate under pressure
* Demonstrates initiative and resilience to cope with changing circumstances
* Is able to deliver good clinical care in the face of uncertainty

**Values:*** Understands, respects and demonstrates the values of the NHS (e.g. everyone counts; improving lives; commitment to quality of care; respect and dignity; working together for patients; compassion)
 | **Personal Skills – Desirable Criteria****Management and Leadership Skills:*** Evidence of involvement in management commensurate with experience
* Demonstrates an understanding of NHS management and resources
* Evidence of effective multi-disciplinary team working and leadership, supported by multi-source feedback or other workplace based assessments
* Evidence of effective leadership in and outside medicine

**Other:*** Evidence of achievement outside medicine
* Evidence of altruistic behaviour e.g. voluntary work
 | **When is this evaluated**?Application formInterview/selection centreReferences |
| ***Probity – professional integrity*** |
| **Essential Criteria*** Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)
* Capacity to take responsibility for own actions
 |  | **When is this evaluated?**Application formInterview/selection centreReferences |
| ***Commitment to specialty – learning and personal development*** |
| **Essential Criteria*** Shows initiative/drive/enthusiasm (self-starter, motivated, shows curiosity, initiative)
* Demonstrable interest in, and understanding of, the specialty
* Commitment to personal and professional development
* Evidence of self-reflective practice
 | **Desirable Criteria*** Extracurricular activities / achievements relevant to the specialty
* Evidence of participation at meetings and activities relevant to the specialty
* Evidence of attendance at organised teaching and training programme(s) relevant to the specialty
 | **When is this evaluated?**Application formInterview/selection centreReferences |
| **NOTES** |
| i The published deadline’ refers to a deadline date set in each recruitment round; Round 1 (30/03/2023) Round 2 (20/04/2023) Round 3 (23/10/2023)ii Eligibility for the specialist register must have been approved by the GMC to be considered.iii ‘When is this evaluated’ is indicative but may be carried out at any time throughout the selection process.iv ‘Selection centre’ refers to a process, not a place. It involves a number of selection activities which may be delivered as part of the assessment process. v The GMC introduced the licence to practise in 2009. Any doctor wishing to practise in the UK after this date must be both registered with and hold a licence to practise from the GMC at time of appointment. vi ‘The advertised post start date’ refers to the first date from which posts recruited in a round can commence. This will be specified clearly within the published advertisement for that recruitment round.vii Internal Medicine Stage 1 Training is the replacement programme for core medicine training. Trainees who have completed core medical training or ACCS (acute medicine) and a further standalone third year (IMY3) in internal medicine training, will be eligible to apply. Those not undertaking the third year of an internal medicine training programme will need to supply an alternative certificate. viii ACCS (internal medicine) is the new name for ACCS (acute medicine), only those whose programme entails completing the Internal Medicine Stage 1 curriculum will be eligible without requiring an alternative certificate ix Details of internationally accredited JRCPTB internal medicine training programmes can be found on the JRCPTB website: https://www.jrcptb.org.uk/about-us/international-training/locationsx Applicants who have an ARCP outcome with all capabilities signed off apart from the full MRCP (UK), will be eligible to apply on this basis, subject to the normal rules on completing the MRCP (UK). Additionally, anyone who has an ARCP outcome 10.1 will be eligible to apply on the competence criterion and will be required to complete outstanding competences in their ST4 programme.xi Successful completion will normally be an ARCP outcome 1 and it is expected that trainees applying in this position will have completed at least six months of GIM training as part of their higher specialty training programme by the advertised post start date.xii The Alternative Certificate to Enter Group 1 Higher Physician Specialty Training is a document designed by the JRCPTB listing the necessary core capabilities required for progression to ST4, as defined in the internal medicine stage 1 curriculum: https://www.jrcptb.org.uk/internal-medicine. The certificate is available to download from the Physician Recruitment website: http://www.st3recruitment.org.uk/recruitment-process/am-i-eligible/core-competences. Applicants must ensure the version of the form they are using meets the requirements detailed on the website.xiii Applicants are advised to visit the GMC website which gives details of evidence accepted for registration.xiv Any time periods specified in this person specification refer to full time equivalent.xv For information on how experience in acute care common stem specialties will be counted, please visit the Physician Recruitment website: http://www.st3recruitment.org.uk/recruitment-process/am-ieligible/experiencexvi The Support for Application to another region form, signed by the Training Programme Director of their current Specialty Training Programme confirming satisfactory progress must be submitted to the recruitment office managing that application at time of application.xvii Programmes in Group 1 higher medical specialties are dual accredited with Internal Medicine Stage 2. Applicants who hold a CCT in internal medicine are eligible to apply but should note that they will be expected to fulfil the internal medicine service requirements of any post they are offered and will be unable to reduce the length of the programme.xviii Exceptional circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train. Applicants will only be considered if they provide a ‘support for reapplication to a specialty training programme’ form signed by both the Training Programme Director / Head of School and the Postgraduate Dean in the region that the training took place. No other evidence will be accepted. Please note that this requirement does not apply to trainees who exited UK core training with an ARCP outcome 3 or 4 where they were only missing the full MRCP (UK) diploma. |

