

**WELCOME TO**

**NHS GREATER GLASGOW AND CLYDE**

**CANDIDATE INFORMATION PACK**

**Title: Consultant in Medicine for The Elderly**

**Location: Queen Elizabeth University Hospital**

**Job Reference: 174469**

**Closing Date: 24th January 2024**

**Interview Date: 7th February 2024**



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**Please visit https://apply.jobs.scot.nhs.uk for further details on how to apply**

**Search for the job reference number quoted above.**

**Please note all applications should be made via our e Recruitment system (Job Train)Section 1: Summary Information Relating to this Post**

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| **Additional Arrangements for Applicants : Informal enquiries and details of arrangements to visit the department regarding this post will be welcome by:**In the first instance please contact:  Clinical Director: Dr Tricia Moylan 0141 452 6430 or 07855 105082Deputy Clinical Director Dr Elizabeth Burleigh 0141 347 8778General Manager: Mr Stuart Gaw 0141 452 6430 |

NHS Greater Glasgow and Clyde encourages applications from all sections of the community. We promote a culture of inclusion across the organisation and are proud of the diverse workforce we have.

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***Right to work in the United Kingdom***

*Anyone from outside of the United Kingdom (UK), excluding from the Republic of Ireland will need permission from UK Visas and Immigration (UKVI) to work in the UK and may also need entry clearance before travelling here.  The Home Office (of which UKVI is a part) is responsible for governing the way individuals from outside the UK and Republic of Ireland can work, train or study in the UK.*

*To obtain a visa or entry clearance, you will need to meet certain requirements and demonstrate you have the right the work in the UK via:*

         *the points-based immigration system*

         *the EU settlement scheme*

         *a biometric residence permit*

*A new points-based immigration system was introduced in January 2021 with parts of it in place towards the end of 2020. The system provides a route for both European Union and non-European Union nationals to work, train or study in the UK if they meet the eligibility criteria. It applies to everyone from outside of the UK who wishes to live and work here, apart from people from the Republic of Ireland and European Union nationals who were already in the UK by 31 December 2020. European Union nationals in the UK prior to 31 December 2020 should apply to the EU settlement scheme.*

*If you are an international Doctor/Dentist from outside of the UK and Republic of Ireland, you can apply for, and take up employment in medical and dental posts that may qualify for sponsorship under a skilled worker visa.  A Health and Care Worker visa allows health and care professionals to come to or stay in the UK to do an eligible job with the NHS, an NHS supplier or in adult social care.*

***EU settlement scheme***

*Free movement with the European Union (EU) ended on 31 December 2020 and there are new arrangements for EU citizens.*

*The EU settlement scheme provides EU nationals with a route to residency in the UK. EU nationals who arrived in the UK by 11pm on 31 December 2020 have until 30 June 2021 to apply to the scheme.  If you are an EU, EEA or Swiss citizen and don't already have temporary or permanent leave to remain, you and your family can apply to the EU settlement scheme to continue living in the UK after 30 June 2021. If your application is successful, you will receive either pre-settled status or settled status.*

*EU, EEA or Swiss nationals are strongly encouraged to join the EU Settlement Scheme prior to 30th June 2021.  As part of the recruitment process, you will be required to produce proof of your EU Settlement status from 1st July 2021 to demonstrate your Right to Work in the United Kingdom.*

*Existing employees may be asked to provide evidence of their EU Settlement Status from 1st July 2021.*

*Further information:* https://www.gov.uk/settled-status-eu-citizens-families.

Applicants must have full GMC Registration, a license to practise and eligible for inclusion in the GMC Specialist Register. Those trained in the UK should have evidence of higher specialist training leading to CCT or be within 6 months of confirmed entry from the date of interview. CESR (Certificate of Eligibility for Specialist Registration) route doctors are only eligible to apply for a substantive consultant post once CESR is awarded. Non-UK applicants must demonstrate equivalent training.

The job is offered as a full-time post on a 10 PA basis but applications will be considered from those wishing to work less than full-time. Up to 2 EPA’s may be available to undertake additional outpatient and/or procedure sessions or management activity.

Additional Non DCC (up to 2 PA’s in total – Inclusive of 1 core SPA plus 1 additional non DCC can be negotiated and agreed between the successful candidate and Management depending on the time required to support professional activities and the needs of the service.​​​​​​​

All newly qualified Consultants are initially offered a minimum of 1 Core Supporting Professional Activity (SPA) which includes CPD, audit, clinical governance, appraisal, revalidation, job planning and management meetings. This will be reviewed within 6 months (or earlier if required) of appointment and revised upwards if additional responsibilities are agreed.

