

**JOB TITLE: Consultant in Respiratory & General Medicine**

**JOB REFERENCE: TGXXXX JOBTRAIN REFERENCE: 169163**

**CLOSING DATE: 29 November 2023 INTERVIEW DATE: 22 December 2023**

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| **Contents** |

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| **Section** |  |
| Section 1: | Person Specification |
| Section 2: | Introduction to Appointment |
| Section 3: | Departmental and Directorate Information |
| Section 4: | Main Duties and Responsibilities |
| Section 5: | Contact Information |
| Section 6: | Working for NHS Lothian |
| Section 7: | Terms and Conditions of Employment |
| Section 8: | General Information for Candidates |

**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.MRCP(UK) or equivalentLicence to practice or be eligible for inclusion on the GMC Specialist Register for Respiratory Medicine & General Internal Medicine within 6 months of interview. SCE in respiratory medicine or CCST in respiratory medicine & general medicine prior to interview. | Additional post-graduate qualifications, e.g. MD/ PhD/MSc |
| Experience | Wide experience in Respiratory Medicine and General Internal Medicine. | Clinical experience at consultant level  |
| Ability | Ability to take full responsibility for independent management of patients.Ability 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 journals |
| Teaching and Audit | Evidence of commitment to:clinical audit and quality improvement activityformal and informal teaching and training of trainee doctors, medical students and other clinical staff.learning 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 lead and motivate a team with colleagues in own and other disciplinesAbility to organise time efficiently and effectivelyReliabilityExcellent communication skills | Evidence of previous managerial training and experience |
| Circumstances of Job | In patient clinical practice will be primarily based at the WGH. The post holder may be required to work at any of NHS Edinburgh and the Lothians’ sites. |  |

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| Section 2. Introduction to Appointment |

Job Title: Consultant Physician in Respiratory & General Medicine

Department: Directorate of Respiratory Medicine, NHS Lothian

Base: Western General Hospital Edinburgh (WGH). (You may also be required to work at any of NHS Lothian’s sites).

Post Summary:

This is a full time 10PA post primarily in respiratory medicine with acute general medical sessions.

There may be opportunities, by mutual agreement, for the post holder to perform a further 2 PA of respiratory work.

Acute and in-patient clinical work will be based at WGH.

Respiratory in patient ward cover: 1 month in 4

Candidates with all sub-specialty respiratory interests are welcome. It is anticipated another appointment may be made within the next 12 – 24 months and the division of sub-specialty duties will be dependent on the skills of the successful candidates and departmental needs.

General medicine work would primarily comprise general medicine on calls (approximately 1:16 weekdays and 4 weekends a year) working alongside a diverse team of medical specialty and acute physicians. There will also be the opportunity to work additional sessions in initial assessments of patients in the acute assessment units or Same Day Emergency Care department.

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| Section 3. Departmental and Directorate Information |

The Respiratory Medicine directorate for NHS Lothian comprises the clinical departments at RIE (The Royal Infirmary of Edinburgh), SJH (St John’s Hospital, Livingston), WGH (Western General Hospital, Edinburgh) and the Academic Department of Respiratory Medicine of The University of Edinburgh.

The Respiratory Medicine Unit at the Western General Hospital includes 35 inpatient beds (Ward 54), a Pulmonary Function Laboratory and access to medical day care beds. Up to 6 of the in-patient beds on ward 54 may be under the cardiologists

Ward 54 has a high turnover of respiratory patients and the ward has NIV facilities. The ward has dedicated OT/Physio and pharmacy support. The respiratory ward has facilities for pleural procedures and there are plans to develop a medical thoracoscopy service within the ward.

The consultant complement for the department comprises 8 consultant chest physicians, 1 clinical academic plus this post. All respiratory sub-specialty services are provided at WGH with the exception of sleep and home ventilation.

There are four FY1 doctors to care for the respiratory patients on ward 54.

