

**JOB TITLE: Clinical Fellow in West Lothian CAMHS**

**JOB REFERENCE: 176767**

**CLOSING DATE: 2 February 2024**

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**Unfortunately we cannot accept CV’s as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit** [**https://apply.jobs.scot.nhs.uk**](#) **for further details on how to apply.**

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

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| **This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.** |

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

Please visit our Careers website for further information on what NHS Lothian has to offer [http://careers.nhslothian.scot.nhs.uk](#)

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| **Section 1: HOW TO APPLY** |

**Eligibility to Apply**

Candidates MUST meet the following Criteria to be eligible to apply for these posts:

1. Be Registered with a full licence to practise with the General Medical Council (GMC)
2. Will have completed Foundation Year Two training or equivalent by August 2022 but no more than 2 years ago.

All applicants must complete the full medical application form via the Jobtrain system to be considered for the post.

Short listed applicants will be asked to complete a preference sheet to rank the posts which they wish to be considered for (up to a maximum of 15 posts). The preference sheet will be emailed out after the closing date and must be completed and returned prior to the interviews.

Should you have any queries with any part of the process please do not hesitate to contact the NHS Lothian Medical Recruitment team at: [loth.medicalrecruitment@nhslothian.scot.nhs.uk](#)

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| **Section 2: Person Specification** |

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| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **WHEN EVALUATED** |
| **Qualifications and Training** | Successful completion of UK Foundation Programme or equivalent | Distinction, prizes or honours during Postgraduate training  ALS/ATLS/CRISP Instructor Status | Application Form |
| **Experience** | Recent development in areas of acute care and medical specialty e.g. ED, Acute Medicine etc | Well-presented log book or professional portfolio | Application Form  Interview |
| **Eligibility** | Eligible for full registration with the GMC at time of appointment and hold a current licence to practice  Evidence of achievement of postgraduate medical training in line with GMC standards/Good Medical Practice  Eligibility to work in the UK | Evidence of research and publications in peer reviewed journals | Application Form  Interview |
| **Teaching** | Enthusiastic in teaching clinical skills in the workplace or training environment  Evidence of contributing to teaching & learning of others | Experience of simulation based teaching  Has successfully completed a ‘training the trainers’ or ‘teaching skills’ course | Application Form  Interview |
| **Fitness To Practise** | Is up to date and fit to practise safely |  | Application Form  References |
| Health | Meets professional health requirements (in line with GMC standards/ Good Medical Practice) |  | Application Form  Pre-employment health screening |
| **Academic/ Research Skills** | **Research Skills**:   * Demonstrates understanding of the basic principles of audit, clinical risk management & evidence-based practice * Understanding of basic research principles, methodology & ethics, with a potential to contribute to research   **Audit**:   * Evidence of active participation in audit | Evidence of relevant academic & research achievements  e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements  Evidence of participation in risk management and/or clinical/laboratory research | Application Form  Interview |
| **Personal Skills** | **Judgement Under Pressure:**   * Capacity to operate effectively under pressure & remain objective In highly emotive/pressurised situations * Awareness of own limitations & when to ask for help   **Communication Skills:**   * Capacity to communicate effectively & sensitively with others * Able to discuss treatment options with patients in a way they can understand * Excellent written and verbal communication skills   **Problem Solving:**   * Capacity to think beyond the obvious, with analytical and flexible mind * Capacity to bring a range of approaches to problem solving   **Situation Awareness:**   * Capacity to monitor and anticipate situations that may change rapidly   **Decision Making:**   * Demonstrates effective judgement and decision- making skills   **Organisation & Planning:**   * Capacity to manage time and prioritise workload, balance urgent & important demands, follow instructions * Understands importance & impact of information systems   Excellent interpersonal skills  Evidence of ability to present oneself in an organised, professional manner  Evidence of understanding of the importance of team work  Experienced with Microsoft Word including PowerPoint, word-processing and spreadsheet software | Motivated and able to work unsupervised as well as within a small team under appropriate guidance | Application Form  Interview  References |
| **Probity** | **Professional Integrity:**   * Takes responsibility for own actions * Demonstrates respect for the rights of all * Demonstrates awareness of ethical principles, safety, confidentiality & consent |  | Application Form  Interview  References |
| Circumstances of Job | May be required to work at any of NHS Lothian’s sites, according to the placement of the post |  |  |

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| **Section 3: Introduction to Appointment** |

**Job Title:** Clinical Fellow Posts with focus on Quality Improvement, Simulation, or Undergraduate Teaching

**Department:** Acute and Community Hospital Services

**Base:** Various - University Hospital Service, NHS Lothian

You may also be required to work at any of NHS Lothian’s sites, according to the placement of the post.

