**Higher Specialty Locum Appointment for Training (LAT) in Clinical Oncology**

**Edinburgh Cancer Centre, Edinburgh**

**Ref: TG1848**

**Closing date: 5th September 2023**



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**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

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| **Section 1: Person Specification** |

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | GMC registered medical practitioner.Licence to practice. |  |
| **Experience** | Minimum of 3 years post registration general professional training (at least 12 months of which should include acute medical receiving) with completion of core medical competenciesCompletion of MRCP(UK/I)  | Evidence of experience in oncology  |
| **Ability** | Ability to communicate effectively and clearly with patients and other team members | Evidence of role in development of clinical service |
| **Academic Achievements including research** |  | Intercalated BSc or equivalentGood Clinical Practice certificateRelevant academic publications |
| **Teaching and Audit** | Evidence of understanding of clinical audit and quality improvementEvidence of teaching experience | Completion of audit or quality management projects |
| **Motivation** | Evidence of commitment to:* patient-focused care
* continuous professional development and life-long learning
* effective and efficient use of resources
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| **Team Working** | Evidence of ability to work in a multi-disciplinary team with colleagues, in own and other disciplines, in own and other hospitalsEvidence of ability to organise time efficiently and effectivelyEvidence of reliabilityEvidence of excellent communication skills |  |
| **Circumstances of Job** | Confirmation that happy to work at any of NHS Lothian /SCAN sites – peripheral clinics are part of oncology service delivery  |  |

Please also see the Person Specification for StR recruitment in clinical oncology:

Clinical Oncology ST3 | Medical Education Hub (hee.nhs.uk)

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

**Job Title: Locum Appointment for Training (StR3+)**

**Department:** Cancer Services

**Base:** Edinburgh Cancer Centre.

**Post Summary:**

2 posts: Fixed Term 12 months

These are temporary posts which have become available as a result of vacancies created by out of programme experience.

They are full-time posts based at the Edinburgh Cancer Centre (ECC), Western General Hospital in Edinburgh but will include peripheral clinics in hospitals in NHS Lothian and the South East Scotland Cancer Network (SCAN) in Fife, Borders & Dumfries and Galloway. There will be an on-call commitment at the ECC for adult oncology.

A LAT post holds educational approval from the Postgraduate Dean.

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

**Edinburgh Cancer Centre**

The Edinburgh Cancer Centre (ECC), based at the Western General Hospital offers specialist treatment for all cancers within the framework of site-specific multi-disciplinary teams incorporated within the South East Scotland Cancer Network (SCAN).

SCAN consists of Lothian (Western General Hospital, Royal Infirmary of Edinburgh and St John’s Hospital in Livingston), Fife (Queen Margaret Hospital Dunfermline and Victoria Hospital Kirkcaldy), Borders (Borders General Hospital) and Dumfries (Dumfries and Galloway Royal Infirmary). There is close collaboration with the CRUK Edinburgh Cancer Research Centre, offering the potential for translational research and cross collaboration with specialist scientists. We actively participate in clinical trials across all cancer types, within specialist clinical trials teams who work within the framework of the South East Scotland Cancer Research Network (SCRN) and the Experimental Cancer Medicine Centre (ECMC). There is also close collaboration with Edinburgh University, the Edinburgh University medical school and the South East Scotland Faculty for Clinical Educators.

The ECC sees about 4600 new patients each year and is in the process of expansion to cater for expected increase in demand over the next 10-15 years. More than 4000 courses of radiotherapy are delivered each year, 75% with radical intent and around 20,000 attendances /annum for systemic anticancer therapy (SACT). Oncology in-patient beds are co-located with the out patients facilities and includes four wards, a teenage and young adult in-patient facility, 10 bed haematopoietic stem cell transplant unit.

The Radiotherapy Department has six Varian Linear Accelerators all with MLC and portal imaging, five have IGRT and VMAT capability. Two LinAcs are Novalis Tx machines to provide specialised stereotactic radiotherapy. There are two departmental CT scanners for simulation. The Department offers a wide range of radiotherapy http://careers.nhslothian.scot.nhs.uk techniques such as 3 & 4D-CRT, SABR for lung tumours, virtual simulation, VMAT for prostate, head and neck, anal, lymphoma and CNS cancers with plans to roll out gynaecological cancers over the coming year and subsequently lung cancer. We also perform intracranial stereotactic radiotherapy and provide the national service for benign conditions. There is a 100 kilo-voltage machine for skin treatments, an HDR brachytherapy suite and dedicated on-site facilities for preparation and administration of radionuclides. The department is networked with the Varian ARIA radiotherapy Information system and is fully integrated within the Scottish PACs system. There is access to CT-PET at the CRIC imaging centre at the Royal Infirmary, Edinburgh from where scans are fused for planning purposes.

The outpatient systemic anti-cancer therapy (SACT) suite sees approximately 20000 patient attendances per annum with on site SACT preparation. This unit is nurse-led with specialty doctors providing medical support. All SACT is prescribed on the Chemocare electronic prescribing system, the same used across all of Scotland, which facilitates access to chemotherapy data and linkage to other clinical records. SACT is also delivered in St John’s hospital, Fife Victoria and Dunfermline Hospitals, Borders General Hospital and Dumfries and Galloway Royal Infirmary.