**For further information regarding NHS Greater Glasgow and Clyde and its hospitals, please visit our website www.nhs.ggc.org.uk**

**Section 2:**

**THE HOSPITAL MODERNISATION PROGRAMME ~ THE SERVICES OF TOMORROW**

A significant re-organisation of NHSGGC has recently been completed. The re-organisation was essential to align the organisational structure with the Acute Services Review (ASR) recommendations and support the Hospital Modernisation Programme. This is transforming healthcare provision locally, regionally and nationally. More than seven hundred million pounds of investment underpins an ambitious building programme, designed to deliver world class and integrated care from the following major acute sector units

* New Cancer Centre, PET CT Imaging Centre, on the General hospital campus at Gartnavel, opened in 2007.
* Development of a single dedicated Regional Cardiothoracic Centre at Golden Jubilee Hospital, completed 2008.
* Ambulatory Care, Diagnostic and Treatment Centres at the Stobhill and Victoria sites, opened June 2009.
* New Acute South Glasgow Hospital with co-location of Maternity, Children’s and Adult Hospital services. Regional Neurosciences and Maxillofacial Centres opened in May 2015.
* Re-development of Glasgow Royal Infirmary into the second major acute hospital from 2015.

**VALUING OUR STAFF**

We are committed to extending training and development opportunities to all staff and are actively developing multi-disciplinary training, extending the role of on-line learning, and recognition of the importance of developments in technology for both staff and patients.

**We Offer:**

  Policies to help balance commitments at work and home and flexible family

 friendly working arrangements

  Excellent training and development opportunities

  Free and confidential staff counseling services

* A central Glasgow location, with close access to motorway, rail and airport links

  On-site library services

  Subsidised staff restaurant facilities on each site

  Access to NHS staff benefits/staff discounts

  Access to discounted First Bus Travel

  Active health promotion activities

  Bike User Group

  Good Public Transport links

 Commitment to staff education and life-long learning/development opportunities

 Excellent student support

 Access to NHS Pension scheme

**Brief Description of the Hospital**

The Queen Elizabeth University Hospital campus encompasses the QEUH hospital building, an additional Older Peoples’ Service unit accommodating older adults assessment wards plus stroke rehabilitation and the Neurology Day Unit, the regional Institute of Neurological Sciences, the regional Spinal Injuries Unit, the Rehabilitation unit for younger adults, the Royal Hospital for Children, the Maternity Services, alongside a state of the art Laboratory Building and Teaching & Learning Suite.

The QEUH hospital building is one of the largest acute hospitals in the UK and home to major specialist services such as renal medicine, transplantation and vascular surgery, with state of the art Critical Care, Theatre and Diagnostic Services. The Queen Elizabeth University Hospital has 1109 single bedded rooms, with each general ward consisting of 28 rooms with ensuite facilities. The atrium of the Queen Elizabeth Hospital houses retail shops and also a coffee shop. There is a large restaurant/coffee area on the first floor of the hospital with a balcony and views out onto the landscaped area in front of the hospital. The Older Peoples’ Service building has an additional 180 beds.

The £25m purpose-built Teaching & Learning Centre for training of undergraduate medical and nursing students alongside NHS staff brings a valuable asset to the Queen Elizabeth University Hospital site and underlines the close links between Glasgow University and the hospitals.

Outwith the QEUH campus, South Glasgow services extend into the Gartnavel General and New Victoria Hospitals which provide further inpatient rehabilitation, outpatient, diagnostic and surgical services.

**GG&C Health Board Management Structure & OPS TEAM**

Within the Acute Services Division, there are 3 sectors – North, South, and Clyde. In addition a Directorate structure has been retained for some specialties e.g. Regional, Diagnostics and Woman and Children.

The South Sector:

* Director - Mr Arwel Williams,
* Chief of Medicine - Mr Wesley Stuart.

The Older Peoples’ Service:

* General Manager - Mr Stuart Gaw
* Clinical Service Managers - Mrs Collette Kilpatrick and Mrs Joan Edge
* Clinical Director - Dr Tricia Moylan
* Deputy Clinical Director - Dr Elizabeth Burleigh
* Lead Clinician - Dr Steven Wishart
* Lead Clinician - Dr Lesley Anderton
* Stroke Clinical Director - Prof. Keith Muir

In addition to these vacancies, the South Sector Older Peoples’ Service currently has 20 Consultants and 3 Specialty Doctors contributing to the DME service and with various sub-specialty interests including Falls, Ortho-geriatrics (including Major Trauma liaison), Syncope, Dementia / Delirium, Movement Disorders, Stroke and Community liaison (encompasses a Home First Frailty Team, Short Stay Team and Hospital at Home Team).

**Consultants**

Dr Tricia Moylan (Clinical Director) Dr Elizabeth Burleigh (Deputy Clinical Director)

Dr Steven Wishart (Lead Clincian) Dr Lesley Anderton (Lead Clinician)

Dr Lara Mitchell Dr Caroline Whitton

Dr Alan McKenzie Dr Elizabeth Oommen Dr Pamela Seenan Dr Lorna Christie

Dr Ian Reeves Dr Claire Langridge

Dr Colin McCarthy Dr Eilidh Hill

Dr Andrew Breckenridge Dr Emily Wright

Dr Farhana Sharif Dr James Reid

Dr Eileen Capek Dr Catherine Nicolson-Duncan

**Specialty Doctors**

Dr Keri Jamieson Dr Claire Foley

Dr Birinder Singh

**The Work of the South Sector OPS Department**

The Older Peoples’ Service has 16 beds in the Acute Receiving Unit (ARU) of the QEUH (ARU4). Patients admitted to these beds will be generally age > 75yrs and be triaged using a frailty assessment tool as likely to benefit from Comprehensive Geriatric Assessment (CGA). There is a DME Consultant presence in ARU4 for ward rounds and reviews of new and sick patients from 8am to 8pm, supported by Elderly Care Assessment Nurses (ECANs).

