

**JOB TITLE: Consultant in Medicine of Elderly**

**JOB REFERENCE: XXXX JOBTRAIN REFERENCE 167336**

**CLOSING DATE: 10 November 2023 INTERVIEW DATE: TBC**

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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 practitionerLicence to practiceCCT in Geriatric and General Medicine, or within 6 months of CCTCCT or sub-speciality training in stroke medicine or equivalent | Additional post-graduate qualifications, e.g. MD/ PhD/MScCompletion of on line training for hyperacute stroke (e.g. https://www.chsselearning.org.uk/) including interpretation of CT and CTA (e.g. ACTATS) |
| **Experience** | Experience in the direct clinical care of frail older people and acute general medicine |  |
| **Ability** | Ability to take full responsibility for independent management of patientsAbility to communicate effectively and clearly with patients and other team members |  |
| **Academic Achievements** | Evidence of research activity and presentationsEvidence of poster or oral presentations at national or international meetings | Evidence of research and publications in peer reviewed journalsAdditional post-graduate qualifications, e.g. MD/ PhD/MSc |
| **Teaching and Audit** | Evidence of commitment to:clinical auditformal and informal teaching and training of doctors in training, medical students and other clinical stafflearning and continuing professional development | Experience of designing auditsExperience of simulation trainingEvidence of training in clinical and / or educational supervision |
| **Motivation** | Evidence of commitment to:patient-focused carecontinuous professional development and life-long learningeffective and efficient use of resources | Desire to develop services for patients |
| **Team Working** | Ability to work in a team with colleagues in own and other disciplinesAbility to organise time efficiently and effectivelyReliabilityEvidence of excellent communication skills | Ability to motivate colleaguesEvidence of previous managerial training and experienceEvidence of willingness to take on tasks/roles to further the aims of the service |
| **Circumstances of Job** | This post will be principally based at the Western General Hospital and will involve sessional work in the acute stroke service at RIE and may involve work any of NHS Lothian sitesOn call will include input into a telestroke service so high speed internet access is required from home |  |

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

**Job Title:** Locum Consultant in Medicine for the Elderly & Stroke Medicine

**Department:** Medicine for the Elderly & Stroke

**Base:** Western General Hospital, Edinburgh

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

**Post Summary:**

The successful applicant will join a team of enthusiastic, supportive and motivated group of experienced geriatricians and stroke physicians.

The job is for a Locum Consultant in Medicine of the Elderly & Stroke Medicine and will be for up to 9 PAs, of which 1PA will be to support the Medicine of the Elderly and Stroke on call rota at the Western General Hospital.

Medicine of the Elderly activity will include in-patient care for frail older people; contribution to the assessment and management of older people in the acute assessment frailty unit. There are opportunities for outpatient clinic work and service development within acute frailty pathways as well as liaison into oncology. The job plan can be tailored to the needs or interests of the individual applicant. The post holder will contribute to the weekday (Monday – Thursday) at a 1:12 and weekend consultant on call rota at 1:11 for Medicine for the Elderly at the Western General Hospital.

Our services have a passion for education, training, quality improvement and clinical research and therefore non-clinical interests are encouraged. The successful candidate will contribute to service planning; delivery of undergraduate teaching; supervision of junior doctors; clinical governance and quality improvement and growing the clinical research portfolio including acting as principal investigator (PI) for network sponsored trials.

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

The Western General Hospital (WGH) is in the north of the city of Edinburgh and has over 600 beds, five operating theatres and is equipped with modern theatre and critical care equipment and monitoring. There is an Acute Medical Admissions Unit (AMAU) on site. There are full supporting Laboratory and Radiology Services. There is a full range of lecture theatres, a library and AV facilities. The hospital provides urology, breast surgery, colorectal and medical and clinical oncology services as well as acute medicine, respiratory, cardiology, GI, infectious diseases, rheumatology, dermatology and Medicine for the Elderly services.

The Medicine for the Elderly service provides high quality, patient centred care for older people. We work within the acute medicine unit and provide early comprehensive geriatric assessment with an emphasis on supporting early supported discharge. In-patient care is provided in the Royal Victoria Building and the Anne Ferguson Building. The Royal Victoria Building is a purpose built facility for the care of older people and opened in 2012. The Stroke Unit is in the Anne Ferguson Building and contains 24 beds and provides acute and rehabilitation care and increasingly links to rehabilitation resources in the community.

The MoE team have an active liaison service to support the care of frail older people within urology, colorectal surgery, oncology and haematology.

We offer specialist clinics for Stroke & Cerebrovascular disease, Movement Disorders and Medicine for the Elderly.

We operate two rapid access multidisciplinary day units: Assessment and Rehabilitation Centre (ARC) in the in the WGH and the Older Peoples’ Rapid Assessment (OPRA) Centre at Leith Community Treatment Centre (OPRA). Both are closely aligned with primary care and the local communities and key to supporting patients at risk of admission as well as providing outpatient CGA and rehabilitation.

