

**JOB TITLE: Consultant in Plastic Surgery**

**JOB REFERENCE: CG2744 JOBTRAIN REFERENCE: 160605**

**CLOSING DATE: 29th August 2023 INTERVIEW DATE: 9th October 2023**

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**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.**  |

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| **Section 1: Person Specification** |

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | * Specialist registration in Plastic Surgery on the GMC or equivalent or be eligible within 6 months of interview.
* FRCS (Plast)
 | * Additional post-graduate qualification MD/PhD/MSc.
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| **Experience** | * Proven ability to manage the spectrum of general Plastic Surgery both elective and emergency workload and be able to participate fully on the Plastic Surgery emergency on-call rota.
* Evidence of clinical competence in the surgical and medical management of patients with skin cancer including malignant melanoma.
* Evidence of the ability to take responsibility for independent management of patients.
* Evidence of the ability to manage the spectrum of general adult Plastic Surgery patients both elective and emergency including skin cancer lymphadenectomies.
* Requirement to provide cover to the New Royal Infirmary campus when on-site.
* Operative management of common hand conditions.
 | * National/International Fellowship in head and neck surgery, trauma/lower limb trauma management.
* An interest in and certification in laser treatments.
* Experience in microsurgical reconstruction.
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| **Ability** | * Evidence of the ability to plan and evaluate specialist service. provision, including the effective and efficient use of resources.
* Evidence of the ability to function within a multi-disciplinary team.
* Evidence of an understanding and commitment to improving clinical governance.
 | * Evidence of the ability to lead multidisciplinary teams.
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| **Academic Achievements** | * Evidence of commitment to research and publication.
 | * MD/PhD/MSc.
 |
| **Teaching and Audit** | * Evidence of commitment to formal and informal teaching and training of all grades of trainees and others in the multidisciplinary team.
* Evidence of experience in designing and effecting closed loop audit projects.
 | * Evidence of experience in managing trainees.
* Attendance at teaching courses / certification.
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| **Motivation** | * Evidence of commitment to patient-focussed care.
* Evidence of recent learning and continuous professional development.
* Evidence of desire to develop and improve services for patients, carers, and professional teams.
 | * Experience clinical management or committee work.
* Experience of staff appraisal.
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| **Personal Attributes** | * Excellent communication and interpersonal skills.
* Proven ability to work in a supportive, collegiate, and motivational manner team members in this and other disciplines.
* Recognises and values the contribution of the multi-professional team working to patient care.
* Able to organise time efficiently and effectively.
* Able to fulfil on-call requirement.
* Flexibility within work remit/job plan.
 | * Able to motivate colleagues.
* Ability to develop services and improve patient care.
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| **Section 2: Introduction to Appointment** |

**Job Title:** **Consultant Plastic Surgeon with an interest in Adult Skin Cancer, Adult Plastic Surgery and microsurgical Reconstruction**

**Department: Head & Neck Directorate, Plastic Surgery Department**

**Base: St John’s Hospital, Livingston**

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

**Post Summary: A full time Consultant Plastic Surgeon with an interest in Adult Skin Cancer, Adult Plastic Surgery and microsurgical reconstruction.**

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

1. The Department of Plastic Surgery and Hand Surgery is a supra-regional referral unit, serving the Lothians, Fife, the Borders, and Highland regions, for adult and paediatric, elective and emergency patients. Based in St John’s Hospital in Livingston (SJH) and the Royal Hospital for Children and Young People in Edinburgh (RHCYP), the team care for inpatients, outpatients, and emergency referrals at all sites in Lothian and support the Major Trauma Service at the Royal Infirmary of Edinburgh (ERI). Some services that are provided by Consultant’s with sub-specialist interests, are provided on a national basis.

The population served is 1.4 million (Lothians, Borders, and Highland Health Boards).