In conjunction with the HIS Frailty Collaborative we have evolved our frailty service to the whole acute receiving complex to ensure patients are screened for frailty on admission and transferred to our downstream beds or reviewed by our team to maximise the opportunity for discharge. National ScOOP data demonstrates our service as reviewing circa 7000 acute older, frail, acute adult admissions annually. We work closely with colleagues in the HSCPs to deliver better care closer to home. These developments have demonstrated a reduced length of stay, better access to our specialist teams and significant financial savings. In collaboration with our HSCP colleagues, ongoing work is underway to enhance this front door frailty team, to further develop the Home First ethos incorporating increased links to community teams and the re-invigoration of our Short Stay and Ambulatory care ward.

The Older Peoples’ Service building has undergone an extensive refurbishment programme in 2022. It has five Acute Assessment wards – two in the main QEUH building (28 and 20 beds) and three in an adjacent building (90 beds). There is also a 30 bed Dementia / Delirium ward, with specialist Psychiatry support within this unit. A Staff Wellbeing Hub is newly instated.

General Rehabilitation beds are at the New Victoria Hospital (19 beds) with a further 29 beds recently developed to support patients with low acuity and experiencing delays to discharge. Gartnavel General Hospital has 54 general rehabilitation beds. There are an additional 75 GORU beds at Gartnavel General Hospital (for trauma patients triaged from both the QEUH and Glasgow Royal Infirmary).

There are NHS HBCCC beds at St Margaret`s Hospice (26 beds).

Consultants provide liaison to all other specialties on QEUH and GGH sites. Our clinics include General Geriatric Medicine (including rapid access admission avoidance slots), Falls, Syncope, Movement Disorders and TIA / Stroke. These are hosted within two ‘Day Hospitals’ at the QEUH and New Victoria Hospital sites.

The Department is also actively involved in training of junior doctors and higher specialty trainees, and in teaching of both under- and post-graduates. There are active Educational Governance, Clinical Governance and Quality Improvement groups. There are weekly DME CPD meetings and also weekly QEUH Grand Rounds, held virtually at present.

We recognise the importance of teamwork in the department. We have weekly senior staff meetings, monthly M&M and QI meetings, bimonthly Clinical Governance meetings and CPD afternoons. We have a coffee room in QEUH and also arrange regular social events.

**Section 3:**

**This Post**

**Clinical and other duties:**

While this post will be based in the QEUH, there will be some clinical commitments also at Gartnavel General Hospital or the New Victoria Hospital. The post will encompass acute receiving for older people and an acute assessment in a QEUH ward. Candidates with sub-specialty interests which meet the needs of the department would be considered. We are committed to “Home First” and work is underway to augment our frailty team at the front door, short stay unit and same day emergency care. A test of change is in progress with Glasgow City HSCP providing Hospital at Home care to South Glasgow residents.

The acute assessment work will be based in the QEUH. Our 30 bed wards are shared between 3 Consultants in total, ensuring strong leadership and robust cross-cover for periods of leave. Each Consultant will conduct 2 ward rounds each week with a multi-disciplinary team meeting (MDTM).

Acute receiving duties will involve one weekday per month, consisting of a twice daily ward rounds of 16 acute admissions and overnight on-call. The weekend on-call rota is 1 in 8. Two Consultants are on-call in any weekend. The Consultant who is 1st on-call on Friday and Saturday will be 2nd on-call on Sunday. The 1st on-call Consultant does the acute receiving and overnight on-call. The 2nd on-call Consultant reviews patients in the Langlands building and other downstream wards. There is no requirement to be resident when on-call overnight.

Depending on the agreed sub-specialty interests of the successful candidate, the post may include general rehabilitation ward rounds and MDTM in Gartnavel General Hospital or New Victoria Hospital, with additional time for relative discussions or liaison with junior medical staff. Each general rehabilitation ward is shared with one other Consultant.

The post will be supported by Specialty Doctors, STs, GPSTs, CMTs and foundation trainees. The service has excellent AHP support from staff specialising in Medicine for the Elderly. The acute receiving and liaison service is supported by a team of Elderly Care Assessment Nurses (ECANs).

A proposed indicative weekly programme is provided in this document. Activities with current fixed time commitments will be carried out as noted in the work programme; other direct clinical care activities and supporting professional activities are shown with indicative timing.

Initial job plan discussion will take place with the successful applicant, ideally before starting the post. Job plan review thereafter will be no less frequently than annually. The agreed job plan will include all the Consultant’s professional duties and commitments, including agreed SPAs.

Opportunities may exist for extra programmed activities (EPAs) to be undertaken subject to service requirements and in accordance with National Terms & Conditions of Service.

**PA/ SPA:**

The post is advertised as a nine direct clinical PAs and one SPA though opportunities are likely to exist for other SPA work to be undertaken.