**Post Summary:**

Working within specific departments, Clinical Directors, Clinical service leads and the Directorate Management team, these posts will give successful applicants the opportunity to experience clinical specialties of professional interest to them before committing to a programme of training through a Core or Specialty application.

These posts will offer successful applicants the opportunity to develop their clinical and professional competence in a purposeful and supervised manner as an assist to overall CV development.

The 10% development time will be combined with supervised and directed activity linked to an area of mutual professional interest including clinical teaching, quality improvement and safety, management and leadership development or informatics.

The exact format of each post will be agreed with the successful applicant and the Clinical Director of the clinical area. However, the following general principles will apply.

**Communication and Working Relationships**

The post holders will be expected to establish and maintain extremely good communications and working relationships with a wide range of staff, including:

* Clinical Director of the parent acute care specialty who will act as immediate Line manager
* Supervising Staff members from Medical, Clinical and AHPs backgrounds
* Academic mentor/ Named Clinical Supervisor
* Colleagues in training grades at Foundation, Core and Specialty level

**Base**

The post holder will be based in one of the Lothian University Hospitals and will spend much of their time with other clinicians, staff and medical students.

**Annual leave**

Annual leave is in accordance with the nationally agreed level for the grade of applicant

**Qualifications and Experience**

The post holder must (at the time of commencement of employment) have full registration with the GMC. Ideally applicants will have recently completed a UK based Foundation Programme and understand the UK Healthcare system. It is no longer a requirement of employment within the NHS that medical staff be registered with a medical insurance organisation. Should you wish to maintain registration with such an organisation this is entirely your own choice.

**Job Revision**

This job description should be regarded only as a guide to the duties required and not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holders.  This job description does not form part of the contract of employment.

**Training Approval**

These posts are **not** recognised for training but have been designed in consultation with the Postgraduate Dean in relation to future employment status and eligibility for Core or Specialty training and are built on sound educational governance principles.

**Appointment**

The appointment will be on a full time basis for 6 or 12 months only and subject to satisfactory on-going appraisal within role.

All available posts have been split into the following service areas within the separately attached Job outlines:

#### Child and Adolescent Mental Health

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| **Section 3 CAMHS: Introduction to Appointment** |

**Job Title:** Clinical Development Fellow

**Department:** CAMHS Lothian

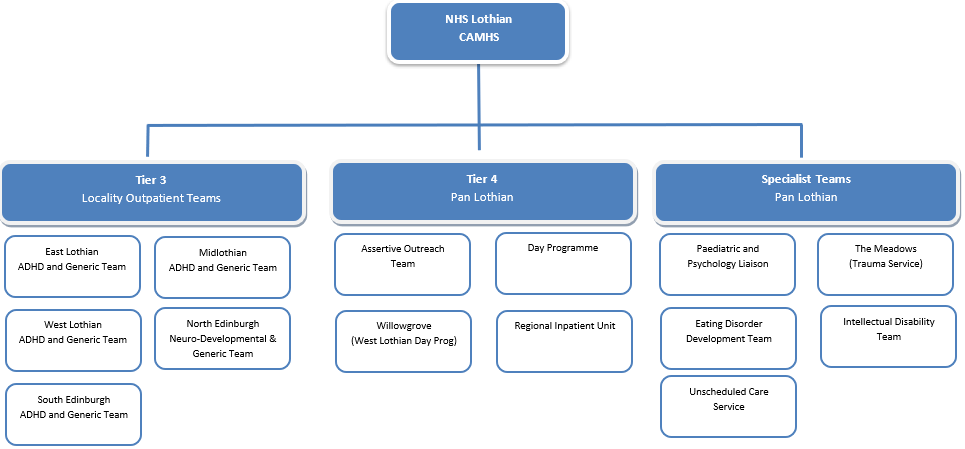
**Base:** West Lothian CAMHS, St Johns Hospital

