

**WELCOME TO**

**NHS GREATER GLASGOW AND CLYDE**

**CANDIDATE INFORMATION PACK**

**Title: Consultant in Restorative Dentistry**

**Location: Glasgow Dental Hospital and School**

**Job Reference: 174486**

**Closing Date: 28th January 2024**

**Interview Date: 9th 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:** | | | |
| **Name** | **Job Title** | **Email** | **Telephone** |
| Mrs Beth Burns | Lead Clinician and Consultant in Restorative Dentistry | beth.burns2@ggc.scot.nhs.uk | 0141 211 9627 |
| Mr Alan Donaldson | Clinical Director Acute Dental Services and Consultant in Restorative Dentistry | alan.donaldson@ggc.scot.nhs.uk | 0141 211 9806 |

Applications are invited for a Consultant in Restorative Dentistry. This is a permanent, 0.7 WTE (7PA) post based at Glasgow Dental Hospital and School. An additional 0.2 EPAs may be available for the successful candidate. We are the largest provider of specialist oral healthcare in Scotland. The post holder will join a large, well-established Department of Restorative Dentistry. Aside from clinical service provision, opportunities exist for undergraduate and postgraduate teaching, Quality Improvement activity, and participation in research. The Department has close links with other acute medical and surgical specialities in Greater Glasgow & Clyde.

The appointee will be responsible, together with colleagues, for the provision of specialist assessment, diagnosis, and treatment primarily in Fixed & Removable Prosthodontics, including the rehabilitation of our Head & Neck cancer patients as part of the Multi-Disciplinary Team and Endodontics service. This service provides advice and treatment plans for referring practitioners and, where appropriate, provision of treatment. You will be involved in development of “tier 2” practitioners as part of a Managed Clinical Network in FRP.

The post holder would be expected to play an active role in the teaching and training of postgraduate dentists to specialist level.

You will be expected to have a high level of knowledge and expertise in the field of Restorative Dentistry. Opportunities for clinical activity in the other Restorative disciplines may arise, dependent on future service demands.

Applicants must have full GDC registration, have completed Specialist Training and be on the Restorative Dentistry Specialist Register of the GDC, or have a CCST date within six months of the date of interview.

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.

*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. Applications from UK, EU and non-EU candidates will be welcomed.*

***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.

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

**Section 2:**

**JOB TITLE:** Consultant in Restorative Dentistry

**GRADE:** Consultant

**HOURS:** 0.7 WTE

**SESSIONS:** 6 Direct Clinical Care and 1 Supporting Professional Activity

**DEPARTMENT:** Oral Health Directorate – Department of Restorative Dentistry

**LOCATION:** Glasgow Dental Hospital

**Oral Health Directorate**

The Oral Health Directorate is hosted within the East Dunbartonshire Health Partnership (HSCP) for Primary Dental Services and within Regional Services for Secondary and Tertiary care. This facilitates the delivery of a single NHSGGC Board wide service.

The structure incorporates:

* + General Dental Service
  + Public Dental Service
  + Secondary Care Dental Service
  + Dental Public Health
  + Oral Health Improvement

**Glasgow Dental Hospital and School**

Glasgow Dental Hospital and School is situated in the centre of Glasgow. It is part of the Oral Health Directorate structure and is the main referral centre for specialist dental advice and treatment within the NHS Greater Glasgow and Clyde Health Board area. It also fulfils a similar role for surrounding Health Boards and serves a population of up to 3 million people.

The total number of chairs within the Hospital and School is approximately 140. In addition there is an adjoining Postgraduate Centre and the Royal College of Physicians and Surgeons of Glasgow is a 10 minute walk away. There are strong links with the University of Glasgow as well as other hospitals in the region and there is an excellent library with online literature search facilities.

Glasgow Dental Hospital and School comprises the following clinical departments:

* Restorative Dentistry
* Fixed and removable prosthodontics
* Endodontics
* Periodontics (including the School of Dental Hygiene & Therapy)
* Oral Surgery
* Oral Medicine
* Paediatric Dentistry
* Orthodontics
* Oral, Dental and Maxillofacial Radiology

All departments hold regular Clinical Governance and Quality Improvement / Audit meetings. The Dental Staff Association meets regularly.

The University of Glasgow Dental School delivers a modern, integrated Bachelor of Dental Surgery (BDS) programme over five years to an undergraduate population of approximately 500 students.

The course has been very highly ranked in recent league tables. Academic Restorative Dentistry incorporates Operative Dentistry, Endodontics, Fixed & Removable Prosthodontics, and Periodontics. The Restorative Clinic includes 50 chairs for use of by undergraduate and postgraduate students, and the facilities have recently undergone a significant refurbishment programme. There is an existing taught postgraduate programme within Academic Restorative Dentistry in Endodontics and elsewhere within the School in Oral and Maxillofacial Surgery and Orthodontics.