* 1. The post-holder will be expected to work with local managers and professional colleagues in the efficient running of the service. Subject to the provisions of the Terms and Conditions of Service, the post-holder is expected to observe NHS Greater Glasgow and Clyde’s agreed policies and procedures, drawn up in consultation with the profession on clinical matters, and to follow the Standing Orders and Financial Instructions for Health Boards.
	2. The post-holder will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of patients to be able to make contact with the post-holder when necessary.
	3. The post-holder will require to comply with NHSGGC Health and Safety Policies.
	4. The post-holder will be expected to share cover for absent colleagues on annual or study leave by prior arrangement and short-term, unplanned sick leave
	5. In addition to the duties mentioned above, duties at other hospitals administered by NHS Greater Glasgow & Clyde may be necessary

Office accommodation will be provided on the QEUH site with access to hot desk or office space also on other sites. Adequate secretarial support, IT facilities and equipment will be provided, including encrypted laptop PC with remote access capability. GG&C have a robust system to support Consultant appraisal and revalidation. Provision for annual and study leave is consistent with national terms and conditions of service as stipulated in the Consultant contract.

**Supporting Professional Activities**

It will be requested that SPAs are delivered at the normal place of work, unless there are mutual advantages to it being performed elsewhere. Time permitting, it may also cover minimal teaching, training and non-clinical administration

All consultants are initially offered a minimum of 1 Core Supporting Professional Activity (SPA) which includes CPD, audit, clinical governance, appraisal, revalidation, job planning and management meetings.

The precise allocation of SPA time and associate objectives will be agreed with the successful applicant and will be reviewed at annual job planning. There is likely to be additional SPA time available to undertake educational supervision of trainee doctors.

**DUTIES & OUTLINE JOB PLAN**

**Post Name:** Consultant in Medicine for the Elderly

**Principal Place of Work:** Queen Elizabeth University Hospital

**Contract:** Full Time

**Programmed Activities:** 10 PAs

**Availability Supplement** Level 1

**Premium payment received:** 3%

**Managerially Accountable to:** General Manager, OlderPeoples’ Service, South Sector.

**Professionally Responsible to:**  Clinical Director, Older Peoples’ Service,

 South Sector.

**Outline Job Plan**

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|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **A.M.** | Acute assessment ward round QEUH& MDT | Subspecialty interest session | Subspecialty interest sessionOROn call ARU4(1 in 4) | Acute assessment ward round QEUH& MDT | Subspecialty interest session |
| **P.M.** | Departmental meeting 1230-130 | Administration  | Admin/SPAOROn call ARU4(1 in 4) | SPA | OFF |

The DCC sessions are:

On-call weekends (1 PA) and weekday ARU4 (1 PA), acute assessment ward (2 PAs), Special Interest sessions (3 PA), administration (1 PA).

This job plan is negotiable and will be agreed between the successful applicant and the Clinical Director.

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| **JOB TITLE: Consultant Physician in Geriatric Medicine** | **SPECIALITY: Medicine for the Elderly, Queen Elizabeth University Hospital** |
| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Full GMC Registration and a licence to Practice.Those trained in the UK should have evidence of higher Specialist Training leading to a CCT in Geriatric Medicine or be within six months of confirmed entry at the date of interview. Non UK applicants must demonstrate equivalent training. | Those trained in the UK should have evidence of higher Specialist Training leading to a CCT in General or be within six months of confirmed entry at the date of interview. Non UK applicants must demonstrate equivalent training.  |
| **EXPERIENCE** | Competent in Comprehensive Geriatric AssessmentExperience in Day Hospital.Experience in relevant sub-specialty e.g. Movement Disorders or other sub-specialtyExperience of teaching undergraduates.Involvement in clinical audit | Experience of teaching medical and non-medical postgraduates Involvement in research Leadership of an audit project |
| **KNOWLEDGE AND SKILLS** | Ability to assess and treat frail older patients within multidisciplinary settings Ability to undertake comprehensive medical assessment and evaluate rehabilitation potential in older people.Knowledge of clinical governance issues | Ability to perform appraisal on medical traineesKnowledge of key policy issues relevant to Medicine for Elderly in ScotlandRecord of contribution to service change and redesign |
| **DISPOSITION****e.g. Personal (transferable) skills**  | Excellent communication skills and empathy. Ability to work in multidisciplinary teamFlexibility to respond to changing patterns of work in line with service change |  |

**Section 4:**

**Regulatory Body: General Medical Council & General Dental Council:** In the UK, the General Medical Council (GMC) and the General Dental Council (GDC) are the public bodies that maintain the official register of medical and dental practitioners within the United Kingdom. Their chief responsibility is to “protect, promote and maintain the health and safety of the public” by controlling entry to the register, and suspending or removing members when necessary. It also sets the standards for medical schools in the UK.

To practice medicine and dentistry in Scotland, you must have a valid GMC Registration with a Licence to Practice or a GDC Registration. To find out more about the main types of registration which allow doctors to work in different posts. Please click here **https://careers.nhs.scot/careers/find-your-career/international-recruitment/regulatory-bodies**

For medical consultant posts the post holder on commencement of the post must have full registration with the General Medical Council (GMC a licence to practice and be eligible for inclusion in the GMC Specialist Register. Those applicants trained in the UK should have evidence of higher specialist training leading to Certificate of Completion of Training (CCT) or be within 6 months of confirmed entry from the date of interview. Non UK applicants must demonstrate equivalent training.

