

**JOB TITLE: Specialty Dr in Palliative Care**

**JOB REFERENCE: TGXXXX JOBTRAIN REFERENCE: 168395**

**CLOSING DATE: 8 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 practice | Additional sub-specialty qualification in palliative medicine |
| **Experience** | Broad-based experience in care of general medical inpatients | Specialist palliative medicine experience |
| **Ability** | Ability to take full responsibility for independent management of patientsAbility to communicate effectively and clearly with patients and other team membersAble to integrate well with colleagues as a member of a multi-disciplinary palliative care teamAble to take independent responsibility at experienced specialty doctor level for providing specialist palliative careExcellent clinical communication with patients, their families and colleaguesAble to relate effectively to other health and social care staff to promote team building and collaborative working Able to organise time efficiently and effectively and motivate others |  |
| **Academic Achievements** |  | Evidence of research and publications in peer reviewed journals or poster presentations |
| **Teaching and Audit** | Evidence of commitment to:clinical auditformal and informal teaching and training of trainee doctors, medical students and other clinical stafflearning and continuing professional development | Experience of designing and developing audits/quality improvement initiativesEvidence 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 resourcesCommitted to the development of high quality palliative care services in a changing environment | 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 effectivelyReliabilityExcellent communication skills | Ability to motivate colleagues |
| **Circumstances of Job** | May be required to work at any of NHS Lothian’s acute hospital sites |  |

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities.

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

**Job Title: Full Time Speciality Doctor in Palliative Medicine**

**(Fixed term 6 months)**

**Department: NHS Lothian Hospital Palliative Care Service**

**Base: Western General Hospital**

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

**Post Summary:**

Applications are invited from registered medical practitioners for the post of Speciality Grade Doctor in Palliative Medicine working within the NHS Lothian acute hospitals palliative care service. This is a 10 PA post (and will be based the Western General Hospital). The post holder will work as a core member of the multi-disciplinary, advisory service comprising of three consultants and clinical nurse specialists to provide specialist palliative medicine advice for patients and their families and to support ward staff in the provision of generalist palliative care.

There is no on-call/out-of-hours commitment.

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

**Lothian Acute Hospital Services**

The Acute Hospital Services provides a full range of secondary and tertiary clinical services to the populations of Edinburgh, Midlothian, East Lothian and West Lothian. The Division is one of the major research and teaching centres in the United Kingdom and has a significant workload as a regional and national centre. The NHS Lothian Hospital Palliative Care Service sits within Cancer Services. The Associate Medical Director is Dr Colette Reid.

Major hospitals in NHS Lothian and relevant to this post are:

The Western General Hospital, Edinburgh

The Royal Infirmary of Edinburgh

St John’s Hospital, Livingston

The **Western General Hospital** (WGH) has 600 beds and 5 operating theatres and is equipped with modern theatre and critical care equipment and monitoring. The Anne Ferguson building was completed in 2001. The hospital provides for most specialties and is the centre for:

* Clinical Oncology
* Medical Oncology
* Haematological Oncology
* Urology and Scottish Lithotriptor Centre
* Neurology, Neurosurgery and neuropathology, which will relocate to the New Royal Infirmary site in Little France, Edinburgh in 2020.
* UK CJD unit
* Colorectal Surgery
* Breast Surgery and Breast screening
* Gastro-Intestinal disease
* Rheumatology
* Infectious Diseases
* Dermatology (Inpatient)
* Medicine of the Elderly/Stroke Medicine
* Respiratory Medicine

There are Medical and Surgical Assessment Units, which accept GP referrals and 999 ambulance medical and surgical cases on a zoned basis within the city, and a nurse led Minor Injuries Unit. There is no trauma unit at this hospital. There is a dedicated Cancer Assessment Area for acute oncological emergencies. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, MR, Ultrasound and NM).There is a full range of recently refurbished lecture theatres, a library and AV facilities.