There are currently 22 consultant clinical oncologists, 15 medical oncologists, 2 consultants in palliative medicine and 1 consultant psychologist. In addition there are 5 academic medical oncologists (including three chairs; Professors David Cameron, Charlie Gourley and Duncan McLaren), and one chair of palliative medicine (Professor Marie Fallon).

All Lothian oncologists are based at the Western General Hospital and work within centralised teams, but many do peripheral clinics and manage SACT prescribing and oversight at the other hospitals within SCAN.

**Research**

The Edinburgh Cancer Centre is research active, both in terms of recruiting to national portfolio trials, and designing and conducting local clinical and translational studies. The South East Scotland Cancer Research Network (SCRN) provides infrastructure and support for national portfolio and EORTC clinical trials recruiting around 1000 patients per annum.

There are currently five teams of research nurses and data managers covering i) breast and sarcoma, ii) GU iii) lung, CNS, head and neck, iv) gynaecology, colorectal, upper GI, HPB, melanoma and early phase trials and v) haematology. Commercial trials are integrated into the teams provided they are fully funded. The structure of this research infrastructure is undergoing review, and is likely to change in a way that creates a common early phase trials resource, within the Cancer Research UK Experimental Cancer Medicine Centre (ECMC), whilst still linked into the disease-based teams.

The Edinburgh Cancer Centre has close links with the University’s Edinburgh Cancer Research Centre where there is a strong programme in translational research and drug development, funded by, amongst others, Cancer Research UK and Chief Scientist’s Office via the Cancer Research Centre and Experimental Cancer Medicines Centre grants. There is also potential access to Next Generation Sequencing via the Scottish Genome Partnership and the joint Edinburgh-Glasgow Illumina X10 sequencer.

**Education**

Oncology is a busy, ever-changing and multi-disciplinary specialty which has a responsibility not only to train our own specialty trainees and ward doctors but also to the undergraduate medical programme, and to educating our non-specialist colleagues about the changes in our practice and in what we do. There are numerous opportunities within the department to both interrogate our own practices by data review, audits and research and to engage students and trainees in this activity via special study modules or integrated research projects.

Dr Alison Stillie (consultant clinical oncologist) organises and runs the undergraduate oncology teaching programme and is the NHS undergraduate lead for the WGH and Dr Lesley Dawson (consultant medical oncologist) is the Associate Director for Medical Education for the WGH site.

As the University of Edinburgh MBChB degree is now a 6-year degree, with a compulsory intercalated BMedSci, oncology will be able to offer clinical research projects within cancer services in order to widen exposure to studies of cancer and to generate enthusiasm for oncology as a future career path.

**South East Scotland Cancer Network (SCAN) (****www.scan.scot.nhs.uk****)**

SCAN consists of linked groups of health professionals, patients and voluntary sector representatives, working together to improve cancer services. The aim is to work across geographical, organisational and professional boundaries to promote equitable provision of high-quality, clinically effective cancer services. This model of organisation is known as a 'managed clinical network'. The organisation aims to be patient-focused, covering a population of over one million people in the four NHS Board areas served by the Edinburgh Cancer Centre. The SCAN network is formally accredited through NHS Quality Improvement Scotland.

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

**i) Main Duties**

(i) Clinical

Under the supervision of the Medical / Clinical Oncology Consultants, the LAT will be expected to participate in the management of patients with cancer. The responsibilities of the post are mainly the care of patients undergoing investigation or treatment of malignant disease with radiotherapy or drugs (though previous experience of radiotherapy/chemotherapy is not essential). Participation in out patient clinics, radiotherapy planning session and theatre sessions will be arranged as appropriate.

The Edinburgh Cancer Centre is organised around 4 wards and our Cancer Assessment Unit in which we see all acute oncology admissions.

(ii) Administration

The LAT will be expected, when appropriate, to participate in the day to day running of the department in administrative activities such as patient reports and letters*.*

In addition to the above duties the appointee will be liable in occasional emergencies and unforeseen circumstances which might occur.

(iii) Communication

This will include:

Discussion with Oncology Consultants regarding clinical problems.

Communication with General Practitioners - this will include telephone discussion of problems and writing of letters about cases seen in the Department.

Liaison with Specialists in other hospitals/agencies, such as district nurses, ambulance, police etc.

(iv) Teaching

A junior doctor training programme is in place in which you may be asked to take part. This programme gives some general training in oncology, palliative medicine and general medicine.

There may also be the opportunity to engage in teaching of undergraduate medical students, nurses and radiographers. Each Friday afternoon is set aside for departmental and registrar teaching and the LAT will be expected to attend this session.

Research

The Edinburgh Cancer Centre has a very active clinical research programme and the postholder will be involved in the clinical care of patients in trials. As such a Good Clinical Practice certificate is desirable.

Rotas / Hours of Work and Additional Duty Hours

The post-holder will participate in the on-call rota for the Edinburgh Cancer Centre covering second on-call from home. The rota is approximately 1 in 18 for weekdays (shared with clinical/medical oncology) and 1 in 9 for weekends. The post attracts a pay band 1B.

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| **Section 5: Contact Information** |

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

Dr Alastair Law, Consultant Clinical Oncologist Alastair.law@nhslothian.scot.nhs.uk

Dr Tamasin Evans, Consultant Clinical Oncologist tamasin.evans@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 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**  | 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  |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | NHS 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 one month notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Lothian 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 8: 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.