If you are unsure of your eligibility to join the Specialty Register then find out more at:-

**https://www.gmc-uk.org/registration-and-licensing/the-medical-register/a-guide-to-the-medical-register/specialist-and-gp-application-types**

Additional information for dental appointments

The GDC issues **Full Registration** and **Temporary Registration**.

* Temporary registration can be issued to allow a dentist to practise dentistry only in selected supervised posts for training, teaching or research purposes.  Temporary registrations are granted for 6 months at a time, up to a maximum of 5 years.
* Full registration allows a dentist to practice dentistry in the UK without restriction.

In addition to full registration, dentists can also *choose* to be included on the **Specialist List.**

* The specialist lists are lists of registered dentists who meet certain conditions and are entitled to use a specialist title. They do not *have* to join a specialist list to practise any particular specialty, but they can only use the title 'specialist' if they are on the list. For more information on please visit **https://www.gdc-uk.org/**

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*Anyone from outside of the United Kingdom (UK), excluding from the Republic of Ireland will need permission from UK Visas and Immigration (UKVI) to work in the UK and may also need entry clearance before travelling here.  The Home Office (of which UKVI is a part) is responsible for governing the way individuals from outside the UK and Republic of Ireland can work, train or study in the UK.*

*To obtain a visa or entry clearance, you will need to meet certain requirements and demonstrate you have the right the work in the UK via:*

* *the points-based immigration system*
* *the EU settlement scheme*
* *a biometric residence permit*

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*If you are an international Doctor/Dentist from outside of the UK and Republic of Ireland, you can apply for, and take up employment in medical and dental posts that may qualify for sponsorship under a skilled worker visa.  A Health and Care Worker visa allows health and care professionals to come to or stay in the UK to do an eligible job with the NHS, an NHS supplier or in adult social care.*

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In addition to the above, all appointments will be made subject to the receipt of satisfactory Pre Employment Checks including: Disclosure Scotland Criminal Records Check / Membership of the Protection of Vulnerable Groups ( PVG) &where applicable evidence of overseas criminal records check, Occupational Health Check, References (all jobs are only offered following receipt of satisfactory references, covering a minimum of a 3 year period), Qualifications, Identity and Right to Work in the UK checks, Fitness to Practice & Revalidation.

**Data Protection Legislation**

The information supplied by your application will only be processed by authorised NHS Greater Glasgow and Clyde personnel involved in relevant stages of the recruitment process. Applications submitted via the online NHS Scotland Application form will be imported into the NHS Greater Glasgow and Clyde recruitment system. The information you provide will be retained by NHS Greater Glasgow and Clyde  and will be used for the purpose of  processing your application and for statistical and audit purposes.  NHS Greater Glasgow and Clyde will process the information for the stated purposes in regards your application for employment. If your application is unsuccessful your information will be retained securely for 12 months from the completion of the recruitment process and then confidentially destroyed.

**Section 5:**

**Consultant Appointment**

**Terms and Conditions**

Terms and Conditions of Service are those determined by the Terms and Conditions of the New Consultant Grade (Scotland) as amended from time to time. For an overview of the terms and conditions visit **http://www.msg.scot.nhs.uk/pay/medical**

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| **TYPE OF CONTRACT** | **Permanent** |
| **GRADE AND SALARY** | **Consultant** The whole-time salary will be a starting salary of:- £96,963 - £128,841 per annum (pro rata if applicable) Progression of salary is related to experience. New Entrants to the NHS will normally commence on the minimum point of the salary scale, (dependent on qualifications and experience). Salary is paid monthly by Bank Credit Transfer. |
| **HOURS OF WORK**  | **Full-Time**  |
| **SUPERANNUATION** | New entrants to NHS Greater Glasgow and Clyde 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 given and would be discussed and agreed prior to appointment.  |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | 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 or refuse an offer of appointment. |
| **SMOKEFREE POLICY** | NHS Greater Glasgow and Clyde operate 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 Greater Glasgow and Clyde (NHSGGC) 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 NHSGGC 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 the right to work in the UK has been verified.. You will be required provide appropriate documentation prior to any appointment being made. |
| **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 Greater Glasgow and Clyde. Any information given will be completely confidential. |
| **DISABLED APPLICANTS** | Job Interview Guarantee Scheme As a Disability Symbol user, we recognise the contribution 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. A disability or health problems does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential. You will note on our application form that we ask for relevant information with regard to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview. |



**Contd../**

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| **FLEXIBLE WORKING**  | NHS Greater Glasgow and Clyde operates flexible staffing arrangements whereby all appointments are to a grade within a department. The duties of an officer may be varied from an initial set of duties to any other set, which are commensurate with the grade of the officer. The enhanced experience resulting from this is considered to be in the best interest of both NHS Greater Glasgow and Clyde and the individual. |
| **EQUAL OPPORTUNITIES** | The postholder will undertake their duties in strict accordance with NHS Greater Glasgow and Clyde’s Equal Opportunities Policy. |
| **NOTICE** | **The employment is subject to 3 months’ notice on either side, subject to appeal against dismissal.** |
| **MEDICAL NEGLIGENCE** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme. |



**Section 6:**

**Making your Application**

From the 3rd of June 2019 candidate applications for Medical and Dental posts within NHS Greater Glasgow and Clyde (NHSGGC) will only be accepted via the completion of an online application form. NHSGGC utilise a third party recruitment system called JobTrain and when you complete and submit the online application form your submitted application will be imported into JobTrain and any emails will be sent via the JobTrain Recruitment System.

