

# Working for NHS Lothian

JOB TITLE: Consultant Obstetrician with Special Interest in Fetal Medicine

JOBTRAIN REFERENCE: 172617

CLOSING DATE: 10/01/2024

INTERVIEW DATE: 19/01/2024



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

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**We cannot accept CV's as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.**

**You will receive a response acknowledging receipt of your application.**

**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.**

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## Section 1: Person Specification

REQUIREMENTS	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<p>Registered with the GMC. License to practice</p> <p>Be on, or within six months of being eligible for inclusion on the GMC Specialist Register at the time of interview.</p> <p>MRCOG or equivalent</p> <p>Sub speciality training in Maternal Fetal medicine</p>	<p>Additional postgraduate qualifications e.g. MD/PhD.</p> <p>RCOG Advanced Skills Training Module or equivalent experience in Advanced Labour Practice.</p>
<b>Relevant Experience</b>	<p>General obstetric, high risk and Fetal maternal medicine</p>	<p>Experience of SAER/PMRT</p> <p>Writing guidelines</p> <p>Maternal Medicine</p>
<b>Ability</b>	<p>Ability to take full responsibility for independent management of patients on labour ward including supporting women with Fetal loss and undergoing termination of pregnancy.</p> <p>Ability to manage high risk pregnancies through antenatal and inpatient services</p>	
<b>Research</b>		<p>Experience of supervised period of research, research methodology, clinical trials.</p>
<b>Teaching and Audit</b>	<p>Evidence of formal and informal teaching and training of junior doctors, medical students, and other clinical staff.</p> <p>Evidence of learning and continuous professional development.</p> <p>Understanding of and commitment to the work of the Scottish Patient Safety Programme and the maternal work stream within this (Maternal Collaborative Quality</p>	<p>Previous experience of designing teaching programmes.</p> <p>Qualification in teaching</p> <p>Experience of designing and effecting audit programmes and quality improvement.</p>



	Improvement Programme {McQIC}).	
<b>Personal Attributes</b>	<p>Evidence of patient focused care.</p> <p>Good team player, good communication skills, experience of working in multidisciplinary teams.</p> <p>Commitment to improving quality of care with consultant delivered care in and out of hours.</p> <p>Willingness to support a consultant delivered service in and out of hours.</p>	



## Section 2: Introduction to Appointment

**Job Title:** Consultant Obstetrician- special interest in Fetal Medicine

**Department:** Women's Services - Edinburgh Royal Infirmary (RIE).  
Simpsons Centre for Reproductive Health (SCRH)

**Base:** Edinburgh Royal Infirmary

### Post Summary:

This is a substantive consultant post in obstetrics with a special interest in fetal medicine. The post holder will join a forward looking and vibrant department and play an active role in general and high-risk obstetrics in this tertiary obstetric unit.

The department has a national and internally recognised academic department with a very active research programme and subspecialty clinical services. The post holder will have a range of opportunities to develop a special interest.

The post holder will have 3 regular fetal medicine sessions, a community-based locality antenatal case load and will contribute to high-risk obstetric clinics. The post will also contribute to delivering day assessment care and developing this service. The post holder will also contribute to the core provision of core obstetric inpatient and outpatient care.

The Obstetric department offers a consultant led service on Labour Ward, Obstetrics wards/Triage and Caesarean section lists. Each service will have a nominated consultant supported by a team of specialty junior doctors (ST 1-7) and GPST/FY trainees. There are currently 20 consultant obstetricians at the Royal Infirmary, the out of hours commitment is at the Royal Infirmary. The out of hours work includes a resident component between 20.30 to midnight then on call; long weekend days as well as 8.30 to 1400 ward inpatient care at the weekends.

NHS Lothian has a commitment to developing a cross site service, working patterns and pathways between the RIE and St John's Hospital. The post may have sessions at St John's as this service development is established. The service has a commitment to delivering the recommendations of the "Best Start review – a five year forward plan for Scotland" and is one of the five Early Adopter Boards supporting the roll out of the recommendations. Quality improvement and Patient safety are a priority, and the service is committed to responding to the recommendations and learning from adverse events. A patient centred multidisciplinary review process has been developed which all consultants take part in.

All consultants take part in adverse event review, guidelines, quality improvement, complaints, departmental and undergraduate teaching as part of their SPA time allocation.



### Section 3: Departmental and Directorate Information

The Simpson Centre for Reproductive Health (SCRH) is the main centre for perinatal care in South East Scotland. The delivery rate is approximately 6500 births. The SCRH is a tertiary referral centre and is the largest obstetric unit in Scotland with 77 inpatient beds, a 16 bedded consultant led labour suite including 3 maternal HDU beds. An alongside midwifery-led birthing centre has 6 birthing rooms and 4 post-natal beds.

