

**Consultant, Gastroenterology**

**Permanent**

**Ref: 184787**

**Closing date:**

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**Please return completed applications in Word Format by midnight on the close date to** **medical.personnel@nhslothian.scot.nhs.uk**

**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.**  |

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| **Section 1: Person Specification** |

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| **Consultant Gastroenterologist** |
| **REQUIREMENT** | **ESSENTIAL** | **DESIRABLE** | **WHEN EVALUATED** |
| **QUALIFICATIONS** | * Medical degree (MB ChB, MB BS or equivalent)
* Recognised on GMC Specialist Register in Gastroenterology
* General Medical experience including MRCP(UK) or equivalent
 | Evidence of additional post graduate qualifications e.g. MD, PhD, etc | Application form  |
| **EXPERIENCE/****KNOWLEDGE** | * Applicants should have wide experience in gastroenterology, be fully trained and competent in diagnostic and therapeutic upper and lower endoscopic procedures, including upper GI endoscopy, management of upper GI haemorrhage, colonoscopy & polypectomy
* Evidence of a subspecialist interest and experience in pancreatico-biliary endoscopy (ERCP & EUS) e.g. completion of formal training fellowship
* Experience and commitment to clinical audit
* Up to date CPD
 | * Experience in managing and developing gastroenterology services
* Publications or post graduate study/degree relevant to this area of GI disease
 | Application form/ Interview |
| **ELIGIBILITY** | Medical Practitioner, registered with GMC with licence to practice in the United Kingdom |  | Application form |
| **ACADEMIC ACHIEVEMENTS** |  | * Publications in peer reviewed journals
* Keen to develop clinically focused/patient orientated research
 | Application form/ Interview |
| **PERSONAL ATTRIBUTES** | 1. Good communication skills
2. Ability to function in a multidisciplinary team
3. Able to organise time efficiently and effectively
4. A Driving Licence
 | * Able to motivate departmental colleagues
* Enthusiasm for undergraduate teaching and postgraduate training
 | Application form/ Interview |

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

**Job Title: Consultant**

**Department: NHS Lothian Gastroenterology**

**Base: Royal Infirmary, Edinburgh (RIE)**

**Post Summary:**

This substantive permanent post will help meet nationally-set waiting time targets for scheduled and unscheduled care. It will be based in the Luminal Gastroenterology Unit of the Royal Infirmary of Edinburgh and involve both out-patient and in-patient activities. The weekly timetable separates in-patient and out-patient duties. The standard week will include two outpatient clinics and up to three endoscopy/procedure lists. Endoscopic sessions will include both upper and lower procedures and the applicant should be fully trained in both. Every 8th week will comprise in-patient duties including responsibility for acute gastroenterology patients in Ward 205 and elsewhere in the Royal Infirmary of Edinburgh, triage of referrals to the GI service, and urgent endoscopies. The post-holder will contribute to the out-of-hours acute bleeding service. The post will not include liver disease (which is looked after on site by the separate but linked Hepatology team) and there is no General Internal Medicine commitment. There may be sessional commitments working at other sites in Lothian e.g. East Lothian Community Hospital (ELCH); or the Regional Endoscopy Unit at QMH, Dunfermline. The post will favour an interest in HPB endoscopy (ERCP/EUS and therefore experience in this area is required.

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

1. **Gastroenterology Service**

Gastroenterology at the Royal Infirmary of Edinburgh is based in Ward 205. This is a busy 30 bedded mixed-sex unit with 4-bedded bays and single rooms. There is a mix of patients with gastrointestinal and liver disease. It provides a full range of luminal Gastroenterology Services in Lothian as well as being the centre for Hepatology incorporating the Scottish Liver Transplant Unit.

There is a purpose-built endoscopy suite on the ground floor which has 4 well-equipped rooms and one X-ray room for endoscopic procedures. Diagnostic and therapeutic endoscopic procedures of the upper and lower gastrointestinal tract are performed (approx 6000 gastroscopies, 2500 colonoscopies, and 800 ERCP’s per annum, as well as 700 EUS and also double-balloon enteroscopy).

The unit also has facilities for capsule endoscopy (250 per annum) and is the regional referral unit for oesophageal physiology studies (400 per annum).

Endoscopy services are also delivered at the Western General Hospital, St John’s Hospital, Livingston, East Lothian Community Hospital, Haddington, Leith Community Treatment Centre and the Regional Endoscopy Unit, Dunfermline, Fife.

