

**JOB TITLE - NHS Lothian and NHS Borders Local Appraisal Adviser**

**CLOSING DATE – 11th September 2023**

**Job Train Ref- 161211**

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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.** |

**NHS LOTHIAN**

**Post: Local GP Appraisal Adviser**

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Personal Traits | * Strong leadership qualities * Good communicator * Team Player * Self-Motivated |  |
| Qualifications & Training  Level of education, professional qualifications, training and learning programmes/courses. | * Full GMC Registration * MRCGP/ JCPTGP or equivalent * Member of a medical defence union | Currently working as a GP in Lothian/Borders for a minimum of two sessions weekly (or equivalent)  MRCGP |
| Experience and Knowledge  Type of experience, level at which experience gained. Depth and extent of knowledge. | * Current or very recent experience of working as an appraiser with General Practitioners * Current or previous experience working as a GP that would allow you to continue to work as an appraiser as per NHS Lothian guidance * Understands the GMC guidance on appraisal and revalidation * A good knowledge of the GMC’s Good Medical Practice and the proposed changes to this document | Experience of leading a team or a project in primary care  Experience of supporting a team of appraisers  Experience of working with and supporting colleagues in difficulty  Involvement in the delivery of training |
| Skills/Abilities  Range and level of skills, i.e. communication (oral, written, presentation), planning/ organisation, numeracy, leadership etc. | * Demonstrates effective communication and influencing skills. * Builds and maintains effective working relationships. * Understands the principals of peer appraisal * Effective time management and organisational skills * Ability to prioritise, think and plan innovatively * Demonstrates sensitivity to the issues likely to face appraisees and appraisers * Demonstrates approachability * Demonstrates discretion * Shows positive motivation to lead a team of appraisers and help implement the national appraisal scheme successfully | Understands CPD and its link with appraisal  Report writing skills  Negotiation skills  Presentation skills |
| Specific Job Requirements  Environmental conditions, unsociable hours, car driver etc. | Requirement to travel across Lothian to visit practices/other departments as required  Attendance at national appraisers’ meetings | Able to travel around NHS Lothian/Borders |

**If you do not meet the essential criteria as detailed above then please do not apply for this post as you will not be short-listed.**

**Section 2: Introduction to Appointment**

**Job Title:** Local GP Appraisal Adviser

**Department:** Primary Care Contracts Team

**Base:** Waverley Gate, 2-4 Waterloo Place, Edinburgh. EH1 3TY

**Post Summary** 2.5 sessionsper week divided:

2.5 sessions per week as the Local GP Appraisal Adviser

In addition, the postholder will be expected to work one other session per week as an appraiser (Separate contract).

To note, one session = 4 hours per week based on 40-hour week

**Salary:**

GP Local Appraisal adviser session x 2.5 Associate Advisers scale (point 00) as Local GP Appraisal Adviser

In addition, Appraiser session x 1 Associate Advisers scale (point AA01) (separate contract)

**Section 3: Departmental and Directorate Information**

Primary Care Contracts manage the statutory and contractual arrangements with primary care practitioners for the provision of primary care services to the population of NHS Lothian (and NHS Borders) on behalf of, and in partnership with the Health and Social Care Partnerships (HSCPs).

The role of the appraisal team is to provide a formative, systematic and regular review of

development for all general practitioners in Scotland, allowing individuals to reflect on areas

of strength and where changes and improvement could be made.

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**Section 4: Main Duties and Responsibilities**

**JOB PURPOSE**

The post holder will be expected to work closely in support of the Deputy Local Appraisal Adviser (LAA) and may be required to undertake a number of tasks subject to mutual agreement and within the limits of one session per week.

There will be a requirement for the post holder to cover for the LAA’s duties during periods of annual and study leave

The post holder will also be required to meet on a 3 or 6 monthly basis with the Deputy Medical Director Primary care for NHS Borders depending on need.

To provide assistance with local training courses

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To attend at least one national LAA team meeting annually.

To identify educational need for appraisers and to facilitate its supply

**DIMENSIONS**

Approximately 1200 General Practitioners in NHS Lothian and NHS Borders combined.

**ORGANISATIONAL CHART**

Director of Primary Care

Executive Medical Director

Deputy Medical Director Primary care

General Manager Primary Care Contracts

Lead GP Appraisal Adviser

Deputy GP Appraisal adviser

- - - lines of professional accountability

----- line management

**KEY RESULT AREAS in conjunction with Local Appraisal Adviser**

* To provide advice and support to appraisers in NHS Lothian & Borders in relation to difficulties or uncertainties that they encounter as part of their appraisal duties
* To be familiar with Medical Appraisal Scotland website (including SOAR).
* To contact doctors who have failed to engage in appraisal, aiming where possible to facilitate a successful outcome
* To meet with the Deputy Medical Director Primary Care (DMD) and the Executive Medical Director (who is also RO) to discuss issues related to non-engagement and to highlight any other concerns raised by appraisers.
* To meet with the RO and DMD NHS Lothian to review the GP appraisal scheme, to identify problems and to ensure its smooth running
* To identify educational need for appraisers and to facilitate its supply by organising regular peer support and educational events or liaising with partners such as NES to support appraisers in accessing educational opportunities.
* Review of SOAR information for GPs transferring HB (for RO)
* Organise and undertake (along with the Deputy LAA) the yearly performance review meeting with all appraisers.
* To recruit and interview potential new appraisers as to suitability for NES Appraiser training and ensure newly appointed appraisers complete the required NHS Lothian & Borders induction and all appraisers complete the required statutory and mandatory training

**ASSIGNMENT AND REVIEW OF WORK**

The post holder will report to the General Manager - Primary Care Contracts and is jointly professionally accountable to the Director of Primary Care and Deputy Medical Director, Primary Care. Other work will be self-directed in response to issues raised during the conduct of duties.

