**JOB TITLE: Clinical Development Fellow in Psychiatry, Royal Edinburgh Hospital**

**JOBTRAIN REFERENCE: 189883**

**CLOSING DATE: 5th July 2024 INTERVIEW DATE: TBC**



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| **Contents** |

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| **Section** |  |
| Section 1: | Person Specification |
| Section 2: | Introduction to Appointment |
| Section 3: | Departmental and Directorate Information |
| Section 4: | Main Duties and Responsibilities |
| Section 5: | Contact Information |
| Section 6: | Working for NHS Lothian |
| Section 7: | Terms and Conditions of Employment |
| Section 8: | General Information for Candidates |

**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** | **WHEN EVALUATED** |
| **Qualifications and Training** | Successful completion of UK Foundation Programme  | Distinction, prizes or honours during Postgraduate trainingALS/ATLS/CRISP Instructor Status | Application Form |
| **Experience** | Worked in a range of settings, within a Multidisciplinary Team  | Well-presented log book or professional portfolioDevelopment of interest and competencies in psychiatry | Application Form Interview |
| **Eligibility** | Eligible for full registration with the GMC at time of appointment and hold a current licence to practiceEvidence of achievement of postgraduate medical training in line with GMC standards/Good Medical PracticeEligibility 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 environmentEvidence of contributing to teaching & learning of others | Experience of simulation based teachingHas 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 FormReferences |
| **Health** | Meets professional health requirements (in line with GMC standards/ Good Medical Practice) |  | Application FormPre-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 achievementse.g. degrees, prizes, awards, distinctions, publications, presentations, other achievementsEvidence of participation in risk management and/or clinical/laboratory research | Application FormInterview |
| **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 skillsEvidence of ability to present oneself in an organised, professional mannerEvidence of understanding of the importance of team workExperienced 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 FormInterviewReferences |
| **Probity** | **Professional Integrity:*** Takes responsibility for own actions
* Demonstrates respect for the rights of all
* Demonstrates awareness of ethical principles, safety, confidentiality & consent
 |  | Application FormInterviewReferences |
| **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 2. Introduction to Appointment |

Job Title: **Clinical Development Fellow**

Department: **Acute and Rehabilitation Psychiatry, Adult Mental Health**

Base: **ROYAL EDINBURGH HOSPITAL**

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

Post Summary: **These are 2 less full time (8 Programmed Activities) clinical development fellow posts. These are newly created roles and offer a fantastic opportunity to develop an interest in psychiatry. The roles will combine both working in a strong MDT with the opportunity to pursue a project across the uniquely broad areas that psychiatry encompasses: from therapy to ethics to psychopharmacology.**

**If interested applicants are looking for flexible working we would encourage them to contact us (see below for details). There are a range of opportunities that would facilitate less than full time working and NHS Lothian psychiatric services have a strong track record in supporting consultants to develop their role and job plan through less than full time work.**

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| Section 3. Departmental and Directorate Information |

**Rehabilitation Service**

NHS Lothian has a very well established psychiatric rehabilitation service. Based at the Royal Edinburgh Hospital it encompasses a 64 bed inpatient service and a dedicated community rehabilitation service with a case load of c100 people. Referrals for the inpatient service predominantly come from the acute adult wards that are also based at the Royal Edinburgh Hospital, but direct referrals from community mental health services are also considered. The inpatient service is split into 5 wards: 1 high intensity mixed ward in a new, purpose built unit, 2 all male wards, 1 all female ward and a new innovative 4 bed ward for people who also have a high level of physical impairments. The wards have a full range of MDT input: nursing, occupational therapy, clinical psychology, physiotherapy, arts therapy and recreational co-ordinators. Recent Mental Welfare Commission visit reports highlight the strength of the relationships between staff and patients. A recent MWC report on care planning in inpatient psychiatric care in Scotland highlighted the rehabilitation service at the Royal Edinburgh as having the highest quality examples they found.

The service benefits from being on site with the largest (and oldest) psychiatric hospital in Scotland. It has been part of the local community for over 200 years and one of the nicest neighbourhoods in Edinburgh, Morningside, has grown around it. This provides a supportive and rich local environment to support people in their recovery journey. The hospital site itself includes a range of charities / third sector providers eg ArtLink, Cyrennians Community Gardens, SAMH ‘HIVE’ activity centre and dynamic volunteer hub open to both staff and patients. Within 5 minutes walk there are wide range of shops, cafes and community resources.

