**JOB TITLE: Clinical Fellows in Renal Medicine 2 posts**

**JOBTRAIN REFERENCE: 178709**

**CLOSING DATE: 22nd February 2024 INTERVIEW DATE: TBC**



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

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

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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.**  |

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: Person Specification** |

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| REQUIREMENTS | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and Training | GMC registered medical practitioner.License to practiceMRCP | Additional post-graduate qualificationsAdditional sub-specialty nephrology training |
| **Experience** | Completed core medical training or equivalentExperience in Nephrology at StR / registrar level  | CCT in NephrologyExperience in kidney transplantation |
| **Ability** | Ability to take full responsibility for independent management of patients.Ability to communicate effectively and clearly with patients and other team members |  |
| **Academic Achievements** | Evidence of research activity andposter or oral presentations at national or international meetings. | Evidence of research such as publications in peer reviewed journals or higher research degree.Experience in clinical research including handling datasets. |
| **Teaching and Audit** | Evidence of commitment to:Formal and informal teaching and training of trainee doctors, medical students and other clinical staff.Learning and continuing professional developmentExperience of designing and completing audits | Evidence of training in clinical and / or educational supervision |
| **Motivation** | Evidence of commitment to:Patient-focused care including patient safetyContinuous professional development and life-long learningEffective and efficient use of resources | Evidence of developing services for patients. |
| **Team Working** | Ability to work in a team with colleagues in own and other disciplinesAbility to organise time efficiently and effectivelyReliabilityExcellent communication skills | Ability to motivate colleaguesEvidence of previous managerial training and experience. |
| Circumstances of Job | May be required to work at any of NHS Edinburgh and the Lothian’s sites |  |

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| **Section 2: Introduction to Appointment** |

**Job Title:** Clinical Fellow in Nephrology (2 posts)

**Department:** Renal Medicine

**Base:** Royal Infirmary

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

**Post Summary:** Further particulars are presented for a Clinical Fellow post in the Department of Renal Medicine at the Royal Infirmary of Edinburgh.

These are full-time post which has been funded by NHS Lothian for 1 year from August 2024 to provide specialty experience in Nephrology. The post would be suited to an in-program or post-CCT physician seeking additional experience in certain sub-specialty aspects of Nephrology such as transplantation, dialysis or vasculitis. Specific interests of the successful candidate such research will be accommodated where applicable, and dedicated research blocks could be built into a job plan, subject to negotiation.

The Royal Infirmary of Edinburgh provides renal services to Lothian & Borders and kidney transplantation to the North, East and South-East of Scotland, and kidney-pancreas transplantation for the whole of Scotland. Through links with the University of Edinburgh, the Renal Department has an active focus on translational research, with a particular interest in senescence.

The post holder(s) will be based in the Department of Renal Medicine at the Royal Infirmary of Edinburgh and would participate in the renal StR on call rota.

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| **Section 3: Departmental and Directorate Information** |

The Department provides an area renal service for Edinburgh, Lothian and Borders (population >900,000). There are 12 NHS consultants [Dr W Metcalfe (Clinical Director), Dr C Whitworth (Acute services MD), Dr P Gibson, Dr J Goddard, Dr J Neary, Dr S Watson , Dr L Henderson, Dr P Phelan (TPD), Dr I MacIntyre, Dr M Petrie, Dr T Rennie, Dr F Duthie] and six Honorary Consultants (Dr R Hunter, Dr D Kluth, Prof J Hughes, Dr B Conway, Prof N Dhaun and Prof D Ferenbach) who all contribute to the clinical services both in Renal and Transplant. There is a Specialty Doctor, Dr S Miya, who has a primary responsibility to the out-patient dialysis service.

There are 8 Specialty trainees in Renal Medicine who rotate out to General Medicine and also Nephrology across the region and 7 CMTs/FY2s. Additionally, non-training fellowship posts often support the StR rota when in-post. This post will be pure Nephrology based at RIE.

The Renal Unit at present has a 12 bed renal high dependency ward with dialysis stations for unstable patients shared with the Transplant Unit. There is a 22 bed general nephrology ward and 21 bed transplant ward and an outpatient area for renal patients to be assessed and treated as day cases where appropriate. The hospital also has a Medical Day-case unit and a Day-bed Surgical unit for patients admitted for procedures such as renal biopsy, angiography and vascular access.