Contract of employment is with NHS Lothian

**COMMUNICATIONS AND WORKING RELATIONSHIPS**

The post holder must establish and maintain a good working relationship with all general

practices, and relevant NHS Lothian clinical and managerial colleagues. In

particular, to work with general practitioners to provide a formative, systematic and

regular review of development for all general practitioners in Scotland.

Highly developed interpersonal, negotiating and communication skills are required.

The post holder will require to undertake both written and oral communications, which will be formal and informal in nature.

**MOST CHALLENGING PART OF YOUR WORK**

Communicating to all interested parties the value of annual medical appraisal as a reflective, formative, supportive and worthwhile activity, that can help doctors’ professional development and improve wellbeing.

**FINANCE AND TIME COMMITMENT**

This post is on a sessional basis.

2.5 sessions per week as Local Appraisal Adviser

In addition, the postholder will be expected to work one other session per week as an appraiser (Separate contract).

One session = 4 hours based on 40 hour week

**PAYMENT**

* 2.5 sessions-Associate Advisers scale (point 00) as Local GP Appraisal Adviser

* 1 session -Associate Advisers scale (point AA01) as a GP

Appraiser

**Section 5: Job Plan**

Both roles [ LAA and Appraiser] are flexible and are done remotely [ home working]. They are flexible in that there will be very busy times, and some quieter times during the year and so the LAA and DLAA will respond to tasks as and when they arise.

**Section 6: Contact Information**

Dr Jeremy Chowings -Deputy Medical Director

[Jeremy.s.chowings@nhslothian.scot.nhs.uk](#)

**Interviews -TBC**

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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. Tim Davison is the Chief Executive and Tracey Gillies is the Executive Medical Director.

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

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

Further information about Edinburgh and NHS Lothian can be found at [http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx](#).

**Location**

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East Lothian, Mid Lothian and West Lothian.

Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh’s historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at [www.talentscotland.com](#). For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: [www.edinburgh.gov.uk](#).

**What we can offer you**

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

* Access to the NHS pension scheme
* Assistance relocating to Edinburgh
* NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
* A beautiful setting to live and work and to take time out after a busy day or week
* Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

**Teaching and Training Opportunities**

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at [http://www.scotmt.scot.nhs.uk/](#) and [http://nes.scot.nhs.uk/](#)

We enjoy close links with the University of Edinburgh ([http://www.ed.ac.uk/home](#)) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

**Our vision, values and strategic aims**

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

* Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
* Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment –efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2013 – 2020,” consultation document which you will find at

[www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments](#).

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

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

In developing the strategic plan we have:

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

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

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

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

[http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf](#)

#### NHS Lothian’s Clinical Quality Approach – Quality Driving Improvement

This is a new way of approaching quality in NHS Lothian.  With this approach to service improvement we aim to deliver ‘high quality, safe and person-cantered care at the most affordable cost’. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

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

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

**Our Values and ways of working**

NHS Lothian is determined to improve the way their staff work so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

**NHS Lothian – Our Values into Action:**

**Care and Compassion**

* We will demonstrate our compassion and caring through our actions and words
* We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
* We will be visible, approachable and contribute to creating a calm and friendly atmosphere
* We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
* We will meet people’s needs for information and involvement in all care, treatment and support decisions.

**Dignity and Respect**

* We will be polite and courteous in our communications and actions
* We will demonstrate respect for dignity, choice, privacy and confidentiality
* We will recognise and value uniqueness and diversity
* We will be sincere, honest and constructive in giving, and open to receiving, feedback
* We will maintain a professional attitude and appearance.

**Quality**

* We will demonstrate a commitment to doing our best
* We will encourage and explore ideas for improvement and innovation
* We will seek out opportunities to enhance our skills and expertise
* We will work together to achieve high quality services
* We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

**Teamwork**

* We will understand and value each other’s role and contribution
* We will be fair, thoughtful, welcoming and kind to colleagues
* We will offer support, advice and encouragement to others
* We will maximise each other’s potential and contribution through shared learning and development
* We will recognise, share and celebrate our successes, big and small.

**Openness, Honesty and Responsibility**

* We will build trust by displaying transparency and doing what we say we will do
* We will commit to doing what is right – even when challenged
* We will welcome feedback as a means of informing improvements
* We will use our resources and each other’s time efficiently and wisely
* We will maintain and enhance public confidence in our service
* We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at

[http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx](#)

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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 |
| **GRADE AND SALARY** | 2.5 sessions-as Local Appraisal Adviser  In addition, there is an expectation that the post holder will work 1 session per week -as a GP Appraiser (separate contract) |
| **HOURS OF WORK** | 2.5 sessions.  One session = 4 hours based on 40 hours per week |
| **SUPERANNUATION** | New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: [www.sppa.gov.uk](#) |
| **GENERAL PROVISIONS** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary. |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded (up to 10% of salary) |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses. |
| **TOBACCO POLICY** | NHS Lothian operates a No Smoking Policy in all premises and grounds. |
| **DISCLOSURE SCOTLAND** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| **CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK** | NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified. |
| **REHABILITATION OF OFFENDERS ACT 1974** | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential. |
| **MEDICAL NEGLIGENCE** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board 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 [here on the NHS Lothian website](#).

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 [here on the 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 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 [here on the NHS Lothian website.](#)

**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.