The median length of stay is around 18 months and usually after around a year of inpatient care the person is allocated a community rehabilitation team care co-coordinator. Consultant responsibility remains after discharge from hospital and there is a wide variety of supported living options in Edinburgh. These range from 24/7 supported living to core/cluster models to support packages within individual tenancies. Some people will continue to be supported by the rehabilitation team for a substantial period of time in the community, whereas other will move back to local CMHTs if suitable. The community rehabilitation team includes clinical psychology and occupational therapy within the service, but care coordinators are very skilled in managing a complex support package that can draw on all community resources to support a person to achieve their own sense of recovery.

There is a commitment from NHS Lothian and the 4 local Integrated Joint Boards to develop phase 2 of the Royal Edinburgh Redevelopment. This includes a new rehabilitation centre encompassing low secure (currently out of area) and open rehabilitation, alongside substantial investment in highly supported living. The aim is open this around 2024.

These post joins a supportive and experienced medical team that includes a full time Consultant with over 20 years of experience in Rehabilitation Psychiatry, a second full time consultant, Associate Medical Director for Psychiatry who works clinically in the service and leads the redevelopment plans, and a specialty doctor who is a longstanding specialist in rehabilitation. There are 2 other junior doctors working in the service, a core trainee and an FY2. There are regularly higher trainees and the department offers the opportunity to gain a rehabilitation endorsement.

**Wider mental Health Services**

**Community Mental Health Service**

Community General Adult Psychiatry Services within the City of Edinburgh are separated into four sectors aligned to the four Integrated Joint Board (IJB) localities. These localities are aligned with all other health services and each locality comprises 2 GP clusters. Community Psychiatric Services are managed by the Edinburgh IJB, which combines funding from health and social care budgets into one structure. Each locality has a substance misuse and mental health manager who is responsible for the budget, staffing and governance of the locality. They manage all staff in the community teams except medical staff. Senior medical staff, consultants and specialty doctors work full time in the community but are managed together with Royal Edinburgh Hospital based doctors. There is one Clinical Director for community, acute and rehabilitation psychiatry and there is a well attended monthly general adult psychiatry meeting encompassing all the different doctors.

Community services encompass three main components:

* **Community Mental Health Teams (CMHT)**
	+ Community Mental Health Teams are consultant led and managed by a nurse team leader.
	+ The teams care for patients with the more severe mental disorders requiring longer term input, typically for over 6 months in duration.
	+ All patients will be under the care of both a nominated consultant and a key worker who is expected to be responsible for arranging clinical reviews with patients consultant when necessary (minimum once annually).
	+ CMHTs currently operate a “Fast Track” re-entry system to the team for patients sufficiently stabilised to no longer require active CMHT input.
* **Primary Care liaison Teams (PCLT)**
	+ Primary Care Liaison Teams provide a time-limited psychological therapy service for persons with the more common ‘mild to moderate’ mental disorders, for example moderate depression and anxiety.
	+ Patients taken on by the teams have a nominated psychological therapist who will liaise closely with the patient’s general practitioner.
	+ The teams deliver a range of evidenced based psychological interventions.
	+ Consultants and other specialist medical staff are required to liaise with the PCLTs, being available for specialist assessment and advice without the necessity of re-referral from primary care services.
	+ Referrals to the service are triaged and allocated to the most appropriate service and professional based on the information provided by the referrer. Community consultants will support the PCLTs in triage of more complex cases and maintaining appropriate clinical focus and boundaries. Referrals requiring assessment by a psychiatrist will be seen in the medical out-patient clinics
* **Outpatient Service**
	+ Psychiatry out-patient clinics operate across Edinburgh. Patients attending clinics typically are those requiring specialist psychiatric assessment and treatment over a short term period, with care being transferred back to the general practitioner.
	+ Patients with more severe, long term illnesses may also attend clinics as the sole contact with specialist mental health services.

**Acute & Unscheduled Care Services**

The Acute and Unscheduled Care Service consists of the Mental Health Assessment Service (MHAS), the Intensive Home Treatment Team (IHTT), and Acute In-patient unit, currently the Andrew Duncan Clinic of the Royal Edinburgh Hospital.