There is a 38 station haemodialysis unit at the Royal Infirmary of Edinburgh. There is a 9 station satellite haemodialysis unit at the Western General Hospital, a 12 station satellite haemodialysis unit at the Borders General, and a 10 station Satellite unit at St Johns Hospital, Livingston all operating 3 shifts per day. There are currently approximately 275 haemodialysis patients under the care of the unit, five home haemodialysis patients and approximately 35 peritoneal dialysis patients. The Royal Infirmary has a busy Intensive Care Unit and a general High Dependency unit, the regional Cardiothoracic Unit and the Scottish Liver Transplant Service and Fulminant Hepatic Failure Service: a renal advisory service and renal replacement support are provided to these areas. The Renal Unit also provides an area advisory service for other hospitals in Lothian and Borders.

There are weekly general renal clinics and multiple subspecialty clinics (including vasculitis, transition, cystic disease and genetic nephrology) at the Royal Infirmary of Edinburgh as well as weekly outreach general renal & transplant clinics at the Western General Hospital and at St John’s Hospital, Livingston. In the Royal Infirmary of Edinburgh there are also a weekly end-stage clinics for peritoneal dialysis, home haemodialysis patients and hospital haemodialysis.

There is a weekly programme of Renal research/audit/clinical meetings during term time and joint meetings with the Transplant Unit. There is a biweekly renal biopsy review meeting. There is also a monthly multi-disciplinary meeting where renal replacement therapy is planned for patients approaching dialysis, a monthly Community Dialysis meeting (home haemodialysis and peritoneal dialysis), and a weekly transplant meeting to review new patients and patients on the transplant list. There is also a two monthly multidisciplinary Directorate meeting.

The Unit has a well-established computer database (*Vitaldata*) for the dialysis and transplant patients, with terminals throughout the Unit. Computer links to laboratories enable automatic updating of laboratory results.

The Renal Transplant Service is based on a combined renal, pancreas and liver transplant ward with 6 high dependency beds and 21 ward beds for transplant patients although there is considerable flexibility with bed usage with the Renal Unit as above. A renal transplant service (living and deceased donor) is provided for Lothian, Borders, Fife, Tayside, Grampian and Highland giving a catchment population of 2.6 million. The Transplant Unit also provides pancreas transplantation for the whole of Scotland (5.1 million) and Northern Ireland (1.9 million).

Approx 120 renal transplants and 15-20 combined kidney and pancreas transplants are carried out per year at present. The Transplant Unit is also centre to The Scottish National Pancreatic Islet Transplant Programme who are the responsibility of the inpatient kidney transplant team. Additionally about 3 combined islet-kidney transplants are performed each year. At present there is a local renal transplant follow up population of approximately 400 but with additional follow–up of patients who are ultimately repatriated to referring areas when stable, approximately 3000 follow-up appointments per year are currently required. Currently there are three renal transplant follow up clinics per week. In addition, there is a Renal Transplant Assessment clinic which is primarily provided by Transplant Surgeons, Transplant Nephrologist, Transplant Coordinators and anaesthetists.

**Research and Development**

There is scope within the post to develop the successful candidates research interests. The department is supported by well-established research groups based in the Centre for Inflammation Research led by Dr D Kluth, Prof J Hughes, Dr B Conway, Dr N Dhaun, Dr Hunter and Dr D Ferenbach. Dr I MacIntyre also leads a group looking at endothelial dysfunction and renal disease. There are also Transplant Surgery Research groups led by Professor S Wigmore and Miss L Marson. Dr W Metcalfe and Dr M Petrie are actively involved in the Scottish Renal Registry which present opportunities for additional clinical research projects.

NHS Lothian is also committed to improving the quality and safety of its services for patients.  NHS Lothian is participating in the Scottish Patient Safety Programme and it is evident that this initiative is strongly supported by clinical staff with many elements of the programme impacting on Renal Medicine.  Dr S Watson has a National role in patient safety and can support development of interested candidates in this field.

**Clinical**

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| **Section 4: Main Duties and Responsibilities** |

The successful candidate will provide clinical commitment to the nephrology and transplant service. A post CCT physician could spend periods of time ’acting up’ with adequate supervision and support. This is an exposure prone post.

**Out of Hours Commitments**

The on-call commitment would be on the Renal StR rota and is Currently a 1b banding covering non-resident on-call week nights and weekend daytime cover (approximately 10 sets of weeknights and 10 weekends a year) with occasional HAN commitment (~1 set of week nights and 1 set of weekend nights a year). In addition to in-patient transplantation (Wards 215 and 206T), on call cover will include the care of patients with acute renal failure (mainly on Renal HDU / Ward 215 and Ward 206) and general nephrology inpatients (Ward 206). The successful candidate will be expected to reside within 10 miles of the Royal Infirmary of Edinburgh, and to provide reciprocal cover for colleagues during periods of annual/professional and sick leave. The successful candidate would have the opportunity to develop complementary interests.

