

# Working for NHS Lothian

JOB TITLE: Specialty Doctor in Community Paediatrics West Lothian

JOBTRAIN REFERENCE: 170400

CLOSING DATE: 27/11/2023



<http://careers.nhslothian.scot.nhs.uk>

## Contents

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.**

**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>



<http://careers.nhslothian.scot.nhs.uk>

## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	GMC registered medical practitioner Licence to practice	Additional post-graduate qualifications, e.g. MRCPCH, DCH. Additional sub-specialty training
<b>Experience</b>	Minimum of four years post-qualification full time training or equivalent. Minimum of two years of full time or equivalent paediatric training.	
<b>Subspecialty</b>	A range of clinical experience and competence in general paediatric medicine.  Level 2 Child Protection training.	Experience in Community Child Health / Community Paediatrics
<b>Ability</b>	Ability to take responsibility for independent management of patients with consultant support.  Ability to communicate effectively and clearly with patients and other team members	
<b>Academic Achievements</b>	Evidence of research activity and presentations	Evidence of research and publications in peer reviewed journals
<b>Teaching and Audit</b>	Evidence of commitment to: clinical audit formal and informal teaching and training of trainee doctors, medical students and other clinical staff  learning and continuing professional development	Experience of designing audits Experience of simulation training Evidence of training in clinical and / or educational supervision
<b>Motivation</b>	Evidence of commitment to: patient-focused care continuous professional development and life-long	Desire to develop services for patients



	learning effective and efficient use of resources	
<b>Team Working</b>	Ability to work in a team with colleagues in own and other disciplines Ability to organise time efficiently and effectively Reliability Excellent communication skills	Ability to motivate colleagues Evidence of previous managerial training and experience
<b>Circumstances of Job</b>	May be required to work at any of NHS Edinburgh and the Lothian's sites Car user essential	

## Section 2: Introduction to Appointment

**Job Title:** Specialty Doctor in Community Paediatrics

**Department:** Community Paediatrics

**Base:** St John's Hospital, Livingston

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

### Post Summary:

This is a 1.0 wte substantive post with clinical responsibilities based in the West Lothian Community Paediatrics Department at St John's Hospital. The post holder will join an established and experienced team of Community Paediatricians.

The Community Paediatrics service is a Lothian wide service and the person appointed may be required to work at other sites by the needs of the service.

This post is available from 1<sup>st</sup> January 2024.

Applicants wishing to work less than full time will also be considered.

You will also be encouraged in your development locally and supported to apply to the Scottish SAS Development Programme which aims to direct national funding to those SAS doctors and dentists whose clinical teams are seeking to develop new or improved clinical services, or to enhance their role within the clinical team. If approved, funding is available to support costs for training, salary backfill, or completion of training to apply for a Certificate of Eligibility for Specialist Registration (CESR).



## Section 3: Departmental and Directorate Information

### Children's Services in Lothian

The Royal Hospital for Children and Young People (RHCYP) opened fully in March 2021 (<https://children.nhslothian.scot>). It is the main paediatric teaching hospital for South-East of Scotland, providing board, regional and national paediatric services. It acts as a local paediatric referral centre for the children of Edinburgh and surrounding areas, and as a tertiary referral centre for intensive care patients; gastroenterology, hepatology & nutrition; respiratory medicine; cardiology; nephrology; neurology; oncology; haematology; neonatal surgery; plastic surgery; orthopaedic surgery; urological surgery and general surgery.

RHCYP contains paediatric services, clinical neurosciences and Child and Adolescent Mental Health services under one roof next to the Royal Infirmary of Edinburgh. With 242 beds and 10 theatres, the hospital will deliver first class healthcare in modern facilities. The co-location of adult, paediatric and neonatal services has reduced the need for emergency patient transfers and strengthen opportunities for research and education.

### Community Paediatric Services in Lothian

The appointee will join an established Community Paediatric service, which delivers secondary and tertiary paediatric services in the community for the children of Edinburgh, West Lothian, East and Midlothian. Health services in Lothian provide for a total population of approximately 850,000 people, of whom 500,000 live in the city of Edinburgh. The total population of 0–18 year olds for the whole of Lothian is about 175,000, of whom approximately 25% live in West Lothian, 50% in Edinburgh and 25% in East and Midlothian.