Currently, the 17 Consultants are based in the Plastic Surgery Department in St John’s Hospital with 10 Plastic Surgery Consultants, 7 Hand Surgery Consultants (including 3 orthopaedic trained hand surgeons), and two Specialty Doctors. There are also 9 Senior Trainees, 6 Core Trainees/FY2 and 7 FY1 (the latter shared with ENT and OMFS). There are concurrent Plastic and Hand surgery on call Consultant rotas.

The Consultants’ special interests include:

* 2 Consultants for the adult burns service.
* 4 Consultants for paediatrics, including burns.
* 2 Consultants for soft tissue sarcoma service.
* 2 Consultants for the melanoma and sentinel node service
* 1 Consultant for the National ear reconstruction service.
* 2 Consultants for Facial Paralysis.
* 1 Consultant for highly complex pelvic reconstructions
* 2 Consultants for the LASER service
* 2 Consultants for the Major Trauma Service
* 8 Consultants Unit for complex breast reconstructions.
* All Plastic Consultants share lower limb trauma and reconstruction.
* The unit provides input into several multi-disciplinary meetings including Head and Neck Cancer, Melanoma, Breast, Sarcoma, Vascular Malformations and Ear reconstruction.
* 6 Consultants share the majority of elective and emergency adult hand work.
* 2 Consultants manage the Congenital hand surgery service at the RHCYP.
* 3 Consultants manage complex wrist surgery.

The Plastic Surgery Service

We are looking to recruit one new Plastic Surgery consultant to help support the adult and paediatric services in general, and the skin cancer pathway / melanoma service in particular. The exact composition of the final job plan for the successful applicant will depend on their interests and experience as well as the needs of the department.

1. **Details of the Post**

The appointee will commence on a 10-session (PA) contract that includes an on-call commitment (approx. 1in 8) under the organisational framework provided by the new Consultant Contract.

The candidate should be fully trained in plastic surgery, and either be on the specialist register or be within 6 months of eligibility. They must also be fully registered with the GMC.

 The successful applicant will have sessional commitments that are reviewed annually as part of the appraisal and job planning process and will be adjusted according to the needs of the service and training.

One PA will be provided for supporting professional activity (SPA) that will allow preparation for appraisal, job planning, personal audit and continuing professional development. Participation in the departmental postgraduate academic programme includes fortnightly trainee-led departmental education sessions, regular journal club and quarterly departmental M&M and audit meetings. There are opportunities to engage in research and audit. Any commitment to undergraduate teaching will be supported with additional SPA time as appropriate. Consultants will also be expected to perform the duties of Clinical and Assigned Educational Supervisors for our trainees.

 The appointee will be part of the Head and Neck directorate of NHS Lothian and be responsible to the Clinical Director, Mrs Ewa Majdak-Paredes.

The appointee will be expected to participate fully in all activities related to

Clinical Governance.

The appointee will share the services of an appropriate secretarial team and a

specific secretary will be allocated as main contact for this post.

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

**Clinical:**

* You will undertake on average, approximately 4 weekly elective theatre sessions in adult services, principally at SJH but possibly also at the Western General Hospital (WGH)
* You will undertake on average, approximately 3 weekly elective outpatient clinics principally at SJH / WGH but possibly also at Lauriston and ELCH.
* It is hoped that a commitment to the laser service will be provided.
* A highly flexible approach is required to maximise departmental capacity and manage waiting lists.
* Cover to the whole of the ERI / RHCYP campus may be required when at these sites.

**Out of Hours Commitments:**

* You will provide on call services for the Plastics and / or Hand service at a current rate of 1 in 8 with prospective cover. In practice this equates to one weekday per fortnight and one weekend in eight.

**Location:**

* It is anticipated the principal base of work will be **SJH** with some sessions taking place at the WGH, ERI or the East Lothian Community Hospital (ELCH) when required.
* You may be required to work at any of NHS Lothian’s sites, including Raigmore Hospital in Inverness (no more than bi-annually).

**Provide high quality care to patients:**

* You will 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 that the patients’ interests are central to their care.