**Location**

It is anticipated the principal base of work will be Royal Infirmary of Edinburgh. As part of your role, you may be required to work at any of NHS Edinburgh and the Lothian’s sites.

**Provide High Quality Care to patients**

Maintain GMC specialist registration and hold a licence to practice

Develop and maintain the competencies required to carry out the duties of the post

Ensure patients are involved in decisions about their care and respond to their views.

**Team Working**

To work collaboratively with all members of the team to practice and demonstrate the values of NHS Lothian at all times. Adhere to NHS Lothian and departmental guidelines on leave including reporting absence.

**Teaching**

The post holder will be expected to partake in formal and informal teaching of medical students, nurses and junior doctors. There is a local STR teaching program that the fellow would be expected to partipate in.

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| **Section 5: Indicative Job Plan** |

**Post**: Clinical Fellow

**Specialty:** Renal Medicine

**Principal Place of Work:** Royal Infirmary

**Contract:** 48 hours

**Availability Supplement:** Rota banding – currently 1B

**Managerially responsible to:** Dr. Metcalfe, Clinical Director

**Indicative Job Plan**

**Monday** 0800-1700 Ward Rounds

 Clinical Research/Teaching

**Tuesday** 0800-1700 Ward Rounds

 Dialysis rounds/Inpatient Consultations

**Wednesday** 0800-1700 Ward Rounds

 Clinic

**Thursday** 0800-1700Ward Rounds

 Clinical Research/Teaching

**Friday** 0800-1700 Ward Rounds / Transplant clinic

 Dialysis rounds/Inpatient Consultation

**Weekend** 0800-0800 On Call 10 weekends/ year (and weeknights 10 weeks/year)

Where applicable, blocks of non-clincal time may be rostered to allow for development of research projects.

The Job Plan is negotiable and will be agreed between the successful applicant, and the Clinical Director.

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| **Section 6: Contact Information** |

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

Dr Paul J Phelan

Consultant Nephrologist

Department of Renal Medicine

Royal Infirmary of Edinburgh

51 Little France Crescent

Old Dalkeith Road

EDINBURGH

EH16 4SA

Email: paul.phelan@nhslothian.scot.nhs.uk

Dr Wendy Metcalfe

Consultant Nephrologist & Clinical Director

Department of Renal Medicine

Royal Infirmary of Edinburgh

51 Little France Crescent

Old Dalkeith Road

EDINBURGH

EH16 4SA

Email: wendy.metcalfe@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, Professor John Connaghan CBE is the Chair and Tracey Gillies is the Executive Medical Director.

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

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

Further information about Edinburgh and NHS Lothian can be found at https://org.nhslothian.scot/Pages/default.aspx

**Location**

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

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

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

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

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. 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 2014 – 2024,” consultation document which you will find at: https://org.nhslothian.scot/Strategies/Pages/default.aspx

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

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

In developing the strategic plan we have:

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

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

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

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

https://org.nhslothian.scot/Strategies/OurHealthOurCareOurFuture/Pages/default.aspx

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

This is a new way of approaching quality in NHS Lothian.  With this approach to service improvement we aim to deliver ‘high quality, safe and person-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

https://org.nhslothian.scot/OurValues/Pages/default.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: INSERT DURATION |
| **GRADE AND SALARY** | INSERT GRADEINSERT SALARY SCALE |
| **HOURS OF WORK** | XX 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 at: NHS Lothian Staff Privacy Notice

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

**Counter Fraud**

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available via Audit Scotland.

**References**

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

**Disclosure Scotland**

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

**Work Visa**

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found on the UK Government Home Office website.

**Job Interview Guarantee Scheme**

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

**Overseas Registration and Qualifications**

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

**Workforce Equality Monitoring**

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

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

**Equal Opportunities Policy Statement**

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Lothian. We are committed to encouraging equality and diversity among our workforce, and seek to eliminate discrimination. The aim is for our workforce to be truly representative and for each employee to feel respected and able to give their best.

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

Our Equal Opportunities in Employment policy can be viewed on our careers website: https://careers.nhslothian.scot/equal-opportunities/

**NHS Scotland Application Process**

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