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

**Job Title:** Specialty Registrar (ST4) - Locum Appointment for Training (LAT) in Medicine for the Elderly (Fixed Term) 1 post

**Department:** Medicine of the Elderly

**Base:** Royal Infirmary of Edinburgh

**Start Date:** From 01 February 2023

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

**Post Summary:**

This accredited training post is required from 01/02/2023 to fill a vacant post in Medicine for the Elderly at the Royal Infirmary of Edinburgh until 01/08/2023. This post includes a commitment to Hospital at Night and weekend working and this will be a banded post. The post offers an exciting opportunity to join a dynamic, enthusiastic and supportive team. The post holder will have the opportunity to gain experience in various aspects of geriatric medicine.

The main duties of the role will be supporting the management of in-patients in the Medicine for the Elderly wards at the Royal Infirmary of Edinburgh. Other clinical duties may be based in Day Hospital and Out Patient Clinics, Orthogeriatric Liaison Services and Hospital at Home. The post holder will join a team of around 45 other junior doctors including FY1/FY2, GP trainees, IMTs, clinical fellows and registrars and will be supervised by one of the consultants.

The department has a strong reputation for teaching and training and the post holder will be encouraged to participate in teaching opportunities which occur several times per week. There will also be opportunities to perform quality improvement projects and to be involved in the departmental governance, morbidity and mortality meetings.

Although this post is primarily based at the Royal Infirmary of Edinburgh, the post holder may be required to work in other areas of NHS Lothian, e.g. Hospital at Night.

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

Medicine of the Elderly

The Medicine of the Elderly (MOE) Service provides high quality safe and person centered care and Comprehensive Geriatric Assessment to the frail elderly at the Royal Infirmary of Edinburgh. This comprises of; acute inpatient assessment, general and orthopaedic rehabilitation, liaison work to other departments and a range of outpatient services including day hospital, hospital at home, outpatients and specialist Parkinson’s services. The service aims to support the frail elderly to maximise their functional potential or recover to an optimal level of health with the view of maintaining an independent life at home or a in a homely setting through dedicated multidisciplinary team working.

Out of hours work involves senior input supporting the team to cover the 106 acute MoE assessment beds across four wards and the Regional Stroke Unit, and assessing frail patients at the front door. Each part of the service has a dedicated group of consultants who provide a high level of daily senior decision-making support and supervision to junior staff.

Stroke services

The stroke services are increasingly integrated across the three acute hospital sites in Lothian. Hyperacute stroke patients are predominantly admitted via the Emergency departments in the RIE (36 integrated stroke unit beds). In collaboration with the emergency departments, the stroke service thrombolyses 100-150 patients per year and 50 patients have received thrombectomy treatment in the last 12 months. Each day the RIE has a consultant who is acute stroke team lead (consultant, stroke registrar, outreach nurse) and responsible for hyperacute treatment, assessment of patients in ED and AMU, and taking calls through the 24/7 TIA hotline). Another consultant is responsible for seeing new admissions to the stroke unit and for optimising patient flow through the inpatient service. The service is supported by a large number of clinical academics who comprise one of the largest stroke research groups in the world.