The Gastroenterology medical staff at the RIE are Dr N Church, Dr G Masterton, Dr N McAvoy, Dr I D Penman Clinical Director),, Dr R Kalla, Dr Ben Shandro, Dr A McGowan, Dr A Williams (locum) and Dr L Meekison\*\*. The Hepatology medical staff are Dr A Bathgate, Dr C Blair, Dr M Donnelly, Prof J Fallowfield\*, Prof S Forbes\*, Dr T Gordon-Walker, Prof P C Hayes\*, Dr T Bird\*, Dr P Ramachandran\*, Dr F Rhodes (locum), Dr A Thompson, Dr K Simpson\*, Dr M Williams.

The Gastroenterology medical staff at the WGH are Dr I Arnott, Dr J Blackwell, Dr A Dethier, Dr S Din, Dr G Jones\*, Dr G Ho\*, Professor C Lees\*, Dr C Noble, Dr A Shand, Dr E Watson and Dr M Eugenicos\*\*.

(\* = University of Edinburgh, \*\* = associate specialist or specialty doctor)

In addition there are currently 6 gastroenterology trainees and 5 liver research fellows in the RIE.

# Clinical and research interests focus on liver disease, therapeutic upper GI endoscopy, EUS and ERCP and enteroscopy. There is access to high resolution oesophageal pH and manometry facilities and breath testing within the department.

The unit benefits greatly from close interaction with the University of Edinburgh and with other clinical specialties. Particularly strong links exist to upper GI and hepatobiliary surgery, GI Pathology, Radiology, and Psychological medicine. These links foster an environment of co-operation and multidisciplinary working.

1. **NHS Lothian**

NHS Lothian was created on 1 April 2004 following dissolution of three Trusts; Lothian University Hospitals Trust, Lothian Primary Care Trust and West Lothian Trust. Mr Calum Campbell is Chief Executive and Miss Tracey Gillies is Executive Medical Director. NHS Lothian serves a population of 800,000 and has two operating divisions – the University Hospitals Division and the Primary Care Organisation.

* 1. **University Hospitals Division**

The University Hospitals Division provides a full range of secondary and tertiary clinical services to the population of the Lothians, in particular, and of Scotland, in general. The Division is one of the major teaching centres in the United Kingdom. Hospitals included in the Division are:

* + The Royal Infirmary of Edinburgh
	+ The Western General Hospital & Royal Victoria Building
	+ The Royal Hospital for Children & Young People, Edinburgh
	+ St Johns Hospital, Livingston
	+ Liberton Hospital
	+ The Princess Alexandra Eye Pavilion (PAEP)
	+ East Lothian Community Hospital, Haddington
	+ Leith Community Treatment Centre

The **Royal Infirmary** (RIE) is a major teaching hospital in the South East of the city of Edinburgh, having moved to its current Greenfield site 10 years ago. It comprises some 25 wards, 869 beds, and 24 operating theatres, and is equipped with much state of the art theatre and critical care equipment and monitoring. Within the main building is a dedicated, multidisciplinary, 5 theatre day surgery complex. The hospital provides for most specialties, and is the centre for upper GI disease (medical and surgical), hepatobiliary disease (medical and surgical), organ transplant (liver, kidney and pancreas), cardiac and thoracic (medical and surgical), orthopaedics, obstetrics & gynaecology.

The **Western General Hospital** (WGH) has 600 beds and 5 operating theatres and is equipped with modern theatre and critical care equipment and monitoring. The hospital provides for most specialties and is the centre for colorectal disease (medical and surgical), urology, breast surgery, rheumatology, infectious diseases, and the Edinburgh Cancer Centre.

**St John’s Hospital** opened in 1989 and is located in the centre of Livingston, a new town 30 minutes drive west from Edinburgh. The hospital provides for most common specialties but does not have emergency general surgery or orthopaedic trauma operating. The hospital has a paediatric ward.

The new **Royal Hospital for Children and Young People** opens in 2020 and is co-located on the Royal Infirmary site

1. **University of Edinburgh**

The University of Edinburgh was established in 1582 and is one of the largest in the United Kingdom located on a number of prominent sites in Scotland’s capital city. It is Scotland’s premier research university, graded within the top six multi-faculty British universities: in the last national research assessment exercise, 90 percent of its academic staff were in units rated 4, 5 or 5\*. It has 3,000 academic staff, 16,000 undergraduate and 4,000 postgraduate students and an annual expenditure of over £261M for teaching and research. The University is organised into 3 Colleges: Humanities and Social Science; Medicine and Veterinary Medicine; and Science and Engineering.