Specialist services led by consultants within Community Paediatrics include:

- Child Development
- Physical Impairment including neurodisability
- Communication Disorders including Autistic Spectrum Disorders
- Child Protection
- Care Experienced Children
- Learning Disability
- Visual Impairment
- Hearing Impairment
- Children with complex and exceptional healthcare needs

### Lothian Community Paediatrics Workforce

Currently, there are 16 Consultants (13.6 WTE), 5 Associate Specialists (3.7 WTE) and 9 Specialty Doctors (6.3 WTE) in post in the Edinburgh, East and Midlothian and West Lothian Community Paediatric departments.

In addition to the permanent staff, junior doctors in training from paediatric and GP training programmes are attached to Community Paediatrics for training and clinical experience under the guidance of a named Clinical Supervisor.



<u>Consultants</u>	<u>Specialist Interest</u>	<u>Base</u>
Dr Alexandra Baxter	Neurodisability	Edinburgh
Dr Anna Chillingworth	Neurodisability	Edinburgh
Dr Sarah Clegg	Neurodisability	Edinburgh
Dr Charlotte Kirk	Vulnerable Children	East/Midlothian
Dr Shabana Khalid	Neurodisability	Edinburgh
Dr Lindsay Cosgrove	Neurodisability	Edinburgh
Dr Lindsay Logie	Vulnerable Children	West Lothian
Dr Ailis Orr	Neurodisability	Edinburgh
Dr Jennifer McGill	Neurodisability	East Lothian
Dr Alison McLuckie	Vulnerable Children	Edinburgh
Dr Rachel Noble	Vulnerable Children	Midlothian
Dr Barbara Stewart	Vulnerable Children	Midlothian/Edinburgh
Dr Jessica Street	Vulnerable Children	Edinburgh
Dr Claire Sumner	Vulnerable Children	West Lothian
Dr Nicola Wright	Neurodisability	Edinburgh
Dr Jill Yates	Neurodisability	West Lothian

<u>SAS Doctors</u>	<u>Grade</u>	<u>Base</u>
Dr Sonia Bank-Theilen	Specialty Doctor	Edinburgh
Dr Jacqueline Bell	Specialty Doctor	Edinburgh
Dr Elaine Dale	Associate Specialist	East Lothian
Dr Jillian Dawson	Specialty Doctor	East Lothian
Dr Jane Hailey	Associate Specialist	Edinburgh
Dr Kemal Ibrahim	Specialty Doctor	Edinburgh
Dr Jennifer James	Specialty Doctor	East/Midlothian
Dr Sheila Kernohan	Specialty Doctor	West Lothian
Dr Joanne Kilpatrick	Associate Specialist	West Lothian
Dr Jennifer MacKenzie	Associate Specialist	West Lothian
Dr Nupur Saini	Specialty Doctor	West Lothian
Dr Fiona Sandeman	Specialty Doctor	West Lothian
Dr Catherine Scrutton	Specialty Doctor	Midlothian
Dr Soundara Somasundaram	Associate Specialist	Edinburgh

Community Paediatrics is managed as part of Children's Services within NHS Lothian, promoting strong professional links between the Acute and Community Paediatric Services. The service is managed as one Lothian-wide service with locality teams located in three administrative bases:

- RHCYP, Little France for the City of Edinburgh
- Musselburgh Primary Care Centre (MPCC) for East and Midlothian
- St John's Hospital for West Lothian (WL).

Locality teams are consultant led and include Associate Specialist and Specialty Doctors (SAS), paediatricians in training, specialist nurses and administrative support services. Good working relationships are established with Primary Care, education, social work, the police and the voluntary sector. Community paediatricians have developed close links with Allied



Health Professionals (AHPs). The co-location of children's services in community clinic venues promotes joint working with health and social care colleagues.

Community paediatricians deliver undergraduate teaching and postgraduate training, working with the academic department of Child Life and Health and the South East of Scotland Postgraduate Deanery.

### **Community Paediatrics Service Development**

In order to increase the efficiency of the service and reduce variation in practice across Lothian, a modernisation process led to the development of Community Paediatric Core Business. In 2016, the Service Development Group established a vision for a safe and sustainable service aiming to achieve equity of access and service provision for children and young people across Lothian. Five work streams were identified and working groups meet regularly to progress improvement themes in the following areas:

1. Neurodevelopmental/Neurodisabling conditions
2. Child Protection
3. Vulnerable and Looked After Children including Permanency
4. Research, Training and Education
5. Workforce.

Currently, development of a joint Neurodevelopmental Pathway with colleagues in CAMHS and other children's services is in progress. An initial Test of Change is underway in East Lothian since 2022.

For care experienced children and young people, there is currently an active programme of improvement ongoing including redesign of processes and development of health assessment clinics with care experienced nursing team.