**Consultants**

Prof Emma Reynish Associate Medical Director

Dr Amanda Barugh Clinical Director

Dr Atul Anand Acute MoE, Front Door, Orthogeriatrics and Trauma

Dr Carolyn Armstrong Acute MoE, Front Door and Community

Dr Yvonne Chun Stroke

Dr Andrew Coull Acute MoE, Front Door and Community

Dr Sheila Coutts Orthogeriatrics and Undergraduate Education Lead

Dr Julie Dikiciyan Acute MoE, Front Door

Dr Fergus Doubal Stroke, MCN lead

Dr Suad Elawad Stroke and General Medicine

Dr Simon Hart Stroke

Dr Roanna Hall Acute MoE, Front Door, Orthogeriatrics and Trauma

Dr Lorna Hamilton Acute MoE, Front Door, Orthogeriatrics and Trauma

Dr Jenny Harrison Hospital at home, MoE and General Medicine

Dr Neil Hunter Stroke and Acute Medicine

Dr Alixe Kilgour Acute MoE, Front Door, Orthogeriatrics and Trauma

Dr Renping Lee Stroke and Hospital at Home

Prof Alasdair MacLullich Orthogeriatrics and Delirium

Dr Sarah Marrinan Acute MoE, Front Door and Parkinson’s Disease

Dr Andrew McIntosh Acute MoE, Front door and Rehabilitation

Prof Gillian Mead Stroke

Dr Wendy Morley Acute MoE and Quality Improvement

Dr Richard O’Brien Stroke and Governance lead

Dr Olayinka Ogundipe Acute MoE, Ortho rehab and Medical Education Lead

Dr Deepa Rangar Acute MoE, Front Door

Dr Jo Renton Acute MoE, Parkinson’s Disease and General Medicine

Dr Susan Shenkin Acute MoE and rehabilitation

Dr Amy Todd Acute MoE, Front Door, Orthogeriatrics and Trauma

The Medicine of the Elderly and Stroke Services for Lothian currently include consultants with a wide variety of special interests. Edinburgh is configured into North and South Zones, with a team of consultants based primarily at the Western General Hospital providing care for older patients on the North side of Edinburgh, and a team at the Royal Infirmary and Liberton Hospitals providing care to patients on the South side of the city.

There is a strong tradition of research in Geriatric Medicine in Edinburgh, with an active University of Edinburgh Geriatric Medicine Department led by Professor Alasdair MacLullich.

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

**Clinical:**

The post-holder should be someone who is fully committed to working within a team structure, and flexible in order to adapt to the challenges and opportunities presented as the MOE clinical service evolves within Lothian. 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 the job planning process where applicable.

The post-holder will:

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

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

Existing sub-specialty interests within the Directorate include Orthogeriatrics and trauma, Neurosurgical liaison, Stroke Services (including thrombolysis and thrombectomy and TIA clinics), Parkinson’s disease and Delirium.

**Out of Hours Commitments:**

* Out of hours duties include weekend shifts (0900-1700) NHS Lothian Hospital at Night STR rota
* Majority of out of hours work is as part of the MOE on-call team covering MOE and stroke inpatients
* Details of on call commitments will be provided at time of interview

**Location:**

* It is anticipated the principal base of work will be the Royal Infirmary of Edinburgh. As part of your role, you may be required to work at any of NHS Edinburgh and the Lothian’s sites.

**Provide high quality care to patients:**

* Maintain GMC specialist 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 participate in audit and research opportunities should they arise
* To provide teaching to medical undergraduates and members of other health care professions as required.

**Governance:**

* Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented.
* 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.

**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.
* Adhere to NHS Lothian values.

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

**Post:** Specialty Registrar ST4 (LAT)

**Specialty:** Medicine for the Elderly

**Principal Place of Work:** Royal Infirmary of Edinburgh

**Contract:** Full time Fixed Term

**Out-of-hours:** Out of Hours duties are required

**Managerially responsible to:** Dr Amanda Barugh

Sample timetable – May vary

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| DAY /LOCATIONRIE | TIME (hrs) | TYPE OF WORK |
| Monday | 09.00 – 17.00 | Ward rounds, team meetings, and family meetings |
| Tuesday | 09.00 – 17.00 | Front Door FrailtyWard rounds, team meetings, family meetingsDepartmental teachingAudit/QI and research |
| Wednesday | 09.00 – 17.00 | Ward rounds, team meetings, family meetings |
| Thursday | 09.00 – 17.00 | Ward rounds, team meetings, family meetingsDepartmental meeting (QI/Governance/Morbidity)Clinic |
| Friday | 09.00 – 17.00 | Ward rounds, team meetings, family meetings |

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| **Section 6: Contact Information** |

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

Dr Amanda Barugh (Amanda.Barugh@nhslothian.scot.nhs.uk or via her PA Alison Cummings; Tel: 0131 242 1526 / e-mail: Alison.cummings@nhslothian.scot.nhs.uk).

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| **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 Tracey Gilles 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 (H&SCPs) 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 theothians 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, 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 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.

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 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

**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 aand 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

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| **Section 8: Terms and Conditions of Employment** |

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

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| **TYPE OF CONTRACT**  | Full time / fixed term |
| **GRADE AND SALARY** | Locum appointment for TrainingST4 |
| **HOURS OF WORK** | 48 |
| **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 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. |
| **NOTICE** | Employment is subject to three months’ notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Lothian’s sites as part of your role. |
| **SOCIAL MEDIDA 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.  |

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| **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.