The hospital includes a Neonatal Intensive Care Unit, with twelve Level 3 Intensive Care, seven Level 2 Intensive Care and twenty-four Special Care cots. There are two dedicated obstetric operating theatres with 24/7 access to interventional radiology. Daily high-risk multidisciplinary antenatal clinics (Multiple pregnancy, Diabetes and Endocrine, Maternal Medicine, Haematology, Epilepsy, Infectious diseases and Metabolic) are held within the SCRH and there is a comprehensive outreach antenatal service covering the City of Edinburgh and East/Midlothian. There is a busy Fetal Medicine Unit with daily sessions and regular multidisciplinary working involving genetics, neonatology, and paediatric surgery. A Fetal MRI service is available. A midwifery-led birthing centre opened adjacent to SCRH in October 2011.

There is large general gynaecological workload with approximately 500 hysterectomies (Laparoscopic, abdominal, and vaginal) and 5,000 day cases being performed per annum. 3,000 new gynaecological outpatients are seen per year, and this includes a well-established outpatient Hysteroscopy service.

The SCRH harbours four major regional sub specialist centres: Gynaecological Oncology service, Endometriosis centre, Fertility and Reproductive Endocrinology centre (EFREC), SE Scotland Fetal medicine service

Sub-specialty interests include Infertility, urogynaecology, gynaecological oncology and menstrual dysfunction.

The Obstetric and Gynaecological Services at St. John's comprises fifty obstetric beds, including a day bed unit, and twenty gynaecology beds (twelve in-patient and eight daybeds). In 2014, the department handled approximately 2,674 deliveries. There is an outreach antenatal service covering West Lothian and part of the west of Edinburgh. Special interests of the department include urogynaecology, menstrual dysfunction and Fetomaternal medicine. There are strong links between the two Maternity Units.

### SENIOR MEDICAL STAFFING IN OBSTETRICS AND GYNAECOLOGY IN LOTHIAN

#### Obstetric Unit Royal infirmary of Edinburgh

Dr N Aedla

Dr C Alexander

Dr A Armstrong

Dr A Brown

Dr A Campbell

Dr C Chiswick

Dr E Cooper

Dr S Cowan

Dr E Doubal (Clinical Director for Obstetrics, NHS Lothian)

Dr K Dundas

Dr K Edgar



Dr F Fankam  
Dr L Hermis  
Dr O Keag  
Dr J Laurie  
Dr C Love (Associate Medical Director, Womens and Children's Services, NHS Lothian)  
Dr N Mary  
Dr H Mustafa  
Dr L Simpson  
Dr B Smyth  
Prof Sarah Stock (University of Edinburgh)  
Dr Rosemary Townsend (University of Edinburgh)

### **Gynaecology Oncology / Benign Gynaecology / Urogynaecology Unit**

Dr J Chamberlain  
Professor H Critchley (University of Edinburgh)  
Dr P Dewart  
Dr N Ghaoui  
Dr S Fegan  
Professor Andrew Horne (University of Edinburgh)  
Dr S Jack (Clinical Director for Gynaecology, NHS Lothian)  
Dr M Madhra  
Dr C Martin  
Dr J May  
Dr K. Munro  
Dr S Nicholson  
Dr A Pearson  
Dr A Rice  
Dr K Rose  
Dr P Sanderson  
Dr C West

### **Reproductive Medicine Unit**

Professor R Anderson (University of Edinburgh)  
Dr B Brady  
Dr S Brett  
Dr M Chetty (Clinical Lead)  
Professor W Duncan (University of Edinburgh)  
Dr R Howie

### **St John's Hospital, Livingston.**

Dr A Macleod (Clinical Lead for O&G, St John's)  
Dr D Arnott  
Dr S Court  
Dr S Coutts  
Dr A Gharaibeh  
Dr S Kallat  
Dr R Kung  
Dr G Middleton  
Dr P Mills  
Dr S Nicholson  
Dr S Rane  
Dr S Sahota  
Dr J Wilkens



## Section 4: Main Duties and Responsibilities

The job plans consist of nine direct clinical care programmed activities and one supporting professional activity. The post holder will support antenatal clinics, Labour Ward, Planned caesarean sections, Day assessment and inpatient obstetric services.

It is anticipated that the post holder will have a flexible job plan with time provided for SPA, special interest, administrative time, and prospective cover for the obstetric and fetal medicine service. It is anticipated that SPA time will be taken flexibly during the week to ensure availability to carry out prospective cover for obstetric services. NHS Lothian maternity service is committed to developing in line with local and national strategic recommendations. Posts may change some roles and responsibilities with time.

Desk and computer with necessary IT access in a shared office. Secretarial support as required.

This is an Exposure Prone post and evidence of the relevant immunities will be required before starting work.

### Research and Development

The Royal Infirmary of Edinburgh is the site of the University's newly established Queens Medical research Institute of which MRC Centre for Reproductive Health is a key component. This is largest aggregation of Reproductive Scientists and Clinicians in Europe and offers unique opportunities for research collaboration in all areas of obstetrics and gynaecology. The MRC Centre for Reproductive Health includes the Tommy's Centre for Maternal and Fetal Health, which has a research focus on maternal obesity and preterm birth. The Tommy's Centre currently has around £10 million of pregnancy related research funding, and there are excellent opportunities for collaboration with interested clinicians.