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

We are delighted to be offering one clinical fellow post in Child and Adolescent Mental Health. Clinically this post will provide a variety of experience within CAMHS. The CF post will be for six months fixed term from 7th February 2024. This follows on from a highly successful initial year where our 2022/23 Clinical Development Fellows worked with mentoring from two of our Specialty Doctors an had involvement in a QI project looking at out of hours referrals.

Our West CAMHS community team treats children and young people closer to home. This includes experience of the assessment and treatment of eating disorders, mental health problems and neurodevelopmental conditions working alongside experienced clinicians.. The posts also contribute sessions to our daytime on call rota 9am-5pm which provides the opportunity to work with our Unscheduled Care Team.

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| **Section 4 CAMHS: Departmental and Directorate Information** |



NHS Lothian Child and Adolescent Mental Health Service have a long history in of providing multidisciplinary assessments and evidence-based treatments for children, young people and their families and carers. Our multidisciplinary teams comprise Psychiatrists, Psychologists, Community Mental Health Workers, Nurse Therapists, Dieticians, Speech and Language Therapists, Prescribing Pharmacists, Art Therapy, Occupational Therapists and Social Workers.

Lothian Child and Adolescent Mental Health Service provides specialist mental health assessment and treatment to children and young people (until 18th birthday) in Lothian. The Service has 5 geographically located “Tier 3” outpatient teams (North and South Edinburgh, Midlothian, West Lothian and East Lothian). Outpatient CAMHS teams offer specialist mental health assessment and treatment to children and young people and consultation and collaboration to Primary Care and Children’s Services such as Education, School Nursing and Social Work. The team delivers a specialist Mental Health Service assessment and treatment pathway and a Neurodevelopmental assessment and treatment pathway. Our West Lothian team is unique in that it also provides a more intensive Tier 4 service alongside more routine out patient work. This allows more holistic care for the patients in our service.

CAMHS Lothian also provides an important training resource and placement for CAMHS career development across all professional disciplines. Core and Specialist Trainees access highly thought of training placements within our teams. New developments include Clinical Fellowship posts and Physician Associate posts to which we have recently recruited. We continue to train Non-medical Prescribers, have recently recruited Prescribing Pharmacists to every outpatient team and have nursing colleagues training as Advanced Nurse Practitioners. We are also committed to medical student training in conjunction with the University of Edinburgh.

In addition, the department has an ongoing commitment to research, has several funded research projects underway and a well-developed research strategy. Professor Ian Kelleher is our Chair in Child and Adolescent Psychiatry in collaboration with the University of Edinburgh..

As part of the psychiatry team within Lothian CAMHS you will find a supportive and committed group of colleagues. There are monthly CPD events as well as other specific training events organised for the whole department. CAMHS Lothian is committed to excellence in research as well as providing training and development opportunities for all its workforce.

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| **Section 5: CAMHS Main Duties and Responsibilities** |

**Clinical:**

Clinically the post will support the treatment of young people with a wide variety of mental health problems or neurodevelopmental disorders. This would include working under close supervision but accruing skills over the length of the post. For example, supporting and monitoring young people having treatment for eating disorder, prescribing and pharmacological treatment of young people with mental health problems such as depression, anxiety and OCD, involvement in the assessment and treatment of young people with neurodevelopmental difference, including treatment of ADHD.

**On Call Commitments:**

There is no formal on call component, although there is a commitment to participating within the daytime duty doctor rota in CAMHS.

**Location:**

As part of your role, you may be required to work at any of NHS Lothian’s sites

**Research, Teaching and Training:**

1/day a week will be available for a supervised project, and we will work with you to develop a programme that suits your needs and interests. Support is available from mentoring clinicians, a well-established Quality Improvement Team and University of Edinburgh, depending on the nature of the project selected.