The Community Paediatric Executive group meets every two months to consider operational developments and the clinical governance of the service. The Service Development Group meets six times a year to progress Quality Improvement activity, reviewing departmental practice in the five work streams. The Child Protection group meets every two months to review the service, develop pathways and plan training events.

### **Lothian-wide Child Protection Service**

The appointee will contribute to the Child Protection Service, which provides health input into interagency referral discussions with senior police and social work colleagues for all children where concerns about any form of abuse or neglect have been raised. Where indicated, comprehensive medical assessments, specialist medical examinations and joint paediatric forensic examinations are carried out urgently or electively through regular SCAN clinics at RHSC, St John's Hospital or a police facility.

The Child Protection service was centralised in January 2015. The team is led by a Consultant Paediatrician and includes Child Protection Advisors (CPAs), SAS doctors, paediatricians in training and administrative staff. A 24/7 Child Protection out of hours service is delivered by Consultants working in Community Paediatrics.

The Child Protection Hub is based in the Clinical Management Suite of the new RHCYP. There is a purpose built forensic clinical examination suite in the outpatient department for child protection examinations.



## Neurodevelopment

Locality child development clinics provide assessment of children and young people in a variety of venues across Lothian and ensure care is provided closer to home. There are a range of multidisciplinary clinics for assessment of preschool children and those with motor difficulties.

Children with communication disorders are managed through the Lothian Joint Autism Spectrum Disorder Diagnostic Assessment Pathway, with referrals being triaged jointly by Community Paediatricians, Child and Adolescent Mental Health Service clinicians and Speech and Language therapists to an appropriate service, either a complex multidisciplinary assessment or a core assessment completed by locality teams.

The school health service is nurse led, with secondary level care provided by community paediatricians. There are several Special Schools across Edinburgh, East, Mid and West Lothian, supported by school nurses, AHPs and community paediatricians.

## Community Paediatrics Service in West Lothian

The West Lothian Community Paediatrics service is based at St John's Hospital. There is a Child Development Centre at Beattie campus and this provides a focus for services for pre-school children. A new building opened in August 2023. Multidisciplinary clinics occur on a weekly basis as well as specialist clinics including for the assessment and management of autism spectrum disorders and sensory impairment.

There are 2 (1.7 WTE) Consultants, 2 (1.3 WTE) Associate Specialists and 3 (2.1 WTE) Specialty Doctors. There is also one paediatric trainee on rotation from the South East Scotland training programme. Care Experienced Children and Young People Nursing team and School Nurses also play an important role in the work of the department.

## Community Paediatrics Service in Edinburgh

The Edinburgh Community Paediatrics base is located in the Royal Hospital for Children and Young People. This functions as the main managerial base for the Lothian service, housing the Child Protection Hub and other specialist services. Clinics are delivered in community health centres across the city and medical staff are divided into North and South Edinburgh teams.

## Community Paediatrics Service in East and Midlothian

Musselburgh Primary Care Centre is a purpose built centre with access to clinical facilities, AHP services including specialist therapy rooms housed along with primary care. It is the joint administrative base for Community Paediatrics teams for East and Midlothian. The Midlothian Community Hospital has a specially designed child assessment room. Community clinics are also delivered in local health centres.



## Section 4: Main Duties and Responsibilities

### Clinical responsibilities in West Lothian:

- Participation in weekly team allocation meeting.
- Delivery of Community Paediatric services, including regular child development clinics, to meet the health care needs of children with additional support needs.
- Attendance at Child Protection Case Conferences (CPCCs), Child Planning meetings.
- Development of a Specialist Interest:  
SAS doctors are encouraged to develop an area of specialist interest and training can be provided in post. This will depend on the post holders interests and the needs of the service. There are opportunities to gain experience in:
  - Assessment of children requiring permanent care and attendance at permanency panels.
  - Neurodisability, including communication disorders and sensory impairment.
  - Assessment of Vulnerable and Care Experienced Children.
  - Child Protection - participation in comprehensive medical assessments and IRD Review meetings.

### Clinical responsibilities for Lothian service:

- Contribution to the Lothian-wide Child Protection service:  
All SAS doctors participate in the daytime rota based in the child protection hub for Interagency Referral Discussions (IRDs) with Police and Social Work on a pro rata basis.

### Managerial:

- Attendance at team meetings.
- Contribute to the wider responsibilities of the department, such as service development, quality improvement activities, undergraduate teaching, trainee case supervision, organisation of in-service training days, rota master duties and representing Community Paediatrics on relevant working groups.