1. **NHS Library and Postgraduate Facilities**

There are excellent facilities on all sites.

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

**Clinical:**

* As well as outpatient and endoscopy sessions, the successful applicant will share responsibility for in-patient beds in the Gastrointestinal Unit at the Royal Infirmary of Edinburgh as well as being on call (approximately 1:8 daytime) for acute gastrointestinal emergencies including acute GI bleeding.

**Out of Hours Commitments:**

* Approximately 1:7 for gastrointestinal emergencies including acute GI bleeding

**Location:**

* It is anticipated the main place of work will be the Royal Infirmary, Edinburgh
* You may be required to work at any of NHS Lothian’s sites

**Provide high quality care to patients:**

* Develop and maintain the competencies required to carry out the duties of the post
* Contribute to the development of advanced endoscopic procedures in NHS Lothian e.g. HPB endoscopy or endoscopic submucosal dissection (ESD), POEM etc.
* Ensure patients are involved in decisions about their care and respond to their views

**Research, Teaching and Training:**

* There is no formal teaching commitment but post-holder may be required to contribute to informal teaching of medical students assigned to ward 205 or outpatient clinics on an ad-hoc basis

**Medical Staff Management:**

* The post does not involve management responsibilities.

**Governance:**

* Participate in clinical audit, incident reporting and analysis and to ensure resulting actions are implemented
* Ensure clinical guidelines and protocols are adhered to by doctors in training and updated on a regular basis
* Keep fully informed about best practice in the specialty areas and ensure implications for practice changes are discussed with the Clinical Director
* Role model good practice for infection control to all members of the multidisciplinary team

**Strategy and Business Planning:**

* To participate in the clinical and non-clinical objective setting process for the directorate

**Leadership and Team Working:**

* To demonstrate excellent leadership skills with regard to individual performance, clinical teams and NHS Lothian 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 5: NHS Lothian – Indicative Job Plan** |

**Post:** Consultant

**Specialty:** Gastroenterology

**Principal Place of Work:** Royal Infirmary, Edinburgh

**Contract:** Full-Time

**Programmed Activities:** 10 **EPAs:**

**Availability Supplement:** Level 1, 5%

**Out-of-hours:** Approximately 1:7 for acute gastrointestinal emergencies including acute GI bleeding

**Managerially responsible to:** Dr Ian Penman, Clinical Director

Extra programmed activities may be negotiated between the successful candidate and NHS Lothian

Timetable of activities (subject to change according to clinic and endoscopy template)**:**

**EXAMPLE**

**INDICATIVE JOB PLAN**

**a) Standard week**

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| **DAY** | **HOSPITAL/ LOCATION** | **TYPE OF WORK** |
| **Monday** **From / To** | RIE0900-1730 | 0900-1300 SPA1330-1730 Teaching / Admin / CPD |
| **Tuesday** **From / To** | RIE0900 - 1730 | 0900-1300 Admin1330-1730 Endoscopy (RIE) |
| **Wednesday** **From / To**  | RIE0900 - 1730 | 0900-1300 Endoscopy1330-1730 Return Patient clinic (RIE) |
| **Thursday** **From / To**  | RIE / ELCH0900-1730 | 0900-1300 new patient OP clinic (ELCH)1330-1730 Endoscopy (ELCH) |
| **Friday** **From / To** | RIE0900-1730 | 0900-1300 SPA/ flexible endoscopy session1330-1730 Admin  |
| **Saturday** **From / To**  | RIE | When on-call (1: 8 with prospective)Ward round/ consults/emergency endoscopies  |
| **Sunday** **From / To** | RIE | When on-call (1: 8 with prospective) Ward round/ consults/emergency endoscopies  |