Currently the most prominent areas of clinical research include fertility control (conception and contraception), gynaecological endocrinology, mental dysfunction, gonad and gamete biology, fetomaternal disorders, placental function, and the biological control of parturition.

### Teaching

The Department of Obstetrics and Gynaecology is recognised for sub-specialty training in fetomaternal medicine, reproductive medicine, and gynaecological oncology. There are also sub-specialty training opportunities in sexual and reproductive health at the Family Planning Clinic in Dean Terrace, Edinburgh.

Advanced training skill modules are available for trainees in years ST6/7.

The post holders may be asked to contribute to the organisation, delivery and quality control of undergraduate and postgraduate medical education and training at the Royal Infirmary and St. John's.



## NHS Lothian – Indicative Job Plan

**Specialty:** Obstetrics

**Principal place of work:** Royal Infirmary Edinburgh.  
Potential cross site working at St John’s Hospital

**Contract:** Full Time

**Programmed activities:** 10 PA 9.0 DCC PA; 1.0 SPA

**Managerially responsible to:** Clinical Director of Obstetrics, NHS Lothian

		Type of Work	DCC PA	SPA	OOH
<b>CORE SPA</b>				1	
<b>NON-WORKING TIME</b>	<b>Flexible</b>	38 days/year			
<b>CLINICS</b>		Fetal Medicine	2.5		
		High Risk ANC	0.75		
		Locality ANC	0.5		
		Prospective cover	0.25		
		Clinical administration	1		
<b>CORE OBSTETRICS</b>	<b>Mon - Fri</b>	Labour Ward x 16 pa  Caesarean section list x 16 pa  Ward and Triage service week x 2	2		
		On calls x 16 (Resident Component)			0.5
	<b>Sat/Sunday</b>	Labour Ward x 3 WR each day x3	0.5		
		On calls x 3 (Resident Component)			0.5
<b>Unpredictable Out of Hours</b>					0.5
<b>Total</b>			<b>7.5</b>	<b>1.0</b>	<b>1.5</b>

The consultants share a rota for consultant-led care of labour ward (08.30-21.00), antenatal, postnatal wards and obstetric triage (09.00 -17.00), Caesarean section list (08.00-17.00).



Wards and Obstetric triage cover are set as hot weeks; there are 4 of such weeks per annum.

The on call during the week and weekend start at 20.30 and end at 08.30 the following morning. They have a resident component from 20.30 to 24.00.

The weekends are covered by two consultants; one on call who will also cover the ward rounds from 08.30 to 14.00 and the second covering the labour ward (08.30-21.00).

The post will have a 1:17 commitment to all these shifts.

During out of hour's shifts the consultant will be working with two FY/GPST/ST1 doctors, an ST3-5 registrar, and an ST6-7 registrar.

This post will have specific responsibility for the Foetal Medicine Unit and supporting high risk clinics.

The attached job plan in its present form describes a 9:1 split between direct clinical care and supporting professional activities. NHS Lothian allocates all consultants one SPA for CPD, clinical governance (guidelines, audit, quality improvement, risk management, mandatory teaching) appraisal, revalidation job planning and management meetings. As a major teaching and research contributor it would normally expect to allocate additional SPA time for activities to do with undergraduate education, educational supervision of trainee medical staff, research, and other activities. These are all areas where NHS Lothian has a strong commitment, and we recognise the contribution that consultants are both willing and eager to make. There will be the opportunity for consultants with a particular interest in the Scottish Patient Safety Programme, Risk Management or skills and drills training (such as PROMPT – the PRactical Obstetric Multi-Professional Training course) to be awarded additional SPAs for these purposes. The precise allocation of SPA time and associated objectives will be agreed with the successful applicant.

## Section 5: Contact Information

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

Dr Sarah Cooper, Fetal Medicine Lead, NHS Lothian  
[Sarah.cooper@nhslothian.scot.nhs.uk](mailto:Sarah.cooper@nhslothian.scot.nhs.uk)

Dr Emma Doubal, Clinical Director of Obstetrics, NHS Lothian,  
[emma.doubal@nhslothian.scot.nhs.uk](mailto:emma.doubal@nhslothian.scot.nhs.uk)

Dr Flo Fankam, Obstetric consultant workforce lead, NHS Lothian,  
[florence.Fankam@nhslothian.scot.nhs.uk](mailto:florence.Fankam@nhslothian.scot.nhs.uk)

Dr Corinne Love, Associate Medical Director, NHS Lothian  
[corinne.love@nhslothian.scot.nhs.uk](mailto:corinne.love@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. 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).



<http://careers.nhslothian.scot.nhs.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-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.



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

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 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>	Permanent
<b>GRADE AND SALARY</b>	CONSULTANT £96,963 - £128,841
<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”



<b>SCOTLAND</b>	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.
<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.

