

**JOB TITLE: Clinical Fellow (LAS) in Paediatric Critical Care**

**JOBTRAIN REFERENCE: 171584**

**CLOSING DATE: .6 December 2023.**

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**Unfortunately 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.**  |

All NHS Scotland and NHS Lothian Medical vacancies are advertised on our medical jobs microsite: www.medicaljobs.scot.nhs.uk

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 practisePart 1 MRCPCH or equivalent qualification | EPLS/APLS ProviderPaediatric intensive care experience and trainingAdvanced training in paediatrics |
| **Experience** | Minimum of three years relevant clinical experience e.g. paediatrics or anaesthesia | Experience in paediatric or adult intensive care medicine.Experience of neonatal intensive care |
| **Ability** | Ability to work within a multi-disciplinary team in a potentially busy and stressful environment.Ability to communicate effectively and clearly with patients and other team members | Ability to make independent decisions with consultant support. |
| **Academic Achievements** | Understanding of the importance of research | Evidence of research activity and presentations |
| **Teaching and Audit** | Evidence of commitment to:* clinical audit
* formal and informal teaching and training of medical students and other staff
* learning and continuing professional development
 | Evidence of teaching/learning qualification |
| **Motivation** | Evidence of commitment to:* patient-focused care
* effective and efficient use of resources

Understanding of limitationsUnderstanding of the work of the Scottish Paediatric Patient Safety Programme | Clear commitment to developing role in paediatric intensive care |
| **Team Working** | Ability to work in a team with colleagues in own and other disciplinesAbility to organise time efficiently and effectively | Ability to motivate colleagues |
| Circumstances of Job | May be required to work at any of NHS Lothian’s sites |  |

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

**Job Title:** Clinical Fellows in Paediatric Critical Care (2 posts)

Option:

Senior Fellow with special interest in POCUS for suitable candidate (1 post)

**Department:** Paediatric Intensive Care

**Base:** Royal Hospital for Children and Young People, Edinburgh

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

**Post Summary:**

This post is in the Paediatric Critical Care Unit, encompassing both Paediatric Intensive Care and High Dependency Care, at Royal Hospital for Children and Young People, Edinburgh (RHCYP), one of two provider units for the Scottish Paediatric Intensive Care Service.

These posts are available for 12 months from 01 February 2024.

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

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 the South-East of Scotland, providing board, regional and national paediatric services. It acts as the 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.

Hospital accommodation includes five theatres and a critical care unit with a footprint of 24 beds. Currently funded critical care beds comprise 10 paediatric intensive beds, 6 high dependency beds and 3 neonatal surgical cots.

All services are supported by comprehensive radiology, neurophysiology, laboratory and therapy services. The local radiology department provides on site Magnetic Resonance Imaging, CT Scanning, nuclear scanning and ultrasound. On site laboratories provide biochemistry, haematology, and pathology services.

The Department of Paediatric Critical Care comprises the following staff:

Dr Jillian McFadzean Consultant in Paediatric Anaesthesia and Intensive Care (Clinical Director for Paediatric Critical Care and Neonatology)

Dr Catherine McDougall Consultant in Paediatric Intensive Care/Respiratory Medicine

 (Clinical Lead Paediatric Intensive Care)

Dr Umair Khan Consultant in Paediatric Intensive Care/Paediatrics

Dr Ulf Theilen Consultant in Paediatric Intensive Care and Paediatrics

Dr Lindsay Ford Consultant in Paediatric Intensive Care

Dr Milly Lo Consultant in Paediatric Intensive Care

Dr Andras Husz Consultant Paediatric Anaesthesia and Intensive Care

Dr Zoltan Gyorgyi Consultant in Paediatric Intensive Care

Dr Laura Fraser Consultant in Paediatric High Dependency/Paediatrics

 (Clinical Lead in High Dependency Care)

Dr Martin Lister Consultant in Paediatric High Dependency/Paediatrics

Dr David Armstrong Consultant in Paediatric High Dependency/Respiratory Medicine

Dr Nandita Chinchankar Speciality Doctor in Retrieval/Paediatric Critical Care

Dr Caroline Kennedy Locum Consultant in Paediatric High Dependency/Paediatrics

Dr Katie Prentice Locum Consultant in Paediatric High Dependency/Paediatrics

Mrs Margaret McPheely Department Secretary

Senior Management Team:

Dr Corinne Love Associate Medical Director for Women’s and Children‘s Services

Mr Allister Short Director of Operations for Women’s and Children’s Services

Mrs Laura Reilly Clinical Nurse Manager for Paediatric Critical Care

**The Paediatric Critical Care Unit (PCCU)** is a multidisciplinary unit that caters for infants, children and young people from a wide variety of disciplines including paediatric surgery, neurosurgery, spine deformity surgery, medical paediatrics, plastic surgery, burns and general trauma. The case mix includes broad spectrum of critically ill children requiring level two and level three care, with the exception of cardiac surgical and transplant patients. The medical team also provides critical care outreach to the ward areas and emergency department to respond to acutely unwell/deteriorating patients.

From April 2007 the two Scottish PICUs in Glasgow and Edinburgh have operated as a national service, centrally funded by the National Services Division in Scotland. The Edinburgh PCCU has admitted increasing numbers of patients over recent years, with 450 admissions during the last financial year. There are currently 16 PCCU beds plus 3 neonatal surgical cots (10 paediatric intensive care beds and 6 high dependency beds).

The national Paediatric Intensive Care Retrieval Service (ScotSTAR) is centrally funded and run by the Scottish Ambulance Service.

The clinical fellows will join the PCCU middle grade rota. This is a resident medical rota comprising of trainees from SES and ES Paediatric MMC training rotation (ST4-8), Clinical Fellows and sometimes PEM +/- adult ICM trainees. Usual resident rota made up of 8WTE. The permanent team of staff currently includes, 8 PICU Consultants, 6 HDU Consultants and one specialty doctor. The unit currently has 5 Advanced Nurse Practitioners. The PCCU is staffed to PICS standards with a nursing complement that includes:

1 Clinical Nurse Manager PICU (Band 8)

11 Senior Nurses (Band 7)

2.2 WTE Educators (Band 6)

1 HDU Nurse Practitioner (Band 6)

1 Neonatal Nurse Practitioner (Band 7)

The unit participates in a UK wide audit of paediatric intensive care practice, contributing data to the Paediatric Intensive Care Audit Network (PICANet).

**The Department of Paediatric Critical Care** is responsible for all teaching and training in paediatric high dependency and intensive care in the Southeast of Scotland Paediatric Training Rotation. There are usually several ST trainees from the rotation attached at any one time. We have a PICM GRID post (shared with Glasgow). We also have trainees from paediatric emergency medicine, adult intensive care and junior (level 1 training) paediatric training and Foundation year 2 programmes rotating through the unit. The department has a commitment to teaching for various groups including undergraduates and non-medical staff. The department also contributes to the training of the hospital paediatric emergency team. Potential applicants should have an interest in and commitment to undergraduate and postgraduate teaching. Office accommodation and secretarial support will be identified for the appointee.

## Departmental Meetings:

Administration- There are monthly meetings of critical care senior staff that consider departmental practice and development.

Academic- The critical care department has scheduled time on Wednesday afternoons for an academic teaching session, weekly grand rounds, and business/governance meetings.

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

**Clinical fellow(s) in Paediatric Critical care:**

Applicants should possess MRCPCH (at least part 1) or equivalent, and have some paediatric and/or intensive care experience.

These posts will be part of a resident rota made up currently with trainees and clinical fellows. This rota is compliant with the European Working Time Directive at a maximum of 48 hours/week, and has a resident shift pattern with each shift being a maximum of 12.5 hours long.

The rota is well supported at a senior level, with eight intensive care consultants, five high dependency consultants and also other senior doctors and ANPs who provide additional unit support.

There is an active teaching program in the PCCU on a Wednesday afternoon. There is dedicated time for trainee teaching for at least one hour, followed by the PCCU Grand Round which is attended by all of the Medical Staff. In the final hour of the afternoon there is program of governance meetings which includes Mortality & Morbidity meetings, critical incident reporting and retrieval, data and equipment updates and training.