There are 2 respiratory medicine specialist trainees attached to the unit at any time, 1 IMT doctor and up to 4 clinical fellows to support the service and receive specialist respiratory training

The unit has two bronchoscopy lists each week with both standard and EBUS bronchoscopy available on each list.

**Consultant Colleagues**

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| **WGH Clinicians** | **Sub- Specialty Interests & Additional Roles** |
| Ananda Mirchandani | Clinical Academic. PTE. |
| Anne Jones | Pulmonary Embolism |
| Andrew Leitch | Pleural Medicine and Clinical Director |
| Crichton Ramsay  | Cystic Fibrosis & Asthma |
| Fraser Wood | Lung Cancer |
| Gareth Stewart | Interstitial Lung Disease |
| Helen Rodgers | Cystic Fibrosis. CF Service Director |
| Peter Reid | Asthma, Occupational Lung Diseases |
| Phil Reid  | Lothian Lung Cancer lead and SE Scotland lead for mesothelioma |
| Usma Koser | Cystic Fibrosis, Bronchiectasis and Lung Infection |

**General Medicine**

The Medical Assessment Unit (MAU) in the Western general hospital incorporates 2 bedded areas of approximately 40 beds an acute assessment area plus a same day assessment unit (SDEC). The medical take is unselected GP triaged referrals.

Medicine Consultant Team:

Professor Mark Strachan Diabetes and Endocrinology

Dr Tim Morse Acute Medicine

Dr Matthew King Acute Medicine/Renal

Dr Claire Gordon Acute Medicine /SDEC

Dr Stuart Ritchie Diabetes and Endocrinology

Dr Emily McMurray Diabetes and Endocrinology

Dr Sheila Grecian Diabetes and Endocrinology

Dr Mohammad Jeeyavudeen Diabetes and Endocrinology

Dr Ailsa Howie Acute Medicine

Dr Ganesh Arunagirinathan Diabetes and Endocrinology

Dr Andrew Leitch Respiratory

Dr Phil Reid Respiratory

Dr Usma Koser Respiratory

Dr Fraser Wood Respiratory

Dr Jenni Crane Infectious Diseases (Clinical Director)

Dr Anne Jones Respiratory

Dr Ruth Young Acute Medicine

Dr Frauke Weidanz Acute Medicine/Critical Care

Dr Heather Kerr Acute Medicine/Renal

Dr Naomi Bulteel Infectious Diseases

Dr Meghan Perry Infectious Diseases

Dr Rebecca Weerakoon Acute Medicine (Clinical Lead)

Dr Johanna Hofer Acute and General Medicine

Dr Catriona Kyle Diabetes and Endocrinology

Dr Rachel Sutherland Acute Medicine / Clinical Lead SDEC

Dt Tom Chambers Diabetes and Endocrinology / SDEC

Dr Rob Gilmer Acute Medicine / SDEC

Dr Iain Page Infectious Diseases

Dr Jonathan Bardgett Acute Medicine/SDEC

Dr William Newman Acute Medicine/SDEC

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| Section 4. Main Duties and Responsibilities  |

**Clinical Role within Respiratory Medicine**

Provision of 2 respiratory clinics each week. (One sub-specialty and one general respiratory clinic).

Support for relevant sub-specialty service and MDT, service audit and development.

Contribute to the daytime (08:30 – 19:00) duty consultant respiratory rota (approx 1 in 8), Share the care of respiratory in-patients (ward duties 1 month in 4).

Share responsibility for provision and development of high quality services and good clinical governance.

**Location**

It is anticipated the principal base of work will be at the Western General Hospital, Edinburgh. As part of your role, you may be required to work at any of NHS Lothian’s 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 Edinburgh and the 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 Edinburgh and the Lothians 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 Edinburgh and the Lothian’s and departmental guidelines on leave including reporting absence.

Adhere to NHS Edinburgh and the Lothian values.

