

# Working for NHS Lothian

JOB TITLE: LOCUM APPOINTMENT FOR TRAINING IN EMERGENCY MEDICINE  
ST3 + Level

JOB REFERENCE:

JOBTRAIN REFERENCE:

CLOSING DATE:



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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.**

**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](http://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>



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

## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications/ Training	GMC Registration and License to Practice MBChB or equivalent	ALS / ATLS/ APLS Certificate FRCEM Primary Examination FRCEM Intermediate Certificate
Experience /Knowledge	<p><b>Completion of Foundation Programme (or equivalence)</b></p> <p><b>and</b></p> <p><b>At least two years experience in Emergency Medicine or the ACCS specialties of Anaesthetics, Intensive Care or Acute Medicine</b></p> <p><b>Applicants without this level of experience and training will not be shortlisted for interview</b></p>	<p>Previous experience in Paediatric Emergency Medicine</p> <p>Completion of ACCS programme or equivalent</p>
Motivation	Keen to develop Emergency Medicine skills	
Personal Attributes	<p>Common sense, the ability to motivate yourself and others, leadership, organisational and management skills and a sense of humour.</p> <p>Able to communicate well and have communication skills necessary to carry out duties safely and effectively</p>	Ability to manage and cope under pressure
Audit	Understanding of audit or quality improvement and how it affects clinical practice	Evidence of completed audit or QI activity



Research	Understanding of research principles and how it affects clinical practice	Relevant publications in peer reviewed journals. Higher degree
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## Section 2: Introduction to Appointment

**Job Title:** Locum Appointment for Training (LAT) ST3+  
**Department:** Emergency Medicine  
**Base:** Royal Infirmary of Edinburgh, St. John's Hospital or Victoria Hospital Kirkcaldy

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

### Post Summary:

We would love you to join our team here in SE Scotland. We deliver our service across four Emergency Departments in NHS Lothian and Fife to approximately 200,000 patients a year. We believe in clinical excellence, provided within a strong multidisciplinary team ethos and with patient care at its centre.

We are continually improving both our patients' experience and that of our staff, and are constantly innovating with new methods, processes, and training.

Applications are invited to join our team for the above fixed term post, which is available from the 7<sup>th</sup> February 2024 until the 6<sup>th</sup> August 2024. The successful applicant will work a band 1A, compliant full shift rota (including out-of-hours and weekend working) This post would suit a potential/future trainee in Emergency Medicine, looking to expand their clinical experience.

The seniority of the post will be determined by the level of applicant and will be based in one of Emergency Departments of NHS Lothian and Fife.

LAT ST3+ posts have training recognition from the Postgraduate Dean and offer excellent educational opportunities. The successful applicants are encouraged to register the post with the Royal College of Emergency and engage with their e-portfolio. Assessment and appraisal will be through the NES ARCP process.

LAT ST3 + posts are suitable for doctors who have completed a foundation programme (or equivalent) and at least two years working emergency medicine or one of the ACCS specialties. The post is not suitable for trainees who do not have this experience.

The appointee will work as part of our team providing both initial and supervisory care to acutely injured and unwell adults and children presenting to the Emergency Department.

The post holder, under the supervision of an EM consultant, is responsible for:

- delivering clinical care to acutely injured and unwell adults who attend the Emergency Departments, including reviewing and actioning results for patients discharged from the department
- supporting the division's delivery of the Unscheduled Care '4-hour' target



- contributing to the supervision and training of undergraduate students from the University of Edinburgh and, if appropriate, more junior doctors in training.
- working closely with colleagues from other specialties and services to ensure the delivery of high quality care throughout the patient journey
- maintaining and updating their own knowledge and skills

### Section 3: Departmental and Directorate Information

#### Edinburgh Emergency Medicine

##### Join the EDvolution.

We would love you to join our team here in SE Scotland.

We deliver our service across four Emergency Departments in NHS Lothian and Fife to approximately 200,000 patients a year. We believe in clinical excellence, provided within a strong multidisciplinary team ethos and with patient care at its centre.

We are continually attempting to improve both our patients' experience and that of our staff, and are constantly innovating with new methods, processes, and training.