The School hosts internationally competitive research within the two themes of Oral Science and Community Oral Health, which also provide post-graduate research opportunities. For further information regarding the Dental School: http://gla.ac.uk/schools/dental/ and Glasgow Dental Clinical Research Facility: https://www.gla.ac.uk/scholls/dental/research/crf/

**Work of the Department**

Restorative Dentistry embraces the clinical units of Prosthodontics (Fixed and Removable), Periodontics, Endodontics, and the School of Dental Hygiene and Therapy (Glasgow Caledonian University).

The Unit of Fixed and Removable Prosthodontics is situated on Level 6. It comprises of open clinics, closed surgeries and pods. There is a planned refurbishment of part of Level 6 to incorporate further modern closed surgeries. Also to be found on Level 6 is a modern production laboratory with a complement of technicians (who produce a comprehensive range of fixed prostheses to a high standard). Situated on Level 2 is the Prosthodontic (Removable) Production Laboratory, which undertakes the technical work for both dental staff and students with a complement of dental technicians. Also on Level 2 are seminar rooms and office accommodation for clinical, technical and secretarial staff. The Unit of Prosthodontics (Fixed and Removable) receives approximately 1200 new referrals per year. The waiting time for this service is managed within the National Waiting Time Guarantee.

In addition to specialist opinions / treatment on general restorative dentistry matters, the range of treatment includes services for patients with cleft lip and palate, patients who have had ablative surgery to the oral cavity, or suffer from hypodontia.

The Units of Periodontics and Endodontics, mainly located on Level 7, comprise of open clinics, closed rooms and more spacious treatment rooms equipped for implant placement and surgical restorative dentistry. A team of staff dental hygienists support the specialist service in Periodontics and work as part of the Consultant led team. The Unit receives approximately 600 new referrals per year for periodontal input and 1400 for endodontic problems from general dental practitioners as well as a large number of tertiary referrals. The waiting time for this service is managed within the National Waiting Time Guarantee.

Some patients requiring specialist treatment are treated with the use of dental implants using a range of implant systems. The provision of implant dentistry is subject to strict NHS acceptance criteria.

There is a School of Dental Hygiene and Therapy based within the Department of Restorative Dentistry that trains 14 students per year. Students are awarded a BSc in Oral Health Science from Glasgow Caledonian University. This is a 3 year unclassified degree programme. Students undertake the full range of permitted treatment within the Hygienist / Therapist scope of practice and are supported by a team of Hygiene and Therapy Tutors. There is close integration with BDS students both in GDH and at Outreach. Referrals are taken from all areas of the Dental Hospital but particularly from the Restorative Dentistry Department.

**Staffing**

NHS Consultants

Ms Abisola Asuni

Mrs Beth Burns (Clinical Lead)

Mr Gareth Calvert

Ms Lynnsey Crane (Training Programme Director)

Mr Alan Donaldson (Clinical Director Acute Dental Services)

Mr Sachin Jauhar

Mr Andrew MacInnes

Ms Lorna MacNab

Mr Lee Savarrio (Chief of Dentistry)

Honorary Consultants

Professor Shauna Culshaw

Dr Andrew Forgie

Dr Will McLean

Dr Andrew Paterson

Dr Douglas Robertson

Other staff within the Department of Restorative Dentistry

6 Specialty Registrars

6 Dental Core Trainees

Specialty Dentists (2.8 WTE)

The above staffing levels reflect the staffing position within Restorative Dentistry at the time this job description was compiled. Staffing levels will change to meet future service and business priorities. The post-holder/holders must have a high level of knowledge and expertise in Prosthodontics. They may also be asked to carry out duties in the other Restorative discipline as the service requires. The post-holder/s may, under certain circumstances, be expected to adjust his/her commitments from time to time in agreement with the Lead Clinician and Clinical Director in order to accommodate variations in service needs. The job plan will be negotiated under the 2004 Consultant Contract with the successful applicant.

**Section 3:**

Indicative Timetable/Job Plan

The following timetable is provisional only and is subject to job planning discussion with the successful candidate. The post holder will also be expected to deputise for absent colleagues. All clinics will be held at Glasgow Dental Hospital.

|  |  |  |
| --- | --- | --- |
| DAY | SESSION | DESCRIPTION |
| Monday  Monday | AM  PM | Non working time  Non working time |
| Tuesday  Tuesday | AM  PM | DCC PG supervision (T2 FRP/Endo)Non working time |
| Wednesday  Wednesday | AM  PM | SPA DCC Clinic (H&N) |
| Thursday  Thursday | AM  PM | DCC clinic (Endo/FRP) DCC Admin |
| Friday  Friday | AM  PM | MDT/BDS Teaching (Endo/FRP)  DCC NP Clinic (FRP/Endo) |

This job plan is negotiable and will be agreed between the successful applicant and the Clinical Director.  NHS Greater Glasgow & Clyde initially allocates all full-time consultants 7 PAs made up of 6 PAs in Direct Clinical Care (DCC) and one core Supporting Professional Activities (SPA) for CPD, audit, clinical governance, appraisal, revalidation, job planning, internal routine communication and management meetings. As this is a 0.7WTE post the allocation of session are on a pro rata basis and will be 6 PAs and 1 SPA. Any additional SPA sessions to support the above activities can be discussed with the successful applicant at the annual job plan review dependent on any additional SPA commitments evidenced.