**Leadership and Team Working:**

* To demonstrate excellent leadership skills with regard to individual performance, clinical teams and when participating in national or local initiatives
* To work collaboratively with all members of the team
* To resolve conflict and difficult situations through negotiation and discussion, involving appropriate parties
* Adhere to NHS Lothian and departmental guidelines on leave including reporting absence
* Adhere to NHS Lothian values

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| **Section 6 CAMHS: Job Plan** |

**Post:** Clinical Fellow

**Specialty:** CAMHS

**Principal Place of Work:**

**Contract:** Full Time

**Availability Supplement:** No

**Out-of-hours:**  No

**Managerially responsible to:** Dr Nicky Cannon Clinical Director CAMHS

**Timetables of activities that have a specific location and time:**

**Indicative Job Plan** This is an indicative job plan only and a more detailed timetable with times for specific duties will be agreed with the Clinical Director

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| **DAY / LOCATION** | **TIME (hrs)** | **TYPE OF WORK** | **DCC [PAs]** | **SPA [PAs]** | **HOURS** |
| Monday | 09:00-13:00  13:00-17:00 | Eating Disorders Physical Health Clinic  Admin | 2 |  | 8 |
| Tuesday | 09:00-13:00  13:00-17:00 | Supervision  Joint See Soon Clinic | 2 |  | 8 |
| Wednesday | 09:00-13:00  13:00-17:00 | Personal and Professional Development | 0 | 2 | 8 |
| Thursday | 09:00-1300  1300-1700 | MDT meeting  Out Patient Clinic | 2 |  | 8 |
| Friday | 09:00-13:00  13:00-17:00 | ADHD Clinic  Admin | 2 |  | 8 |
| **TOTALS** |  |  | **8** | **2** | **40** |

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| **Section 6: Contact Information** |

Informal enquiries and visits are welcome and should initially be made to: Dr Nicky Cannon, Clinical Director, 01315376364 or nicky.cannon@nhslothian.scot.nhs.uk

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| **Section 6: Working for NHS Lothian** |

**Working in Edinburgh and the Lothians**

**Who are we?**

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Calum Campbell is the Chief Executive, Esther Robertson is the Interim Chair and Tracey Gillies is the Executive Medical Director.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Over the next year across Scotland there will be significant changes in the way health and social care services are provided. In April 2015, integration came into effect in local areas led by four Health and Social Care Partnerships in East Lothian, Edinburgh, Midlothian and West Lothian. Working together will help us provide even better services for our communities and, where appropriate, people will receive high quality care closer to home. There is work underway in relation to the operational and governance capacity required, ensuring that planning for unscheduled and scheduled care is done in tandem between the four Integrated Joint Boards and the acute service.

Further information about Edinburgh and NHS Lothian can be found at [http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx](#).

**Location**

Edinburgh and the Lothians are on the eastern side of Scotland’s central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East Lothian, Mid Lothian and West Lothian.

Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh’s historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at [www.talentscotland.com](#). For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: [www.edinburgh.gov.uk](#).

**What we can offer you**

Working with NHS Lothian offers a variety of opportunities and benefits:

* Access to the NHS pension scheme
* Assistance relocating to Edinburgh
* NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
* A beautiful setting to live and work and to take time out after a busy day or week
* Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

**Teaching and Training Opportunities**

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at [http://www.scotmt.scot.nhs.uk/](#) and [http://nes.scot.nhs.uk/](#)

We enjoy close links with the University of Edinburgh ([http://www.ed.ac.uk/home](#)) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

**Our vision, values and strategic aims**

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

* Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
* Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all
2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment –efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2013 – 2020,” consultation document which you will find at

[www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments](#).