For more information about our departments and to learn a little about us please visit our website [edinbureghemergencymedicine.com](http://edinbureghemergencymedicine.com) and follow us @EdinburghEM

#### The Royal Infirmary of Edinburgh

The RIE ED is the biggest adult ED in Scotland, and thrives on seeing a high acuity of patients and delivering true emergency critical care at the front door. In 2012, we cared for 113,000 patient attendances, and have a majors:minors ratio of approximately 1:1. Despite this, we have a well-maintained admission rate of just around 30%, helped by increased Emergency Physician presence, real-time decision support, and continual innovation to treat patients closer to home or in ambulatory settings.

The RIE ED manages approximately 700 trauma cases annually, making it the busiest trauma receiving hospital in Scotland. Major trauma (ISS>15) accounts for around 120 of these cases. There is a helipad on site and increasing numbers of patients attend by air ambulance. It also acts as the base for our EM flying squad "Medic One", which attends patients in pre-hospital situations of any aetiology approximately 100 times a year, including victims of trauma, and we have excellent links and working relationships with the Scottish Ambulance Service. Emergency Physicians 'team lead' all trauma resuscitation cases with excellent support from radiologists, surgeons, anaesthetists and intensivists. With the exception of plastics, burns and maxillo-facial surgery all specialties will be on site from 2017.

The Royal Infirmary of Edinburgh has been chosen as one of Scotland's four major trauma centres and the major trauma workload will increase by more than thirty percent. This is an exciting time for trauma in Edinburgh and we believe our department offers the opportunity to improve the practical, clinical and non technical skills required to manage these challenging patients.



We also routinely perform all our own procedural sedations (approx 7-800/yr), Rapid Sequence Inductions (approx 350/yr with anaesthetic support), Bier's Block anaesthetics and manipulations, and the team have developed a robust quality assurance infrastructure and culture of positive change and behaviours.

We also benefit from a fully developed 24hr Emergency Nurse Practitioner service, as well as 7 day Occupational Therapy assessment with support from the the Elderly Care Assessment Team, Physiotherapy practitioners, Clinical Decision-Making ED Nurses, Cardiology and Respiratory Clinical Nurse Specialists, and enhanced role Radiographers.

The unit has a fabulous team ethos – all junior doctors work in a team for their whole attachment, with registrars supervising and mentoring more junior doctors in training, for all their shifts. There is a clear consultant supervisor structure with 20 Consultants now forming part of our on call rota with consultant presence on the shop floor from 0745hrs to 0200hrs, 7 days a week. The Emergency Medicine team was a finalist in the BMJ Healthcare Improvement Awards ED team of the year 2012.

Clinical Director: Dr Dave McKean

## **St John's Hospital**

St John's Hospital opened in 1989 in Livingston, a new town 20 miles west of Edinburgh. The hospital provides for most common adult and paediatric specialties as well as mental health, but not acute general surgical or trauma/orthopaedic admissions which are centralised in Edinburgh. SJH has the supra-regional plastic surgery and burns unit, oral and maxillofacial as well as ENT surgery.

The Emergency Department underwent a £2.75m rebuild and expansion that also created the 14 - bedded ED Observation Ward, officially opened by Scotland's First Minister in 1994. The department comprises interior-designed modern adult and paediatric clinical facilities, staff offices, teaching and rest areas. We are a medium-sized ED treating around 50,000 patients per year of whom 1:4 are children. Around 60% patients present with injury, 17% with medical illness and 8% with surgical problems; 2000 patients per year require immediate treatment and resuscitation and 1:5 patients is admitted.

SJH offers a friendly and efficient working environment. Within the ED and ED Observation Ward there is a very strong ethos of multidisciplinary teamwork and respect for everyone's contribution; there is a drive to provide excellent care for each individual patient. Although we are often very busy there is the opportunity to tailor care for a particular patient, often much harder to accomplish in larger more frenetic EDs and hospitals. The local population is demonstrably grateful for the ED service provided for them locally which makes working at SJH ED very satisfying.

Clinical staffing includes 24 hour ENP and 12 hour orthopaedic technician services. We have 12 Consultants who form part of our on call rota and they are present on the shop floor between 9am-11pm 7 days per week. There is an active education program within the department encouraging multi-disciplinary teaching with both our nursing colleagues but also staff from other departments within the hospital.