**Clinical Role within General Medicine**

The Medical Assessment Unit has 2 consultant-led teams (working in a 1st on and 2nd on pattern) covering the footprint with specialty in-reach from respiratory, cardiology, infectious diseases, diabetes and endocrinology, palliative care and frailty teams. On site there are also rheumatology and gastrointestinal specialty teams.

In MAU beds and in assessment beds on Wd 72, the consultant leads a ward round starting at 08:30, followed by a multidisciplinary huddle at 12:00. In the afternoon and evening, the consultant is expected to provide ongoing assessments of those patients admitted from the acute assessment area and facilitate patient flow.

Consultants work directly with foundation-year 1 doctors and are expected to be a very visible presence in these areas. The medical registrar on-call is present for the post-take ward round. There is a clear focus on multidisciplinary patient care and a close working relationship with our nursing, pharmacy, physiotherapy and occupational therapy colleagues to support patient in ongoing assessment, discharge or move to specialty areas.

The current on call rota for weekday acute receiving is approximately 1:16. Weekend working covers MAU and the downstream wards plus boarders. Currently the weekend allocation is approximately 4 weekends per year. On call weekday blocks are worked Monday 1200 to Wednesday 1230 and Wednesday 1200 to Friday 1230. Weekends are worked Friday 1200 to Monday 1230.

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| Section 5. NHS Edinburgh and Lothians – Indicative Job Plan |

Post: Consultant Physician in Respiratory Medicine & General Internal Medicine

Specialty: Respiratory

Principal Place of Work: Western General Hospital, Edinburgh

Contract: Full time

Availability Supplement: N/A

Managerially responsible to: Dr Andrew Leitch (CD Respiratory Medicine)

Indicative 10 PA Job Plan:

* 8 DCC

Respiratory Medicine DCC

* + In Patient Cover (one month in 4)
	+ Duty Consultant Chest Physician
		- 09:00 – 13:00 respiratory weekend mornings twice a year
		- 1:8 weekdays (08:00 – 19:00)
	+ Weekly sub-specialty clinic and appropriate MDT
	+ General respiratory clinic (frequency dependent on GM DCC)
	+ Support for bronchoscopy/EBUS lists and pleural service

General Medicine DCC

* + 2 PA of general medicine on-call
	+ Approximately 1:16 general medical on call days
		- ( approx 4 General & respiratory weekends a year)
* 2 SPA
	+ 1 Core SPA
	+ 1 further SPA will be available dependent on participation in teaching, educational supervision, audit, governance and service development

The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director. There up to 2 SPA available. 1 SPA is for essential CPD appraisal, revalidation, job planning, internal routine communication and management meetings. The second SPA is dependent on participation in audit, service development, clinical governance & educational activities.

As a major teaching and research contributor, NHS Edinburgh and the Lothians 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 Edinburgh and the Lothians has a strong commitment and we recognise the contribution that consultants are both willing and eager to make. Precise allocation of SPA time and associated objectives will be agreed with the successful applicant and will be reviewed at annual job planning.

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| Section 6. Contact Information |

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

Dr Andrew Leitch

Clinical Director

Respiratory Medicine Unit

Anne Ferguson Building

Western General Hospital

Edinburgh

EH4 2XU

Telephone: 0131 537 2348

Email: andrew.leitch@nhslothian.scot.nhs.uk

Secretary Emma Adams: 0131 537 2348

Dr Jenni Crane

Clinical Director

General and Acute Medicine

Western General Hospital

Edinburgh

EH4 2XU

Telephone: 0131 537 1383

Email: jenni.crane@nhslothian.scot.nhs.uk

Dr Claire Mackintosh

Assistant Medical Director

Western General Hospital

Edinburgh

EH4 2XU

Telephone:

Email: claire.mackintosh@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**  | Full Time Permanent |
| **GRADE AND SALARY** | Consultant£96,963 - £128,841 |
| **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.