### Out of Hours Commitments:

- There are no out of hours commitments.

### Location:

- The principal base of work will be the Department of Community Paediatrics at St John's Hospital.
- Child Protection sessions performing IRDs are delivered from the centralised Hub in the Clinical Management Suite, RHCYP.
- 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 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



## Section 5: NHS Lothian – Indicative Job Plan

**Post:** Specialty Doctor  
**Specialty:** Community Paediatrics  
**Principal Place of Work:** Dept of CCH, St John's Hospital  
**Contract:** 10 PA's  
**Availability Supplement:** N/A  
**Out-of-hours:** N/A  
**Managerially responsible to:** Dr Anna Chillingworth, Clinical Director,  
 Community Paediatrics

Indicative Job Plan

DAY / LOCATION	TIME (hrs)	TYPE OF WORK	DCC [PAs]	SPA [PAs]	OOH [PAs]	HOURS
Monday	09:00 - 13:00	Child Development Clinic	1.0			8
	13:00- 17:00	Clinical admin Telephone clinic (monthly)	0.75 0.25			
Tuesday	09:00 – 13:00	Child Development Clinic	1.0			8
	13:00 - 17:00	Clinical admin	1.0			
Wednesday	09:00 - 17:00	Specialty interest all day e.g. Communication	2.0			8
Thursday	09:00- 13:00	Team meeting weekly Child Planning Meetings/Child Protection Case Conferences	0.5 0.5			8
	13:00 - 17:00	Core SPA		1.0		
Friday	09:00 – 13:00	Child protection hub all day alternate weeks	1.0			8
	13:00 - 17:00	Child Development Clinic alternate weeks Clinical admin	0.5 0.5			
<b>TOTALS</b>			<b>9.0</b>	<b>1.0</b>		



## Section 6: Contact Information

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

Dr Jennifer Mackenzie  
Associate Specialist  
Department of Community Paediatrics  
St Johns Hospital  
Howden Road West  
Howden  
Livingston  
EH54 6PP

Tel: 01506 523000  
Email: [jennifer.mackenzie@nhslothian.scot.nhs.uk](mailto:jennifer.mackenzie@nhslothian.scot.nhs.uk)

Dr Claire Sumner  
Consultant Paediatrician  
Department of Community Paediatrics  
St Johns Hospital  
Howden Road West  
Howden  
Livingston  
EH54 6PP

Tel: 01506 523000  
Email: [Claire.sumner@nhslothian.scot.nhs.uk](mailto:Claire.sumner@nhslothian.scot.nhs.uk)

Dr Anna Chillingworth  
Consultant Paediatrician  
Clinical Director  
Department of Community Paediatrics  
Royal Hospital for Children and Young People  
50 Little France Crescent  
Edinburgh  
EH16 4TJ

Tel: 0131 536 1000  
Email: [anna.chillingworth@nhslothian.scot.nhs.uk](mailto:anna.chillingworth@nhslothian.scot.nhs.uk)



## 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](http://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](http://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-centred 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



<http://careers.nhslothian.scot.nhs.uk>

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>

## Section 8: Terms and Conditions of Employment

For an overview of the terms and conditions visit: <http://www.msg.scot.nhs.uk/pay/medical>.

<b>TYPE OF CONTRACT</b>	Permanent
<b>GRADE AND SALARY</b>	Specialty Doctor (£47,905 - £89,329)
<b>HOURS OF WORK</b>	40 HOURS PER WEEK
<b>SUPERANNUATION</b>	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: <a href="http://www.sppa.gov.uk">www.sppa.gov.uk</a>
<b>REMOVAL EXPENSES</b>	Assistance with removal and associated expenses may be awarded
<b>EXPENSES OF CANDIDATES FOR APPOINTMENT</b>	NHS candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Reimbursement 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.
<b>TOBACCO POLICY</b>	NHS Lothian operates a No Smoking Policy in all premises and grounds.
<b>DISCLOSURE</b>	This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of



<b>SCOTLAND</b>	Vulnerable Groups Scheme (PVG) Membership.
<b>CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK</b>	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.
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	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.
<b>MEDICAL NEGLIGENCE</b>	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.
<b>NOTICE</b>	Employment is subject to one month notice on either side, subject to appeal against dismissal.
<b>PRINCIPAL BASE OF WORK</b>	You may be required to work at any of NHS Lothian sites as part of your role.
<b>SOCIAL MEDIA POLICY</b>	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.



## 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.