If this is the first time you have applied for an NHSGGC vacancy via our eRecruitment system (JobTrain), you will be asked to create an account. You can do this via an email address or social media account. Please make sure the email address submitted is correct as this will be our primary method of contact during each stage of the recruitment process. You will receive emails from our eRecruitment system throughout the process, you can reply to these and they will be received by our Medical Recruitment team member managing the vacancy. Please ensure you check the email account (including junk/spam boxes) from which you apply regularly as we will use this to contact you regarding your application.

NHS Scotland does not accept CV’s in addition to/instead of a completed application form. Your CV will not be provided to the interview panel for shortlisting.

Please remember when using the online application system you will time-out after 30 minutes of inactivity. Please regularly save your application.

NHS GGC is unable to accept written applications; all applications must be submitted via eRecruitment system, JobTrain. Please visit **https://apply.jobs.scot.nhs.uk**

**Contact Us**

For any additional information about this post, guidance in completing your application or if you have any personal requirements that will enable you to participate in our recruitment process please contact a member of our NHS Greater Glasgow and Clyde’s Medical and Dental Recruitment team via:

 Tel: +44 (0)141 278 2700 and select Option 1

 Email: nhsggc.recruitment@nhs.scot

Thank you for your interest in NHS Greater Glasgow and Clyde, we look forward to receiving your application.

**Section 7:**

**About NHS Greater Glasgow and Clyde**

NHS Greater Glasgow and Clyde is the largest health board and provider of healthcare in Scotland and one of the largest in the UK. Responsible for the provision and management of the whole range of health services in this area including hospitals and General Practice, NHS Greater Glasgow and Clyde works alongside partnership organisations including local authorities and the voluntary sector.

It serves a population of 1.15 million covering 6 local authority areas which include the city of Glasgow as well as incorporating both urban and rural areas. With a total budget of £3.2 billion and a workforce of around 39,369 staff, NHS Greater Glasgow and Clyde delivers local, regional and national services including acute hospital, primary, mental health and community services.

## Capital Building Modernisation Programme

A major capital building programme of over £1 billion to modernise Glasgow’s acute hospitals has already seen the delivery of the new West of Scotland Cancer Centre, two Ambulatory Care Hospitals at Stobhill and the Victoria as well as a new Laboratory Facility providing Biochemistry, Haematology, Pathology, Genetics and citywide mortuary services based on the South Glasgow Hospitals Campus which was opened in 2012.

**NHS Greater Glasgow and Clyde, Acute Services Division**

NHS Greater Glasgow and Clyde’s Acute Services are delivered currently from three Sectors covering North Glasgow, South Glasgow and Clyde and three Directorates with cross site responsibilities covering Women and Children’s Services, Regional Services and Diagnostics.

The dimensions of the Directorates/Sectors are around:

|  |  |  |
| --- | --- | --- |
| **Sector/Directorate** | **Budget (£m)** | **Staff numbers** |
| South | £353m | 5,116 |
| Regional | £273m | 3,486 |
| North | £193m | 3,397 |
| W&C | £193m | 2,961 |
| Diagnostics | £187m | 2,765 |
| Clyde | £177m | 3,019 |
| Acute corporate | £24m | 49 |
| **TOTAL** | **£1400M** | **20,793** |

NHS Greater Glasgow and Clyde has the largest group of adult acute hospitals in Scotland offering many opportunities to ensure job satisfaction and career development. We provide a wide range of services from community-based care through to the full range of general and specialist hospital services. Close links are enjoyed with all universities in Glasgow and Clyde and our staff makes a significant contribution to both undergraduate and postgraduate teaching across the multidisciplinary spectrum.

In Glasgow north of the river Clyde, there are Glasgow Royal Infirmary, Stobhill Ambulatory Care Hospital, Gartnavel General Hospital (including the Beatson West of Scotland Cancer Centre) and Glasgow Dental Hospital & School. In Glasgow south of the river, there are the Queen Elizabeth University Hospital, the Royal Hospital for Children, the Victoria Hospital Ambulatory Care Hospital and West Glasgow Ambulatory Care Hospital. And within the Clyde area are the Royal Alexandra Hospital in Paisley, Inverclyde Royal Hospital in Greenock and the Vale of Leven District General Hospital in Alexandria.

## Queen Elizabeth University Hospital and Royal Hospital for Children

In 2015, the new Queen Elizabeth University Hospital (QEUH) opened at the old Southern General Hospital site. This is a flagship Scottish Government project and sees the amalgamation of services from the Victoria Infirmary, the Southern General Hospital, and the Western Infirmary.

The new hospital has 1109 patient rooms, a 20 bed Intensive Care Unit and a 39 bed High Dependency Unit. In addition, the new Glasgow paediatric hospital the Royal Hospital for Children is co-located on site and this facility works closely with the recently opened Maternity Hospital.