As part of this post there is regular training for the Paediatric Emergency Team (PET) which is active within the hospital.

The post holder will be expected to participate in the active teaching of medical students and nurses at RHCYP, including Basic and Advanced Resuscitation Training and postgraduate teaching, as is appropriate for their level of experience and training.

The appointee will utilise time for supporting professional activities to support Departmental teaching, audit and research activity. There are multiple opportunities within the unit to get involved and gain experience in different areas of interest including (but not limited to): SIM teaching, PICC line insertion, POCUS, critical care outreach, palliative care and long term ventilation. We encourage all of our clinical fellows to take on board a project and gain presentation and publication opportunities wherever possible. There will be protected time throughout the post to achieve this.

This is an exposure prone post and evidence of the relevant occupational health requirements will be required before commencing work.

**Senior Clinical Fellow in Paediatric Point of Care Ultrasound:**

In addition to the above duties/responsibilities:

Applicants interested in this role will require substantial middle-grade experience (ideally equivalent ST6 and above), specifically in paediatrics, anaesthetics/ICM, or emergency medicine. They should already hold the relevant basic specialty exam/membership (e.g. full MRCPCH). While prior experience in point of care ultrasound (POCUS) is not essential, candidates must demonstrate a strong desire to attain ultrasound skills within a paediatric critical care environment.

This fellowship will provide the opportunity to join the Edinburgh Paediatric Critical Care POCUS team, spend time with the ultrasound trainers, and learn with the aim of either achieving accreditation for independent POCUS practice or acquiring advanced-level ultrasound skills. The successful candidate will have the opportunity to participate in bi-weekly POCUS sessions, which include educational activities, scanning practice, and image review. They will also have the chance to attend a fully-funded ultrasound course chosen to meet their educational objectives (e.g. CACTUS or similar).

The POCUS fellow will still contribute to the PCCU middle grade rota but will have protected clinical time providing the opportunity for directly supervised scanning and portfolio development. Furthermore, imaging opportunities can be arranged with the paediatric radiology and cardiology departments. There will also be opportunities to be involved in several projects, such as hospital-wide vascular access initiative or other POCUS-related research/publication.

The appointee will primarily be under the supervision of Dr Zoltan Gyorgyi, a consultant in paediatric intensive care. Progress will be regularly assessed, and feedback from multiple sources will be provided.

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

**Post:** Clinical Fellows in Paediatric Critical Care

**Specialty:** Paediatric Critical Care

**Principal Place of Work:** Royal Hospital for Children and Young People, Edinburgh

**Contract:** Full time

**Rota:** Full shift (EWTD compliant), band 1A

**Managerially responsible to:** Clinical Director of Paediatric

 Intensive Care and Neonatology, NHS Lothian

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| **Section 6: Contact Information** |

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

Dr Jillian McFadzean, Clinical Director

Tel: 0131 536 0226; Email: jillian.mcfadzean@luht.scot.nhs.uk

Dr Laura Fraser, Clinical Lead Paediatric High Dependency Care and Trainee Lead

Tel: 0131 536 0226; Email: laura.j.fraser@nhslothian.scot.nhs.uk

or

Dr Catherine McDougall, Clinical Lead Paediatric Intensive Care

Tel: 0131 536 0226; Email: catherine.mcdougall@nhslothian.scot.nhs.uk

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| **Section 6: 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, Esther Robertson is the Interim 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 http://www.nhslothian.scot.nhs.uk/OurOrganisation/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 2013 – 2020,” consultation document which you will find at

www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments.

**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

http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf

#### 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

http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx

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| **Section 7: Terms and Conditions of Employment** |

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

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| **TYPE OF CONTRACT**  | FIXED TERM: 1 year |
| **GRADE AND SALARY** | LAS£40,995 - £64,461 |
| **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 here on the NHS Lothian website.

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 at http://www.audit-scotland.gov.uk/work/nfi.php.

**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 Home Office website www.ind.homeoffice.gov.uk

**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 fulfill 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 Edinburgh and the Lothians and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, 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 at:

 www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx

**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.