**Research, Teaching and Training:**

* Where possible, you will collaborate with academic and clinical colleagues to enhance NHS Lothian’s research portfolio, at all times meeting the full requirements of Research Governance.
* Provide high quality teaching to post graduate trainees, medical undergraduates and members of other health care professions as required by the Clinical Director.
* Act as Educational supervisor and Appraiser as delegated by the clinical Director to ensure external accreditation of training posts, with an appropriate allocation of SPA time for these roles.

**Medical Staff Management:**

* To work with colleagues to help ensure that junior doctors’ hours are compliant in line with EWTD and New Deal.
* 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 that 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
* Adhere to good practice for infection control.

**Strategy and Business Planning:**

* To participate in the clinical and non-clinical objective setting process for the directorate as required.
* To participate in the continued development of the Service as required.

**Leadership and Team Working:**

* To demonstrate excellent leadership skills.
* To work collaboratively and amicably 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 and absence reporting.
* Adhere to NHS Lothian values.

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

Name: Consultant Surgeon

Specialty: Plastic Surgery

Principal Place of Work: SJH / WGH / ERI / ELCH Hospitals

Contract: Full Time

Programmed Activities: 10

EPAs: None initially

Availability Supplement: 5 %

Managerially Accountable to: Clinical Director, Mrs Ewa Majdak-Paredes

**The following is indicative of a typical week, but it is anticipated that there will be considerable variation, and flexibility will be required to help optimise the capacity of the service.**

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| **DAY** | **HOSPITAL/ LOCATION** | **TYPE OF WORK** | **Category** |
|  |  |  | **DCC** | **SPA** |
| **Monday** **08:00-18:00** |  SJH | 08:00-08:15 Handover meeting08:15-09:00 Ward roundAll day theatre list | 0.252.5 |  |
| **Tuesday****08.00-18:00** | SJH/ELCH/LB | 08:00-08:15 Handover meetingPost op ward roundMorning OPD clinicPM SPA 1:2PM OPD 1:2 | 1.250.5 | 0.5 |
| **Wednesday** |  | No programmed activity |  |  |
| **Thursday****08:00 – 18.00** | WGH | 08:00-08:15 Handover meeting08:15-09:00 ward roundAll day theatre list | 2.5 |  |
| **Friday** **08:00 – 13.00** | SJH | Skin Cancer MDTAM Melanoma OPD clinic 1:2AM Non-Melanoma Combined clinic 1:2Consultant Meeting 1:4Afternoon SPA 1:4 | 0.251.25 | 0.250.25 |
| **Saturday/Sunday**  |  | On call (weekdays and weekends | 1  |  |
| **Total** |  |  | 9 | 1 |

On call for Plastic or Hand Surgery approximately 1 in 8, weekdays and weekends with prospective cover. This may be subject to departmental reorganisation. Equivalent to 1 PA and 5% availability allowance.

It is anticipated that there will be some flexibility within job plans and there may be some variability in the provision of elective services to optimise the use of available capacity and help address the waiting list pressures throughout the service. The job plan will therefore include some annualised activities.

The Job Plan is negotiable and will be agreed between the successful applicant and the Clinical Director. NHS Lothian initially allocates all consultants 10 PAs made up of 9 PAs in Direct Clinical Care (DCC) and one core SPA for CPD, audit, clinical governance, appraisal, revalidation job planning, internal routine communication, and management meetings. As a major teaching and research contributor, NHS Lothian would normally expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research, and other activities. These are all areas where NHS Lothian has a strong commitment, and we recognise the contribution that consultants are both willing and eager to make. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning.

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| **Section 6: Contact Information** |

Informal enquiries and visits are welcome and should initially be made to: Patrick Addison, Associate Medical Director, St Johns’ Hospital, Livingston on 01506 523000 patrick.addison@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 Mrs Tracey Gillies is the Medical Director.

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

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Further information about NHS Edinburgh and the Lothians can be found at 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 festivals.