Clinical Director: Dr Rachel Anderson



## Royal Hospital for Sick Children

The Royal Hospital for Sick Children or the 'Sick Kids' as it is fondly known currently lies in the centre of Edinburgh in the beautiful setting on the Meadows. In 2019 it is set to move to Edinburgh's Bio-quarter where it will sit adjacent to The Royal Infirmary of Edinburgh. This move will see the Sick Kids increase its' field of work by seeing children and adolescents up to the age of 16 years (previously 13 years).

The Sick Kids Emergency Department see 42,000 attendances per year and thrives on a mixture of high acuity medical and surgical presentations and trauma. We also receive children from Medic 1 pre-hospital flying squad and the Paediatric Retrieval Service. We have a team of 10 Consultants who provide supervision of shop-floor activity and also contribute to the Emergency Departments at SJH and RIE with some combining their role in Paediatric Medicine. In addition to this team of supportive consultants we also have experienced Nurses, Emergency Nurse Practitioners, Orthopaedic Technicians and Physician's Assistants. This mix provides a highly specialised team who strive to make the experience of Paediatric Emergency Medicine a valuable learning journey in a fun and enjoyable environment.

The Emergency Department at the Sick Kids offers a vast array of teaching and training opportunities. We incorporate a very active clinic in our daily activity which sees a range of pathology and allows the chance to witness the progression in management of these children. There is a weekly structured teaching programme covering all the basics of Paediatric Emergency Medicine and, due to the degree of Consultant presence, opportunities for real time training on the shop-floor are plentiful.

We are committed to maintaining current high standards in Paediatric care and developing strategies to ensure the specialty delivers on all levels. It is an exciting and rewarding time to be a part of this team.

Professional Lead: Dr. Paul Leonard

## Research and Development

While the main focus of this post is the provision of clinical care there is a strong track record of clinical research within the Emergency departments of NHS Lothian. This is led by our EMERGE research team. There are typically 5-10 ongoing trials conducted within the departments with a research nursing team providing support throughout the day. The post holder will be expected to support these ongoing research projects and will be encouraged to undertake research / Quality Improvement activities as part of their continuing professional development.

## Teaching

The post holder may be asked to contribute to the supervision and training of doctors in training, nursing staff, AHPs and undergraduate medical students from the University of Edinburgh.

## NHS Lothian



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

NHS Lothian is an integrated NHS Board in Scotland providing primary, community, mental health and hospital services. Mr. Tim Davidson is Chief Executive and Miss Tracy Gillies is Medical Director.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered by Lothian University hospitals division, the Royal Edinburgh hospital and Associated mental health services, 4 community health (and social care) partnerships (CH(C)Ps) in City of Edinburgh, West Lothian, East Lothian and Midlothian, and a Public Health directorate.

NHS Lothian serves a population of 850,000.

The major hospitals include

- The Royal Infirmary of Edinburgh
- Western General Hospital
- St John's Hospital
- Royal Hospital for Sick Children, Edinburgh

**The Royal Infirmary of Edinburgh** is a major acute teaching hospital located on the Edinburgh BioQuarter. With a 24-hour emergency department, it provides a full range of acute medical and surgical services for patients from across Lothian and specialist services for people from across the south east of Scotland and beyond.

It sits alongside the University of Edinburgh's Medical School and soon to be completed Royal Hospital for Children and Young People.

The Royal Infirmary provides a range of expert medical and surgical services, including:

- Emergency Medicine
- Acute medicine including Scottish Poisons Information Bureau
- Cardiology and cardio-thoracic surgery
- Gastroenterology
- General surgery
- Maternity, gynaecology and neonatal units
- Orthopaedic surgery
- Renal (kidney) medicine and dialysis
- Respiratory medicine
- Transplant surgery (kidney and liver transplant)
- Vascular surgery.



**The Western General Hospital (WGH)** currently has approximately 600 beds and is equipped with modern theatres and critical care department. The hospital provides for most specialties and is the centre for:

- Neurology, Neurosurgery and neuropathology
- Colorectal Surgery
- Urology and Scottish Lithotripter Centre
- Breast Surgery and Breast screening
- Gastro-Intestinal disease
- Rheumatology
- Infectious Diseases
- Haematology and Oncology
- Medicine of the Elderly and Stroke Medicine

There is an Acute Receiving Unit, which accepts GP referrals and a nurse led Minor Injuries Unit. There is no trauma unit at this hospital. There are full supporting Laboratory and Diagnostic Radiology Services (including CT, MR, Ultrasound and NM).