**2) In-patient duty week (1 week in 7)\***

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| **DAY** | **HOSPITAL/ LOCATION** | **TYPE OF WORK** |
| **Monday** **From / To** | RIE0830 – 1700 | 0830-0900 IP Board Round 0900-1200 ward round 1200-1400 OP Triage1400-1600 urgent endoscopy (ad hoc)1600-1700 ward duties |
| **Tuesday** **From / To**  | RIE0830 - 1700 | 0830-0900 IP Board Round 0900-1100 ward round 1100-1300 OP Triage1300-1400 GI Postgrad Meeting 1400-1600 undergraduate teaching1600-1700 ward duties |
| **Wednesday** **From / To**  | RIE0830 - 1700 | 0830-0900 IP Board Round 0900-1100 ward round 1100-1300 OP Triage1300-1400 Radiology meeting1400-1600 urgent endoscopy (ad hoc)1600-1700 ward duties |
| **Thursday** **From / To**  | RIE0830 - 1700 | 0830-0900 IP Board Round 0900-1100 ward round 1100-1400 OP Triage/Clin admin1400-1600 urgent endoscopy (ad hoc)1600-1700 ward duties |
| **Friday** **From / To** | RIE0830 - 1700 | 0830-0900 IP Board Round 0900-1100 ward round 1100-1400 OP Triage/Clin admin1400-1600 urgent endoscopy (ad hoc)1600-1700 ward duties |
| **Saturday** **From / To**  | RIEad hoc  | When on-call (1: 8 with prospective)Ward round/ consults/emergency endoscopies |
| **Sunday** **From / To** | RIEAd hoc | When on-call (1: 8 with prospective) Ward round/ consults/emergency endoscopies  |

\*The IP duties are variable and ad hoc: within the working day there will be time for clinical admin and a minimum of 4 hours SPA.

**The Job Plan** **is negotiable and will be agreed between the successful applicant, the Professional Lead for GI (RIE) and the Clinical Director for GI/Liver. It is 10 PAs made up of 9 PAs in Direct Clinical Care (DCC), i.e. 36 hours/week (including on-call commitments) and 1 SPA, i.e 4 hours/week.**

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| **Section 6: Contact Information** |

Informal enquiries and visits are welcome and should initially be made to Dr Ian Penman, Clinical Director for GI Services, NHS Lothian.
email ian.penman@nhslothian.scot.nhs.uk or telephone 0131-242-2065.

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| **Section 7: Working for NHS Lothian** |

**Working in Edinburgh and the Lothians**

**Who are we?**

NHS Lothian is an integrated NHS Board in Scotland providing primary, community, mental health and hospital services. Mr Calum Campbell is the Chief Executive and Miss Tracey Gillies the Medical Director.

The NHS Board determines strategy, allocates resources and provides governance across the health system. Services are delivered by Lothian University Hospitals Services (LUHS), the Royal Edinburgh Hospital and associated mental health services, 4-community health (and social care) partnerships (CH(C)Ps) in Edinburgh, West Lothian, East Lothian and Midlothian, and a Public Health directorate.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 24,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Further information about NHS Edinburgh and theothians 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, Mid 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. London is a short, one hour, flight away and flight connections with London, Amsterdam and Paris offer 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.

In conjunction with England, Wales, Northern Ireland and NHS Education for Scotland (NES) 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 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

**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 8: 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**  | Permanent |
| **GRADE AND SALARY** | Consultant, Gastroenterology |
| **HOURS OF WORK** | 40.00 |
| **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  |
| **GENERAL PROVISIONS** | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation’s agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary. |
| **REMOVAL EXPENSES** | Assistance with removal and associated expenses may be awarded (up to 10% of salary) |
| **EXPENSES OF CANDIDATES FOR APPOINTMENT** | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursement shall not normally be made to employees who withdraw their application, 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 does not require you to subscribe to a Medical Defence Organisation. Health Board indemnity will cover only Health Board responsibilities. It may, however, be in your interest to subscribe to a defence organisation in order to ensure you are covered for any work, which does not fall within the scope of the indemnity scheme. |
| **NOTICE** | Employment is subject to three months’ notice on either side, subject to appeal against dismissal. |
| **PRINCIPAL BASE OF WORK** | You may be required to work at any of NHS Lothian’s sites as part of your role. |
| **SOCIAL MEDIDA 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 9: General Information for Candidates** |

**Data Protection Act 1988**

Please note that any personal information obtained from you throughout the recruitment process will be collected, stored and used in line with the Data Protection Act 1998. Information will be available to the recruiting manager and to Human Resources staff.

**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.
* Once in receipt of the application pack 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 feel free to use additional paper if required. Please do not add your name to any additional information provided; secure it to the relevant section and the Recruitment Administrator will add a candidate number.

**Please return completed applications in Word Format by midnight on the close date to** **medical.personnel@nhslothian.scot.nhs.uk**

**You will receive an automated response acknowledging receipt of your application.**