**Duties**

Clinical

The Consultant will provide a diagnostic and advisory service to patients referred to the Department of Restorative Dentistry in the Dental Hospital. Treatment will be provided as per relevant complexity befitting specialist treatment in prosthodontics and endodontics. Input to Head and Neck Glasgow South MDT, with assessment, planning and MDT rehabilitation. They will share with Consultant colleagues’ responsibility for the correct functioning of the Department. In particular they will work in collaboration with junior staff, non-training grade staff, hygienists and the School of Hygiene Therapy to ensure effective clinical practice. The Consultant will contribute to the professional supervision and management of the Training Grade staff. The successful applicant will report to the Lead Clinician in Restorative Dentistry and will be professionally accountable to the Clinical Director and managerially accountable to the Clinical Services Manager. The Consultant will be involved in development of Tier 2 Staff in FRP/Endo and should have an interest in development of Managed Clinical Networks.

Research

There is no formal commitment to undertake research. However, the successful candidate will be encouraged to take an interest in clinical research, especially where this is an inherent part of normal clinical duties with particular reference to clinical trials being undertaken within the Unit. The successful candidate will also be expected to participate in any Departmental Journal Clubs or case based discussions.

# Administration

Administrative duties include those which are associated with the care of patients and the running of the department / Hospital. The Consultants work co-operatively with the Directorate Management in the efficient running of services and the post holder will be expected to share with Consultant colleagues the responsibility of advising the management team on clinical matters as well as helping with referral management. In addition it is likely that there will be a specific non-clinical responsibility in order to aid the Lead Clinician in delivering safe, effective patient centred care in the Department. There is a requirement to work within the financial and other constraints as Directed by the Regional Services Directorate.

Clinical Governance

The post holder will be expected to participate in and contribute to the Clinical Quality Improvement work plan for the Hospital. Clinical Governance meetings are held within the Dental Hospital and School.

Other Duties

The post holder will assist in undergraduate teaching and continuing education according to experience. The post holder may be expected to deputise for absent colleagues in line with the Consultant contract.

Dependent upon present place of residence the Division may require the successful candidate to move home to a distance acceptable to the Division, normally within 10 miles of the base hospital, in which case removal expenses may be payable in accordance with the Terms and Conditions of Service of Hospital Medical and Dental Staff (Scotland) (within the UK only). In some cases, however, an existing residence more than 10 miles distant from the base hospital will be acceptable to the Division and in this case removal expenses will not be met. Either way, the position will be made clear to the successful candidate, who should contact the Personnel Department immediately after offer of appointment to discuss domicile requirement.

## Date when post is vacant

Available for immediate appointment

**Details of arrangements for applicants to visit the Department**

In the first instance, please contact:-

Mrs Beth Burns

Lead Clinician and Consultant in Restorative Dentistry

Glasgow Dental Hospital & School

378 Sauchiehall Street

GLASGOW

G2 3JZ

Tel: 0141 211 9627

beth.burns2@ggc.scot.nhs.uk

Mr Alan Donaldson

Clinical Director and Consultant in Restorative Dentistry

Glasgow Dental Hospital & School

378 Sauchiehall Street

Glasgow

G2 3JZ

Tel: 0141 211 9806

alan.donaldson@ggc.scot.nhs.uk

Person Specification

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FACTORS** |  | **CRITERIA** | **MEANS OF ASSESSMENT** | | |
|  |  |  | **Application** | **Reference** | **Interview** |
| Education  and  Professional  Qualifications | Essential | Full registration with GDC  Intercollegiate Fellowship in Dental Surgery (Rest Dent) and completion of a recognised training programme and CCST in Restorative dentistry  Or within 6 months of CCST from date of interview | X  X    X |  |  |
|  | Desirable | Postgraduate higher degree | X |  |  |
| Experience | Essential | Extensive and broad experience in all aspects of Restorative Dentistry  Subspecialty interest in prosthodontics including rehabilitation of H&N patients  Experience of service provision in an NHS Hospital. Ability to work within Board and NHS frameworks and targets  Experience of DCT / StR teaching | X  X  X  X | X  X  X  X | X  X  X  X |
|  | Desirable | Experience of research and the ability to apply research outcomes to clinical problems. Ability to appraise published evidence | X | X | X |
| Knowledge & Skills | Essential | Participation in QI, Audit & Clinical Governance  Good Organisational skills  Good IT Skills | X  X  X | X  X  X | X  X  X |
|  | Desirable | Evidence of leadership role in QI / Audit | X | X | X |
| Disposition | Essential | High ethical & professional standards in clinical care  Excellent communication skills – written and oral  Willingness and ability to work as part of a team but able to take responsibility and leadership where appropriate  Evidence of training in non-clinical management skills | X  X | X  X  X | X  X  X  X |
|  | Desirable | Knowledge of clinical risk management |  | X | X |

**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/**

***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.*

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** | **Part-Time – 28 hours** |
| **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. |



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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/**