**Our Health, Our Care, Our Future**

NHS Lothian works to help people live healthier, longer lives – no matter who they are or where in the region they live. Much progress has been made, but significant challenges and opportunities lie ahead. NHS Lothian draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

* asked staff and patients what and how things need to change to deliver our aims
* brought together local plans into an integrated whole
* identified opportunities to make better use of existing resources and facilities
* prioritised areas that will make most difference to patients

The plan outlines a range of proposals, which will allow us to:

* improve the quality of care
* improve the health of the population
* provide better value and financial sustainability

Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at

[http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf](#)

#### NHS Lothian’s Clinical Quality Approach – Quality Driving Improvement

This is a new way of approaching quality in NHS Lothian.  With this approach to service improvement we aim to deliver ‘high quality, safe and person-cantered care at the most affordable cost’. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

**Our Values and ways of working**

NHS Lothian is determined to improve the way their staff work so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

**NHS Lothian – Our Values into Action:**

**Care and Compassion**

* We will demonstrate our compassion and caring through our actions and words
* We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
* We will be visible, approachable and contribute to creating a calm and friendly atmosphere
* We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
* We will meet people’s needs for information and involvement in all care, treatment and support decisions.

**Dignity and Respect**

* We will be polite and courteous in our communications and actions
* We will demonstrate respect for dignity, choice, privacy and confidentiality
* We will recognise and value uniqueness and diversity
* We will be sincere, honest and constructive in giving, and open to receiving, feedback
* We will maintain a professional attitude and appearance.

**Quality**

* We will demonstrate a commitment to doing our best
* We will encourage and explore ideas for improvement and innovation
* We will seek out opportunities to enhance our skills and expertise
* We will work together to achieve high quality services
* We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

**Teamwork**

* We will understand and value each other’s role and contribution
* We will be fair, thoughtful, welcoming and kind to colleagues
* We will offer support, advice and encouragement to others
* We will maximise each other’s potential and contribution through shared learning and development
* We will recognise, share and celebrate our successes, big and small.

**Openness, Honesty and Responsibility**

* We will build trust by displaying transparency and doing what we say we will do
* We will commit to doing what is right – even when challenged
* We will welcome feedback as a means of informing improvements
* We will use our resources and each other’s time efficiently and wisely
* We will maintain and enhance public confidence in our service
* We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values. Further information on our values into action can be found at

[http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx](#)

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

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

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| **TYPE OF CONTRACT** | Fixed Term: 6 months |
| **GRADE AND SALARY** | Clinical Fellow  £40,995 - £64,461 per annum (pro-rata if applicable) |
| **HOURS OF WORK** | 40 HOURS PER WEEK |
| **SUPERANNUATION** | New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: [www.sppa.gov.uk](#) |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | NHS candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses. |
| **TOBACCO POLICY** | NHS Lothian operates a No Smoking Policy in all premises and grounds. |
| **DISCLOSURE SCOTLAND** | This post is considered to be in the category of “Regulated Work” and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| **CONFIRMATION OF ELIGIBILITY TO WORK IN THE UK** | NHS Lothian has a legal obligation to ensure that it’s employees, both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified. |
| **REHABILITATION OF OFFENDERS ACT 1974** | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential. |
| **MEDICAL NEGLIGENCE** | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice. |
| **NOTICE** | Employment is subject to one month notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Lothian sites as part of your role. |
| **SOCIAL MEDIA POLICY** | You are required to adhere to NHS Lothian’s Social Media Policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media. |

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| **Section 8: General Information for Candidates** |

**Data Protection Legislation**

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found [here on the NHS Lothian website](#).

For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

**Counter Fraud**

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available at [http://www.audit-scotland.gov.uk/work/nfi.php](#).

**References**

All jobs are only offered following receipt of three satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

**Disclosure Scotland**

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

**Work Visa**

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found on the Home Office website [www.ind.homeoffice.gov.uk](#)

**Job Interview Guarantee Scheme**

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

**Overseas Registration and Qualifications**

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.

**Workforce Equality Monitoring**

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfill their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

**Equal Opportunities Policy Statement**

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Edinburgh and the Lothians and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed at:

[www.nhslothian.scot.nhs.uk/WorkingWithUs/Employment/Pages/EqualOpportunities.aspx](#)

**NHS Scotland Application Process**

* The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
* It is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
* Please note for equal opportunity purposes NHS Lothian do not accept CV’s as a form of application.
* Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
* Please complete all sections of the application form. Those sections that are not relevant please indicate ‘not applicable’, do not leave blank.
* Please visit [https://apply.jobs.scot.nhs.uk](#) for further details on how to apply.