* **Mental Health Assessment Service (MHAS)**
	+ MHAS is a nurse led service providing a 24/7 emergency and crisis mental health assessment service to Edinburgh and the A&E Department of the Royal Infirmary of Edinburgh (RIE).
	+ MHAS takes direct referrals from NHS 24, GPs, the out of hours GP service (LUCS) and A&E.
	+ The service can also be accessed by self-referral for current patients in contact with mental health services.
	+ MHAS is supported by medical staff at both junior and senior levels and is supported by the IHTT senior doctors.
* **Intensive Home Treatment Team (IHTT)**
	+ The IHTT is a multidisciplinary team providing a viable alternative to hospital admission.
	+ The team is based at the newly built Royal Edinburgh Building.
	+ The various functions include
		- providing 24/7 cover to the City of Edinburgh
		- Gatekeeping all admissions to the REH
		- Facilitating early discharge from the REH acute admission wards
		- See below for more details.
* **The In-Patient Unit**
	+ North and South Edinburgh each have one 16 bed male acute admission ward and one 16 bed female acute admission ward
	+ This equates 64 bed allocated to patients from Edinburgh
	+ A further 16 bed ward is allocated to patients from East and Mid-Lothian
	+ There is a 10 bed intensive care unit in the same building to support the acute wards
	+ The wards were all newly built in 2017.

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| Section 4. Main Duties and Responsibilities  |

**This is a less than full time (8 Programmed Activities).**

Full secretarial support will be made available, as will office space.

The post will share clinical cover responsibilities with the other clinical development fellow post. This will facilitate the opportunity to attend meetings or learning opportunities off the REH site.

The post holder will be allowed to work flexibly including working compressed hours providing the needs of the service are met. This will need prior agreement with the Clinical Director.

These are two newly developed clinical development fellow posts in Psychiatry. Clinically the posts will support in-patient wards at the Royal Edinburgh Hospital, with a focus on providing continuity of medical input for some of the patients who require longer stays in hospital to recover. The ethos of the service is to treat people with complex needs in a holistic way, and to do so we are always looking to developing services that support a person’s recovery that includes good health. The posts will give the opportunity to be involved in clinical situations and discussions ranging from complex psychopharmacolgy to psychological formulations to which ethical and legal frameworks apply when exploring treatment options.

The Royal Edinburgh Hospital is a large psychiatric hospital with a range of regional and national specialist mental health services. It provides a supportive and varied environment for junior doctors to experience the full, fascinating range of psychiatry. There are strong links to the Division of Psychiatry at the University of Edinburgh, who are based on the hospital site. This means there is a wide scope of CPD opportunities, which range from accessing supervision for psychotherapy experience to regular special lectures on neuroscience. Cross cover between the two posts will facilitate attendance at agreed offsite teaching and training opportunities.

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 both a very well established Quality Improvement Team and from Professor Stephen Lawrie, University of Edinburgh, depending the nature of the project selected.

There is no formal on call component, although there are opportunities to do out of hours shifts. Applications to work flexibly will be considered.

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| Section 5. NHS Edinburgh and Lothians – Indicative Job Plan |

**Post: Clinical Development Fellow**

**Specialty: General Adult Psychiatry – Rehabilitation Psychiatry**

**Principal Place of Work: Royal Edinburgh Hospital**

**Contract: Full time 8 Programmed Activities**

**Availability Supplement: No – but there are substantial opportunities to take on call shifts through the staff bank**

**Out-of-hours: No**

**Managerially responsible to: Dr Andrew Watson, Associate Medical Director**

Timetables of activities that have a specific location and time:

Indicative Job Plan **(a more detailed time table with times for specific duties will be agreed with the Clinical Director prior to starting. Additional SPA time will be negotiated with the Clinical Director based on the service plan)**

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| DAY  | TIME/LOCATION | TYPE OF WORK |
| Monday | 09.00-09300930 – 11001100 – 14001400 – 1700 | Inpatient management meetingClinical AdminWard work3 monthly Integrated Care Pathway review meeting for inpatient/admin associated |
| Tuesday | 0900-100010.00 – 13.00 variable1300 -1700 | Clinical adminWeekly inpatient reviewsYearly health check clinic for people with Severe and Enduring Mental Illness |
| Wednesday | 0900 – 16001600 - 1700 | Project based workSpecial Lecture, University of Edinburgh |
| Thursday | 09.00-10.0010.00 – 123012.30-13.30 1400 – 1700 | Community rehab team meetingCommunity Rehab reviews/urgent assessmentsCase conference (REH)3 monthly Integrated Care Pathway review meeting for inpatient/admin associated |
| Friday | No work | No work |

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| **Contact Information** |

**Informal enquiries and visits are welcome and should initially be made to: Dr Andrew Watson, Associate Medical Director, 07866256096 and Dr Debbie Mountain, 01315376000**

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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: 12 months |
| **GRADE AND SALARY** | Clinical Development Fellow  |
| **HOURS OF WORK** | 34 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.