The Queen Elizabeth Teaching and Learning Centre developed jointly by NHS Greater Glasgow and Clyde and The University of Glasgow, is an investment of £27 million to provide a training environment for the clinical years of the undergraduate medical degree (MBChB), and postgraduate training facilities for medical staff and a large variety of NHS professionals. Three floors of this purpose built centre are dedicated to teaching and learning and are connected to the main QEUH building by a link bridge. For more information visit **https://www.nhsggc.org.uk/patients-and-visitors/main-hospital-sites/queen-elizabeth-university-hospital-campus/teaching-and-learning-centre/about-the-centre/**

The Queen Elizabeth University Hospital is not only the largest hospital campus in Glasgow but one of the most modern and cutting edge locations for medical care in Scotland. The QEUH is expected to be designated a Major Trauma Centre by 2020.

The Royal Hospital for Children (RHC) provides paediatric care for children up to the age of 16. This facility if conjoined with the QEUH.

The Institute of Neurological Sciences (INS). This provides Neurosurgical and Oral Maxillofacial Services, and is on the same campus as the QEUH connected by a link corridor.

Further information is available at **https://www.nhsggc.org.uk/patients-and-visitors/main-hospital-sites/queen-elizabeth-university-hospital-campus/queen-elizabeth-university-hospital-glasgow/queen-elizabeth-university-hospital/**

## Education and Research

In total there are 35 hospitals of different types including 6 teaching hospital sites with additional teaching and research facilities for Medical, Nursing and Allied Health Professionals across Acute Services, which have responsibility for ensuring effective partnerships with 4 universities and local colleges who play a vital role in the education and training of all our health care professionals :

* University of Glasgow
* Glasgow Caledonian University
* University of Strathclyde
* The University of the West of Scotland

We have 35 hospitals of differing types providing a comprehensive range of Acute Hospital, Maternity, Mental Health and Community Care facilities.

We work with our six Health and Social Care Partnerships covering Glasgow City, Renfrewshire, East Renfrewshire, Inverclyde, East Dunbartonshire and West Dunbartonshire .

In addition we are supported by our Board-wide Corporate service’s directorates including Public Health, Estates and Facilities, e-Health, as well as corporate teams in Finance, Planning and Human Resources and Organisational Development and other specialist services.

We are committed to delivering high quality, innovative health and social care that is person-centred. Our ambition is to be a quality-driven organisation that cares about people -patients, their relatives and carers and our staff and is focussed on achieving a healthier life for all.

NHS Greater Glasgow and Clyde provides services through 6000 beds across:

* 9 acute inpatient sites
* The Beatson West of Scotland Cancer Centre
* 61 health centres and clinics
* 10 Mental Health Inpatient sites
* 6 Mental health long stay rehabilitation sites

Our Acute care is provided across NHS Glasgow and Clyde on a range of main sites click here to find out more **https://www.nhsggc.org.uk/locations/hospitals/**

* Beatson West of Scotland Cancer Centre
* Gartnavel General Hospital
* Glasgow Royal Infirmary
* Inverclyde Royal Hospital
* Lightburn Hospital
* Queen Elizabeth University Hospital
* Royal Hospital for Children
* The Institute of Neurological Sciences
* Princess Royal Maternity Hospital
* Royal Alexandra Hospital
* Vale of Leven Hospital

3 Ambulatory care hospitals are located at:

* New Stobhill Hospital
* New Victoria Hospital
* West Glasgow Ambulatory Care Hospital

Each year we deliver around 170,000 emergency medical and 62,000 emergency surgical episodes and 165,000 day cases. We continue to operate one of the busiest A&E/minor injuries units in the UK with 455,000 attendances. We deliver 400,000 new outpatient attendances.

NHS Greater Glasgow and Clyde is responsible for improving the health of our local population and delivering the healthcare it requires. Our purpose is to provide strategic leadership and direction, and ensure the efficient, effective and accountable governance of the local NHS system.

**NHS Greater Glasgow and Clyde Medical Workforce Plans**

The three Workforce Plans focus on Medical and Dental workforce issues and will form part of an overarching plan which will include other elements of the Acute workforce including Nursing and Midwifery, Allied Health Professionals and all other NHS staff groups. For more information on the **Acute Services Medical Workforce Plan**, **Mental Health Services Medical Workforce Plan** and the **Oral Health (Dentist) Workforce Plan** please visit **https://www.nhsggc.org.uk/working-with-us/hr-connect/workforce-planning-and-analytics/workforce-planning/nhsggc-medical-workforce-plans/**

**Our Culture and Values**

*Jane Grant, Chief Executive, NHS Greater Glasgow and Clyde*

*‘It is key that we are all committed to the core NHS values of: Care and Compassion – Dignity and Respect – Openness, Honesty, Responsibility, Quality and Teamwork – and we use these values to guide us in all that we do.*

*NHS Greater Glasgow and Clyde is a great organisation with a huge pool of terrific talent. We are committed to equality and diversity – to a zero tolerance toward racism, sexism and homophobia. We have access to some of the finest facilities and resources in the country, but it is the values and attitudes we demonstrate as individuals that make the biggest difference to our patients and their families.*

*These key messages are important for new colleagues joining our organisation – but I also believe it is important that we all remind ourselves of the opportunities we have to impact very positively on the lives of thousands of patients and their families no matter what job we do as part of NHS Greater Glasgow and Clyde’.*