The **Royal Infirmary of Edinburgh** (RIE) is a major teaching hospital on a green field site in the South East of the city of Edinburgh built in 2003. It comprises 25 wards, 869 beds, and 24 operating theatres, and is equipped with modern theatre and critical care equipment and monitoring. Within the main building is a dedicated, multidisciplinary, 5 theatre day surgery complex. The hospital provides for most specialities and is the centre for:

* General surgery with a focus on the upper GI tract
* Vascular surgery
* Hepato-biliary and Transplant medicine and surgery
* Cardiac and Thoracic surgery
* Elective and trauma Orthopaedics surgery
* Neonatology
* Obstetrics & Gynaecology
* Cardiology
* Renal Medicine
* Respiratory Medicine
* Sleep Medicine
* Regional major Accident and Emergency centre.
* A newly built (2020) new facility for the Department of Clinical Neurosciences
* A newly built (2020) replacement for the Royal Hospital for Sick Children

There is a Combined Assessment Unit which takes unselected GP or direct emergency referrals, and from A&E. CAU includes the Dept of Liaison Psychiatry and the Scottish Poisons Bureau and Treatment Centre. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, MR, Ultrasound and NM and PET scanning). There is a full range of lecture theatres, a library and AV facilities

**St John’s Hospital** opened in 1989 and is located in the centre of Livingston; a new town about 30 minutes drive west from Edinburgh. The hospital provides for most common specialties but does not have emergency general surgery or orthopaedic trauma operating. The hospital has a paediatric ward and is the centre for:

* General Medicine with specialists in Cardiology, Diabetes & Endocrinology, Gastroenterology, Respiratory Medicine and Care of the Elderly
* Obstetrics & Gynaecology
* Child Health including Paediatrics and community child health
* The regional Burns and Plastic Surgery unit for SE Scotland
* Oral and Maxillofacial Surgery (OMFS)
* ENT
* Critical Care (ITU, HDU and CCU)
* Accident and Emergency
* General Surgery
* Orthopaedics
* Anaesthetics
* Mental Health including ICCU and ICPU
* A newly expanded Systemic Anticancer Therapy delivery unit with an expanded oncology and haematology day case centre and with an acute oncology and CUP service

Since 2005 general surgery and orthopaedics have been reconfigured in NHS Lothian with SJH being developed as a major elective centre for the region. Lothian’s ENT service was relocated to SJH to create an integrated head and neck unit with OMFS and Plastic Surgery.

Recent developments at SJH include a new endoscopy suite, an Intensive Psychiatric Care Unit, a digital mammography unit, the newly expanded oncology and haematology day case centre, a satellite renal dialysis unit and a £2.75m reprovision of A&E. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, Ultrasound and NM).

The hospital has been accredited full teaching hospital status by the University of Edinburgh. There is a full range of lecture theatres, a library and AV facilities.

**NHS Lothian Hospital Palliative Care Service.**

The NHS Lothian Hospital Palliative Care Service consists of three teams that work collaboratively to provide a palliative care advisory service for patients in the three acute hospitals (Royal Infirmary of Edinburgh, Western General Hospital and St John’s Hospital).

Each team has Palliative Medicine Consultants, a lead clinical nurse specialist, one or more additional clinical nurse specialists and a team secretary/administrator. Some of the teams have additional allied health professionals (pharmacy, social work etc). The RIE and WGH services are training sites for the South East Scotland Palliative Medicine training programme and so will at times have Specialty Trainees attached to the teams.

The palliative care service operates Monday to Friday between 9-5pm and each team has similar referral and operating procedures and strives to provide a service which is responsive to local needs. The clinical services within each site determine the different patient populations that each team support. For example, the RIE team sees greater non-malignant disease and multi-morbidity in keeping with having a large acute medical receiving unit and the tertiary renal and liver units, and the WGH has more cancer referrals in keeping with the presence of the regional cancer centre. In the last year the teams collectively received over 2900 referrals, and made over 19,000 visits and other contacts in supporting the patient/carer and staff.