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 diverse accommodation ranging from city-centre based flats, waterfront living, Victorian or Georgian villas, to more rural farmhouses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train or car. The Scottish Highlands are accessible in a few hours offering opportunities for hiking, camping, walking, and skiing. National and international transport links make it easy to keep in touch with friends and family or travel abroad for holidays or work purposes. London is one hour away by air and flight connections with major hubs in London, Amsterdam and Paris offer a huge 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 raise a family.
* Access to a transport network offering easy travel links to the rest of the UK, Europe, and the world.

**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 from the UK and worldwide. We are committed to providing a high standard of medical education and can offer training in a variety of specialties at foundation and specialty level, with most training posts in the Southeast 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 including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, and in the hospitals.

**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.

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 aims to maximise efficiency and deliver 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, fosters innovation, and achieves seamless and sustainable care pathways for patients.
4. Design our healthcare systems to deliver the right care reliably and efficiently 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 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 that they meet all 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 |
| **GRADE AND SALARY** | Consultant |
| **HOURS OF WORK** |  |
| **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 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** | 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.  |

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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 offered only 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, 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 fulfil their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

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 CVs 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.**

**We cannot accept CV’s as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit** **https://apply.jobs.scot.nhs.uk** **for further details on how to apply.**

**You will receive a response acknowledging receipt of your application.**

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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.**  |

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

**Please insert template found on HR Online**

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| **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. Calum Campbell is the Chief Executive, Professor John Connaghan CBE is the Chair and Tracey Gillies is the Executive Medical Director.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Over the next year across Scotland there will be significant changes in the way health and social care services are provided. In April 2015, integration came into effect in local areas led by four Health and Social Care Partnerships in East Lothian, Edinburgh, Midlothian and West Lothian. Working together will help us provide even better services for our communities and, where appropriate, people will receive high quality care closer to home. There is work underway in relation to the operational and governance capacity required, ensuring that planning for unscheduled and scheduled care is done in tandem between the four Integrated Joint Boards and the acute service.

Further information about Edinburgh and NHS Lothian can be found at https://org.nhslothian.scot/Pages/default.aspx

**Location**

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East 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 2014 – 2024,” consultation document which you will find at: https://org.nhslothian.scot/Strategies/Pages/default.aspx

**Our Health, Our Care, Our Future**

NHS Lothian works to help people live healthier, longer lives – no matter who they are or where in the region they live. Much progress has been made, but significant challenges and opportunities lie ahead. NHS Lothian draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

* asked staff and patients what and how things need to change to deliver our aims
* brought together local plans into an integrated whole
* identified opportunities to make better use of existing resources and facilities
* prioritised areas that will make most difference to patients

The plan outlines a range of proposals, which will allow us to:

* improve the quality of care
* improve the health of the population
* provide better value and financial sustainability

Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at

https://org.nhslothian.scot/Strategies/OurHealthOurCareOurFuture/Pages/default.aspx

#### 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

https://org.nhslothian.scot/OurValues/Pages/default.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**  | PERMANENT / FIXED TERM: INSERT DURATION |
| **GRADE AND SALARY** | INSERT GRADEINSERT SALARY SCALE |
| **HOURS OF WORK** | XX 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 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 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.  |

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

**Data Protection Legislation**

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

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

**Counter Fraud**

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

**References**

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

**Disclosure Scotland**

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

**Work Visa**

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

**Job Interview Guarantee Scheme**

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

**Overseas Registration and Qualifications**

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.

**Workforce Equality Monitoring**

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

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

**Equal Opportunities Policy Statement**

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

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

Our Equal Opportunities in Employment policy can be viewed on our careers website: https://careers.nhslothian.scot/equal-opportunities/

**NHS Scotland Application Process**

* The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
* It is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
* Please note for equal opportunity purposes NHS Lothian do not accept CV’s as a form of application.
* Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
* Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.
* Please visit https://apply.jobs.scot.nhs.uk for further details on how to apply.