In 2019 the neuroscience service will move to new premises advance to the Royal Infirmary in the Edinburgh Bioquarter

**St John's Hospital** is located in the centre of Livingston; approximately 30 minutes drive west from Edinburgh. The hospital provides for most common specialties but does not have emergency general surgery or orthopaedic trauma operating. The hospital has a paediatric ward and is the regional centre for Lothian's specialist head and neck unit and Hooper Hand Unit:

- Emergency Medicine
- General Medicine with specialists in Cardiology, Diabetes & Endocrinology, Gastroenterology, Respiratory Medicine and Care of the Elderly
- Obstetrics & Gynaecology
- Child Health including Paediatrics and community child health
- The regional Burns and Plastic Surgery unit for SE Scotland
- Oral and Maxillofacial Surgery
- ENT
- Critical Care (ITU, HDU and CCU)
- Mental Health including ICCU and ICU

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

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

The hospital has been accredited full teaching hospital status by the University of Edinburgh.



**The Royal Hospital for Children and Young People** was opened in 2021 adjacent to the Royal Infirmary in the Edinburgh Bio-quarter.

The hospital is the main paediatric teaching hospital for the South-East of Scotland providing general and specialised services on a local, regional and national basis. It acts as the local paediatric centre for the children of Edinburgh and surrounding areas. In addition it acts as the 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 aspects of general surgery.

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, pathology and neuropathology services

### **University of Edinburgh**

The University of Edinburgh was established in 1582 and is one of the largest in the United Kingdom located on a number of prominent sites in Scotland's capital city. It is Scotland's premier research university, graded within the top six multi-faculty British Universities in the last national research assessment exercise (90 percent of its academic staff were in units rated 4, 5 or 5\*). It has 3,000 academic staff, over 16,000 undergraduate and over 4,000 postgraduate students and an annual expenditure of over £261M for teaching and research. The University is organised into 3 Colleges: Humanities and Social Science, Medicine and Veterinary Medicine, Science and Engineering.



## Section 4: Main Duties and Responsibilities

### Clinical:

- Maintain GMC specialist registration and hold a licence to practice

### Team Working:

- To work collaboratively with all members of the team
- Adhere to NHS Lothian and departmental guidelines on leave including reporting absence

### Location:

- You will be based at one of the hospitals within the region. A number of posts are currently available and your location will be discussed at or shortly after interview with successful applicants.
- As part of your role, you may be required to work at any of the sites

## Section 5: Contact Information

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

Dr. Graeme McAlpine

Consultant in Emergency Medicine and Training Programme Director for  
Emergency Medicine in SE Scotland

Emergency Department, Royal Infirmary of Edinburgh, Edinburgh, EH16 4SA

Tel: 0131 242 1338 / 01506 523025

[graeme.mcalpine@nhslothian.scot.nhs.uk](mailto:graeme.mcalpine@nhslothian.scot.nhs.uk)



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

## 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. Tim Davison is the Chief Executive 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](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



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

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.



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

## **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](http://www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments).



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

## **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-centered 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:**



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

## 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>



## Section 7: 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>	FIXED TERM: 6 months from Feb 7 <sup>th</sup> 2023 until Aug 6 <sup>th</sup> 2024
<b>GRADE AND SALARY</b>	Locum Appointment for Training (STR) £32,961 - £51,828 per annum (pro-rata if applicable)
<b>HOURS OF WORK</b>	Full Time: 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 SCOTLAND</b>	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.
<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.



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

<b>REHABILITATION OF OFFENDERS ACT 1974</b>	<p>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.</p>
<b>MEDICAL NEGLIGENCE</b>	<p>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.</p>
<b>NOTICE</b>	<p>Employment is subject to one month notice on either side, subject to appeal against dismissal.</p>
<b>PRINCIPAL BASE OF WORK</b>	<p>You may be required to work at any of NHS Lothian sites as part of your role.</p>
<b>SOCIAL MEDIA POLICY</b>	<p>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.</p>



## 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](http://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**



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

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](http://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.



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