We are committed to Quality Improvement and have Quality Improvement Programmes for Frailty, Stroke, Falls, Dementia and Delirium. These initiatives include hospital and social care colleagues and offer a working network for participation in a number of quality improvement projects.

The MOE department is highly regarded for teaching and training of undergraduates and postgraduates. We were recently ranked in the GMC training survey as one of the top centres in the UK for the support and training we provide for junior doctors.

We have an active clinical research programme for Parkinson’s, dementia and stroke.

**Consultants**

Dr Kathryn Anderson

Dr Samantha Blackley

Dr Lindsey Burton (this post)

Dr Jo Cowell

Dr Gordon Duncan

Dr Rowan Harrison

Dr Helen Jones

Dr Elizabeth Keane

Dr Sarah Keir

Dr Elizabeth MacDonald

Dr Conor Maguire

Dr John Mair

Dr Rachael Murphy

Dr Andrew Pearson

Dr Cathy Quinn

Dr Jemima Smith

Dr Rebecca Woodfield

**Associate Specialists**

Dr Gillian Galloway

Dr Karen McLeod

Dr Catherine Silbiger

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

**Clinical:**

* In-patient care for frail inpatients at WGH
* Participation in AMU / acute frailty assessment ward rounds at the WGH
* Outpatient clinics

**Out of Hours Commitments:**

* Weekday (Monday – Thursday) consultant on call rota for Medicine for the Elderly at the Western General Hospital
* Weekend consultant on call rota for Medicine of the Elderly and Stroke at the Western General Hospital

**Location:**

* It is anticipated the principal base of work will be Western General Hospital, but as part of your role, you may be required to work at any NHS Lothian sites

**Provide high quality care to patients:**

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

**Research, Teaching and Training:**

* Where possible to collaborate with academic and clinical colleagues to enhance NHS Lothian’s research portfolio, at all times meeting the full requirements of Research Governance
* To provide high quality teaching to medical undergraduates and members of other health care professions as required by the Clinical Director
* To 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 ensure junior doctors’ hours are compliant in line with EWTD and New Deal
* To ensure that adequate systems and procedures are in place to control and monitor leave for junior medical staff and to ensure that there is appropriate cover within the clinical areas, including on-call commitments
* To participate in the recruitment of junior medical staff as and when required
* To participate in team objective setting as part of the annual job planning process

**Governance:**

* Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
* Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
* Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
* Role model good practice for infection control to all members of the multidisciplinary team

**Strategy and Business Planning:**

* To participate in the clinical and non-clinical objective setting process for the directorate

**Leadership and Team Working:**

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

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

**Post:** Consultant Physician

**Specialty:** Medicine for the Elderly & Stroke

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

**Contract:** Fixed term 9 PAs

**Availability Supplement:** 3%

**Out-of-hours:** Medicine of the Elderly on Call 1 in 11 weekends

1 in 12 weekdays

**Managerially responsible to:** Elizabeth Keane, Clinical Director, Medicine for the Elderly & Stroke

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

**Indicative Job Plan**

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| DAY / LOCATION | TIME (hrs) | TYPE OF WORK | DCC [PAs] | SPA [PAs] | OOH [PAs] | HOURS |
| MondayWGH | 0900 - 1700 | Hospital handoverMeeting 0900 - 0930ClinicDept Management meetingWard round  | 1.75 | 0.25 |  | 8 |
| TuesdayWGH | 0900 -1700 | Ward pop in / relativesAdminTeaching / SPA | 1.25 | 0.5 |  | 8 |
| WednesdayWGH | Non working day  |  |  |  |  |
| ThursdayWGH | 0900 – 1700  | Ward roundRelatives / admin  | 2 |  |  |  |
| FridayWGH | 0900 – 1700  | Acute frailty ward round Ward MDT meetingteaching / educational supervision  | 1.75 | 0.25 |  | 4 |
|  |  |  |  |  |  |  |
| TOTALS | Weekend daytime working (0900 – 1600)Availability supplement 3%Weekend rota on call  | 1.0 |  | 0.50.5 |  |
| Totals  | 7.0 | 1.0 | 1 | 36 |

Weekends are currently Saturday and Sunday 0900 - 1600 in WGH and then on call from home from 4pm with availability supplement of 4%.

The Job Plan is negotiable and will be agreed between the successful applicant and the Clinical Director. NHS Lothian initially allocates all full time consultants 10 PAs made up of 9 PAs in Direct Clinical Care (DCC) and one core SPA for CPD, audit, clinical governance, appraisal, and 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 be made to:

Dr Elizabeth Keane

Clinical Director

Medicine for the Elderly

Western General Hospital

Email: Elizabeth.Keane@nhslothian.scot.nhs.uk

PA: Deborah Cherry, 0131 465 9103, Deborah.cherry@nhslothian.scot.nhs.uk

Dr Andrew Pearson

Consultant Physician

Western General Hospital

Email: Andrew.Pearson@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: 15/01/2024 – 27/01/2025 |
| **GRADE AND SALARY** | Locum Consultant |
| **HOURS OF WORK** | 36 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.