**https://www.nhsggc.org.uk/working-with-us/hr-connect/learning-education-and-training/induction-portal-welcome-to-nhs-greater-glasgow-and-clyde/**

For more information about NHS Greater Glasgow and Clyde please visit: **www.nhsggc.org.uk.**

Find out more about NHS Scotland, the biggest employer in the country, providing jobs to people in more than 70 different professions, and its workforce is its greatest asset. **https://www.scotland.org/work/career-opportunities/healthcare**

**Section 8:**

**Living and Working in the Greater Glasgow and Clyde area**

As a place to live, the Greater Glasgow and Clyde area has many attractions.The West of Scotland combines cosmopolitan charm, lush countryside and soothing seaside. Culturally diverse, architecturally stunning and historically rich, this vibrant region is home to innovation, celebration and the largest city in Scotland – Glasgow.

As Scotland’s most populous region, the West of Scotland is home to approximately two million people. In addition to the city of Glasgow, East and West Dunbartonshire, Inverclyde, Ayrshire, North and South Lanarkshire, Renfrewshire and East Renfrewshire make up this captivating and eclectic part of the country.

This is a region of striking contrast. Larger areas like Glasgow are within easy reach of picturesque towns, villages and some of Scotland’s most scenic beaches, captivating wildlife and tranquil countryside.



**Glasgow**



Multicultural, magnificent and brimming with personality, Scotland’s largest city is home to nearly 600,000 people. Discover rich history, stunning architecture and the best shopping in the UK outside London. Glasgow is one of the highest ranking cities in the UK for quality of life. (source: Mercer survey, 2012)

This aptly-named ‘Dear Green Place’ blends the best of urban-living with the splendour of lush gardens and parks. Impressively, the city boasts more green space per square mile than any other UK city. With some of the biggest and brightest businesses Scotland has to offer, in addition to enjoying the scenery, you can explore the many great career opportunities the city offers.

Offering the best of both worlds, Glasgow is close to breathtaking countryside offering up nearby hill walking, sailing, and cycling. Some of the world’s greatest golf courses are all within an hour’s drive of the city. And this bustling city’s arts and culture, nightlife and food are hard to surpass.

Home to over 133,000 students from around the world, this vibrant city has five world-renowned universities and seven colleges.

**Lots to see and do**

No matter what your age or interest, the West has something for you. Be dazzled by Charles Rennie Mackintosh’s iconic architecture in Glasgow or satisfy your appetite with mouth-watering produce at the farmers’ markets in Renfrewshire and Inverclyde.

You also have your choice of impressive year-round events and festivals, attractions or some of the best leisure facilities in the country. And as a UNESCO City of Music, Glasgow offers an impressive range of musical delights.

Experience the award-winning wonder of Kelvingrove Art Gallery and Museum and the awe-inspiring Glasgow Science Centre, or enjoy international musicians, sporting events and more at the city’s last addition, the 12,000 seat SSE Hydro Arena.

This year’s Mercer’s Quality of Living survey sees Glasgow beat the likes of Rome, Prague, and Dubai to be named as one of the best cities in the world to live.

The West loves its sports – evident in its numerous outstanding leisure centres and facilities. Glasgow is one of the world’s top 10 destinations for sports events and in 2014, Glasgow hosted the 20th Commonwealth Games. The newly built Commonwealth Arena and adjoining Sir Chris Hoy Velodrome in the East End of Glasgow hosted badminton and cycling events for the 2014 games.

In Ayrshire you can celebrate the national poet at the Burns and a' that Festival, admire the spectacular scenery at the Ayr Flower show or try your luck at the races at the Scottish Grand National.

**Housing**

Whether you are renting or buying, Glasgow offers a superb selection of housing. Here you’ll have your choice of apartments on the River Clyde, spacious Victorian flats in the West End and family homes in leafy suburbs conveniently located near to schools.

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**Getting around**

The region’s excellent transport links mean you’re connected to the rest of the UK - and the world.

The M8 motorway connects the West with the rest of Scotland, taking just under an hour to drive between the country’s major cities Glasgow and Edinburgh, a well-used commuter’s route.

The bus is an effortless way to get around because it’s inexpensive and widely available across the region – even in remote locations.   Glasgow has the UK’s largest suburban rail network outside London.

An abundance of stations and travel times makes exploring the region by train an easy option. The rail network links both rural areas and cities with the rest of Scotland and the wider UK.

From Ardrossan, Gourock and Wemyss Bay you can also travel by ferry to many of Scotland’s islands, or further afield from one of the cruise ships that dock at Greenock harbour.

Glasgow’s two international airports connect the region with the rest of the UK and beyond. There are approximately 200 flights per day from Glasgow international airport alone, ready to fly you to over 90 destinations like London, Dubai and New York.

The best of the city-living, magnificent countryside and an opportunity to work in some of Scotland’s most exciting industries means this region is a hugely popular place to live, play and work.

**To find more information about living and working in Scotland please visit:**

**https://www.visitscotland.com/**

**https://www.scotland.org/**

**https://www.talentscotland.com/**

**https://moverdb.com/moving-to-glasgow/**