There are no designated, specialist palliative care beds in any of the hospitals and the hospital palliative care services work closely with the two Edinburgh hospices (Marie Curie Hospice, Edinburgh and St Columba’s Hospice) and the community palliative care teams (Marie Curie -South Edinburgh/ Midlothian, West Lothian, St Columba’s -North Edinburgh, East Lothian).

More information about Specialist Palliative Care Services in Lothian can be found at http://intranet.lothian.scot.nhs.uk/NHSLothian/Healthcare/A-Z/PalliativeCare/specialistpalliativecareservicesinlothian/Pages/specialistpalliativecareservicesinlothian.aspx

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

You will be expected to work as a member of the multi-disciplinary hospital palliative care team and provide specialist palliative medicine advice for patients and their families and support ward staff in the provision of generalist palliative care.

* Assessment, recommend management and review (including and development of an anticipatory care plan) for patients assigned to you on a daily basis at the team handover meetings
* Document and discuss/communicate the plan with the patient and ward team, and where appropriate family members
* Liaise appropriately with community healthcare teams and specialist palliative care services.
* Daily and punctual attendance at the morning handover meeting to update team and to discuss the management of the patients on the team’s caseload
* Robust patient handover to colleagues when you are going to be absent, on annual leave or study leave
* Ensuring that complex patients are handed over to the on-call palliative medicine consultant for overnight or weekend advice, and that on a Friday there is a weekend plan for each patient documented in the notes together with the out of hours contact number
* Attend relevant educational sessions, departmental audit and M and M meetings, grand rounds etc.
* Provide education to medical students, team visitors, junior doctors, ward staff etc.
* There will also be time for administration and supporting professional activities and the post holder will participate in appraisal and revalidation

**Out of Hours Commitments: None**

**Location:**

* It is anticipated the principal base of work will be Hospital Palliative care team, WGH
* As part of your role, you may be required to work at any of NHS Lothian’s acute hospital 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 informal or occasional teaching to members of other health care professions as a member of the palliative care team

**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 WGH consultants and Clinical Lead
* 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:** Specialty Doctor

**Specialty:** Palliative Medicine – Hospital Palliative Care Team

**Principal Place of Work:** WGH

**Contract:** 10 PAs

**Availability Supplement:** nil

**Out-of-hours:**  nil

**Managerially responsible to:** Dr Abigail Walton,Clinical Director for Palliative Care

**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]** | **HOURS** |
| MondayWGH | 9-5 | Clinical handoverReview of new and current ward patientsClinical admin – referrals/telephone calls etc. | 2 |  | 8 |
| TuesdayWGH | 9-5 | Clinical handoverReview of new and current ward patientsSPA – To support CPD, appraisal and revalidation. | 1 | 1 | 8 |
| WednesdayWGH | 9-5 | Clinical handoverReview of new and current ward patientsClinical admin – referrals/telephone calls etc. | 2 |  | 8 |
| ThursdayWGH | 9-5 | Clinical handoverReview of new and current ward patientsClinical admin – referrals/telephone calls etc. | 2 |  | 8 |
| FridayWGH | 9-5 | Clinical handoverReview of new and current ward patientsClinical admin – referrals/telephone calls etc. | 2 |  | 8 |
|  |  |  |  |  |  |
| **TOTALS** |  |  | **9.5** | 0.5  | 40  |

This is an indicative job plan only and will be negotiated and agreed between the successful applicant, and the Clinical Lead. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning.

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| **Section 6: Contact Information** |

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

Dr Abi Walton, Clinical Director, NHS Lothian. abigail.walton@nhslothian.scot.nhs.uk. Tel: 01312421987

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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**  | 6 months |
| **GRADE AND SALARY** | Specialty Dr£47,905 - £89,329 |
| **HOURS OF WORK** | 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  |
| **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.